

## Tulsa Area Workforce Development Board Meeting Minutes 12/15/16

8:35 a.m.	Board Chair, Amber Hatton, called the meeting to order.  A quorum was achieved by roll call/introductions of Board members at 8:43 a.m.
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**Attending Board Members:** Thaddaeus Babb, Kelly Beyer, Jenae Bradford, Pamela Bridwell, Eloy Chavez, Mike Davidson, Rusty Edmiston, Angela Flax, Patrick Green, Susan Hartzler, Amber Hatten, Joyce McClellan, David Oliver, Denise Reid, Lee Simpson, Kinnee Tilly, Jennifer Tucker

**Absent Members:** Tom Albaugh, Lou Ann Amstutz, Dawn Bollinger, Paul Boyett, Angela Buchanan, Ken Busby, Susan Carper, Ted Cundiff, Joe Epperley, Justin Evans, Vanessa Finley, Lindsay Goldfarb, David Polen, Isaac Rocha, Melvin Taylor, Dana Thompson, Martha Webb-Jones

**Board Intern- Present:** W. Taylor Farr

**Board Intern- Absent:** Scott Buffington

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

**Guests:** Jon Nelson, Kyle Smith, Tom Summar, Amber Knaack, Dominique Clarke, Kristen Fair, Lee Longhorn

Item	Description / Discussion	Action
1.	<b>Reviewed &amp; Approved</b> 10/12/16 Board Meeting Minutes.	<p><b><u>Motion to Approve:</u></b> Thaddaeus Babb</p> <p><b><u>Second:</u></b> Eloy Chavez</p> <p><b><u>Vote:</u></b> Approved by Unanimous Vote</p>
2.	<p><b>Reviewed &amp; Approved</b> the Consent Agenda with the following items removed and tabled:</p> <ul style="list-style-type: none"> <li>A. Youth Incentive Policy</li> <li>B. Objective Assessment and Individual Services Strategy Policy</li> </ul>	<p><b><u>Motion to Approve:</u></b> Denise Reid</p> <p><b><u>Second:</u></b> Joyce McClellan</p> <p><b><u>Vote:</u></b> Approved by Unanimous Vote</p>

3.	<b>Reviewed &amp; Approved</b> the Youth Committee By-Laws as contained in the packet.	<b>Motion to Approve:</b> Mike Davidson <b>Second:</b> Joyce McClellan <b>Vote:</b> Approved by Unanimous Vote
4.	<b>Compliance:</b> Workforce Tulsa Compliance & Outreach Manager, Nicole Cue, presented the Program Year 2016 Quarter 1 Contract Performance Report and the August 2016 Comprehensive Monitoring Report as contained in the packet. Nicole Cue reported that the comprehensive monitoring will be conducted quarterly instead of monthly moving forward. September 2016 and October 2016 Comprehensive Monitoring reports will be presented at the next meeting. Comprehensive Monitoring after that will be done on a quarterly basis.	<b><u>No Action Necessary</u></b>
5.	<b>Expense Report:</b> 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 10/31/2016 as contained in the packet.	<b><u>No Action Necessary</u></b>
6.	<b>Oversight Committee Report</b> was presented by Committee Chair, David Oliver.	<b><u>No Action Necessary</u></b>
7.	<b>Youth Committee Report</b> was presented Committee Chair, Joyce McClellan, who discussed: <ul style="list-style-type: none"> <li>• Youth Plan</li> <li>• Winter Work Experience</li> </ul>	<b><u>No Action Necessary</u></b>
8.	<b>Disability Employment Advisory Committee Report</b> was presented by Committee Chair, Thaddaeus Babb, who discussed: <ul style="list-style-type: none"> <li>• Outreach plans</li> <li>• Focusing on Workforce Innovation and Opportunity Act (WIOA)/ Department of Rehabilitation Services (DRS) training for the Workforce Tulsa Service Provider staff</li> <li>• Incorporate DRS training into the Introduction to Services workshops facilitated at the Eastgate One-Stop Center</li> </ul>	<b><u>No Action Necessary</u></b>
9.	<b>One-Stop Operator Report:</b> Kyle Smith, Interim Director of Grant Associates, presented the Program Year 2016- October Contract Performance Measures as reflected in the Metrics Report contained in the meeting packet and provided highlights. Kyle reported regarding contractual performance that: <ul style="list-style-type: none"> <li>• Adult team is trending well.</li> </ul>	<b><u>No Action Necessary</u></b>

	<ul style="list-style-type: none"> <li>○ Training completions expected to hit or exceed goal by the end of the month upon verification.</li> <li>● Youth team has great momentum. <ul style="list-style-type: none"> <li>○ Enrollment numbers trending well.</li> <li>○ Key and Core partners met with on a regular basis.</li> <li>○ Customers Earning a Career Readiness Certificate- anticipate meeting or exceeding the goal.</li> <li>○ Winter WEX should result in meeting or exceeding the Work Experience Completions goal.</li> </ul> </li> <li>● Business Services/Job Placements</li> <li>● Partner Engagement</li> <li>● Service Deliver Models have changed – committed to stabilization/continuity</li> </ul>	
10.	<p><b>Chair Report:</b> Amber Hatton presented a Chair report. Amber Hatten read one of the weekly emails from Oklahoma Works Executive Director, Erin Risley-Baird. The email referenced a Houston Conference top as facilitated by Greg Newton that Erin Risely-Baird found particularly meaningful was that WIOA redefines customers as businesses, job seekers, and partners and that the partnership incorporation is critical to the success of WIOA.</p> <p>One of Amber Hatten’s goals is to build relationships with area businesses by initially building awareness about Workforce Tulsa. Amber Hatten requested that for the February Board meeting, members extend invitations to human resource representatives and recruiters as guests.</p>	<u>No Action Necessary</u>
11.	<b>Executive Director Report:</b> Shelley Cadamy presented the Executive Director Report as contained in the meeting packet.	<u>No Action Necessary</u>
12.	<b>New Business: None.</b>	<u>No Action Necessary</u>
13.	<b>Old Business: None.</b>	<u>No Action Necessary</u>
14.	<b>Announcements: None.</b>	<u>No Action Necessary</u>
15.	9:27 a.m. -- <b>The meeting was adjourned.</b>	<p><u>Motion</u> to Adjourn: Patrick Green</p> <p><u>Second:</u> David Oliver</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>

Chairman Signature: Amber Hatten Date: 2/16/2017

