



# WORKFORCE TULSA

12/05/2019

## Tulsa Area Workforce Development Board Executive Committee Meeting Minutes

8:30 a.m.	<i>Executive Committee Chair, Martha Webb-Jones, called the meeting to order.</i>	
<b>ATTENDEES</b>		
<b>Members:</b> Tom Albaugh, Ken Busby, Amber Hatten, Kuma Roberts, Peter Selden, Martha Webb-Jones		
<b>Absent Members:</b> None		
<b>WDB Staff:</b> Rachel Hutchings, Julie Sorrels, Cherie Stierwalt, Kate Tillotson		
<b>Guest:</b> Kyle Smith, Melik Curtis, Dominique Clarke, Jennifer Grigsby		
Item	Description / Discussion	Action
1.	<b>Reviewed &amp; Approved</b> the 10/10/2019 Executive Committee Meeting Minutes.	<b>Motion to Approve:</b> Tom Albaugh <b>Second:</b> Kuma Roberts <b>Vote:</b> Approved Unanimously
2.	<b>Reviewed &amp; Approved</b> the Area Board of Local Elected Officials Consortium Agreement as presented by Workforce Tulsa Executive Director, Rachel Hutchings.	<b>Motion to Approve:</b> Peter Selden <b>Second:</b> Kuma Roberts <b>Vote:</b> Approved Unanimously
3.	<b>Reviewed &amp; Approved</b> the Program Year 2017-2020 Northeast Oklahoma Regional Workforce Plan 2-Year Update as presented by Rachel Hutchings.	<b>Motion to Approve:</b> Tom Albaugh <b>Second:</b> Pete Selden <b>Vote:</b> Approved Unanimously
4.	<b>Committee/Council Reports</b> were presented: <ul style="list-style-type: none"> <li>• The Board Development Committee and Business Development Committee held a joint meeting. <ul style="list-style-type: none"> <li>○ Ken Busby reported about the following: <ul style="list-style-type: none"> <li>▪ Progress planning the state of the workforce event</li> <li>▪ Board membership recruitment efforts</li> </ul> </li> </ul> </li> </ul>	<b><u>No Action Necessary</u></b>

### 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

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TDD/TTY: 1-800-722-0353*

- Amber Hatten reported about the following:
  - Strategic plan summary to drive 2020 Committee work

Action Step	Accountability
1. Send strategic plan summary to Committee members.	Rachel Hutchings
2. Schedule and hold a special meeting to clarify Strategic Plan update.	Board Staff & Committee Members

- The Finance Strategy & Oversight Committee (Chair vacancy) – None
- Innovative Workforce Opportunity Council – Kuma Roberts reported about the following:
  - Council response to Oklahoma Office of Workforce Development ask to examine local WEX practices to develop a formalized model.
  - Expungement Expo- The possibility of convening partners to mirror this effort for rural counties will be presented at the next Area Board of Local Elected Officials meeting.

5.

**Expense Report** as of 10/31/2019 was presented by Rachel Hutchings. Rachel reported that outside of program spending, purchasing has been minimal during the process of transitioning the fiscal agent role in house.

**No Action Necessary**

6.

**Workforce Strategy Analyst Report:** Kate Tillotson, Workforce Tulsa Workforce Strategy Analyst, facilitated a discussion about Priority of Service. Discussion included benefits of having a 4<sup>th</sup> priority population identified by the Board. Until the Board identifies a 4<sup>th</sup> priority of service, the Committee voted to replace the current Workforce Tulsa Priority of Service Policy with to the State’s policy regarding Priority of Service.

**Motion to Approve:** Ken Busby

**Second:** Tom Albaugh

**Vote:** Approved Unanimously

7.	<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 contract goals with the exception of Work Experience (WEX) and On the Job Training (OJT) spending. Focused on securing more WEX and OJT sites and spending 20% of total Youth budget on WEX. Potential to replicate the pilot currently being done with Webster High School/AAON/Goodwill Industries.</li> <li>• 2<sup>nd</sup> quarter partner meeting on 12/11/2019 at Goodwill Industries</li> <li>• 100% staffed – anticipated changes</li> </ul>	<b><u>No Action Necessary</u></b>
8.	<p><b>Chair Report:</b> The Chair did not have a report outside of the discussion that was held throughout the meeting.</p>	<b><u>No Action Necessary</u></b>
9.	<p><b>Executive Director Report:</b> The Workforce Tulsa Executive Director, Rachel Hutchings, reported about the following:</p> <ul style="list-style-type: none"> <li>• New website training</li> <li>• Strategic Plan – narrative creation</li> <li>• One-on-one meetings with staff</li> <li>• Monthly updates</li> </ul>	<b><u>No Action Necessary</u></b>
10.	<p><b>New Business:</b> None</p>	<b><u>No Action Necessary</u></b>
11.	<p><b>Old Business:</b> None</p>	<b><u>No Action Necessary</u></b>
<p><b>Meeting Adjourned:</b> 10:11 am</p>		<p><b>Motion to Adjourn:</b> Ken Busby  <b>Second:</b> Tom Albaugh  <b>Vote:</b> Approved Unanimously</p>

Chair Signature:  Date: 2-13-2020

