



**Tulsa Area Workforce Development Board (TAWDB)
Meeting Minutes 12/12/2019**

8:35 a.m.	In the absence of Board Chair, Martha Webb-Jones, Amber Hatten called the meeting to order.
-----------	---

Attending Board Members: Tom Albaugh, Rhonda Archer, Kelly Beyer, Pamela Bridwell, Ken Busby, Eloy Chavez, Ted Cundiff, Traci Gower, Susan Hartzler, Amber Hatten, Falen LeBlanc, David Oliver, Jennifer Overmeyer, Rue Ramsey, Peter Selden, Jacob Shivers, Lesli Shoals, Krista Smalley, David White

Absent Members: Celia Armstrong, Mike Betwsorth, Rusty Edmiston, Joe Epperley, Justin Evans, Sharon Gibson, Rachel James, Chelsea Levo-Feary, Joyce McClellan, Delaney Rea, Danielle Storie, Brian Tannehill, Melvin Taylor, Martha Webb-Jones, Mary Ann Van Curen

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

Guests: Kyle Smith, Paul Marquez, Scott Obomanu, Dominique Clarke, Tom Summar, Amber Cutshaw, De'Andre Fahie, Dana Boren

Item	Description / Discussion	Action
1.	Introductions took place.	<u>No Action Necessary</u>
2.	Reviewed & Approved 10/24/2019 Board Meeting Minutes.	<u>Motion to Approve:</u> Ken Busby <u>Second:</u> Tom Albaugh <u>Vote:</u> Approved by Unanimous Vote
3.	Reviewed & Approved the Consent Agenda. A. Area Board of Local Elected Officials Consortium Agreement B. Program Year 2017-2020 Regional Plan 2-Year Update	<u>Motion to Approve:</u> Tom Albaugh <u>Second:</u> Ken Busby <u>Vote:</u> Approved by Unanimous Vote

4.	<p>Reviewed & Approved, as presented by the Workforce Tulsa Workforce Strategy Analyst, Kate Tillotson, the suspension of the local area Priority of Service Policy and to revert to the State's policy while the Board works to determine 4th priority population(s) for the local area.</p>	<p>Motion to Approve: Peter Selden</p> <p>Second: Rue Ramsey</p> <p>Vote: Approved by Unanimous Vote</p>
5.	<p>Presentation: Board member and Oklahoma Employment Security Commission (OESC) Area Manager, Pamela Bridwell, presented about the Trade and Economic Transition Dislocated Worker Program. Workforce Tulsa Project Director, Kyle Smith, presented about the joint efforts between Workforce Tulsa and OESC around this grant funded program.</p>	<p>No Action Necessary</p>
6.	<p>Chair Update: none</p>	<p>No Action Necessary</p>
7.	<p>Executive Director Report: Workforce Tulsa Executive Director, Rachel Hutchings, reported about the following:</p> <ul style="list-style-type: none"> • Program Year 2017-2020 Regional Plan 2-Year Update • Bringing fiscal agent duties in house <ul style="list-style-type: none"> ○ Background ○ Finance Director hired, Seth Fargen ○ MSP procurement process ○ Bank Account set up ○ Additional Fiscal monitoring by Oklahoma Office of Workforce Development (OOWD) ○ Benchmarking other Workforce Development Areas/States ○ Office build-out plans, will accommodate future OOWD funded Business Services Representative ○ Area Board of Local Elected Officials Consortium Agreement • Rural Outreach <ul style="list-style-type: none"> ○ Pawnee County Economic Development Council ○ Setting up meetings with the tribes who also receive WIOA funding ○ Place-Based vs. Sector-Based Workforce Development ○ Working with Tech Centers 	<p>No Action Necessary</p>
8.	<p>Expense Report as of 10/31/2019 was presented by Rachel Hutchings as contained in the meeting packet.</p>	<p>No Action Necessary</p>

