

**Tulsa Area Workforce Development Board
Meeting Minutes 02/21/2019**

8:32 a.m.	Board Chair, Martha Webb-Jones, called the meeting to order.
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Attending Board Members: Tom Albaugh, Rhonda Archer, Kelly Beyer, Pamela Bridwell, Joe Epperley, Joe Epperley, Justin Evans, Chelsea Feary, Amber Hatten, David Oliver, Jennifer Overmeyer, Tony Rivera, Kuma Roberts, Peter Selden, Lesli Shoals, Krista Smalley, Marilyn Surbur, Martha Webb-Jones, David White

Absent Members: Mike Betwsorth, Kelly Beyer, Pamela Bridwell, Ken Busby, Eloy Chavez, Ted Cundiff, Rusty Edmiston, Susan Hartzler, Falen LeBlanc, Joyce McClellan, Brian Tannehill, Melvin Taylor, Mary Ann Van Curen

WDB Staff: Shelley Cadamy, Julie Sorrels, Kate Tillotson

Guests: Kaitlin Forest, Kelsey Harrison, Emily Turner, Shannon Doody, Scott Amey, Laura Law, Tom Summar, Kyle Smith, Melik Curtis, Dominique Clarke, Shelby Boaz, Michael Davis, Casi Martin, Ronal Julian

Item	Description / Discussion	Action
1.	Introductions took place.	<u>No Action Necessary</u>
2.	Presentation: Kaitlin Forest, Kelsey Harrison, Emily Turner, University of Tulsa Law Students, presented a summary of the findings and recommendations from their study regarding employment barriers for justice involved individuals. Workforce Tulsa Executive Director, Shelley Cadamy, advised that the press event to announce this project would take place on Monday, February 25, 2019.	<u>No Action Necessary</u>
3.	Reviewed & Approved 12/13/18 Board Meeting Minutes.	<u>Motion to Approve:</u> Tom Albaugh <u>Second:</u> Amber Hatten <u>Vote:</u> Approved by Unanimous Vote

4.	<p>Reviewed & Approved the Demand Occupations as provided in the packet and presented by the Business Development Committee Chair, Amber Hatten.</p>	<p><u>Motion to Approve:</u> Kuma Roberts</p> <p><u>Second:</u> Tom Albaugh</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
5.	<p>Chair Update: The Chair encouraged Board members to provide input during discussions at Board meetings then move those ideas on to the Committees to be further developed.</p> <p>Kuma Roberts suggested that the State of the Workforce Event’s primary focus could be the report created by the University of Tulsa Law Students. The following people volunteered to serve on a task force for this event: Marilyn Surber, Laura Law, Martha Webb-Jones, Kuma Roberts, and Amber Hatten.</p>	<p><u>No Action Necessary</u></p>
6.	<p>Executive Director Report: Shelley Cadamy presented the Executive Director Report as contained in the meeting packet and called attention to some handouts.</p>	<p><u>No Action Necessary</u></p>
7.	<p>Activity: Board members divided into groups to represent the make-up of the Board and participants explored the roles each group serve. Each group addressed two questions. Question 1 (Q1): What are the top 1 or 2 ways that your group can help advance Workforce Tulsa. Question 2 (Q2): What burning question do you have for other groups, the Executive Committee, or Board Staff?</p> <ul style="list-style-type: none"> • Private Industry <ul style="list-style-type: none"> ○ Q1 Answer: provide feedback on trends ○ Q2 Answer: Asks [Education] Pete Selden what percentage of the students who enroll in Tulsa Community College leave job ready specifically in relation to soft skills. Pete Selden was not able to provide that exact data, but he expressed a willingness to work together to address soft skills strategically. [Workforce Representatives/Labor] Justin Evans offers apprenticeships as a solution with 100% of their completers possessing the soft skills for which employers are looking. Amber Hatten suggested this is an issue for the Business Development Committee to address. • Government & Economic Development <ul style="list-style-type: none"> ○ Q1 Answer: access/provide data; connections to companies ○ Q2 Answer: *see Community Based Organizations’ Q2 Answer • Education <ul style="list-style-type: none"> ○ Q1 Answer: Public school providing compulsory education can work with the Youth program to provide the same services to students rather than creating something separate. Higher 	<p><u>No Action Necessary</u></p>

