

Tulsa Area Workforce Development Board
Meeting Minutes 04/18/2019

8:32 a.m.	Board Chair, Martha Webb-Jones, called the meeting to order.
<p><u>Attending Board Members:</u> Rhonda Archer, Kelly Beyer, Pamela Bridwell, Ken Busby, Eloy Chavez, Chelsea Feary, Amber Hatten, Susan Hartzler, Falen LeBlanc, Joyce McClellan, Jennifer Overmeyer, Tony Rivera, Lesli Shoals, Krista Smalley, Martha Webb-Jones, David White</p> <p><u>Absent Members:</u> Tom Albaugh, Mike Betwsorth, Ted Cundiff, Rusty Edmiston, Joe Epperley, Justin Evans, David Oliver, Kuma Roberts, Peter Selden, Melissa Stephan, Brian Tannehill, Melvin Taylor, Mary Ann Van Curen</p> <p><u>WDB Staff:</u> Cherie Stierwalt, Julie Sorrels, Kate Tillotson</p> <p><u>Guests:</u> Chris Berry, Scott Amey, Tom Summar, Kyle Smith, Dominique Clarke, Shelby Boaz, Michael Davis, Casi Martin, Ronald Julian</p>	

Item	Description / Discussion	Action
1.	Introductions took place.	<u>No Action Necessary</u>
2.	Presentation: Due to the absence of both Kuma Roberts and Peter Selden, the Lumina presentation will take place at the next Board meeting.	<u>No Action Necessary</u>
3.	Reviewed & Approved 02/21/2019 Board Meeting Minutes.	<p><u>Motion to Approve:</u> Ken Busby</p> <p><u>Second:</u> Eloy Chavez</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>

4.	<p>Reviewed & Approved suspending the Program Note Policy for no more than one year.</p>	<p><u>Motion to Approve:</u> Eloy Chavez</p> <p><u>Second:</u> Ken Busby</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
5.	<p>Reviewed & Approved the transfer of funds in the amount of \$288,000 from the Dislocated Worker allocation to the Adult allocation.</p>	<p><u>Motion to Approve:</u> Ken Busby</p> <p><u>Second:</u> Eloy Chavez</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
6.	<p>Chair Update: The Chair challenged Committee Chairs to be mindful of the strategic planning tracker and ensure that things assigned to their committees are updated properly on the tracker. The Chair set the expectation that the Board will spend some time in the June meeting reviewing the strategic plan tactics and determining what is still pending, what is still applicable, what might need to be removed, and how to otherwise refresh the tracker document. The Chair asked Board members to take some time to look through the documents, take notes, and bring their ideas to the June meeting for that discussion. The Chair announced the posting of the Workforce Tulsa Executive Director job opening. The Chair explained that there will be a multi-phased interview process that will culminate in introducing 2 or 3 final candidates to the full Board.</p>	<p><u>No Action Necessary</u></p>
7.	<p>Executive Director Report: Workforce Tulsa Interim Executive Director, Cherie Stierwalt, shared the following information:</p> <ul style="list-style-type: none"> • The New Workforce Tulsa website will launch May 15, 2019. • Developing organization partnerships <ul style="list-style-type: none"> ○ St. John’s Medical Center is being connected with Tulsa Technology Center regarding training program development. ○ Catholic Charities pilot program • April 25 & 26, 2019 retreat in Midwest City hosted by the Oklahoma Association Workforce Development Association in partnership with the Governor’s Council for Workforce and Economic Development • Board members are invited to meet with Congressman Kevin Hern at the Tulsa American Job Center on May 28, 2019 at 3pm. • National Association of Workforce Development Boards (NAWB) 2019 Forum report out presented as a power point with takeaways linked to the strategic plan guiding principles. <p>The Chair suggested that the NAWB 2019 Forum report out power point presentation, which will be emailed to the full Board, could be used as a</p>	<p><u>No Action Necessary</u></p>