9.	<p><u>Workforce Strategy Analyst Report:</u> Kate Tillotson, Workforce Tulsa Workforce Strategy Analyst, reported about:</p> <ul style="list-style-type: none"> • Quarter 1 Performance Monitoring • Leadership Tulsa TRIVE3 Program membership through a full scholarship – Kate has chosen to do a project around a non-traditional student internship to help place job-ready military connected families and other non-traditional student populations through Workforce Tulsa <p>Kate introduced Professor Dana Boren of Northeastern State University who presented about the NSU Marketing Intern Team’s project findings.</p>	<u>No Action Necessary</u>
10.	<p><u>Committee/Council Reports:</u></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 ○ Joint Meeting with the Business Services Development committee ○ State of the Workforce Event Planning – Mark Calendars for Wednesday, April 15, 2020 from 8:30am-12:30pm. • Business Development Committee- Amber Hatten encouraged Business Representatives on the Board to support the State of the Workforce Event. • The Finance Strategy & Oversight Committee (Chair vacancy) Rachel Hutchings reported that the Committee met as scheduled. Rachel emphasized the importance of 100% Board participation in giving as it relates to grant writing. Rachel announced that Danielle Storie has agreed to be considered for appointment as the Chair of this Committee and welcomes anyone interested in serving on this Committee to join. • Innovative Workforce Opportunity Council – In the absence of Council Chair Kuma Roberts, Workforce Tulsa Director of Client Strategy, Cherie Stierwalt, presented an update on the progress being made with Systems Mapping and the gaps being discovered and how they are driving efforts such as reaching out to rural areas to explore the possibility of convening expungement events there. 	<u>No Action Necessary</u>

11.	<p>Industry Reports: Eloy Chavez reported that NSU is getting a new chancellor next year and asks Business Representatives to let Eloy know if their business/industry is wanting to see something credentialed, a particular degree program, etc.</p>	<u>No Action Necessary</u>
12.	<p>One-Stop Operator Report: Kyle Smith, presented the November Performance Report as contained in the meeting packet and reported about the following:</p> <ul style="list-style-type: none"> • Trending toward meeting Quarter 2 goals though the contracted spending is lagging, so they are focusing on Work Experience (WEX) and On-the-Job Training (OJT) and ask that Business Representatives support those efforts by first reaching out to the Workforce Tulsa Business Services Team. • 100% staffed <ul style="list-style-type: none"> ○ Melik Curtis will be transitioning into a corporate position where he will still be supporting Oklahoma, including the Tulsa Area. His position has been backfilled. ○ Dominique Clarke has been promoted to Deputy Director. • 2nd quarter partner meeting took place on 12/11/2019 at Goodwill Industries with 73 attendees. Kyle thanked Goodwill Industries for hosting the event and the Tulsa Chamber for sponsoring the meeting and Webco for committing to sponsoring the 3rd quarter partner meeting. Contact Dominique Clark to sponsor future meetings and/or provide a venue for future meetings. • 2020 focus: Working intentionally with Employers and creating unique opportunities for Job Seekers who have barriers to employment. • Beta Testing: JotForm will streamline the enrollment process. It will be premiered at one of the quarterly partner meetings. • Salesforce update will be premiered at one of the quarterly partner meetings. • Fiscal trends can be positively influenced by Youth referrals and projects with area businesses. 	<u>No Action Necessary</u>
13.	New Business: None	<u>No Action Necessary</u>
14.	Old Business: None	<u>No Action Necessary</u>

15.	<p>Announcements:</p> <ul style="list-style-type: none"> • Workforce Tulsa Finance Director, Seth Fargen, made an announcement about the Census job openings, and Rhonda Archer provided additional details and will be forwarding a flyer to be shared with the full Board. Paul Marquez reported that there is a Census recruiter visiting the Sapulpa American Job Center. • Rhonda Archer announced that the Department of Human Services' Energy Assistance Program started on 12/10/2019. • Dominique Clarke announced that Workforce Tulsa is going to start offering WEX & OJT informational sessions for employers. 	<u>No Action Necessary</u>
16.	10:05 a.m. -- The meeting was adjourned.	<p><u>Motion to Adjourn:</u> Tom Albaugh</p> <p><u>Second:</u> Ken Buby</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>

Chair Signature:  Date: 2-20-2020

