

Tulsa Area Workforce Development Board (TAWDB)
Meeting Minutes 08/15/2019

8:31 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, Ken Busby, Eloy Chavez, Joe Epperley, Chelsea Feary, Traci Gower, Susan Hartzler, Falen LeBlanc, David Oliver, Jennifer Overmeyer, Kuma Roberts, April Salisbury, Peter Selden, Krista Smalley, Martha Webb-Jones, David White

Absent Members: Mike Betwsorth, Ted Cundiff, Rusty Edmiston, Justin Evans, Amber Hatten, Joyce McClellan, Delaney Rea, Tony Rivera, Lesli Shoals, Melvin Taylor, Brian Tannehill, Mary Ann Van Curen

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

Guests: Rebecca McCormick, Tom Summar, Kyle Smith, Dominique Clarke, Casi Martin, Don Morris, Beth Wild, Scott Amey, Melik Curtis

Item	Description / Discussion	Action
1.	Introductions took place beginning with Don Morris, the newly named Executive Director for the Office of Workforce Development.	<u>No Action Necessary</u>
2.	Reviewed & Approved 06/20/2019 Board Meeting Minutes.	<u>Motion to Approve:</u> Ken Busby <u>Second:</u> Eloy Chavez <u>Vote:</u> Approved by Unanimous Vote
3.	Presentation: Executive Director of Diversity, Equity and Inclusion at Tulsa Regional Chamber, Kuma Roberts, delivered a presentation about the Lumina Foundation through which Tulsa is designated as a Talent Hub. Kuma Roberts added that the local partnership coalition, 918 Educate (www.918educate.com), intends to add more partners including Workforce Tulsa to continue and strengthen efforts, applied through an equity lens, towards increasing post-secondary attainment in Tulsa to help Oklahoma reach the goal of gaining 600,000 new skilled	<u>No Action Necessary</u>

	<p>workers by 2025.</p> <p>918 Educate will be screening a movie, <i>Unlikely</i>, later in August which highlights the challenges of today's student moving through the pipeline of post-secondary education and educational attainment.</p> <p>Lumina Foundation suggestions for Employers to help reach the goal:</p> <ul style="list-style-type: none"> • Offer paid internships (e.g. stipend) • Swap tuition remission for tuition reimbursement • Work with educational institutions to validate training and apply it towards a credential (e.g. competency based testing) 					
4.	<p>Reviewed & Approved acceptance of the Comprehensive Center Certification Review for both the Tulsa American Job Center and the Sapulpa American Job Center as presented by Workforce Tulsa Project Director, Kyle Smith, and the Workforce Tulsa Operations Manager, Dominique Clarke, who both served as the Tulsa Area representatives on the Northeast Regional Certification Team.</p> <p>Oklahoma Employment Security Commission Project Manager for the Sapulpa American Job Center, Casi Martin, requested a duplicate of the accessibility kit located at the Tulsa American Job Center be purchased for and kept at the Sapulpa American Job Center instead of the current process of transporting the one existing kit between centers as needed.</p> <table border="1" data-bbox="211 835 1047 982"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>1. Create and submit a detailed ask for the accessibility kit for the Sapulpa American Job Center.</td> <td>Casi Martin & Kyle Smith</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Create and submit a detailed ask for the accessibility kit for the Sapulpa American Job Center.	Casi Martin & Kyle Smith	<p><u>Motion to Approve:</u> Ken Busby</p> <p><u>Second:</u> Kuma Roberts</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
Action Steps	Accountability					
1. Create and submit a detailed ask for the accessibility kit for the Sapulpa American Job Center.	Casi Martin & Kyle Smith					
5.	<p>Reviewed the Program Year 2019 Tulsa Area Workforce Development Board (TAWDB) Budget as presented by Tulsa Community College WIOA Compliance Coordinator, Rebecca McCormick, who reported that if the actual awards in October 2019 match the planning numbers the Oklahoma Office of Workforce Development (OOWD) provided, the entire amount of the budget should increase by \$128,000.</p>	<p><u>No Action Necessary</u></p>				
6.	<p>Chair Update: The Chair facilitated an activity in preparation for the upcoming Strategic Planning refresh session.</p>	<p><u>No Action Necessary</u></p>				
7.	<p>Executive Director Report: Workforce Tulsa Executive Director, Rachel Hutchings, introduced herself and gave a history of her background within the workforce system. Rachel Hutchings has been meeting with Board Staff, Board members, and other stakeholders. She attended the Governor's Economic Development and Workforce Summit and presented some of the highlights about the expectation of innovation around workforce development.</p>	<p><u>No Action Necessary</u></p>				

