

Tulsa Area Workforce Development Board (TAWDB)
Meeting Minutes 06/20/2019

8:32 a.m.	Board Chair, Martha Webb-Jones, called the meeting to order.	
<p>Attending Board Members: Tom Albaugh, Rhonda Archer, Pamela Bridwell, Ken Busby, Eloy Chavez, Susan Hartzler, David Oliver, Jennifer Overmeyer, Delaney Rea, Kuma Roberts, Lesli Shoals, Melvin Taylor, Martha Webb-Jones, David White</p> <p>Absent Members: Mike Betwsorth, Kelly Beyer, Ted Cundiff, Rusty Edmiston, Joe Epperley, Justin Evans, Chelsea Feary, Amber Hatten, Falen LeBlanc, Joyce McClellan, Tony Rivera, Peter Selden, Krista Smalley, Brian Tannehill, Mary Ann Van Curen</p> <p>WDB Staff: Cherie Stierwalt, Julie Sorrels, Kate Tillotson</p> <p>Guests: Terri Leisten, Tom Summar, Kyle Smith, Dominique Clarke, Casi Martin, Ronald Julian, Laura Law, April Salisbury</p>		
Item	Description / Discussion	Action
1.	Introductions took place.	<u>No Action Necessary</u>
2.	Reviewed & Approved 04/18/2019 Board Meeting Minutes.	<p><u>Motion to Approve:</u> Ken Busby</p> <p><u>Second:</u> Tom Albaugh</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
3.	<p>Reviewed & Approved the Consent Agenda.</p> <p>A. Program Year 2019 Employer of Record Contract</p> <p>B. Sapulpa American Job Center Lease</p> <p>C. Development and Organization of Tulsa Area Workforce Development Board Policies</p>	<p><u>Motion to Approve:</u> Tom Albaugh</p> <p><u>Second:</u> Eloy Chavez</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>

4.	<p>Reviewed & Approved the drafting of a letter from the Board and make any additional appropriate contacts at the State level to</p> <ul style="list-style-type: none"> • Understand the funding formula and any inherent bias or discrepancies, and • Request consideration to help close the \$932,000 gap. <p>Workforce Tulsa Interim Executive Director, Cherie Stierwalt, presented the Program Year 2019 planning numbers provided by the Oklahoma Office of Workforce Development (OOWD) on Monday, June 17, 2019 and reported the following:</p> <ul style="list-style-type: none"> • There is a \$932,000 decrease in funding, at the amount presented in the planning numbers, to the Tulsa Area Workforce Development Board (TAWDB) in comparison to the Program Year 2018 budget. • Both Dynamic Workforce Solutions and the TAWDB's fiscal agent are working to create their respective initial Program Year 2019 budgets. • The budget is not required to be submitted to OOWD, and therefore is not subject to any particular deadline. The initial budget may be completed in approximately 1 ½ weeks and may then be presented to the Executive Committee for review and approval. [Bylaws Section 8.03(a)(ii)] • OOWD's funding formula allocation calculation methodologies are detailed in: <ul style="list-style-type: none"> ○ Technical Assistance - #TA-02-2016 ○ Memorandum - #M-05-2019 <table border="1" data-bbox="207 997 1045 1255"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>1. Create a table that compares PY18 allocations with the PY19 planning numbers.</td> <td>Cherie Stierwalt</td> </tr> <tr> <td>2. Pull any available previously drafted letter(s), which addressed formula funding concerns, to repurpose.</td> <td>Board Staff, Chair</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Create a table that compares PY18 allocations with the PY19 planning numbers.	Cherie Stierwalt	2. Pull any available previously drafted letter(s), which addressed formula funding concerns, to repurpose.	Board Staff, Chair	<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>
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5.	<p>Reviewed & Approved 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.</p>	<p><u>Motion to Approve:</u> Ken Busby</p> <p><u>Second:</u> Tom Albaugh</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>						
6.	<p>Chair Update: The Chair addressed the following topics during her update:</p> <ul style="list-style-type: none"> • The selection process for a permanent Workforce Tulsa Executive Director is nearing an end, and she hopes to be announcing and introducing the new Executive Director at the August 2019 Board meeting. • Strategic Plan refresh session will be facilitated by The Persimmon Group 	<p><u>No Action Necessary</u></p>						

