

08/12/2014

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


11:35 a.m.	Chair, Lee Simpson, called the meeting to order.	
<b>ATTENDEES</b>		
<b>Members:</b> JoAnna Jamison; Isaac Rocha; Lee Simpson; Donna Wood <b>Absent Members:</b> Tom Albaugh; Ken Busby; Denise Reid; Candace Stine <b>WIB Staff:</b> Shelley Cadamy Munoz; Julie Sorrels <b>Guests:</b> Christopher Bernhardt		
Item	Description / Discussion	Action
1.	<b>Introductions:</b> None.	<b><u>No Action Necessary</u></b>
2.	<b>Reviewed &amp; Approved:</b> The Executive Committee Meeting Minutes from 06/10/2014 were reviewed and approved by the Executive Committee.	<b>Motion</b> to Approve the Minutes as Drafted: Lee Simpson  <b>Second:</b> Donna Wood  <b>Vote:</b> Approved Unanimously
3.	<b>Reviewed &amp; Approved:</b> The Executive Committee/Request for Proposal Committee Special Meeting Minutes from 06/14/2014 were reviewed and approved by the Executive Committee.	<b>Motion</b> to Approve the Minutes as Drafted: Lee Simpson  <b>Second:</b> Donna Wood  <b>Vote:</b> Approved Unanimously
4.	<b>Reviewed &amp; Approved:</b> The Program Year 2014 Central Oklahoma Workforce Investment Board Employee of Record Contract, Revision 1 was reviewed and approved as presented by Shelley Cadamy, Workforce Tulsa Executive Director.	<b>Motion</b> to Approve: JoAnna Jamison  <b>Second:</b> Isaac Rocha  <b>Vote:</b> Approved Unanimously
5.	<b>Reviewed &amp; Approved:</b> Program year 2014 Demand Occupations was reviewed and approved as presented by Shelley	<b>Motion</b> to Approve: JoAnna Jamison

**Committee Members:** Tom Albaugh, Ken Busby, Joanna Jamison, Isaac Rocha, Denise Reid, Candace Stine, Lee Simpson, Donna Wood

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

	Cadamy.	<b>Second:</b> Donna Wood  <b>Vote:</b> Approved Unanimously
6.	<b>Reviewed &amp; Approved:</b> Program year 2014 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, Revision 1 was reviewed and approved as presented by Shelley Cadamy.	<b>Motion</b> to Approve: JoAnna Jamison  <b>Second:</b> Isaac Rocha  <b>Vote:</b> Approved Unanimously
7.	<b>Reviewed &amp; Approved:</b> The Program Year 2014 Budget was reviewed and approved in lieu of Board approval as presented by Shelley Cadamy.	<b>Motion</b> to Approve: JoAnna Jamison  <b>Second:</b> Isaac Rocha  <b>Vote:</b> Approved Unanimously
8.	<b>Expense Report:</b> In the absence of Rebecca Goodson, Workforce Investment Act Compliance Coordinator with Tulsa Community College, Shelley Cadamy reported that there is not a July 2014 Expense Report. Christopher Bernhardt reported that Grant Associates is submitting their very first invoice to Tulsa Community College today.	<b>No Action Necessary</b>
9.	<b>Discussed:</b> Service Provider Transition Update as presented by the interim director of Grant Associates, Christopher Bernhardt.	<b>No Action Necessary</b>
10.	<b>Performance Reports:</b> Christopher Bernhardt presented handouts which contained a Report Narrative outlining goals, challenges, successes, and upcoming strategic plans and reports that demonstrated the June 2014 performance measures. A. Contract Performance Measure goals were met or exceeded with the exception of Intensive Enrollment for Adult & Dislocated Workers, the Number of Active Youth, Occupational Skills Certification Attainment for Adults & Dislocated Workers, Customer Satisfaction for Dislocated Workers in the 4 <sup>th</sup> Quarter of Program Year 2014, and Career Readiness Certificate for Youth. B. Common Measure goals were all met or exceeded.	<b>No Action Necessary</b>
11.	<b>Chair Update:</b> Lee Simpson reported: <ul style="list-style-type: none"> <li>Shelley Cadamy's evaluation is due in August. Lee Simpson will the evaluation form to the Executive Committee Members to complete and submit back to his Administrative Assistant to sort for anonymity.</li> <li>There have been a couple of interviews conducted in an effort to select a facilitator for Strategic Planning. It will take place on September 18, 2014, 8:30am-12:30pm.</li> </ul>	<b>No Action Necessary</b>

12.	<p><b>Executive Director Report:</b> Shelley Cadamy Munoz reported:</p> <ul style="list-style-type: none"> <li>• Strategic Planning</li> <li>• A former career manager for DESI failed to follow procedure and caused problems regarding the cost of training for various clients including those who are participants in the Choosing to Change Program (Turley Correctional Center/Resonance Center for Women) and the Tulsa Community College Second Chance Program (Connors Correctional Facility). Grant Associates and Board Staff have been troubleshooting this for a couple of weeks and are currently seeking guidance from the Oklahoma Department of Commerce. The fiscal agent has also been advised of the situation. Workforce Tulsa did not continue in the 4<sup>th</sup> cohort.</li> <li>• The Workforce Innovation Opportunity passed. Board Staff is looking for professional development opportunities.</li> <li>• The Oklahoma Department of Commerce is asking area Workforce Boards to negotiate their own common measures.</li> <li>• Workforce Tulsa has applied for a grant with the focus on minority youth women and STEM.</li> <li>• DESI did not qualify for a quarter 3 incentive.</li> <li>• Troubleshooting TAA (Trade Adjustments Assistance) issues</li> <li>• The Grant Associates Team's participation in Rapid Responses has been very good, and the Business Services Team &amp; Partnership Lead are impressive.</li> <li>• The Partners meeting is taking place on 08/14/2014 at 8:30am.</li> </ul>	<u><b>No Action Necessary</b></u>
13.	<b>New Business:</b> None.	<u><b>No Action Necessary</b></u>
14.	<b>Old Business:</b> None.	<u><b>No Action Necessary</b></u>
15.	<b>Announcements:</b> None.	<u><b>No Action Necessary</b></u>
<u><b>Meeting Adjourned:</b></u> 1:05 p.m.		<u><b>For a Lack of a Quorum, Lee Simpson adjourned the meeting.</b></u>

Chair Signature: 

Date: 10-14-14