	<p>tool for Board members when looking and refreshing the strategic plan and identifying any gaps there might be.</p> <p>Board members Kelley Beyer and Ken Busby; Dynamic Workforce Solutions Regional Director, Tom Summar; and the Workforce Tulsa Workforce Strategy Analyst, Kate Tillotson, verbally presented additional takeaways from the forum.</p>	
8.	<p>Activity: The Board Development Committee Chair, Ken Busby, facilitated a group activity to get suggestions for prospective Board nominations. Individual board members will be emailing their suggestions for candidates, and group spokespeople announced the following suggestions:</p> <ul style="list-style-type: none"> • Specific organizations such as Morton Health Care, ONEOK, ONE Gas, Broken Arrow Chamber (has a new Executive Director of Workforce,) Explorer Pipeline, Williams, Native American tribes, Morcon Tissue (Jessica Ledbetter previously worked for Workforce Tulsa,) public schools, home schooling network, • Focus on representation from Creek, Pawnee, and Osage counties. <ul style="list-style-type: none"> ○ The Drummonds, Osage Co. ○ Hillcrest Medical Center has satellites in all 4 area counties. ○ Central Technology Center, Creek Co. ○ SeneGence International, Creek Co. (woman owned & operated) • Conduct exit calls with former Board members and see who might be interested in coming back on the Board or know of someone else who works for their organization who might be interested in joining the Board while also gathering data for Board development purposes. • Intentional focus on small businesses, possibly the Tulsa Home Builder's Association. 	<u>No Action Necessary</u>
9.	<p>Reviewed Board Bylaws as directed by Ken Busby. Ken Busby reminded Board members to be familiar with the bylaws.</p>	<u>No Action Necessary</u>
10.	<p>Discussed Board orientation materials. Ken Busby reported that the Board Development Committee has looked at various Board orientation packets used by other Boards, collected various materials, and started putting it all together. Cherie Stierwalt presented a power point presentation depicting some of the outcomes from that work and opened the floor to receive the following feedback:</p> <ul style="list-style-type: none"> • Creating a tri-fold that current Board members can utilize for recruitment • Commitment expectations to include Board meetings (include calendar), Committee service, quorums, etc., so they know what they are signing up for • "If you keep it generic, it doesn't inspire." • Who are the players? What do each of them contribute, and what do we call them (i.e. partners, participants) 	

	<ul style="list-style-type: none"> • Touring one of both of the Tulsa American Job Centers (Tulsa & Sapulpa) • Focus on what we do (put people into jobs,) not on the legalities 	
11.	<p>Expense Report: Cherie Stierwalt presented the Expense Report as of 02/28/19 as contained in the meeting packet. Cherie Stierwalt indicated on the document where the transfer of funds that was approved during this meeting will show on future expense reports.</p>	<u>No Action Necessary</u>
12.	<p>Compliance: Kate Tillotson reported the following:</p> <ul style="list-style-type: none"> • The Workforce Tulsa WIOA Quality Performance Trainer, Melik Curtis, recently submitted the Program Year 2018 3rd Quarter Contractual Performance Report. Kate Tillotson is in the process of reviewing that report, and when she has an update on that, she will provide it to the Board. • Last week, Melik Curtis and Kate Tillotson participated in the Oklahoma Office of Workforce Development’s (OOWD) Data Validation Policy Workgroup in Oklahoma City. Most of the workforce boards in attendance agreed that there is a need to eliminate barriers through documentation (i.e. self-attestations, detailed narrative progress notes.) • OOWD is currently drafting new standards for their Center Certifications. OOWD has said that Workforce Tulsa is on track for a June certification. Kate Tillotson will keep the Board posted regarding that policy update. 	<u>No Action Necessary</u>
13.	<p>Committee/Council Reports:</p> <ul style="list-style-type: none"> • Board Development Committee- Ken Busby’s report came in the form of activity, review, and discussion during the course of this meeting. • Business Development Committee- Amber Hatten reported the following: <ul style="list-style-type: none"> ○ Some of this Committee’s assigned strategic planning tasks are dependent upon benchmarking data that will not be available until after Procore completes updates to Salesforce. ○ Workforce Tulsa Business Services Manager, Michael Davis, presented good data about the job orders that are being filled. ○ Prospecting discussions resulted in some action items for Michael Davis to complete and report at the next Committee meeting. <ul style="list-style-type: none"> ▪ Breaking down the job orders into the number of people hired for each employer ▪ For Job Order Occupation Codes, break down <i>Office & Admin Support</i> to separate light manufacturing/light industrial category. ▪ Provide methodology with the prospect report to become part of the regular communication between 	<u>No Action Necessary</u>

