

WorkforceTulsa

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04/11/2019

Tulsa Area Workforce Development Board Executive Committee Meeting Minutes

8:33 a.m.	The Executive Committee Chair, Martha Webb-Jones, called the meeting to order.	
ATTENDEES		
Members: Tom Albaugh, Ken Busby, Peter Selden, Kuma Roberts, Martha Webb-Jones		
Absent Members: Amber Hatten		
WDB Staff: Julie Sorrels, Cherie Stierwalt, Kate Tillotson		
Guest: Kyle Smith		
Item	Description / Discussion	Action
1.	Reviewed & Approved the 02/18/2019 Executive Committee Meeting Minutes.	Motion to Approve: Tom Albaugh Second: Kuma Roberts Vote: Approved Unanimously
2.	Reviewed & Approved the 02/28/2019 Executive Committee Special Meeting Minutes.	Motion to Approve: Kuma Roberts Second: Peter Selden Vote: Approved Unanimously
3.	Reviewed & Approved the 04/01/2019 Executive Committee Special Meeting Minutes.	Motion to Approve: Tom Albaugh Second: Kuma Roberts Vote: Approved Unanimously
4.	Reviewed & Approved to suspend the Tulsa Area Workforce Development Program Note Policy. The Service Provider will develop and implement an internal policy for progress note structure. Board Staff will research nationwide best practices and policy implementation to see what, if any, local Board policy guidance is necessary.	Motion to Approve: Tom Albaugh Second: Ken Busby Vote: Approved Unanimously

Executive Committee Members:

Tom Albaugh; Ken Busby; Amber Hatten; Kuma Roberts; Peter Selden; Martha Webb-Jones
Oklahoma Works, a proud partner of the American Job Center Network

*Workforce Tulsa is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
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5.	<p><u>Reviewed & Approved</u> the transfer of funds requested by the Service Provider because there are currently more funds in the dislocated worker funding line than there is demand, and there are not enough funds in the adult funding line to meet demand. WIOA allows the transfer of up to 100% of funds once per year. The Service Provider requested to have the amount of \$290,000 moved from the dislocated worker allocation to the adult allocation. The purpose of the request is to continue to serve current obligations to Individual Training Accounts, Adult Work Experiences, and Supportive Services.</p>	<p><u>Motion to Approve:</u> Tom Albaugh</p> <p><u>Second:</u> Ken Busby</p> <p><u>Vote:</u> Approved Unanimously</p>
6.	<p><u>Postpone Indefinitely</u> a letter of request for Oklahoma Office of Workforce Development (OOWD) program funding formula calculations.</p>	<p><u>Motion to Postpone Indefinitely:</u> Tom Albaugh</p> <p><u>Second:</u> Kuma Roberts</p> <p><u>Vote:</u> Approved Unanimously</p>
7	<p><u>Postpone Indefinitely</u> the matter of guidelines for endorsing political candidates.</p>	<p><u>Motion to Postpone Indefinitely:</u> Ken Busby</p> <p><u>Second:</u> Tom Albaugh</p> <p><u>Vote:</u> Approved Unanimously</p>
8.	<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"> ○ Board orientation draft documents will be presented to the Board for feedback ○ Planned activity at Board meeting will include participation by the Service Provider • Business Development Committee- Amber Hatten, is absent from this meeting today. <ul style="list-style-type: none"> ○ Full report will be presented at the next Board meeting • Finance Strategy & Oversight Committee- Vacant <ul style="list-style-type: none"> ○ Ken Busby announced that Kelly Beyer has agreed to serve as the Chair of this Committee, and this will be announced at the next Board meeting. Kelly Beyer would like to meeting with the Executive Committee to review Committee structure to ensure alignment to the strategic plan. • Innovative Workforce Opportunity Council- Kuma Roberts <ul style="list-style-type: none"> ○ Full report will be presented at the next Board meeting. ○ Kuma Roberts will give a presentation about Lumina at the next Board meeting. 	<p style="text-align: center;"><u>No Action Necessary</u></p>

