



**Tulsa Area Workforce Development Board (TAWDB)
Meeting Minutes 10/24/2019**

8:34 a.m.	Board Chair, Martha Webb-Jones, called the meeting to order.	
<p><u>Attending Board Members:</u> Tom Albaugh, Celia Armstrong, Kelly Beyer, Pamela Bridwell, Ken Busby, Eloy Chavez, Traci Gower, Susan Hartzler, Amber Hatten, Falen LeBlanc, Peter Selden, Jacob Shivers, Lesli Shoals, Krista Smalley, Martha Webb-Jones, David White</p> <p><u>Absent Members:</u> Rhonda Archer, Mike Betwsorth, Ted Cundiff, Rusty Edmiston, Joe Epperley, Justin Evans, Sharon Gibson, Chelsea Levo-Feary, Rachel James, Joyce McClellan, David Oliver, Jennifer Overmeyer, Delaney Rea, Kuma Roberts, Danielle Storie, Brian Tannehill, Melvin Taylor, Mary Ann Van Curen</p> <p><u>WDB Staff:</u> Rachel Hutchings, Julie Sorrels, Cherie Stierwalt, Kate Tillotson</p> <p><u>Guests:</u> Kyle Smith, Paul Marquez, Rebecca Hayes, Ronald Julian, Terri Leisten, Casi Martin, Melik Curtis, Taylor Austin, Nicole Latendresse</p>		
Item	Description / Discussion	Action
1.	Introductions took place.	<u>No Action Necessary</u>
2.	Reviewed & Approved 08/15/2019 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>
3.	<p>Reviewed & Approved the Consent Agenda.</p> <p>A. 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, with Revised Contract Measures</p> <p>B. Program Year 2017-2020 Local Plan 2-Year Update with 30-Day Review Comments</p>	<p><u>Motion to Approve:</u> Tom Albaugh</p> <p><u>Second:</u> Kelly Beyer</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>

	<p>C. Transfer Formula Funds D. 2020 Tulsa Area Workforce Development Board Meeting Calendar E. Equal Opportunity and Non-Discrimination Policy F. Center Certification Policy</p>	
4.	<p>Chair Update: The Chair provided a summary of the Strategic Plan refresh session and follow up efforts.</p> <ul style="list-style-type: none"> • Cleaning out completed and business-as-usual items that were listed as initiatives (e.g. contract measures) • Confirmed our mission, vision, and guiding principles • Confirmed our 6 pillars of focus: <ul style="list-style-type: none"> ○ Employer ○ Job Seeker ○ Partnerships ○ Program ○ Board ○ Staff • Created the 4 stages of maturity in building relationships between Workforce Tulsa and the area business community: <ul style="list-style-type: none"> ○ Seat at the table (being invited early in their planning processes) ○ Plan Development (utilize partner/stakeholder resources) ○ Placement/Delivery (plan execution) ○ Maintain/Sustain (retained relationships, measure success, & continuous improvement) 	<u>No Action Necessary</u>
5.	<p>Executive Director Report: Workforce Tulsa Executive Director, Rachel Hutchings, reported about the following:</p> <ul style="list-style-type: none"> • Bringing fiscal agent duties in house <ul style="list-style-type: none"> ○ Finance Director applications ○ Office build-out plans ○ Equipment/Services currently provided by Tulsa Community College ○ Allows for diversification of funding • 501(c)(3) established thanks to Hogan Taylor <ul style="list-style-type: none"> ○ Expands partnership opportunities ○ Rebuilding Finance Strategy & Oversight Committee ○ Targeted/strategic efforts around grant opportunities • Workforce Tulsa announced as the Accounting and Financial Women’s Alliance’s 501(c)(3) to support for this year • Rural <ul style="list-style-type: none"> ○ Pawnee County Economic Development Council ○ Setting up meetings with the tribes who also receive WIOA funding • Benchmarking/Best Practices – focused on business services and partnerships <ul style="list-style-type: none"> ○ What are other areas and states doing well? ○ Trip to Wichita, Kansas next week 	<u>No Action Necessary</u>

