



WORKFORCE TULSA

08/08/2019

Tulsa Area Workforce Development Board Executive Committee Meeting Minutes

8:36 a.m. 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: Rachel Hutchings, Julie Sorrels, Cherie Stierwalt, Kate Tillotson

Guest: Kyle Smith, Dominique Clarke, Rebecca McCormick

Item	Description / Discussion	Action
1.	Reviewed & Approved the 06/13/2019 Executive Committee Meeting Minutes.	Motion to Approve: Ken Busby Second: Kuma Roberts Vote: Approved Unanimously
2.	Tabled Review & Approval of the 05/31/2019 Executive Committee Special Meeting Minutes as they are not yet available.	Motion to Table: Ken Busby Second: Kuma Roberts Vote: Tabled Unanimously
3.	Reviewed & Approved the selection of Rachel Hutchings as the Workforce Tulsa Executive Director.	Acclamation Vote: Approved Unanimously
4.	Review & Approval the Program Year 2019 Tulsa Area Workforce Development Board (TAWDB) Budget as presented by Tulsa Community College WIOA Compliance Coordinator, Rebecca McCormick who reported: <ul style="list-style-type: none"> This budget is based on estimates and planning numbers. The final numbers are expected in October, 2019. 	Motion to Approve: Kuma Roberts Second: Amber Hatten Vote: Approved Unanimously

Executive Committee Members:

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

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Workforce Tulsa is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

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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	<ul style="list-style-type: none"> • Since the June Board meeting, the State released additional money through small grants. Modifications allowed by the State for additional Dislocated Worker funds received include permission to transfer them to Adult without Board approval. After new awards for Program Year 2019 are received, Board approval will be required for transfer from Dislocated Work to Adult. 	
5.	<p><u>Tabled Review & Approval</u> of the Equal Opportunity and Non-Discrimination Policy. Cherie Stierwalt will integrate recommended edits and suggestions made by the Committee. The Committee will review it with those edits once the Operations Memorandum is available to accompany the policy.</p>	<p><u>Motion to Table:</u> Ken Busby</p> <p><u>Second:</u> Amber Hatten</p> <p><u>Vote:</u> Tabled Unanimously</p>
6.	<p><u>Committee/Council Reports</u> were presented:</p> <ul style="list-style-type: none"> • Board Development Committee- Ken Busby reported the following: <ul style="list-style-type: none"> ○ No July meeting due to lack of quorum ○ Cherie Stierwalt has been working on a recruitment brochure to present at the September meeting. ○ Will be ensuring open dialog with the Governor and Secretary of Commerce and that Workforce Tulsa serves as a cooperative resource for the state ○ Board Composition and Certification • Business Development Committee- Amber Hatten reported the following: <ul style="list-style-type: none"> ○ Workforce Tulsa WIOA Quality Performance Trainer, Melik Curtis, presented data to and worked with the Committee to develop Salesforce tracked baseline data. Melik Curtis will present this Committee’s report in Amber Hatten’s absence at the August Board meeting. ○ Next steps <ul style="list-style-type: none"> ▪ Leverage Committee to advocate for Workforce Tulsa’s business services; Outreach materials ▪ Strategic planning refresh recommendations • The Finance Strategy & Oversight Committee (Chair vacancy) Martha Webb-Jones facilitated a discussion about the following: <ul style="list-style-type: none"> ○ Specific Chair recruitment ○ Opportunities in financial diversification 	<p><u>No Action Necessary</u></p>

