

04/08/2014

Tulsa Area Workforce Investment Board
Executive Committee Meeting Minutes

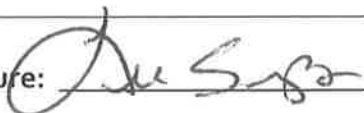
11:36 a.m.	Chair, Lee Simpson, called the meeting to order.	
ATTENDEES		
Members: Tom Albaugh; Ric Baser; JoAnna Jamison; Lee Simpson		
Absent Members: Rachel Hutchings; Kelly Beyer; Lynn Martin; Denise Reid; Candace Stine		
WIB Staff: Shelley Cadamy Munoz; Sarah Thompson, Nicole Hayes, Julie Sorrels		
Guests: Charley Farley; Sherita Moses; Rebecca Goodson; Bonnie Vann; Jon Nelson; Carla Hight		
Item	Description / Discussion	Action
1.	Introductions: None.	<u>No Action Necessary</u>
2.	The Executive Committee Meeting Minutes from 02/11/2014 were reviewed and approved by the Executive Committee.	Motion to Accept the Minutes as Drafted: Ric Baser Second: JoAnna Jamison Vote: Approved Unanimously
3.	Review and Approval of Equal Opportunity Employment Policy was tabled until the next Executive Committee meeting.	<u>Action Tabled until Next Executive Committee Meeting</u>
4.	Review and Approval of Supportive Service Policy was tabled until the next Executive Committee meeting in order to include revisions requested by the Oversight Committee.	<u>Action Tabled until Next Executive Committee Meeting</u>
5.	Discussed Youth Customer Satisfaction Survey Methods. Sarah Thompson, Workforce Tulsa Manager of Youth Services, reported Polleverywhere.com has been purchased in order to	<u>No Action Necessary</u>

Committee Members: Tom Albaugh, Ric Baser, Kelly Beyer, Rachel Hutchings, Joanna Jamison, Denise Reid, Candace Stine, Lee Simpson

Tulsa Area Workforce Investment Board Executive Committee meetings are in compliance with the Oklahoma Meetings Act

	survey Youth participants regarding customer satisfaction via text messaging.	
6.	Discussed how we know when clients stop going to school. Sherita Moses, DESI Project Lead, reported that in order to make assurances that funds are not covering costs for students who are not attending school, career managers are contacting the clients after they have started school. DESI is not invoiced by the schools until after the drop/add deadline has passed.	<u>No Action Necessary</u>
7.	Expense Report: Rebecca Goodson, Workforce Investment Act Compliance Coordinator with Tulsa Community College, presented the February 2014 Expense Report.	<u>No Action Necessary</u>
8.	Compliance Report: A. Workforce Tulsa Monitoring, Outreach, and Compliance Manager, Nicole Hayes, reported that the PY13 Quarter 1 Performance Monitoring Report should be available at the next Executive Committee Meeting. B. Nicole Hayes presented the Oklahoma Workforce Issuance 02-2014, Youth Eligibility & Data Validation State Policy Update.	<u>No Action Necessary</u>
12.	Performance Report: Sherita Moses, DESI Project Lead, reported that: A. All Program Year 2013 to March 2014 contract performance measure goals are being met or exceeded with the exception of: a. The number of adults being served intensively b. The number of youth participants B. All Program Year 2013 to March 2014 common measure goals are being met or exceeded. Sherita Moses provided reports as handouts which represented new enrollments and described efforts being made to increase contract performance measures.	<u>No Action Necessary</u>
8.	Chair Update: Lee Simpson reported that and Shelley Cadamy Munoz, Workforce Tulsa Executive Director, will be doing some community outreach together. Lee Simpson requested that Board members and friends of the Board to provide input regarding who it would be beneficial for himself as the Chair, and Shelley Cadamy Munoz as the Executive Director, to conduct such meetings.	<u>No Action Necessary</u>
9.	Executive Director Report: Shelley Cadamy Munoz reported: <ul style="list-style-type: none"> The Request for Proposal should be released later today The owner of DESI advised Shelley Cadamy Munoz that their company has lost \$70,000 on their contract with Workforce Tulsa and had considered ending that contract before the contract end date of June 30, 2014. After talking with Shelley Cadamy Munoz, DESI's owner stated that DESI would not end the current contract prematurely 	<u>No Action Necessary</u>

	<p>and that DESI will bid on the upcoming Request for Proposal.</p> <ul style="list-style-type: none"> • Tulsa Re-Entry gave a 30 day notice to end contract after co-enrollments were not completed, and the Department of Labor was notified. Workforce Tulsa still does not have data necessary for accountability of services. Workforce Tulsa has been asked to be involved on an application for a second grant and a letter of support has been requested. • Sherita Moses did an excellent job of making front line staff aware of what was left in the budget and creating a shift towards friendly competition. 	
10.	New Business: None.	<u>No Action Necessary</u>
11.	Old Business: None.	<u>No Action Necessary</u>
2.	Announcements: None.	<u>No Action Necessary</u>
<u>Meeting Adjourned:</u> 12:29 p.m.		<u>Motion</u> to Adjourn: Ric Baser <u>Second:</u> Tom Albaugh <u>Vote:</u> Approved Unanimously

Chair Signature:  Date: 6-10-14

