

# WorkforceTulsa

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01/12/2017

## Tulsa Area Workforce Development Board Youth Committee Minutes

8:30 a.m.

*In the absence of Joyce McClellan, Youth Committee Chair, the Executive Director of Workforce Tulsa, Shelley Cadamy called the meeting to order.*

### ATTENDEES

**Attending Youth Council Members:** William (Scott) Ferris, Jennifer Ferre, Susan Hartzler, Melinda Lucas, Richard Palazzo, Rue Ramsey, Kuma Roberts, Amy Spencer, Robbie Wheat, Geoffrey Wilbur

**Absent Members:** Stephanie Cameron, Josh George, Joyce McClellan, Theresa Radford, Maryann Simpson, Shannon Turner

**Board Staff:** Shelley Cadamy, Julie Sorrels, Nicole Cue

**Guests:** Kyle Smith, Amber Knaack, Scott Obomanu, Jennifer Conger, Falen LeBlanc

Item	Description / Discussion	Action
1.	<b><u>Introductions</u></b> took place.	<b><u>No Action Necessary</u></b>
2.	<b><u>Presentation</u></b> of the 5 Minute Spotlight was presented by the Workforce Tulsa Youth Team as lead by the Workforce Tulsa Youth Business and Career Services Manager, Amber Knaack, with the aid of a PowerPoint Presentation and handouts.	<b><u>No Action Necessary</u></b>
3.	<b><u>Reviewed &amp; Approved</u></b> the 11/03/16 Youth Committee Meeting Minutes.	<b><u>Motion: to Approve:</u></b> Geoffrey Wilbur <b><u>Second:</u></b> Kuma Roberts <b><u>Vote:</u></b> Approved by Unanimous Vote
4.	<b><u>Reviewed &amp; Approved</u></b> the Youth Incentive Policy as contained in the packet and presented by Shelley Cadamy	<b><u>Motion: to Approve:</u></b> Geoffrey Wilbur <b><u>Second:</u></b> Kuma Roberts <b><u>Vote:</u></b> Approved by Unanimous Vote

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Tulsa Area Workforce Development Board (TAWDB) meetings are in compliance with the Oklahoma Open Meetings Act

Workforce Tulsa is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

This presentation was financed in whole or part by funds from the US Department of Labor as administered by the Oklahoma Office of Workforce Development.


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5.	<p><b>Reviewed &amp; Approved</b> the Objective Assessment and Individual Service Strategy Policy as contained in the packet and as presented by Shelley Cadamy with grammatical corrections to include:</p> <ul style="list-style-type: none"> <li>• Page 2 of 46 within the first sentence of Reason: "Participant" shall be written in the possessive form.</li> <li>• Page 5 of 46, Section D, Needs and Barriers Goal: The last sentence shall end "...supportive service needs, and any other needs or skills gaps reported by the participant."</li> <li>• Page 8 of 46, VII Compliance, Section B: shall state, "Attachment B Youth ISS Packet and all documents within, shall be part of the ISS packet upload, except the 'Individual Services Strategy Planning Worksheet: Goal Development' pages. These pages are created to provide guidance to the Career Manager in creating appropriate goals."</li> </ul> <p>As well as the following changes to page 3 of Attachment A: Youth Program Self-Assessment:</p> <ul style="list-style-type: none"> <li>• Remove heading, <del>Economic Hurdles</del>.</li> <li>• Instead of "<del>Please check the box that relates to you</del>," the instructions at the top of the page will read: "Please check each box that relates to you."</li> <li>• Foster Care (Currently or <del>have been in foster care</del>) shall read, "...<del>(Currently or previously)</del>"</li> </ul>	<p><b>Motion: to Approve:</b> Rue Ramsey  <b>Second:</b> Kuma Roberts  <b>Vote:</b> Approved by Unanimous Vote</p>
6.	<p><b>Reviewed &amp; Approved</b> the Youth Employment Program Policy presented as a handout by Shelley Cadamy with grammatical errors to be corrected by Board Staff and to include corrections suggested by Committee members:</p> <ul style="list-style-type: none"> <li>• Page 5, Section IV(A)(3)(c)(3): Correct the red underlined sentence to read, "The Service Provider shall gather all surveys and provided them to the Board Staff."</li> <li>• Attachment A, page 2: <ul style="list-style-type: none"> <li>○ Correct second sentence to end, "...you have the opportunity to working within companies and organizations throughout your community to develop work readiness skills that will assist you in obtaining a career in your field of interest."</li> <li>○ Correct third sentence to read, "The worksite <del>you are placed</del> at which you are placed should reflect your career interest, <del>therefore</del>, allowing you the opportunity to gain exposure to your <del>interested</del> career interest, to develop basic job skills, and much more."</li> </ul> </li> <li>• Page 4, Section IV (A)(1)(d): The middle of the last sentence should be corrected, "...on a case by case <del>bases</del> basis with..."</li> <li>• Attachment A, page 5</li> </ul>	<p><b>Motion: to Approve:</b> Kuma Roberts  <b>Second:</b> Rue Ramsey  <b>Vote:</b> Approved by Unanimous Vote</p>