	<p>David White asked about the Infrastructure Agreement (IFA), and was advised by Cherie Stierwalt that it will be the same for Program Year 2019 as it was in Program Year 2018.</p> <table border="1" data-bbox="228 184 1070 331"> <thead> <tr> <th data-bbox="228 184 769 226">Action Steps</th> <th data-bbox="769 184 1070 226">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="228 226 769 331">3. Get information from the Fiscal Agent regarding what IFA payments have & have not been collected in PY18.</td> <td data-bbox="769 226 1070 331">Cherie Stierwalt</td> </tr> </tbody> </table>	Action Steps	Accountability	3. Get information from the Fiscal Agent regarding what IFA payments have & have not been collected in PY18.	Cherie Stierwalt					
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7.	<p>Executive Director Report: Workforce Tulsa Interim Executive Director, Cherie Stierwalt, addressed the following topics:</p> <ul style="list-style-type: none"> • This week, June 18th and June 19th, OOWD representatives visited the Sapulpa American Job Center and conducted annual monitoring. • Local Plan due to the State on March 30, 2020. • Center Certification <ul style="list-style-type: none"> ○ Partnering with the Northeast and Eastern Area Workforce Development Boards (opportunity to share best practices) ○ Kyle Smith and Dominique Clarke are Tulsa Area representatives ○ OOWD completely revamped checklist • Rescheduling Representative Hern's visit to the Tulsa American Job Center • Salesforce/Procore update • www.workforcetulsa.com update <table border="1" data-bbox="228 947 1070 1245"> <thead> <tr> <th data-bbox="228 947 769 989">Action Steps</th> <th data-bbox="769 947 1070 989">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="228 989 769 1062">4. Send www.workforcetulsa.com beta links to Board members.</td> <td data-bbox="769 989 1070 1062">Cherie Stierwalt</td> </tr> <tr> <td data-bbox="228 1062 769 1205">5. Connect Cherie Stierwalt with Bryan Campbell at the Tulsa Chamber regarding local photographs for use on the website.</td> <td data-bbox="769 1062 1070 1205">Kuma Roberts</td> </tr> <tr> <td data-bbox="228 1205 769 1245">6. Help with website edits/development.</td> <td data-bbox="769 1205 1070 1245">April Sailsbury</td> </tr> </tbody> </table>	Action Steps	Accountability	4. Send www.workforcetulsa.com beta links to Board members.	Cherie Stierwalt	5. Connect Cherie Stierwalt with Bryan Campbell at the Tulsa Chamber regarding local photographs for use on the website.	Kuma Roberts	6. Help with website edits/development.	April Sailsbury	<u>No Action Necessary</u>
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8.	<p>Expense Report: Cherie Stierwalt presented the Expense Report as of 04/30/19 as contained in the meeting packet.</p>	<u>No Action Necessary</u>								
9.	<p>Compliance: Workforce Tulsa Workforce Strategy Analyst, Kate Tillotson, reported about the following topics:</p> <ul style="list-style-type: none"> • OOWD Annual Monitoring, exit call scheduled for today • Local Monitoring Policy Purpose and Scope 	<u>No Action Necessary</u>								
10.	<p>Committee/Council Reports:</p> <ul style="list-style-type: none"> • Board Development Committee- Ken Busby reported about efforts to meet Board Certification requirements and recommendations for discussion around making changes to the Mission Statement and the Finance Strategy and Oversight Committee to be led by Kelly Beyer. The proposed revised 	<u>No Action Necessary</u>								

	<p>Mission Statement reads, "Creating relationships that benefit employers and job seekers, Workforce Tulsa fuels economic development by placing talent today and preparing individuals for the jobs of tomorrow." Recommended changes will be discussed at the Strategic Plan refresh session.</p> <ul style="list-style-type: none"> • Business Development Committee- Due to the absence of Committee Chair, Amber Hatten, Martha Webb-Jones reported that a lot of the work that Workforce Tulsa WIOA Quality Performance Trainer, Melik Curtis, has done with Salesforce has been feeding into this Committee. Committee member, Jennifer Overmeyer reported that the Committee has been reevaluating the Strategic Plan goals and initiatives specific to this Committee in terms of measured criteria and timelines. Jennifer Overmeyer added that the Committee is exploring options for developing professional leave behinds. • Finance Strategy & Oversight Committee- Vacant • Innovative Workforce Opportunity Council- Due to the absence (having left the meeting early) of the Council Chair, Kuma Roberts, no specific update was provided. 	
11.	<p>Industry Reports: Leslie Shoals reported that AEP/PSO has recently discovered that they are losing top level linemen to the State of California by way of the Union Hall.</p> <p>Martha Webb-Jones reported that Kuma Roberts connected her with someone from the Tulsa Area Human Resources Association (TAHRA) regarding a compensation benchmarking study specific to the Tulsa region. Martha Webb-Jones went on to report that she is interested to see if the outcomes of the study can be beneficial to the Business Development Committee.</p>	<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"> • PY 2018 Business Services Contractual Performance, Job Orders • 4th Quarter Partner Meeting, Baseline Data • Budget Update as of 05/22/2019 • Everyone being sent to Morcon as a candidate for employment will go through Goodwill's Forklift training first so that even if Morcon does not hire them, they will have gained this credential. 	<u>No Action Necessary</u>

13.	New Business: None	<u>No Action Necessary</u>
14.	Old Business: None	<u>No Action Necessary</u>
15.	Announcements: None	<u>No Action Necessary</u>
16.	9:57 a.m. -- The meeting was adjourned.	<u>Motion to Adjourn:</u> Ken Busby <u>Second:</u> Tom Albaugh <u>Vote:</u> Approved by Unanimous Vote

Chair Signature:  Date: 8-15-19