9.	<p>Expense Report as of 02/28/2019 was presented by Workforce Tulsa Interim Executive Director, Cherie Stierwalt.</p>	<p><u>No Action Necessary</u></p>
10.	<p>Compliance: Workforce Tulsa's Workforce Strategy Analyst, Kate Tillotson, reported that she will be meeting with Northeastern Workforce Board Staff to learn about how they measure compliance based on the recommendation of OOWD. This week, Kate Tillotson and the Workforce Tulsa's WIOA Quality Performance Trainer, Melik Curtis, will be participating in OOWD's Data Validation Policy Workgroup.</p>	<p><u>No Action Necessary</u></p>
11.	<p>One-Stop Operator Report: Workforce Tulsa Project Director, Kyle Smith, reported the following:</p> <ul style="list-style-type: none"> • Based on American Job Center performance trends, annual goals will likely be met sometime in May 2019. • The mandatory performance indicator, Youth spending of 20% on Work Experiences, has been exceeded, sitting at 23% today. • Youth enrollment number has doubled since Program Year 2017. • Youth Occupational Skills starts have doubled in the 3rd Quarter of Program Year 2018. • Forty-eight percent of Adults placed were Hard to Serve, and 23 percent of those were direct placements, which are independent of On the Job Training or Work Experience. • The first of two Youth Extravaganza events had a fantastic return on investment with 23 Youth enrollments. Multiple partners are showing interest in participating in the next event. • Dixie Agostino, President at Tulsa Area Human Resources Association (TAHRA), has reach out to Kyle Smith. Dixie Agostino is working in partnership with the Oklahoma State Council for Human Resources Management (OKHR) to put together a justice-involved career fair centered on the employers tentatively set for September 2019. Workforce Tulsa is going to bring employers to the table and has already reached out to Morcon Tissue, and they are going to speak about the success of their partnership with Workforce Tulsa. • Partnerships are flourishing. 	<p><u>No Action Necessary</u></p>

	<p>Kuma Roberts reported that Ashley Philippsen, the Deputy Chief of Community Development & Policy for the City of Tulsa, has reached out in an effort to put together a group to bring back the Mayor’s Summer Job Program. Kuma Roberts suggested that Workforce Tulsa is at that table. The Tulsa Chamber is working to coincide that with the College and Career Readiness Fair. Kate Tillotson added that part of the Mayor’s Resilient Tulsa plan tackles youth unemployment for ages 16-24.</p> <table border="1" data-bbox="170 388 1003 741"> <thead> <tr> <th data-bbox="170 388 706 451">Action Steps</th> <th data-bbox="706 388 1003 451">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="170 451 706 598">1. Have Service Provider Employment Placement Chart in the One-Stop Operator Report corrected to match the graph legend.</td> <td data-bbox="706 451 1003 598">Kyle Smith</td> </tr> <tr> <td data-bbox="170 598 706 741">2. Share TAHRA/OKHR’s justice-involved career fair information with other members of the Board who may want to be involved.</td> <td data-bbox="706 598 1003 741">Kyle Smith</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Have Service Provider Employment Placement Chart in the One-Stop Operator Report corrected to match the graph legend.	Kyle Smith	2. Share TAHRA/OKHR’s justice-involved career fair information with other members of the Board who may want to be involved.	Kyle Smith	
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12.	<p>Chair Report: The Chair reported that as this program year is ending, the Committee wants to spend some time looking back at the strategic plan and looking at Service Provider contract renewal process in order to look forward to the goals for the next program year.</p> <p>The opening for the Executive Director position is being posted, and the Chair will create a spreadsheet/summary to help the Committee to narrow down their search before conducting interviews. The Chair has requested that Cherie Stierwalt do a presentation summarizing the takeaways from National Association of Workforce Boards (NAWB) 2019 Forum at the next Board meeting.</p>	<u>No Action Necessary</u>						
13.	<p>Executive Director Report: Cherie Stierwalt reported about the following:</p> <ul style="list-style-type: none"> • Met with St. John’s Hospital twice, working on a partnership regarding their hiring and training requirements • Cherie Stierwalt and Kate Tillotson are touring Catholic Charities’ facilities today, and Monday they will give a presentation at a meeting with NORDAM, a representative of the Tulsa Chamber, and the Catholic Charities’ frontline staff. Some of the Catholic Charities’ programs have a work requirement. • The Area Board of Local Elected Officials (ABLEO) met on 03/12/2019. The Commissioners invited Cherie Stierwalt and Kate Tillotson to attend a regular meeting that they have with other Commissioners, and they attended. Cherie Stierwalt heard a common concern expressed both at this consortium of County Commissioners and at the NAWB Forum about the lack of internet accessibility in rural areas that negatively 	<u>No Action Necessary</u>						

	<p>affect educational and employment opportunities.</p> <ul style="list-style-type: none"> • April 25 & 26, 2019 retreat in Midwest City hosted by the Oklahoma Association Workforce Development Association in partnership with the Governor's Council for Workforce and Economic Development • Committee members are invited to meet with Congressman Kevin Hern at the Tulsa American Job Center on May 28, 2019 at 3pm. 	
14.	<u>New Business:</u> None	<u>No Action Necessary</u>
15.	<u>Old Business:</u> None	<u>No Action Necessary</u>
<u>Meeting Adjourned:</u> 9:52 am		<u>Motion to Adjourn:</u> Tom Albaugh <u>Second:</u> Ken Busby <u>Vote:</u> Approved Unanimously

Chair Signature:  Date: 6-20-19