	<p>the Business Services Team and this Committee. Prospecting will be implemented with a focus on leveraging members of the Committee as well as the full Board.</p> <ul style="list-style-type: none"> ▪ Provide benchmark data regarding Workforce Tulsa employer clients who hire felons. This information will help with prospecting. ○ Michael Davis presented to the Committee about the employer satisfaction surveys, which will be incorporated regularly into the Committee meetings. ○ Discussions about the Eligible Training Provider List (ETPL) welding programs took place, and the Committee advised that eligibility determinations be based upon policy alone. ● Finance Strategy & Oversight Committee- The Board Chair reports that the Executive Committee is in the process of finalizing discussions around securing a new Chair for this Committee. ● Innovative Workforce Opportunity Council- Due to the absence of the Council Chair, Kuma Roberts, no specific update was provided. 	
14.	<p>Industry Reports were delivered by the following Board members:</p> <ul style="list-style-type: none"> ● Ken Busby, Tourism – The Lt. Governor sees Route 66 as a way to bring people to our state and as a means of connection between small counties in terms of his robust tourism and branding efforts. ● Krista Smalley, Aerospace – NORDAM emerged from Chapter 11 Bankruptcy. They converted 51 temporary employees 4 weeks ago. 	<u>No Action Necessary</u>
15.	<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"> ● During the Program Year 18 Quarter 3, Career Services was able to place 103 participants into training. Of those participants: <ul style="list-style-type: none"> ○ 80 were Adults ○ 6 were Dislocated Workers ○ 17 were Youth (16 of which were Out of School Youth) ○ 29 entered training made possible through a partnership with Tulsa Community WorkAdvance and CAP Tulsa ○ 11 entered training made possible through a partnership with Morcon Tissue and Goodwill Industries. ○ Training for In-demand sectors <ul style="list-style-type: none"> ▪ 56 -healthcare ▪ 35 – transportation ▪ 2 – Office Administration ● Employment placements for the Program Year 18 Quarter 3: 	<u>No Action Necessary</u>

	<ul style="list-style-type: none"> ○ Out of 56 placements, 41 were direct placements (referrals made directly from American Job Center (AJC) staff to the employers) ○ In addition to the Work Experiences that have been done, 33 of 41 people were hired by Morcon Tissue as direct placements (33 of those people were Hard to Serve) ○ 60% of employees placed at Morcon Tissue as part of the first wave, were hired into full time positions with a \$.50/hour raise. ● Key Strategic Partnerships formed during Program Year 18 Quarter 3: <ul style="list-style-type: none"> ○ Tulsa City-County Central Library- provides basic and intermediate computer skills classes as well as help with some of the Tulsa AJC parking issues ○ Michael Grant, Child Support Enforcement Court Liaison – working with parenting participants who owe child support to remove barriers ○ Sara Cherry, Legal Aid Attorney – referred participants are guaranteed contacted within 10 days ○ Oklahoma SNAP Employee and Training Program – helps augment training dollars spent for participants who qualify ○ Osage Nation – helps ensure that all 4 of the Tulsa Area counties are being served 	
16.	<p>New Business:</p> <p>Reviewed & Approved the Executive Committee to be empowered review and approve budget changes upon:</p> <ul style="list-style-type: none"> ● Review of recommendations to move money within the budget to correct the amount of the contractually binding fee that Workforce Tulsa pays Central Oklahoma Workforce Investment Board (COWIB) to be the Employer of Record; ● And making recommendations to Workforce Tulsa’s Fiscal Agent (Tulsa Community College) staff implement the correction. <p>The COWIB Executive Director, Eddie Foreman, notified the Chair yesterday that the amount of that fee on the current Workforce Tulsa Board approved budget is incorrect. Eddie Foreman provided recommendations as to how to move that money in a way that does not affect the overall budget.</p> <p>The Chair reported that she and the Executive Committee will be entering into discussions to formulate a contract extension with Dynamic Workforce Solutions. The Chair requests that Board members who interface directly with the service provider send her their suggestions, so they can be incorporated into the conversations. The resulting contract extension recommendation will be presented to the Board for consideration at the June Board meeting.</p>	<p><u>Motion to Approve:</u> Eloy Chavez</p> <p><u>Second:</u> Ken Busby</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
17.	<p>Old Business: None</p>	<p><u>No Action Necessary</u></p>

18.	Announcements: Chelsea Levo-Feary reported that a Workforce Owasso group meets on the 1 st Tuesday of every month. They have invited Chris Thrutchely from Gable Gotwals to give a presentation about marijuana in the workplace. Chelsea Levo-Feary will forward information to Board Staff to be distributed to the full Board.	<u>No Action Necessary</u>
19.	10:25 a.m. -- The meeting was adjourned.	<u>Motion to Adjourn:</u> Ken Busby <u>Second:</u> Kelly Beyer <u>Vote:</u> Approved by Unanimous Vote

Chair Signature:  Date: 6-20-19

