

# WorkforceTulsa

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06/13/2019

## Tulsa Area Workforce Development Board Executive Committee Meeting Minutes

8:35 a.m.	<i>In the absence of the Executive Committee Chair, Martha Webb-Jones, Amber Hatten called the meeting to order.</i>	
<b>ATTENDEES</b> <b>Members:</b> Tom Albaugh, Ken Busby, Amber Hatten, Peter Selden <b>Absent Members:</b> Kuma Roberts, Martha Webb-Jones <b>WDB Staff:</b> Julie Sorrels, Cherie Stierwalt, Kate Tillotson <b>Guest:</b> Kyle Smith, Kelly Beyer		
Item	Description / Discussion	Action
1.	<b>Reviewed &amp; Approved</b> the 04/11/2019 Executive Committee Meeting Minutes.	<b>Motion to Approve:</b> Tom Albaugh  <b>Second:</b> Ken Busby  <b>Vote:</b> Approved Unanimously
2.	<b>Tabled Review &amp; Approval</b> of the 05/31/2019 Executive Committee Special Meeting Minutes as they are not yet available.	<b>Motion to Table:</b> Ken Busby  <b>Second:</b> Peter Selden  <b>Vote:</b> Tabled Unanimously
3.	<b>Tabled Review &amp; Approval</b> the Program Year 2019 Tulsa Area Workforce Development Board (TAWDB) Budget. Workforce Tulsa Interim Executive Director, Cherie Stierwalt, reported that although the fiscal agent and she have made preparations for the new budget, they still do not have numbers from the State. Preliminary numbers for the Youth program is an award of \$875,500. The most recent numbers for the Adult and Dislocated Worker program, indicate an award of \$881,000. Cherie Stierwalt reports that these amounts are a little less than we have had in the past. Cherie Stierwalt presented as handouts the July 15, 2016 Technical Assistance #TQ-02-2016 regarding formula allocation and the 90% hold harmless provision as well as the June 10, 2019 Memorandum #M-05-2019 regarding requested changes to the Youth and Adult	<b>Motion to Table:</b> Tom Albaugh  <b>Second:</b> Ken Busby  <b>Vote:</b> Tabled Unanimously

**Executive Committee Members:**

Tom Albaugh; Ken Busby; 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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	allocation formulas.	
4.	<b><u>Tabled Review &amp; Approval</u></b> the Program Year 2019 Contract Extension Workforce Innovation and Opportunity Act (WIOA), Title 1 Adult and Dislocated Worker Program Services, Youth Program Services, and One-Stop Operator for the Tulsa Workforce Development Area. Negotiations have been taking place between the Chair and Dynamic Workforce Solutions. Although no major changes are not expected, the document is not available for review today.	<b><u>Motion to Table:</u></b> Ken Busby <b><u>Second:</u></b> Tom Albaugh <b><u>Vote:</u></b> Tabled Unanimously
5.	<b><u>Reviewed &amp; Approved</u></b> the Program Year 2019 Employer of Record Contract with no changes from the Program Year 2018 contract other than the dates.	<b><u>Motion to Approve:</u></b> Ken Busby <b><u>Second:</u></b> Tom Albaugh <b><u>Vote:</u></b> Approved Unanimously
6.	<b><u>Reviewed &amp; Approved</u></b> the Sapulpa American Job Center Lease as contained in the meeting packet. Workforce Tulsa Manager of Operations, Julie Sorrels, presented the lease as being the same as it was in the previous year with the only changes to be the dates and the Board Chair's name.	<b><u>Motion to Approve:</u></b> Tom Albaugh <b><u>Second:</u></b> Ken Busby <b><u>Vote:</u></b> Approved Unanimously
7.	<b><u>Reviewed &amp; Approved</u></b> the development and organization of TAWDB policies as presented by Cherie Stierwalt. Handouts were provided. There is to be a two layered system: <ul style="list-style-type: none"> <li>• Policy: Approved by the Board</li> <li>• Operations Memorandum: Controlled at the Board staff level and reported to the Board</li> </ul> Policies will be organized by chapters with a detailed table of contents.	<b><u>Motion to Approve:</u></b> Peter Selden <b><u>Second:</u></b> Ken Busby <b><u>Vote:</u></b> Approved Unanimously
8.	<b><u>Discussed</u></b> the discontinued use of the TAWDB Priority of Service Form and TAWDB Eligibility Forms, instead implementing the use of the WIOA Title I Eligibility Forms provided by the Oklahoma Office of Workforce Development, and the discontinued use of the TAWDB Youth ISS Packet. Discussion was facilitated by Workforce Tulsa's Workforce Strategy Analyst, Kate Tillotson, and based on the memo contained in the meeting packet.	<b><u>No Action Necessary</u></b>

**Committee/Council Reports** were presented:

- Board Development Committee- Ken Busby reported about the following:
  - Recommending to the full Board that the Finance Strategy and Oversight Committee with a new Community Outreach Committee to be chaired by Kelly Beyer.
  - Local Workforce Board 2 Year Certification
    - Two of four vacancies have been filled pending full execution of the proper paperwork.
    - In the process of identifying and recruiting the best possible candidates from the appropriate industries.
  - Chelsea Levo-Feary requested Workforce Tulsa representation at the Workforce Owasso meetings. State Labor Commissioner, Leslie Osborn, will be speaking at their July meeting. This will be announced at the July Board meeting.
  - Board Orientation Materials are in work. Existing Board members will be invited to orientations.
- Business Development Committee- Amber Hatten reported about the following:
  - Workforce Tulsa WIOA Quality Performance Trainer, Melik Curtis, presented about what benchmark data is available via Salesforce and what Procore will be providing. Melik Curtis was able to ask the committee clarifying information.
  - Strategic plan updates and changes that will be recommended at the July Board meeting.
  - May eventually reduce the Business Development Committee’s meeting schedule to quarterly
  - Professional outreach promotional materials; a grant is available.

