

WorkforceTulsa

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09/26/2016

Tulsa Area Workforce Development Board Oversight Committee Meeting Minutes

2:00pm

Workforce Tulsa Executive Director, Shelley Cadamy, called the meeting to order.

ATTENDEES

Committee Members: Rusty Edmiston, David Oliver, Melvin Taylor, Dana Thompson

Absent Members: Monica Barczak, Charley Farley

WIB Staff: Shelley Cadamy, Nicole Cue, Julie Sorrels, Sarah Thompson

Guests: Mildred Armstrong, Rebecca McCormick, Kyle Smith

Item	Description / Discussion	Action
1.	Introductions did not take place.	<u>No Action Necessary</u>
2.	Reviewed & Approved meeting minutes from 07/25/16.	<u>Motion to Approve:</u> Melvin Taylor <u>Second:</u> David Oliver <u>Vote:</u> Approved Unanimously
3.	Reviewed and Approved the nomination and election of David Oliver as Committee Chair.	<u>Motion to Approve:</u> David Oliver <u>Second:</u> Melvin Taylor <u>Vote:</u> Approved Unanimously
4.	One-Stop Operator Report: Workforce Tulsa Program Director, Mildred Armstrong, presented the August 2016 Metrics Report as contained in the packet.	<u>No Action Necessary</u>

5.	<p>Reviewed & Approved the 2017 Meeting Calendar as presented by Workforce Tulsa Admin/Project Coordinator, Julie Sorrels, with the correction on page 9 in the meeting packet to show the correct date of the 2017 July Oversight Committee Meeting to be July 31st.</p>	<p><u>Motion to Approve:</u> Melvin Taylor <u>Second:</u> Dana Thompson <u>Vote:</u> Approved Unanimously</p>
6.	<p>Reviewed & Approved the Demand Occupation List as presented by Shelley Cadamy with any necessary heading changes. David Oliver states that he would encourage the Demand Occupation Committee to consider adding more bottom rung occupations for the hard to serve participants.</p>	<p><u>Motion to Approve:</u> Rusty Edmiston <u>Second:</u> Melvin Taylor <u>Vote:</u> Approved Unanimously</p>
7.	<p>Reviewed & Approved the Grievance Policy as presented by Workforce Tulsa Compliance & Outreach Manager, Nicole Cue.</p>	<p><u>Motion to Approve:</u> Dana Thompson <u>Second:</u> Rusty Edmiston <u>Vote:</u> Approved Unanimously</p>
8.	<p>Reviewed & Approved the Program Monitoring Policy as presented by Nicole Cue with the following changes:</p> <ul style="list-style-type: none"> • Within the Monitoring Calendar under C. Scope and Frequency of Monitoring of VI. Local Policy, wherein the 2nd Quarter Contract Performance indicates February 29th, that date will be replaced with February 28th. • Within F. Support Documentation of VI. Local Policy, the first paragraph will read: Support documentation may be request requested from the Service Provider from time to time to validate validate responses to correct actions. 	<p><u>Motion to Approve:</u> Melvin Taylor <u>Second:</u> Dana Thompson <u>Vote:</u> Approved Unanimously</p>
9.	<p>Reviewed & Approved the Program Note Policy as presented by Nicole Cue with David Oliver's written corrections.</p>	<p><u>Motion to Approve:</u> David Oliver <u>Second:</u> Melvin Taylor <u>Vote:</u> Approved Unanimously</p>

10.	Discussion of Eastgate Relocation was facilitated by Shelley Cadamy. The line item was erroneously identified as a review & approve item.	<u>No Action Necessary</u>
11.	Reviewed & Approved filing formal grievances against the Oklahoma Office of Workforce Development for the following issues if necessary after meeting in person and discussing the issues with the Director of Workforce for the State of Oklahoma: <ul style="list-style-type: none"> • State Monitoring Report • Common Measure Incentives • Funding Formula • Eligible Training Provider • Glossary 	<u>Motion to Approve:</u> Dana Thompson <u>Second:</u> Rusty Edmiston <u>Vote:</u> Approved Unanimously
12.	Discussed Service Provider Sexual Harassment Policy as facilitated by Shelley Cadamy. The Policy was provided as a handout.	<u>No Action Necessary</u>
13.	Discussed Service Provider Procurement Update as facilitated by Shelley Cadamy with the aid of a handout, Proposed Service Provider Strategy for Remainder of Program Year 2016 (September 6, 2016 – June 30, 2017)	<u>No Action Necessary</u>
14.	Discussed Regional Planning Update as facilitated by Shelley Cadamy.	<u>No Action Necessary</u>
15.	Expense Report as of 08/31/16 was presented by Workforce Innovation and Opportunity Act Compliance Coordinator for Tulsa Community College, Rebecca McCormick.	<u>No Action Necessary</u>
16.	Board Line Item Report as of 08/31/16 was presented by Shelley Cadamy.	<u>No Action Necessary</u>
17.	Compliance: Workforce Tulsa Compliance & Outreach Manager, Nicole Cue, presented as contained in the packet: <ul style="list-style-type: none"> • Program Year 2015 Quarter 3 Contract Performance Report • Program Year 2015 Quarter 4 Contract Performance Report • July 2016 Comprehensive Monitoring Report 	<u>No Action Necessary</u>

18.	Chair Update: None	<u>No Action Necessary</u>
19.	Executive Director Report: None	<u>No Action Necessary</u>
20.	New Business: None	<u>No Action Necessary</u>
21.	Old Business: None.	<u>No Action Necessary</u>
22.	Meeting Adjourned: 3:34 p.m.	<u>Motion</u> to Adjourn: David Oliver <u>Second</u> : Dana Thompson <u>Vote</u> : Adjourned Unanimously

Chair Signature: David B. Oliver Date: 12-8-16