

Tulsa Area Workforce Development Board Meeting Minutes 02/16/2017

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| 8:33 a.m. | Board Chair, Amber Hatten, called the meeting to order. A quorum was achieved by roll call/introductions of Board members at 8:41 a.m. |
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Attending Board Members: Tom Albaugh, Thaddaeus Babb, Kelly Beyer, Jenae Bradford, Pamela Bridwell, Angela Buchanan, Ken Busby, Eloy Chavez, Rusty Edmiston, Joe Epperley, Angela Flax, Susan Hartzler, Amber Hatten, David Oliver, Lee Simpson, Martha Webb-Jones

Absent Members: Lou Ann Amstutz, Dawn Bollinger, Paul Boyett, Susan Carper, Ted Cundiff, Mike Davidson, Justin Evans, Vanessa Finley, Patrick Green, Joyce McClellan, David Polen, Denise Reid, Kinnee Tilly, Jennifer Tucker, Melvin Taylor

Board Intern- Present: Jordan Gaines

WDB Staff: Shelley Cadamy, Julie Sorrels, Nicole Cue

WDB Intern: Iniece Bell

Guests: Jon Nelson, Kyle Smith, Jeremy Frutchey, Amber Knaack, Dominique Clarke, Ashley Thomas, Delaney Rea, Ronald Julian

| Item | Description / Discussion | Action |
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| 1. | Reviewed & Approved 12/15/16 Board Meeting Minutes. | <p><u>Motion to Approve:</u> Tom Albaugh</p> <p><u>Second:</u> Ken Busby</p> <p><u>Vote:</u> Approved by Unanimous Vote</p> |
| 2. | <p>Reviewed & Approved the Consent Agenda as contained in the meeting packet.</p> <ul style="list-style-type: none"> A. Youth Incentive Policy B. Objective Assessment and Individual Services Strategy Policy C. Youth Employment Program Policy D. Anti-Harassment Policy E. Self-Sufficiency Policy F. Priority of Service Policy | <p><u>Motion to Approve:</u> Ken Busby</p> <p><u>Second:</u> Eloy Chavez</p> <p><u>Vote:</u> Approved by Unanimous Vote</p> |

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| 3. | <p>Compliance: Workforce Tulsa Compliance & Outreach Manager, Nicole Cue, presented the 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. Nicole also presented the September 2016 and October 2016 Comprehensive Monitoring Reports as contained in the packet.</p> | <u>No Action Necessary</u> |
| 4. | <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 12/31/2016 as contained in the packet.</p> | <u>No Action Necessary</u> |
| 5. | <p>Oversight Committee Report was presented by Committee Chair, David Oliver. He reported that the Board should see for review and approval the Demand Occupation list at the next Board meeting.</p> | <u>No Action Necessary</u> |
| 6. | <p>Youth Committee Report was presented by Workforce Tulsa Executive Director in the absence of Committee Chair, Joyce McClellan. She reported that Workforce Tulsa is hosting a Winter Work Experience this year.</p> | <u>No Action Necessary</u> |
| 7. | <p>Disability Employment Advisory Committee Report was presented by Committee Chair, Thaddaeus Babb, who discussed:</p> <ul style="list-style-type: none"> • Focusing on providing training for the Workforce Tulsa front line staff • DRS providing staff and a licensed counselor to participate in weekly job readiness training • Committee meetings held quarterly | <u>No Action Necessar</u> |
| 8. | <p>One-Stop Operator Report: Kyle Smith, Interim Program Director Grant Associates, presented the Program Year 2016- December 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 except for Industry Recognized Occupational Skills Certification. ○ The only Youth measure that has met or exceeded its goal is Hard to Serve, At Risk Youth. • Highlights <ul style="list-style-type: none"> ○ Winter Work Experience- Workforce Tulsa appreciates <ul style="list-style-type: none"> ▪ Manpower ▪ Susan Hartzler, Union Adult Education ▪ Board members who presented during Job Readiness week ○ Weekly Partner Resource Fair ○ Union Adult Education- ESL Population ○ Enrollment/Job Readiness Training – Board member, Angela Flax-Smith shared her experience facilitating workshops | <u>No Action Necessary</u> |

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| | <ul style="list-style-type: none"> o March 23, 2017 Partner Meeting o Microsoft Partnership – certified instructors coming into the one-stop center training participants for free | |
| 9. | Chair Report: Amber Hatton presented a Chair report and reported that there will be three organizations presenting proposals in regards to the Request for Proposal 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 Contract to the Executive and Oversight committees following this Board meeting. Following the proposals, the committees will select the organization(s) with which to enter contract negotiations. | <u>No Action Necessary</u> |
| 10. | Executive Director Report: Shelley Cadamy presented the Executive Director Report as contained in the meeting packet. | <u>No Action Necessary</u> |
| 11. | New Business: None. | <u>No Action Necessary</u> |
| 12. | Old Business: None. | <u>No Action Necessary</u> |
| 13. | Announcements: Pamela Bridwell agrees to forward the following information along to Kyle Smith: The Oklahoma Employment Security Commission Spring Job fair will take place on Thursday, April 6 at the Eastgate One-Stop Center from 10am-2pm. | <u>No Action Necessary</u> |
| 14. | 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 Hatton Date: 6/15/17

