



Special Workforce Tulsa Board Meeting

Date: 01/21/09

Time: 1:30pm –3:30pm

Location: Workforce Tulsa TTC Lemley Campus TR 3

Purpose: Section 117 of the Workforce Investment Act and state of Oklahoma guidance provides that the purpose of a local workforce investment board is to set policy, oversee the workforce development system, coordinate resources, and convene partners for the local portion of the statewide workforce investment system. According to the State Workforce Investment Board, the objective of the system is to align and focus existing resources to more effectively meet business needs. According to the State Workforce Investment Board, the objective of the Workforce Oklahoma system is to align and focus existing resources to more effectively meet business needs [in the 4 county region].

Agenda

Activity / Item	Who	Page
Call Meeting to Order / Determination of Quorum	Chair	
Chairman's update:	Chair	
Review and Approve: Meeting Minutes from 11/05/2008	Chair	
Review and Approve: Arbor Contract – Program Year 2007	Darcy	
Review and Approve: GStars Contract	Darcy	
Review and Approve: Authorize Transfer of Program Funds from the WIB Budget to Arbor's Budget.	Darcy	
Guest Speaker: WIA Youth Participants – Discuss <i>Blueprints for Building Futures</i> Program Cory Smith: (Program Participant – Older Youth / Out of School) Jennifer Rains: (Crossland Construction)	Youth	
Discussion & Possible Action: Executive Director Update	Darcy	
Discussion & Possible Action: Program Year 2008 Exit Notes	Staff	
Discussion & Possible Action: Financial Review	Carol	
Discussion & Possible Action: Board Orientation Webinar / Affidavit of Non-Conflict of Interest	Darcy	
Discussion & Possible Action: OESC Unemployment Update	Charley	
Discussion & Possible Action: One-Stop Update	Brad	
Discussion & Possible Action: Introduction of New Board Members	Darcy	
Announcements	Floor	
Consider Motion to Adjourn	Chair	

Workforce Tulsa

Special Board Meeting Minutes 01/21/09

1:36 P.M.	Chairman Tom Culver called the meeting to order. Round room introductions were made. A Quorum was achieved by roll call of board members.
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Attendees: Tom Albaugh, Angela Buchanan, Harry Cook, Tom Culver, Curtis Evans, Devona Haslam, Joanna Jamison, Laura Lundquist, Lynn Martin, David Oliver, Dafne Pharis, MaryAnn Philpot, Narissa Rampey, Judy Robinson, Jeff Rubin, Ron Russell, Tina Tappana, Karisha Arnett, Dr. Monica Barczak, Charley Farley, Shelly Holly, Denise Reid, Al Shasteen, Janet Smith, Claudia Underwood, and Susan Harris (late).
WIB Staff: Darcy Melendez, Sheila LaPlante, Penney Chandler, Tom Pipal, Chad Bowers, Monroe Nichols
Absent Members: Sheila Armstrong, Jon Bagrosky, Dawn Bollinger, Mike Burton, Ken Busby, Stephanie Cipolla, Helen Guidry, Rachel Henderson, Melvin Taylor, Mickey Thompson, Jim Warren, Dick Williamson, Marta Mayberry, Danna Minnick, Mary Smith, Jamal West.
Guests: Carol Jones, Jacky Noden, Cory Smith, Jennifer Rains.

Item	Description / Discussion	Action
1.	Chairman's Update: Tom Culver	No Action Necessary.
2.	The Board Reviewed the Minutes from 11/05/08.	Motion to Accept the Minutes: Tom Albaugh Second: Curtis Evans Vote: Approved by Unanimous Vote
3.	The Board Reviewed Arbor Contract Renewal for Program Year 2008. Darcy discussed the reason for such a late ratification of Executive Committee meeting of February 5, 2008. Darcy reviewed Arbor's roles and responsibilities as our service provider.	Motion to Approve Arbor Contract: Laura Lundquist Second: David Oliver Vote: Approved by Unanimous Vote
4.	The Board Reviewed G-Stars Contract. GStars reinstating discussion was led by Darcy. The need for a program to capture system activities that are not captured through the Oklahoma Job Link for measuring common measures as well as incentive measures of the Arbor Contract. Narissa Rampey stated that the board spent \$90,000.00 the first go around – who decided to remove the contract for the OneStop? Tom Culver gave a recap of management changes of 2007 and the loss of this program due to those changes. Angie Buchanan requested additional information on how this program will interface with employers. Jacky Noden gave an overview of how this program will capture real time data on clients utilizing programs. Tom Culver requested that Jacky give a brief update on the measures this program will provide data for:	Motion to Accept G-Stars Contract: Laura Lundquist Second: Dafne Pharis Vote: Approved by Unanimous Vote

Special Executive Meeting Minutes, continued.