9.

**No Action Necessary**

The Finance Strategy & Oversight Committee (Chair vacancy) and the Innovative Workforce Opportunity Council (Chaired by Kuma Roberts) reports were not presented.

Action Steps	Accountability
1. Provide Ken Busby with contact information for representatives from Greenheck and Morton Comprehensive Health Services.	Kyle Smith

10.	<p><b>Expense Report</b> as of 04/30/2019 was presented by Cherie Stierwalt.</p> <table border="1" data-bbox="162 136 998 346"> <thead> <tr> <th data-bbox="162 136 698 199">Action Steps</th> <th data-bbox="698 136 998 199">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="162 199 698 346">2. Invite the fiscal agent's WIOA Compliance Coordinator, Rebecca McCormick, to the Executive Committee and Board Meetings.</td> <td data-bbox="698 199 998 346">Board Staff</td> </tr> </tbody> </table>	Action Steps	Accountability	2. Invite the fiscal agent's WIOA Compliance Coordinator, Rebecca McCormick, to the Executive Committee and Board Meetings.	Board Staff	<u>No Action Necessary</u>
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2. Invite the fiscal agent's WIOA Compliance Coordinator, Rebecca McCormick, to the Executive Committee and Board Meetings.	Board Staff					
11.	<p><b>Compliance:</b> Kate Tillotson, reported about the following:</p> <ul style="list-style-type: none"> <li>• State annual monitoring- Looking forward to receiving feedback from the Oklahoma Office of Workforce Development (OOWD.)</li> <li>• OOWD will be providing technical assistance regarding Equal Employment Opportunity (EEO), as Kate Tillotson has taken on the role of the EEO Officer for Workforce Tulsa.</li> <li>• Working closely with Melik Curtis to review monitoring policies.</li> <li>• Focused on writing policy with the Service Provider, not at the Service Provider.</li> <li>• Organizing and streamlining the monitoring and policy folders in the share drive.</li> <li>• Wrapping up Program Year 2018 Quarter 3 Contractual Performance Monitoring.</li> </ul>	<u>No Action Necessary</u>				

**One-Stop Operator Report:** Workforce Tulsa Project Director, Kyle Smith, reported the following:

- Contract measure, Number of Job Orders, is the only goal that has not been met. To try to reach that goal would most likely negatively impact other goals (e.g. Percent of Job Orders Filled, Employer Satisfaction.)
  - Job Orders may contain multiple job openings with an internal goal of an 80% fulfillment rate, though for the purpose of contractual measurement, only 1 placement per order counts as a filled job order.
  - Consider either redefining "Job Order" as an individual job opening or remove this measure in future contracts.
- The 4<sup>th</sup> Quarter Partner meeting took place yesterday.
  - Over 72 RSVPs; 50-60 attended
  - Attending representatives of the Oklahoma Department of Rehabilitation Services' Visual Services Division were provided with documents in braille. Cherie Stierwalt tied this back to being a positive outcome of the meetings of the Innovative Workforce Opportunity Council.
  - Encouraged Board members to attend quarterly partner meetings.
- Staffing/Business Services Team
  - Michael Davis, Workforce Tulsa Business Services Manager, has accepted a new position outside of the organization, and his last day will be June 28, 2019.
  - Strongly considering replacing the Business Services Manager position with a Business Services Lead.
  - Meeting with the team to reset and align the focus.
- Computers replacement planning
- Had the Dynamic Workforce Solutions fiscal team break down the spending of training dollars.

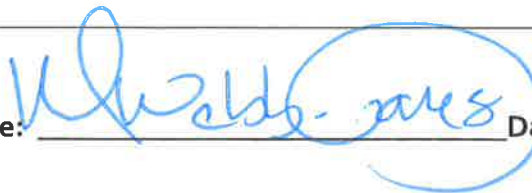
12.

**No Action Necessary**

Action Steps	Accountability
3. Provide the Committee with the fiscal team's break down of spending of training dollars.	Kyle Smith

13.	<p><b>Chair Report:</b> In the absence of the Chair, Amber Hatten obtained clarification concerning Committee participation in Round 2 of the Workforce Tulsa Executive Director selection process. Amber Hatten relayed the Chair's instruction for Committee Chairs to review the strategic plan and prepare for update/revision recommendations for the July Board meeting.</p>	<b><u>No Action Necessary</u></b>
14.	<p><b>Executive Director Report:</b> Cherie Stierwalt reported about the following:</p> <ul style="list-style-type: none"> <li>• State annual review is next week and will include an onsite visit at the Sapulpa American Job Center.</li> <li>• Partnering with the Northeastern and Eastern Workforce Boards on Center Certification. Kyle Smith has agreed to serve as the Tulsa representative at the request of the other areas.</li> <li>• Working toward rescheduling the Representative Hern visit to the Tulsa American Job Center.</li> </ul>	<b><u>No Action Necessary</u></b>
15.	<b><u>New Business:</u></b> None	<b><u>No Action Necessary</u></b>
16.	<b><u>Old Business:</u></b> None	<b><u>No Action Necessary</u></b>
<p><b><u>Meeting Adjourned:</u></b> 10:27 am</p>		<p><b><u>Motion to Adjourn:</u></b> Ken Busby</p> <p><b><u>Second:</u></b> Tom Albaugh</p> <p><b><u>Vote:</u></b> Approved Unanimously</p>

Chair Signature: \_\_\_\_\_

 Date: 8-8-19