	<ul style="list-style-type: none"> <li>○ In the Payroll &amp; Timesheets section, the second sentence should read: "You will be provided specific directions as to how to appropriately log in and out."</li> <li>○ In the Drug Free Policy section, the last full sentence on the page shall read, "If you are found to be using drugs during the Youth Employment Program, you will be immediately terminated from your work experience."</li> <li>● Attachment A, page 8, Trainee Termination section, beginning with the second sentence, corrected to read, "The Youth Employment program prefers to use these situations as teachable moments. However, the program also understands that there are some circumstances that require immediate termination, or termination following the completion of an improvement plan."</li> <li>● Page 3, Section III <ul style="list-style-type: none"> <li>○ (B) Employment Goal(s), the last sentence should begin, "The employment goal is..."</li> <li>○ (D) Work Experience, the first sentence should begin, "An internship or work experience is defined as a planned..."</li> </ul> </li> </ul> <table border="1" data-bbox="256 919 1016 1199"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>1. Send final document with corrected grammar to the Youth Committee before it goes to the Oversight Committee for review &amp; approval.</td> <td>Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Send final document with corrected grammar to the Youth Committee before it goes to the Oversight Committee for review & approval.	Shelley Cadamy	
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7.	<p><b>Reviewed &amp; Approved</b> the Anti-Harassment Policy as presented by Shelley Cadamy as a handout.</p>	<p><b>Motion: to Approve:</b> Richard Palazzo  <b>Second:</b> Geoffrey Wilbur  <b>Vote:</b> Approved by Unanimous Vote</p>				
8.	<p><b>Discussion</b> regarding Winter Work Experience Program was facilitated by Workforce Tulsa Youth Business and Career Services Manager, Amber Knaack.</p>	<p><b>No Action Necessary</b></p>				
9.	<p><b>Discussion</b> regarding Early Warning System- Data Sharing Agreement/Memorandum of Understanding between Workforce Tulsa &amp; Tulsa Public Schools</p> <table border="1" data-bbox="256 1654 1016 1890"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>2. Continue efforts to pursue a formal agreement &amp; report back to the Committee regularly.</td> <td>Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	2. Continue efforts to pursue a formal agreement & report back to the Committee regularly.	Shelley Cadamy	<p><b>No Action Necessary</b></p>
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	3. Facilitate getting Shelley Cadamy on an agenda to present to school counselors.	Susan Hartzler & Rue Ramsey	
	4. Facilitate getting Shelley Cadamy on an agenda to present to regional superintendents.	Kuma Roberts	
10.	<p><b>Compliance:</b> Workforce Tulsa Compliance &amp; Outreach Manager, Nicole Cue, referred the Committee to the following reports contained within the meeting packet:</p> <p>A. Program Year 2016 Quarter 1 Contract Performance Report  B. August 2016 Comprehensive Monitoring Report  C. September 2016 Comprehensive Monitoring Report  D. October 2016 Comprehensive Monitoring Report</p>		<b><u>No Action Necessary</u></b>
11.	<p><b>Client Success Story</b> The Committee was encouraged to read the two success stories contained in the meeting packet featuring Ashley Wilson and Alexandria Lloyd.</p>		<b><u>No Action Necessary</u></b>
12.	<p><b>Youth Outreach and Activities Update</b> by Amber Knaack did not take place.</p>		<b><u>No Action Necessary</u></b>
13.	<p><b>One-Stop Operator Report</b> was presented by Shelley Cadamy due to the absence of Workforce Tulsa Program Interm Director, Kyle Smith. November 2016 Metrics were included in the meeting packet.</p>		<b><u>No Action Necessary</u></b>
14.	<p><b>Chair Update:</b> Chair, Joyce McClellan, asked that Shelley report that Joyce is actively involved in the process of the Request for Proposal for Program year 2017 Service Provider for Workforce Innovation and Opportunity Act, Title 1 Adult and Dislocated Worker Program Service, Youth Program Services, and One-Stop Operator for the Tulsa Workforce Development Area.</p>		<b><u>No Action Necessary</u></b>
15.	<p><b>Manager of Youth Strategy Report:</b> Shelley Cadamy reports that Workforce Tulsa is currently hiring for this position.</p>		<b><u>No Action Necessary</u></b>
16.	<p><b>New Business:</b> None</p>		<b><u>No Action Necessary</u></b>

17.	<b>Old Business:</b> None	<b><u>No Action Necessary</u></b>				
18.	<p><b>Discussion:</b> Kuma Roberts announced FAFSA Challenge starts February 1, 2017. There will be a press conference on February 2, 2017.</p> <table border="1" data-bbox="256 317 1016 520"> <thead> <tr> <th data-bbox="256 317 643 369">Action Steps</th> <th data-bbox="643 317 1016 369">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="256 369 643 520">5. Share information regarding the challenge with Board Staff/Committee.</td> <td data-bbox="643 369 1016 520">Kuma Roberts</td> </tr> </tbody> </table>	Action Steps	Accountability	5. Share information regarding the challenge with Board Staff/Committee.	Kuma Roberts	<b><u>No Action Necessary</u></b>
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19.	<b>Adjourn:</b> The meeting was adjourned at 10:13 a.m.	<b><u>Motion to Adjourn:</u></b> Geoffrey Wilbur <b><u>Second:</u></b> Rue Ramsey <b><u>Vote:</u></b> Approved by Unanimous Vote				

Chairman Signature:  Date: 3/2/17