	<p>Adult Dislocated Worker: Occupational skills – goals, Career Readiness Goals, and CRC goals. Tom Culver asked what areas does the Key train evaluation cover: Jacky responded: Applied Mathematics, Reading for information, Locating information. Tom Culver asked how the reports in Gstars will be useful to the board: Jacky replied Arbor's reports will come directly from Gstars which maintain current data apposed to OJL which has a 6 month lag in time... Laura Lundquist stated that she liked the program but there is a need to make data part of meetings to utilize for future planning of committees and projects. Tom Culver concurred. Laura asked if we can capture interaction with businesses using the One Stop. Tom Culver asked if measuring business interactions is part of any of the measurements we are monitoring. Jacky stated that it is not a measure but if this information is useful to the board she can certainly request this data from Gstars. Curtis Evens stated that if we aren't tracking businesses and their use of programs then essentially we are spinning our wheels for nothing. Tom Culver inquired about a report to the board in the future showing the Gstars utilization – His opinion is that the board meeting minutes are normally written about compliance and nothing else. He would like to see minutes focus on all areas of the board.</p>	
<p>5.</p>	<p>New Business: Guest Speaker – Blueprints for building Futures Jennifer Rains of Crossland construction gave an overview of their participation of this program. participant Corey Smith was asked if he felt that program was successful and what areas need improvement. Corey stated that communication was an issue during the start up of the program. His day consists of NCC Book, Safety Construction course, and attending a GED class. Monica asked Corey how he heard about the program, he replied that his father gave him a flyer of the program. Denise asked Corey if he enjoyed the program and he replied that he did enjoy it. Curtis Evens asked how long this program was for Corey and the reply was 12 week course but it's self paced. Denise asked of Corey if he recommended this to others in his family or community, he replied that he did. Shelly asked of Jacky how many women are attending this program. 12 are currently enrolled in this program. Tom Culver stated he assisted with the mock interviews of this program and felt that the quality of the workforce is very poor in the construction arena. Monica asked of Corey the</p>	<p>No action necessary</p>

Special Executive Meeting Minutes, continued.

	<p>importance of getting paid to attend classes. Corey stated that transportation is an issue for so many of the clients so the pay comes in handy. JoAnna Jamison state that one of the positive things about being paid for class time is you can't distinguish between clients who need payment and those that do not need payment during class. Jacky stated that barriers such as transportation, housing, utilities and basic living needs still must be met while students are in class. The clients have the same barriers as most of us attending the meeting. Jeff Rubin requested the tracking measure for success of this program. Jacky responded that measures are not yet in place.</p>	
6.	<p>Executive Director Update: Darcy is working to see mayor's update. Darcy asked the board to provide feedback on what they would like from staff as an update during meetings. Chad Bowers discussed his new roles and responsibilities of being a board employee. He spent four years on the board and felt that more member involvement, employer involvement needs to be a priority moving forward. Executive level employees are finding themselves unemployed. Chad identified a major gap in services for those that fall above the entry level of employment. Chad would like to see the One Stop provide more programs for all levels of clients that are in need of employment. Monroe gave an overview of the Youth Council: The council is up and going and they are moving closer to partnering with Chad's committee. Darcy interjected that Monroe is currently working with gang prevention / Girl Scouts program of training women that are currently incarcerated to receive job training prior to their release date. Monroe asked if the Youth Vendor list be approved on the next board meeting.</p>	No action necessary
7.	<p>Board Orientation: Darcy asked the board meeting attendees to be sure to complete the board orientation by the next board meeting. Also if they can sign their conflict of interest letter and turn in at the end of the meeting.</p>	No action necessary
8.	<p>Program Year 08 Exit Notes: Carol and Sheila are working to finalize the report prior to the final determination report.</p>	No action necessary
9.	<p>Financial Review: Carol – no updates at this time.</p>	No action necessary

Special Executive Meeting Minutes, continued.

10.	OESC Unemployment update: charley Farley gave an update of the UI. As of January 19 2009 Stimulus revisions has approved extra extensions for their unemployment. The One Stops are no longer required to complete signature verification for UI claimants. Due to the heavy UI increase in our local area the UI department will have their staff assigned to the One Stop for the next few weeks to assist claimants with their filing of unemployment claims.	No action necessary
11.	One Stop Update: Jacky gave an update of Arbor's monthly report. The board will start receiving this report monthly from Darcy.	No action necessary
12.	Darcy discussed the upcoming transfer of funds to Arbor for temporary staffing needs. This will be covered in our February meeting. Laura asked if RSVP can assist with staffing needs. Jacky will look into it. Charley Farley mentioned that Danna Minnick provided assistance to the one stop in Muskogee she may be able to assist with Tulsa. David Oliver mentioned Volunteer Central for assistance as well. Darcy is asking our partners such as Tulsa Technology Center and Tulsa Community college to provide assistance at the One Stop.	No action necessary
3:30 -- The meeting was adjourned by the Chair.		

Chair Signature: *Shirley W. Co* **Date:** 2/17/09