



## Tulsa Workforce Investment Area Board Meeting Agenda

**Date:** 02/19/09

**Time:** 1:30 – 3:30

**Location:** TTC – Lemley Campus  
Training Room #1

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.

Activity / Item	Who	Page
<b><u>Call</u></b> Meeting to Order / Determination of Quorum	Chair	
<b><u>Chairman's Update:</u></b>	Chair	
<b><u>Review &amp; Approve:</u></b> Meeting Minutes from 01/21/09	Chair	2-5
<b><u>Review &amp; Approve Consent Agenda:</u></b> <ul style="list-style-type: none"> <li>• Arbor Contract Renewal PY 09</li> <li>• Transfer of Funds to Arbor - Additional Temporary Staffing at Eastgate OneStop</li> <li>• Transfer of Funds to Arbor - Additional Funding for Client Services</li> </ul>	Darcy	6-11
<b><u>Review &amp; Approve:</u></b> Revision of Policies in Accordance with: <ul style="list-style-type: none"> <li>• PY 06 &amp; PY 07 Unresolved Findings</li> <li>• Updated OETI's</li> </ul>	Sheila	Hand out
<b><u>Guest Speakers:</u></b> Discuss <i><b>Project Reconnect</b></i> Amy Santee, George Kaiser Family Foundation Sheila Harbert – Girl Scouts of Eastern Oklahoma	Amy & Sheila	12-13
<b><u>Discussion &amp; Possible Action:</u></b> Executive Director Update	Darcy	14-29
<b><u>Discussion &amp; Possible Action:</u></b> Update on Special Projects <ul style="list-style-type: none"> <li>• Green Jobs Roundtable / Stimulus</li> </ul>	Tom	
<b><u>Discussion &amp; Possible Action:</u></b> One-Stop Update	Brad	30-37
<b><u>Consider Motion to Adjourn:</u></b>	Chair	
<b><i>Next Board Meeting is scheduled for Thursday April 16<sup>th</sup> 1:30 - 3:30pm at Workforce Oklahoma OneStop located at Eastgate Metroplex (formerly Eastland Mall) 14002 E. 21<sup>st</sup> St.</i></b>		

Open to WIB Members, Staff, Constituents and Interested Parties.