	<ul style="list-style-type: none"> Expungement Fair next week with support from Workforce Tulsa Director of Client Strategy, Cherie Stierwalt. 	
6.	<p>Expense Report as of 08/31/2019 was included in the meeting packet. Due to the absence of Tulsa Community College WIOA Compliance Coordinator, Rebecca McCormick, Board members were advised to forward any questions about the report to the Workforce Tulsa Manager of Operations, Julie Sorrels, as they did not have any questions at that time.</p>	<u>No Action Necessary</u>
7.	<p>Workforce Strategy Analyst Report: Kate Tillotson, Workforce Tulsa Workforce Strategy Analyst, reported:</p> <ul style="list-style-type: none"> Received finalized monitoring report from the Oklahoma Office of Workforce Development (OOWD) with the following areas for improvement, none of which were Areas of Concern: <ul style="list-style-type: none"> Utilizing youth incentives Equal Opportunity statements Increase work experiences (WEX) –In response to OOWD’s suggestion to recruit more youth participants and in partnership with Eloy Chavez and the Northeastern State University (NSU) Media Department, we are developing a 2020 Digital Media Strategy with an emphasis on the Gen Z population. Program Year 2019 Quarter 1 monitoring will be going on 11/01/2019-11/03/2019, and the report will be due 11/30/2019. 	<u>No Action Necessary</u>
8.	<p>Committee/Council Reports:</p> <ul style="list-style-type: none"> Board Development Committee- Ken Busby reported about the following: <ul style="list-style-type: none"> Board Certification – New members Board Membership Guide Next Steps: Planning Workforce Event Business Development Committee- Amber Hatten reported that upon meeting the goal of collecting relevant baseline data, the Committee did not meet this past month. The Committee will resume regularly scheduled meetings and evaluate how they will focus their efforts moving forward and in line with the refreshed Strategic Plan. The Finance Strategy & Oversight Committee (Chair vacancy) Rachel Hutchings addressed this in the Executive Director Report. Innovative Workforce Opportunity Council – In the absence of Kuma Roberts, Cherie Stierwalt presented an update on the progress being made in the initial stages of Systems Mapping efforts and how they have already begun work towards filling the glaring workforce development focused services for 	<u>No Action Necessary</u>

	<p>Veterans. The Chair provided a summation of the differences between this Council and the Committees.</p>	
<p>9.</p>	<p>Industry Reports: Pamela Bridwell reported:</p> <ul style="list-style-type: none"> • Oklahoma Employment Security Commission (OESC) received a grant for training and supportive services to transition dislocated workers. It was originally only open for those in the energy sector, but it was later opened up to include those recently released from incarceration via commendation. • Cherokee Nation was awarded a comparable grant that was originally limited by sector and has since opened up to include anyone who is drawing unemployment insurance. <p>At the next Board meeting, Pamela Bridwell and Workforce Tulsa Project Director, Kyle Smith, will present about joint efforts around OESC's grant.</p> <p>Celia Armstrong reported that TTCU is refreshing their recruitment message to create a holistic employment experience. Recruitment efforts focus on finding people who do not necessarily have a background in the financial industry but are passionate about helping people and then getting them the accreditations necessary to work as universal agents.</p> <p>Traci Gower reported that the outlook over the next 18 months for the energy industry, at least for natural gas, is not the greatest, so Williams is beefing up their external communications, branding, and outreach. She is looking into how they can, in a cost cutting mode, tap into the resources available through Workforce Tulsa and their partners, such as on-the-job training, to help fill in the gaps on projects in a mutually beneficial way.</p> <p>Amber Hatten reported that from a manufacturing company perspective, Webco is looking at how the election year is going to impact them. Webco is working on internal branding for retention purposes that focus on the value employees bring to the company and the impact they have on the world through the work that they do. Amber announced that Webco recently raised their starting pay rate from \$13/hr. to \$15/hr.</p>	<p><u>No Action Necessary</u></p>
<p>10.</p>	<p><u>One-Stop Operator Report:</u> Kyle Smith, presented the September Performance Report as contained in the meeting packet, which does not yet reflect the performance measures contained within the contract extension approved today, and reported, with an emphasis on transformative services, about the following:</p>	<p><u>No Action Necessary</u></p>

