

06/10/2014

**Tulsa Area Workforce Investment Board
Executive Committee Meeting Minutes**

| 11:30 a.m. | <i>Chair, Lee Simpson, called the meeting to order.</i> | |
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| ATTENDEES | | |
| Members: Tom Albaugh; Ric Baser; Rachel Hutchings; JoAnna Jamison; Denise Reid; Lee Simpson | | |
| Absent Members: Kelly Beyer; Candace Stine | | |
| WIB Staff: Shelley Cadamy; Sarah Thompson, Nicole Hayes, Julie Sorrels | | |
| Guests: Charley Farley; Sherita Moses | | |
| Item | Description / Discussion | Action |
| 1. | Introductions: None. | <u>No Action Necessary</u> |
| 2. | The Executive Committee Meeting Minutes from 04/08/2014 were reviewed and approved by the Executive Committee. | <u>Motion</u> to Accept the Minutes as Drafted: Ric Baser <u>Second:</u> Tom Albaugh <u>Vote:</u> Approved Unanimously |
| 3. | Reviewed & Approved Supportive Service Policy as presented by Nicole Hayes, Tulsa Workforce Monitoring, Compliance, & Outreach Manager, with the caveat that the errors found within the adjusted language be corrected. | <u>Motion:</u> to Approve: Tom Albaugh <u>Second:</u> Rachel Hutchings <u>Vote:</u> Approved Unanimously |
| 4. | Reviewed & Approved the Program Year 2014 Budget as approved by the Oversight Committee and presented by Shelley Cadamy, Executive Director of Workforce Tulsa, with the caveat that there are likely to be changes made to the budget but that those changes will be reviewed at the June 19, 2014 Board meeting where the Executive Committee may make further recommendations as to whether or not the Program Year 2014 Budget as presented there should be moved forward. | <u>Motion:</u> to Approve: Ric Baser <u>Second:</u> Rachel Hutchings <u>Vote:</u> Approved Unanimously |

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

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| 5. | <p>Reviewed & Approve the Central Oklahoma Workforce Investment Board Employee of Record Contract as presented by Shelley Cadamy.</p> | <p>Motion: to Approve: JoAnna Jamison</p> <p>Second: Rachel Hutchings</p> <p>Vote: Approved Unanimously</p> |
| 6. | <p>Reviewed & Approved the Request for Proposal Committee Recommendation of negotiating with Grant Associates with the caveat that if those negotiations break down, negotiations with KRA can be initiated for Program Year 2014 Service Provider for Workforce Investment Act, Title 1 Adult and Dislocated Worker Program Services, Youth Program Services, and One-Stop Operator for the Tulsa Workforce Investment Area, Project# RFP-13-0002-TL as presented by Rachel Hutchings, Request for Proposal Committee Chair.</p> | <p>Motion: to Approve: Ric Baser</p> <p>Second: Denise Reid</p> <p>Vote: Approved Unanimously</p> |
| | <p>Review & Approval of the Contract for Workforce Investment Act, Title 1 Adult and Dislocated Worker Program Services, Youth Program Services, and One-Stop Operator for the Tulsa Workforce Investment Area is tabled.</p> | <p>Action Tabled</p> |
| 7. | <p>Expense Report: In the absence of the Workforce Investment Act Compliance Coordinator with Tulsa Community College, Rebecca Goodson, Shelley Cadamy presented the April 2014 Expense Report.</p> | <p>No Action Necessary</p> |
| 8. | <p>Compliance Report: Workforce Tulsa Monitoring, Outreach, and Compliance Manager, Nicole Hayes, presented the Program Year 2013 Quarter 1 Performance Monitoring Report. The service provider did meet incentive for certain performance measures, and an invoice was submitted and approved for the incentive payment.</p> | <p>No Action Necessary</p> |
| 9. | <p>Performance Report: Sherita Moses, DESI Project Lead, presented the performance reports provided in the meeting packet and reported that:</p> <p>A. Contract Performance Measure goals were met or exceeded with the exception of:</p> <p>1. Adult Customers Receiving Intensive Services</p> | <p>No Action Necessary</p> |

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| | <ol style="list-style-type: none"> 2. Adult Customers Receiving Industry-Recognized Occupational Skills Certification 3. Dislocated Worker Customers Receiving Intensive Services 4. Dislocated Worker Customers Receiving Industry-Recognized Occupational Skills Certification 5. Number of Active Youth 6. Youth Receiving Career Readiness Certification (CRC) <p>B. Common Measure goals were met or exceeded.</p> | |
| 10. | <p>Chair Update: Lee Simpson reported that Board composition is one of the major issues upon which focus will be placed moving forward toward strategic planning. At-large positions will be open for the Executive Committee, and Lee Simpson would appreciate suggestions. Shelley Cadamy reports that the position of incoming Chair is also open and that Kelly Beyer is resigning as the Chair from the Nomination Committee, so she will no longer be a member of the Executive Committee.</p> | <u>No Action Necessary</u> |
| 11. | <p>Executive Director Report: Shelley Cadamy presented the Executive Director Report as a hand out. She reported that within the Oklahoma Department of Commerce draft letter though still not yet finalized, it was explained that TAWIB should be using an approved vendor list.</p> | <u>No Action Necessary</u> |
| 12. | <p>New Business: None.</p> | <u>No Action Necessary</u> |
| 13. | <p>Old Business: None.</p> | <u>No Action Necessary</u> |

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| 14. | <p>Announcements: Denise Reid announced that the Tulsa Regional Workforce Analysis Project on which the Tulsa Regional Chamber of Commerce has been working produced a 94-page document of findings. Denise provided a project overview to the Executive Committee as a handout. On July 15, 2014, a strategy session will take place.</p> | <p><u>No Action Necessary</u></p> |
| <p><u>Meeting Adjourned:</u> 12:41 p.m.</p> | | <p><u>Motion</u> to Adjourn: Denise Reid <u>Second:</u> Ric Baser <u>Vote:</u> Approved Unanimously</p> |

Chair Signature:  Date: 8-12-14