	<p>Education can be strategic in their non-credit offerings by working together with Workforce Tulsa and area employers.</p> <ul style="list-style-type: none"> ○ Q2 Answer: Asked of Private Industry what upskill/training benefits they offer to employees how many of their employees are taking advantage of those opportunities. Some answers include tuition reimbursement, short-term online training programs, apprenticeships, entry-level upskilling, and internal career pathways. Shelley Cadamy asked Kuma Roberts to check into the possibility of the Chamber compiling a list of area companies that catalogs the upskilling/education benefits they offer employees. Answers from other group members include communication, education, access, and help work into the strategic plan how to build awareness around apprenticeships. ● Workforce Representatives/Labor <ul style="list-style-type: none"> ○ Q1 Answer: education about apprenticeship opportunities and benefits ○ Q2 Answer: Asked of the organization what they can do to add value and what does the organization see as this group's role. ● Community Based Organizations <ul style="list-style-type: none"> ○ Q1 Answer: identify & refer those in need of services & determine what types of training programs make the most sense and offering them; and provide low to no cost soft skills training ○ Q2 Answer: *Asked of the Executive Committee how all of these groups together work on the strategic plan while eliminating duplication. Kuma Roberts, Executive Committee member, replied that this was actually her group's question in response to Q2 and added that there is an opportunity for Workforce Tulsa to answer that age-old question and become the hub of the workforce system. 	
8.	<p>Expense Report: Shelley Cadamy, presented the Expense Report as of 12/31/2018 as contained in the meeting packet. Shelley Cadamy explained that there is a process to move money from Adult Client Services to Dislocated Worker Client Services, which requires approval by the Oklahoma Office of Workforce Development.</p>	<p><u>No Action Necessary</u></p>
9.	<p>Compliance: Shelley Cadamy reported that Kate Tillotson is the newly hired Workforce Strategy Analyst. There is nothing new to report outside of the compliance issue documented in the Executive Director report.</p>	<p><u>No Action Necessary</u></p>
10.	<p>Committee/Council Reports:</p> <ul style="list-style-type: none"> ● Board Development Committee- In Ken Busby's absence, Kelley Beyer delivered this report. This Committee will be nominating and onboarding new Board members. Board mixer took place with guest speaker, Lieutenant Governor, Matt Pinnell. At the 	<p><u>No Action Necessary</u></p>

	<p>next Committee meeting in March, the focus will be on evaluating membership gaps and recruiting new members.</p> <ul style="list-style-type: none"> ● Business Development Committee- Amber Hatten reported that the next meeting is scheduled for March 28th and that now that the demand occupation list is approved, the Committee will be working to determine the strategy moving forward with the information contained in that list. ● Finance Strategy & Oversight Committee- The Board Chair read the former Committee Chair's email report, which included the following: <ul style="list-style-type: none"> ○ It is not yet determined whether or not funds can be used to contribute to the Tulsa Mayor's Economic Development Housing Study Contribution ○ 501(c)(3) status ○ Financial Statement set for Review & Approval ○ Committee needs new members and Chair ● Innovative Workforce Opportunity Council- Kuma Roberts reported that the Council took time during their last meeting to discuss their reasons for being involved in the Council. The Council will be working to leverage data to help answer some questions about ways to support the populations served by this Council to include identifying gaps and companies with best practices. March 7th is the next Council meeting. 	
11.	<p>Industry Reports were delivered by the following Board members:</p> <ul style="list-style-type: none"> ● Amber Hatten, Manufacturing- The industry is busy, there are not enough employees, and a lot of manufacturing is moving in to the area. Focus over the past two years has been becoming the employer of choice. ● Leslie Shoals, Energy- This industry is struggling to find talent with associate degrees in electrical, to fill various positions, to find civil engineers, and with losing electrical engineers. Shelley Cadamy suggested scheduling a meeting with the Workforce Tulsa Business Services and Tulsa Community College to explore the possibility of creating specialized training to fill those needs. ● Jennifer Overmeyer, Engineering & Manufacturing- AAON lost higher-level management talent to direct competition. ● Tony Rivera, Hospitality- The Hyatt is reopened. 	<u>No Action Necessary</u>
12.	<p>One-Stop Operator Report was presented by Workforce Tulsa Project Director, Kyle Smith, as contained in the meeting packet. Kyle Smith discussed:</p> <ul style="list-style-type: none"> ● Focus is on Youth contract measures; Youth Extravaganzas ● Increase in referrals consistent with strategic plan ● Request for transfer of formula funds ● Orientation capacity issues; streamlining efforts ● Morcon Tissue <ul style="list-style-type: none"> ○ Launched this week ○ Thank you to Manpower 	<u>No Action Necessary</u>

	<ul style="list-style-type: none"> ○ Work Experience & On the Job Training ○ Thank you to Goodwill Industries for providing support; forklift training ○ Second hiring wave in March; possible third wave in July 	
13.	New Business: None	<u>No Action Necessary</u>
14.	Old Business: None	<u>No Action Necessary</u>
15.	<p>Announcements: Chelsea Levo-Feary reported that the Owasso High School is partnering with Workforce Owasso on a career pathways program. On March 14, 2019 at the Owasso High School at 6:00pm-7:30pm, there will be a presentation about this program. Businesses interested are encouraged to attend.</p> <p>Kuma Roberts reported that next week on February 26, 2019 at 8:00am-11am is the Tulsa Chamber Talent Strategies Symposium Sarah Boisvert, author of "New Collar Workforce," will be the guest speaker. Details are on the Tulsa Chamber website.</p>	<u>No Action Necessary</u>
16.	10:21 a.m. -- The meeting was adjourned.	<p><u>Motion to Adjourn:</u> Peter Selden</p> <p><u>Second:</u> David Oliver</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>

Chair Signature:  Date: 4-18-19