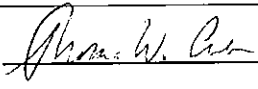
# Workforce Tulsa

## Board Meeting Minutes 2/19/2009

1:37pm	Chairman Tom Culver called the meeting to order. A quorum was achieved by roll call of board members.	
<p><b>Attending Board Members:</b> Tom Albaugh, Karisha Arnett, Angela Buchanan, Mike Burton, Stephanie Cipolla, Harry Cook, Tom Culver, Charley Farley, Susan Harris, Rachel Henderson, Shelly Holly, JoAnna Jamison, Lynn Martin, Marta Mayberry, Danna Minnick, David Oliver, Dafne Pharis, Mary Ann Philpott, Narissa Rampey, Denise Reid, Judy Robinson, Janet Smith, Claudia Underwood, Dick Williamson</p> <p><b>Absent Members:</b> Sheila Armstrong, Jon Bagrosky, Monica Barczak, Dawn Bollinger, Ken Busby, Curtis Evans, Helen Guidry, Devona Haslam, Laura Lundquist, Jeff Rubin, Ron Russell, Al Shasteen, Mary Smith, Tina Tappana, Melvin Taylor, Mickey Thompson, Jim Warren, Jamal West</p> <p><b>WIB Staff:</b> Darcy Melendez, Tom Pipal, Chad Bowers, Sheila LaPlante, Penney Chandler, Monroe Nichols</p> <p><b>Guests:</b> Sheila Harbert, Samantha Bishop, Jacky Noden, Brad Williams, Karen Baskerville, Carla Hight, Catherine Kovac, Samantha Bishop</p>		
Item	Description / Discussion	Action
1.	<b>Chairman's Update: Tom Culver</b>	No Action Necessary
2.	<b>The Board Reviewed the Minutes</b> from 01/21/2009.	<p><b>Motion</b> to Accept the Minutes: Tom Albaugh</p> <p><b>Second:</b> Judy Robinson</p> <p><b>Vote:</b> Approved by Unanimous Vote</p>
3.	<b>The Board Reviewed the Consent Agenda</b>	<p><b>Motion</b> to Approve the Consent Agenda: Sharron Harris</p> <p><b>Second:</b> Mary Philpot</p> <p><b>Vote:</b> Approved by Unanimous Vote</p>
4.	<p><b>The Board Reviewed the Revision of Policies</b> in Accordance with Unresolved monitors Findings (PY06 &amp; 07) and updated OETIS. Policies reviewed:</p> <ul style="list-style-type: none"> <li>• Individual Training Account Policy</li> <li>• Adult &amp; Dislocated Worker Policy</li> <li>• On-The-Job Training Policy</li> </ul> <p>All revisions to policies were reviewed by state monitors prior to implementation of changes or board vote.</p>	<p><b>Motion</b> to accept revisions of policies: Tom Albaugh</p> <p><b>Second:</b> Lynn Martin</p> <p><b>Vote:</b> Approved by Unanimous Vote</p>
5.	<p><b>Guest Speakers:</b> Amy Santee, of George Kaiser Family Foundation, presented information about Project Reconnect. Sheila Harbert, of Girl Scouts of Eastern Oklahoma, shared their partnership with the program. Samantha Bishop, Project Reconnect Program Participant, shared her experiences with this initiative.</p>	No Action Necessary

**2/19/09 Board Meeting Minutes, continued.**

6.	<p><b>Executive Director Update:</b> Darcy informed the board of several programs the staff is active in. Darcy acknowledged the One Stop staff for their hard work and success in assisting clients. Several "thank you" notes from clients stating their appreciation to staff for going beyond the call of duty to assist them in their employment needs. The board will start receiving Arbor's dash board each month.</p>	No Action Necessary
7.	<p><b>Update on Special Projects:</b> Tom Pipal gave an update on the Green Jobs Roundtables &amp; the 3 areas of discussions will focus on:</p> <ol style="list-style-type: none"> <li>1. Conservation</li> <li>2. Alternate Energy Remediation/Sustainability</li> <li>3. Smart Grid – Redesign &amp; Reengineering</li> </ol> <p>Tom Pipal also discussed the potential implications of the incoming stimulus money on the local workforce area in regards to creation of jobs.</p> <p>Tom Culver suggested the staff put together a standardize format to capture all programs the staff is involved in to present to board meetings in the future.</p> <p>Chad Bowers discussed relaunching Tulsa's Top Talent. Tulsa's Top Talent is a networking support group that will provide information and address questions for those seeking employment. It is designed for displaced professional, management, and executive professionals. Mayor Kathy Taylor suggested Workforce look into bringing this program back due to the high number of unemployed clients that are in the professional arena.</p>	No Action Necessary
8.	<p><b>One Stop Update:</b> Brad Williams of Arbor discussed the stimulus funds that will be allocated to Tulsa (numbers are approximate):</p> <ul style="list-style-type: none"> <li>• Youth Program - \$1 million</li> <li>• Dislocated Workers - \$675,000</li> <li>• Adult Program - \$600,000+</li> </ul> <p>All monies must be obligated within 90 days of receiving funds. The One Stop staff will work closely with the Board to ensure we are prepared to receive and allocate the funds accordingly.</p>	No Action Necessary
9.	<p><b>Consider to Motion to Adjourn</b></p>	<p><b><u>Motion</u></b> to Adjourn: Lynn Martin</p> <p><b><u>Second:</u></b> Dick Williams</p> <p><b><u>Vote:</u></b> Approved by Unanimous Vote</p>
<p>3:12pm -- <i>The meeting was adjourned by the Chair.</i></p>		

Chair Signature:  Date: 4-16-09