

WorkforceTulsa

growing talent  growing opportunity

02/18/2018

Tulsa Area Workforce Development Board Executive Committee Meeting Minutes

2:42 p.m. | The Executive Committee Chair, Martha Webb-Jones, called the meeting to order.

ATTENDEES

Members: Ken Busby, Amber Hatten, Kuma Roberts, Martha Webb-Jones

Absent Members: Tom Albaugh, Peter Selden,

WDB Staff: Julie Sorrels, Shelley Cadamy

Guest: Vanessa Finley, Tom Summar

Item	Description / Discussion	Action
1.	Reviewed & Approved the 12/06/2018 Executive Committee Meeting Minutes.	Motion to Approve: Ken Busby Second: Kuma Roberts Vote: Approved Unanimously
2.	Reviewed & Approved the 01/04/2019 Executive Committee Special Meeting Minutes.	Motion to Approve: Ken Busby Second: Kuma Roberts Vote: Approved Unanimously
3.	Reviewed & Approved the Demand Occupations list.	Motion to Approve: Kuma Roberts Second: Amber Hatten Vote: Approved Unanimously
4.	Tabled review & approval of a letter of request for Oklahoma Office of Workforce Development (OOWD) Program Funding Formula Calculations.	Motion to Table: Ken Busby Second: Kuma Roberts Vote: Approved Unanimously

Executive Committee Members:

Tom Albaugh; Ken Busby; Vanessa Finley; Amber Hatten; Kuma Roberts; Peter Selden; Martha Webb-Jones

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This presentation was financed in whole or part by funds from the US Department of Labor as administered by the Oklahoma Office of Workforce Development.

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5.	Tabled the issue of Endorsing Political Candidates.	<p><u>Motion to Table:</u> Ken Busby</p> <p><u>Second:</u> Kuma Roberts</p> <p><u>Vote:</u> Approved Unanimously</p>				
6.	<p><u>Committee/Council Reports</u> were presented:</p> <ul style="list-style-type: none"> • Board Development Committee- Ken Busby <ul style="list-style-type: none"> ○ Focused on industry clusters needing to be represented on the Board ○ Nomination process ○ Board mentorship ○ Board mixer took place- poor attendance ○ Orientation packet • Business Development Committee- Amber Hatten <ul style="list-style-type: none"> ○ Completed Demand Occupations List ○ Next focus will be on benchmarks. • Finance Strategy & Oversight Committee- Vanessa Finley will prepare a written report for the next Board meeting. • Innovative Workforce Opportunity Council- Kuma Roberts <ul style="list-style-type: none"> ○ Council members discussed their reasons for being involved in the Council ○ Compelling data presented about the disabled and veteran populations 	<p style="text-align: center;"><u>No Action Necessary</u></p>				
7.	<p><u>Expense Report</u> as of 12/31/2018 was included in the meeting packet.</p> <table border="1" data-bbox="172 1129 1008 1419"> <thead> <tr> <th data-bbox="172 1129 708 1199">Action Steps</th> <th data-bbox="708 1129 1008 1199">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="172 1199 708 1419">1. Investigate the reason Adult Client Services shows -\$57,248 remaining.</td> <td data-bbox="708 1199 1008 1419">Tom Summar Shelley Cadamy will also discuss with the Fiscal Agent.</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Investigate the reason Adult Client Services shows -\$57,248 remaining.	Tom Summar Shelley Cadamy will also discuss with the Fiscal Agent.	<p style="text-align: center;"><u>No Action Necessary</u></p>
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1. Investigate the reason Adult Client Services shows -\$57,248 remaining.	Tom Summar Shelley Cadamy will also discuss with the Fiscal Agent.					
8.	<p><u>Compliance:</u> Shelley Cadamy shared the new job description for the recently filled position of Strategy Analyst, which will encompass compliance monitoring activities. Shelley Cadamy provided a picture and bio for the newly hired Kate Tillotson.</p>	<p style="text-align: center;"><u>No Action Necessary</u></p>				
9.	<p><u>One-Stop Operator Report:</u> None.</p> <table border="1" data-bbox="172 1686 1008 1862"> <thead> <tr> <th data-bbox="172 1686 708 1755">Action Steps</th> <th data-bbox="708 1686 1008 1755">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="172 1755 708 1862">2. Provide report by close of business on 02/19/2019 to the Board Staff for review.</td> <td data-bbox="708 1755 1008 1862">Tom Summar</td> </tr> </tbody> </table>	Action Steps	Accountability	2. Provide report by close of business on 02/19/2019 to the Board Staff for review.	Tom Summar	<p style="text-align: center;"><u>No Action Necessary</u></p>
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10.	<p>Chair Report: In review of the strategic plan goals and initiatives, the Committee discussed the State of the Workforce event. Kuma Roberts encouraged Workforce Tulsa not to wait on the Tulsa Chamber to begin planning the event. Shelley Cadamy reported that the first quarterly economic development meeting took place, and the next one will include a tour of the Tulsa American Job Center.</p> <table border="1" data-bbox="178 336 1023 630"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>3. Invite Kuma Roberts to the quarterly economic development meetings..</td> <td>Shelley Cadamy</td> </tr> <tr> <td>4. Include a report out from the quarterly economic development meetings in Executive Director Reports.</td> <td>Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	3. Invite Kuma Roberts to the quarterly economic development meetings..	Shelley Cadamy	4. Include a report out from the quarterly economic development meetings in Executive Director Reports.	Shelley Cadamy	<u>No Action Necessary</u>
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11.	<p>Executive Director Report: Shelley Cadamy presented the Executive Director Report. Shelley Cadamy discussed with the Committee:</p> <ul style="list-style-type: none"> ○ Creating a Business Services Strategy position at the Board Staff level. ○ Concerns regarding operations with handouts made available <table border="1" data-bbox="178 924 1023 1176"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>5. Provide Committee with an Organizational Chart for the Dynamic Workforce Solutions Employees</td> <td>Tom Summar</td> </tr> <tr> <td>6. Provide statistics regarding customer complaints via email.</td> <td>Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	5. Provide Committee with an Organizational Chart for the Dynamic Workforce Solutions Employees	Tom Summar	6. Provide statistics regarding customer complaints via email.	Shelley Cadamy	<u>No Action Necessary</u>
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12.	New Business: None	<u>No Action Necessary</u>						
13.	Old Business: None	<u>No Action Necessary</u>						
Meeting Adjourned: 4:36pm		<u>Seeing a lack of quorum, the meeting ended.</u>						

Chair Signature:  Date: 4-11-19

