

Tulsa Area Workforce Development Board Meeting Minutes 04/20/17

8:31 a.m.	<p>In the absence of Board Chair, Amber Hatten, Immediate Past Chair, Lee Simpson called the meeting to order.</p> <p>A quorum was achieved by roll call/introductions of Board members at 8:38 a.m.</p>
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Attending Board Members: Tom Albaugh, Kelly Beyer, Pamela Bridwell, Ken Busby, Eloy Chavez, Ted Cundiff, Mike Davidson, Rusty Edmiston, Joe Epperley, Vanessa Finley, Angela Flax, Patrick Green, Susan Hartzler, David Polen, Lee Simpson, Kinnee Tilly, Jennifer Tucker

Absent Members: Lou Ann Amstutz, Thaddaeus Babb, Dawn Bollinger, Paul Boyett, Jenae Bradford, Angela Buchanan, Brett Campbell, Susan Carper, Justin Evans, Amber Hatten, Joyce McClellan, David Oliver, Melvin Taylor, Martha Webb-Jones

Board Intern- Present: Jordan Gaines

WDB Staff: Shelley Cadamy, Julie Sorrels, Nicole Cue, Cherie Stierwalt

Guests: Scott Amey, Chris Berry, Kyle Smith, Jeremy Frutchey, Amber Knaack, Dominique Clarke, Lee Longhorn, Kristen Fair, Ronald Julian

Item	Description / Discussion	Action
1.	Reviewed & Approved 02/16/17 Board Meeting Minutes.	<p><u>Motion to Approve:</u> Mike Davidson</p> <p><u>Second:</u> Tom Albaugh</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
2.	<p>Reviewed & Approved the Consent Agenda as contained in the meeting packet.</p> <p>A. Demand Occupation List</p> <p>B. Dynamic Workforce Solutions, Inc. as the selected Request for Proposal Bidder for the Program Year 2017 Service Provider for Workforce Investment and Opportunity Act, Title 1 Adult and Dislocated Worker Program Services, Youth Program Services, and One-Stop Operator for the Tulsa Workforce Development Area</p>	<p><u>Second:</u> Ken Busby</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>

	C. Contract for the Program Year 2017 Service Provider for Workforce Investment and Opportunity Act, Title 1 Adult and Dislocated Worker Program Services, Youth Program Services, and One-Stop Operator for the Tulsa Workforce Development Area					
3.	<p>Presentation: Patrick Green delivered a presentation about a partnership between Southerland Global and Tulsa Community College (TCC) that came about due to Workforce Tulsa that addressed the following:</p> <ul style="list-style-type: none"> • TCC was accepted to participate in a Bill and Melinda Gates Foundation Program called the Guided Pathways Project which focuses on student success. • Southerland Global, experiencing an unmet workforce need, helped TCC to customize training to meet the current industry standards. • Advisory Committee • New Certificate 	<u>No Action Necessary</u>				
4.	<p>Presentation: Workforce Tulsa Executive Director, Shelley Cadamy, delivered a Workforce 101 presentation about the Demand Occupation List and how it is created and utilized by Workforce Tulsa. Shelley Cadamy asked that all Board members representing private industry to provide business intelligence to the Board in the form of an industry report out at Board meetings.</p>	<u>No Action Necessary</u>				
5.	<p>Compliance: Workforce Tulsa Compliance & Outreach Manager, Nicole Cue, presented the finalized Program Year 2016 Quarter 2 Contract Performance Report and reported that the Service Provider did not earn incentive due to failure to meet the Adult & Dislocated Worker Program measure of the Customers Receiving Industry-Recognized Occupational Skills Certification.</p>	<u>No Action Necessary</u>				
6.	<p>Expense Report: In the absence of Workforce Innovation and Opportunity Act Compliance Coordinator for Tulsa Community College, Rebecca McCormick, the Workforce Tulsa Executive Director, Shelley Cadamy, presented the Expense Report as of 02/28/2017 as contained in the packet.</p> <table border="1"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>1. Have Rebecca McCormick break down and present individually the percent remaining for each Client Services funding stream</td> <td>Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Have Rebecca McCormick break down and present individually the percent remaining for each Client Services funding stream	Shelley Cadamy	<u>No Action Necessary</u>
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	on the Monthly Expense Report.	
7.	Oversight Committee Report was presented by Shelley Cadamy due to the absence of Committee Chair, David Oliver.	<u>No Action Necessary</u>
8.	Youth Committee Report was presented by Shelley Cadamy the absence of Committee Chair, Joyce McClellan.	<u>No Action Necessary</u>
9.	Disability Employment Advisory Committee Report was presented by Nicole Cue due to the absence of Committee Chair, Thaddaeus Babb. She reported that emersion training for front line staff is set to take place in Program Year 2017.	<u>No Action Necessary</u>
10.	<p>One-Stop Operator Report: Kyle Smith, Interim Program Director Grant Associates, presented the Program Year 2016- March Contract Performance Measures as reflected in the Metrics Report contained in the meeting packet and provided highlights. Kyle reported:</p> <ul style="list-style-type: none"> • Contractual Measures <ul style="list-style-type: none"> ○ All of the Adult and Dislocated Worker measures goals have been met or exceeded ○ The only Youth measure that has not yet been met is the enrollment measure. • Highlights 	<u>No Action Necessary</u>
11.	National Association of Workforce Boards (NAWB) Conference/Oklahoma Association of Workforce Development Boards (OAWDB) Retreat Debrief: Due to the absence of David Oliver & Amber Hatten, this will take place at the next Board Meeting.	<u>No Action Necessary</u>
12.	Chair Report: In the absence of Board Chair, Amber Hatten, Lee Simpson instructed Board members to complete the handout, Workforce Board Self-Assessment Survey.	<u>No Action Necessary</u>
13.	<p>Executive Director Report: Shelley Cadamy presented the Executive Director Report. Shelley Cadamy:</p> <ul style="list-style-type: none"> • Thanked the Oversight & Executive Committee members for completing the RFP process of the Service Provider and the completion and approval of the Program Year 2017 Service Provider Contract, • Introduced guests representing Dynamic Workforce Solutions, • Announced that Kyle Smith has accepted a position as the Project Director of Dynamic Workforce Solutions, 	<u>No Action Necessary</u>

	<ul style="list-style-type: none"> • Introduced Cherie Stierwalt, Workforce Tulsa Manager of Youth Strategy, • Updated the Board regarding the American Job Center move from the Eastgate location – Core Partners Committee, and • Presented an update regarding the criminal justice legislation which the Board had voted to endorse. 	
14.	New Business: None.	<u>No Action Necessary</u>
15.	Old Business: None.	<u>No Action Necessary</u>
16.	Announcements: None.	<u>No Action Necessary</u>
17.	10:07 a.m. -- The meeting was adjourned.	<u>Motion</u> to Adjourn: Ken Busby <u>Second:</u> Thaddaeus Babb <u>Vote:</u> Approved by Unanimous Vote

Chairman Signature: Amber Hatten Date: 6/15/17