8.	<p>Expense Report: Rebecca McCormick presented the Expense Report as of 06/30/19 as contained in the meeting packet. Invoices for June expenses received in July are not represented in this document.</p>	<p><u>No Action Necessary</u></p>
9.	<p>Compliance: Workforce Tulsa Workforce Strategy Analyst, Kate Tillotson, reported that Workforce Tulsa is currently in the response portion of the OOWD Annual Monitoring process, and she will be presenting the report to the Board upon finalization.</p> <p>Kate Tillotson thanked Board Members and Center Staff for their contributions to the success of the Tulsa American Job Center visit by U.S. Representative Kevin Hern.</p> <p>Board Staff will continue to participate in the Tulsa Chamber Legislative One Voice Agenda meetings.</p>	<p><u>No Action Necessary</u></p>
10.	<p>Committee/Council Reports:</p> <ul style="list-style-type: none"> • Board Development Committee- Ken Busby reported about <ul style="list-style-type: none"> ○ Finalizing Board recruitment brochure ○ Efforts to meet Board Certification requirements • Business Development Committee- <ul style="list-style-type: none"> ○ Workforce Tulsa’s WIOA Quality Performance Trainer, Melik Curtis, presented the Salesforce Update Review as presented in the meeting packet. ○ In the absence of Committee Chair, Amber Hatten, Kelley Beyer suggested that there be an agreement as to what the key performance indicators are based on what is really going to drive Workforce Tulsa forward toward its vision as an organization going into the Strategic Planning refresh session. • Finance Strategy & Oversight Committee- Vacant- Martha Webb-Jones reported that Workforce Tulsa is closing in on obtaining 501(c)(3) non-profit status in line with the intention set during strategic planning to diversify funding to expand opportunities. • Innovative Workforce Opportunity Council- Kuma Roberts reports that the next meeting takes place on September 5th at 8:30am, and invites anyone who is interested in helping this Council tackle some of the data, the tactical things that Workforce Tulsa can do to help reach the goal set by Lumina. 	<p><u>No Action Necessary</u></p>
11.	<p>Industry Reports:</p> <p>Ken Busby referenced Route 66 in stating that tourism is a big driver. Pamela Bridwell reported about upcoming Rapid Responses for call center facilities.</p> <p>April Salisbury reported that Skills2Grow will kick off next week and is being offered at Sand Springs, Union, Owasso, Broken Arrow and Catoosa this year. During the first semester, the students are learning skills needed for an entry-level position in manufacturing and construction. April Salisbury asked employers to reach out to her if they are interested in hiring one of these students for the second semester.</p>	<p><u>No Action Necessary</u></p>

One-Stop Operator Report was presented by Workforce Tulsa Project Director, Kyle Smith, as contained in the meeting packet. Kyle Smith reported:

- Program Year 18 measures were all met or exceeded except for the number of job orders. Modification of this measure, if only the definition of “job order,” will be proposed for the Program Year 19 contract extension.
- Statistics to speak to the value of On the Job Training (OJT) and Work Experiences (WEX) by illustrating the drop in training completion rates to take into account when negotiating future contractual goals:
 - Program Year 17- Training
 - Adult participants: Of 120 sent to training, 104 completed training
 - Youth participants: Of 17 sent to training, 15 completed training
 - Program Year 18 - Training
 - Adult participants: Of 249 sent to training, 131 completed training
 - Youth participants: Of 45 sent to training, 30 completed training
 - Program Year 17 – WEX
 - Adult participants: 21
 - Youth participants: 15
 - Program Year 18- WEX
 - Adult participants: 49
 - Youth participants: 59

12.

No Action Necessary

Kuma Roberts suggested that trending towards OJT and WEX could present an opportunity to, after connecting participants with employers, offer the potential to skill them up through credential attainment. Kyle Smith reported that two tracks at which Kate Tillotson and he are looking are incumbent worker training and apprenticeships. The Chair discussed the possibility of using credentials such as OSHA Certification to round out the training that is being done on the job and even creating certifications. Pete Selden reported that the key is working with employers to identify which certifications are most relevant. April Salisbury reported that certifications are being created to meet the specific needs for the Skills2Grow program. Kuma Roberts reported that Lumina requires certifications to be high value and stackable, creating a pathway, and gives forklift certification as an example. Kyle Smith added that in working with Morcon, participants obtained forklift certification through Goodwill Industries of Tulsa prior to being referred for a job order so that for those not ultimately hired by Morcon, a credential was at least obtained during that process that would make them marketable to other employers. Kyle Smith declared the Program Year 19 motto, “Moving from transactional to transformative services.”

	The chair agreed to have Spirit AeroSystems to sponsor the September 2019 Workforce Tulsa partner meeting breakfast.	
13.	New Business: None	<u>No Action Necessary</u>
14.	Old Business: None	<u>No Action Necessary</u>
15.	Announcements: Chelsea Feary announced that there will be a meeting for employers in the area of Highway 169 on September 5, 2019 at 2:30pm. Once the location is determined, Chelsea Feary will send the information to Rachel Hutchings to be distributed to the Board. The focus of the meeting will be Tulsa Transit's efforts to work with the City of Owasso and the City of Tulsa to find transportation solutions for employers along the Highway 169 Corridor going north.	<u>No Action Necessary</u>
16.	10:22 a.m. -- The meeting was adjourned.	<u>Motion to Adjourn:</u> Kuma Roberts <u>Second:</u> Eloy Chavez <u>Vote:</u> Approved by Unanimous Vote

Chair Signature:  Date: 10-23-19