	<ul style="list-style-type: none"> • Trending toward meeting Quarter 1 goals though the measure “Percent of Job Orders Filled” continues to be an area of concern and focused effort. • One-Stop Leadership meeting – Every core partner was represented with the exception of the Department of Human Services. • Policy changes in philosophy at the Board/Board staff level made in collaboration with the local Dynamic Workforce Solutions leadership staff have helped to improve services provided to participants and partners. • Highlighted Initiatives (Kyle asks business representatives to let him know if they are interested in similar pilots or initiatives to let him know.) <ul style="list-style-type: none"> ○ HVAC Apprenticeship- Partnering with Eloy Chavez of NSU and Elemental Air & Refrigeration ○ WEX Opportunities for in school youth - Partnering with Webster High School, Goodwill Industries of Tulsa, and AAON ○ WEX Opportunities for out of school youth – Partnering with Fab Lab who received a million dollar grant and Manpower • WIOA Programs Manager, Shelby Boaz, is resigning effective November 1, 2019. Scott Obomanu, previously the Lead Career Navigator, has accepted a promotion to that role. <p>Kyle Smith thanked Oklahoma Employment Security Commission’s Tulsa American Job Center Program Manager, Ron Julian, for all of his work in partnering to improve services at the job center and for his help in preparing Paul Marquez to assume that role.</p>	
11.	<p>New Business: David White brought up for consideration, exploring ways to ensure the safety of the staff at the Tulsa American Job Center. Rachel Hutchings reported that she and Kyle Smith have had regard to staff security and welcomed additional suggestions be submitted.</p>	<u>No Action Necessary</u>
12.	<p>Old Business: None</p>	<u>No Action Necessary</u>
13.	<p>Announcements: Tom Albaugh provided information about the Tulsa Area United Way’s campaign drive, thanked those who support TAUW, and invited anyone interested in contributing or learning more to contact him directly.</p> <p>Ken Busby reported that the groundbreaking for the Oklahoma Museum of Popular Culture took place yesterday and was ten years in the making. The museum should open in the Fall of 2021. Of the 38 state institutions that exist, this is the first one Tulsa has ever had. The Oklahoma Historical Society has a presence here now. It will be located across the street from</p>	<u>No Action Necessary</u>

	<p>Cain's Ballroom, and it feeds into the pop culture of Route 66 and tourism. Lt. Governor, Matt Pinnell, is working diligently to drive people to visit Oklahoma.</p> <p>Oklahoma Employment Security Commission's Sapulpa American Job Center Program Manager, Casi Martin reported about:</p> <ul style="list-style-type: none"> • Veteran's Appreciation Day at the Sapulpa American Job Center on November 1, 2019 from 11am-1pm • Nationwide Award Winning Local Veteran Employment Specialist, Jeff Fryer, is doing a presentation on how to hire and retain veterans at the Tulsa Country Club on November 12, 2019 at 8:30am. • Ron Julian's retirement party will take place at the Tulsa American Job Center on November 14, 2019 at 1pm. <p>Peter Selden reported that Tulsa Community College, in partnership with FranklinCovey, is hosting the 2019 Tulsa Strategy Execution Workshop led by author of the book <u>The 4 Disciplines of Execution</u>, Chris McChesney, on November 22 from 8:30am-4:30pm. Detailed information will be distributed to the full Board via email.</p>	
14.	9:52 a.m. -- The meeting was adjourned.	<p><u>Motion to Adjourn:</u> Tom Albaugh</p> <p><u>Second:</u> Eloy Chavez</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>

Chair Signature:  Date: 1-2-20