



# WORKFORCE TULSA

10/10/2019

## Tulsa Area Workforce Development Board Executive Committee Meeting Minutes

8:31 a.m. Executive Committee Chair, Martha Webb-Jones, called the meeting to order.

### ATTENDEES

**Members:** Tom Albaugh, Ken Busby, Amber Hatten, Kuma Roberts, Peter Selden, Martha Webb-Jones

**Absent Members:** None

**WDB Staff:** Rachel Hutchings, Julie Sorrels, Cherie Stierwalt, Kate Tillotson

**Guest:** Kyle Smith, Rebecca McCormick

Item	Description / Discussion	Action
1.	<b>Reviewed &amp; Approved</b> the 08/08/2019 Executive Committee Meeting Minutes corrected to include Rachel Hutchings and Rebecca McCormick in attendance.	<b>Motion to Approve:</b> Ken Busby <b>Second:</b> Peter Selden <b>Vote:</b> Approved Unanimously
2.	<b>Reviewed &amp; Approved</b> the 05/31/2019 Executive Committee Special Meeting Minutes as contained in the meeting packet.	<b>Motion to Approve:</b> Ken Busby <b>Second:</b> Kuma Roberts <b>Vote:</b> Approved Unanimously
3.	<b>Reviewed &amp; Approved</b> the Program Year 2019 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 Contract Extension, with Revised Contract Measures. Workforce Tulsa Project Director, Kyle Smith, reported that the revised contract measures are based on the budget. Donna Manning, Project Accountant for Dynamic Workforce Solutions, was available via speaker phone to answer fiscal related questions during the review.	<b>Motion to Approve:</b> Kuma Roberts <b>Second:</b> Amber Hatten <b>Vote:</b> Approved Unanimously

### Executive Committee Members:

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

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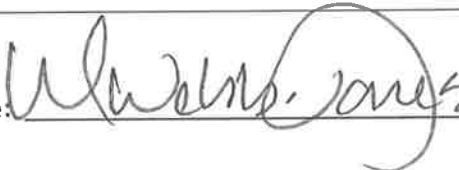
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	<p>Rachel Hutchings reported that the person who assumes the role of Committee Chair, once we roll out the Fiscal Agent change, will help the Committee to drive the financial strategy of the Board.</p> <ul style="list-style-type: none"> <li>• Innovative Workforce Opportunity Council – Kuma Roberts presented an updated on the progress being made in the initial stages of Systems Mapping efforts. <ul style="list-style-type: none"> <li>○ Cherie Stierwalt will send the Service Provider’s full partner list to the Council Chair.</li> <li>○ Explore research partner resources - Amber Hatten will reach out to a University of Tulsa professor to request a meeting with the IWOC Chair and Cherie Stierwalt.</li> </ul> </li> </ul>	
9.	<p><b>Expense Report</b> as of 08/31/2019 was presented by Tulsa Community College WIOA Compliance Coordinator, Rebecca McCormick, who reported that the notice of award for Fiscal Year 2020 is still upcoming.</p>	<b><u>No Action Necessary</u></b>
10.	<p><b>Workforce Strategy Analyst Report:</b> Kate Tillotson, Workforce Tulsa Workforce Strategy Analyst, reported:</p> <ul style="list-style-type: none"> <li>• Program Year 2019 Quarter 1 monitoring will be going on 11/01/2019-11/03/2019, and her report will be due 11/30/2019.</li> <li>• She will be working with the Service Provider to determine what monitoring will look like moving forward.</li> <li>• The Oklahoma Office of Workforce Development (OOWD) requested that the local Center Certification Policy be updated in tandem with OOWD’s recently updated Center Certification Policy. Once OOWD validates the revisions, the policy will be taken through the local Board approval process.</li> </ul>	<b><u>No Action Necessary</u></b>
11.	<p><b>One-Stop Operator Report:</b> Kyle Smith, presented the September Performance Report as contained in the meeting packet and reported about the following:</p> <ul style="list-style-type: none"> <li>• Trending toward meeting Quarter 1 goals though the measure “Percent of Job Orders Filled” continues to be an area of concern and focused effort.</li> <li>• The Quarter 1 partner meeting had the highest attendance on record. Workforce Tulsa’s partner meetings are noted in the OOWD monitoring report as best practice. Sponsorships for refreshments and venues are needed for future meetings.</li> <li>• Potential to expand on what the success of the Community Partner meetings to facilitate Business Partner meetings and Training Partner meetings</li> <li>• HVAC apprenticeship efforts</li> </ul>	<b><u>No Action Necessary</u></b>

14.	<b><u>New Business:</u></b> None	<b><u>No Action Necessary</u></b>
15.	<b><u>Old Business:</u></b> None	<b><u>No Action Necessary</u></b>
<b><u>Meeting Adjourned:</u></b> 10:35 am		<b><u>Motion to Adjourn:</u></b> Tom Albaugh <b><u>Second:</u></b> Kuma Roberts <b><u>Vote:</u></b> Approved Unanimously

Chair Signature:  Date: 12-5-19