	<ul style="list-style-type: none"> ▪ Leverage ▪ Proper tracking • Innovative Workforce Opportunity Council – Kuma Roberts reported the following: <ul style="list-style-type: none"> ○ Systems mapping – requires Board Staff support ○ Drop in attendance by those representing the disability community ○ Council meetings are open to non-Board members 	
7.	<p><u>Expense Report</u> as of 06/30/2019 was presented by Rebecca McCormick who explained that this report provides a general idea of the amount of Program Year 2018 carryover funds although there are invoices for June expenses received in July that are not represented in this document.</p>	<u>No Action Necessary</u>
8.	<p><u>Compliance:</u> Kate Tillotson, Workforce Tulsa Workforce Strategy Analyst, reported annual monitoring by the state is in the response phase. Kate Tillotson reported that the EEO monitoring is more in depth and has not yet been sent to the State, but she expects there to be not so many findings as there are observations for EEO and that the majority of changes towards compliance will have to do with paperwork. Final responses from the State will be shared with this Committee. Discussion took place iterating the shift in philosophy with monitoring from creating barriers to maintaining/improving the system.</p>	<u>No Action Necessary</u>
9.	<p><u>One-Stop Operator Report:</u> Workforce Tulsa Project Director, Kyle Smith, reported the following:</p> <ul style="list-style-type: none"> • Program Year 18 measures were all met or exceeded except for the number of job orders. Modification of this measure, if only the definition of “job order,” will be proposed for the Program Year 19 contract extension. • Statistics to speak to the value of On the Job Training (OJT) and Work Experiences (WEX) by illustrating the drop in training completion rates to take into account when negotiating future contractual goals: <ul style="list-style-type: none"> ○ Program Year 17-Adult participants <ul style="list-style-type: none"> ▪ Of 350, 120 were sent to training with 104 training completions (86.7% completion rate) ○ Program Year 18 -Adult participants <ul style="list-style-type: none"> ▪ Of 340, 249 were sent to training with 131 training completions (52% completion rate) ○ Much better outcomes (placements) for WEX and OJT • The Community Outreach Conversion Rate (of those who were referred to Workforce Tulsa by a community partner and received an individualized enrollment) is a lot higher than expected at 11%. The last time it was measured, it was approximately 5%. 	<u>No Action Necessary</u>

- Average starting hourly wage for participants placed into employment:
 - Direct customers: \$14.10
 - Justice involved customers: \$12.64
 - In the future, Salesforce may be used to break this data down according to industry as an outreach tool.
- Over 2,200 customers for the month of July 2019 is not a significant increase, but there has been a reduction in Service Provider Staff. This is another factor to consider during contract extension negotiations.
 - Tulsa American Job Center: 1,500+
 - Sapulpa American Job Center: Just over 753+
- One-Stop Center Challenges- Tulsa American Job Center:
 - Lack of parking spaces has become a safety concern for staff and customers.
 - Electrical
 - Elevators
- Budget transfer request will likely be made earlier in this program year than in the previous one. An Adult and Dislocated Waiver from the state may be beneficial. Rachel Hutchings reported that the Local Area Workforce Board Executive Directors are going to ask the Governor’s Council if the Local Workforce Boards can just approve that instead of having to process the transfer requests through the State and limited to one request per program year.

Action Steps	Accountability
1. Meet to make a punch list of all One-Stop Center challenges and explore possible solutions for One-Stop Center Challenges.	Rachel Hutchings & Kyle Smith

The Chair encourages Kyle Smith to help the Committee understand the impacts of the staff changes and how the Committee can help and to keep the focus on what we can create together as a team.

10.

Chair Report: The Chair will, during her Chair Update at the August Board meeting, facilitate a 15-20 minute activity in which everyone can break up into small groups to discuss and prepare for the upcoming strategic plan refresh.

No Action Necessary

11.	<p>Executive Director Report: The Workforce Tulsa Executive Director reported about the following:</p> <ul style="list-style-type: none"> Center Certification Reviews will need to be accepted by the full Board. Guiding Principle Document and a series of plans beginning with a go-day plan Building new relationships and leveraging existing relationships Will attend the Governor's Economic Development and Workforce Summit Attended first executive director's meeting via conference call. Executive directors went line by line through the framework of the propose State Plan. Plans to participate in the Intercity Visit this October <table border="1" data-bbox="178 709 1023 850"> <thead> <tr> <th data-bbox="178 709 722 777">Action Steps</th> <th data-bbox="722 709 1023 777">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="178 777 722 850">2. Share the go-day plan with the Committee.</td> <td data-bbox="722 777 1023 850">Rachel Hutchings</td> </tr> </tbody> </table>	Action Steps	Accountability	2. Share the go-day plan with the Committee.	Rachel Hutchings	<u>No Action Necessary</u>
Action Steps	Accountability					
2. Share the go-day plan with the Committee.	Rachel Hutchings					
12.	<u>New Business:</u> None	<u>No Action Necessary</u>				
13.	<u>Old Business:</u> None	<u>No Action Necessary</u>				
<u>Meeting Adjourned:</u> 10:31 am		<u>Motion to Adjourn:</u> Ken Busby <u>Second:</u> Kuma Roberts <u>Vote:</u> Approved Unanimously				

Chair Signature:  Date: 10-10-19

