

**Tulsa Area Workforce Development Board (TAWDB)  
Meeting Minutes 02/20/2020**

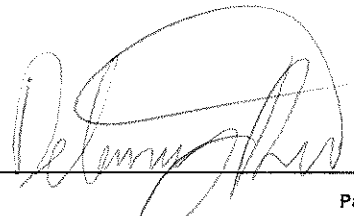
8:31 a.m.	Board Chair, Martha Webb-Jones, called the meeting to order.	
<p><b><u>Attending Board Members:</u></b> Tom Albaugh, Celia Armstrong, Rhonda Archer, Kelly Beyer, Pamela Bridwell, Ken Busby, Eloy Chavez, Ted Cundiff, Traci Gower, Susan Hartzler, Tony Heaberlin, Rachel James, Falen LeBlanc, Jennifer Overmeyer, Delaney Rea, Peter Selden, Jacob Shivers, Amy Spencer, Danielle Storie, Martha Webb-Jones David White</p> <p><b><u>Absent Members:</u></b> Joe Epperley, Justin Evans, Sharon Gibson, Amber Hatten, Chelsea Levo-Feary, David Oliver, Rue Ramsey, Lesli Shoals, Danielle Storie, Brian Tannehill, Melvin Taylor</p> <p><b><u>WDB Staff:</u></b> Rachel Hutchings, Julie Sorrels, Cherie Stierwalt, Kate Tillotson</p> <p><b><u>Guests:</u></b> Kuma Roberts, Cherisa Price-Wells, Chad Mariska, Dominique Clarke, Corbin Anderson, Scott Obomanu, Kyle Smith, Janet Pieren, Casi Martin, Scott Amey, Tom Summar, Melik Curtis</p>		
Item	Description / Discussion	Action
1.	<b>Introductions</b> took place.	<b><u>No Action Necessary</u></b>
2.	<b>Reviewed &amp; Approved</b> 12/12/2019 Board Meeting Minutes.	<p><b><u>Motion to Approve:</u></b> Tom Albaugh</p> <p><b><u>Second:</u></b> Eloy Chavez</p> <p><b><u>Vote:</u></b> Approved by Unanimous Vote</p>
3.	<p><b>Chair Update:</b> The Chair addressed the following issues:</p> <ul style="list-style-type: none"> <li>• Service Provider Staff Transitions: The Chair recognized and thanked Melik Curtis and Dominique Clarke for their expertise and service.</li> <li>• The Chair recognized and congratulated the recently promoted Workforce Tulsa Deputy Director, Cherie Stierwalt.</li> <li>• Board Member Charitable Contribution: 100% Goal</li> <li>• New Board Member Introductions               <ul style="list-style-type: none"> <li>○ Tulsa Technology Center Chief Communications and Economic Development Officer, Tony Heaberlin, who also serves on the Governor’s Economic Development and Marketing Team</li> <li>○ American Airlines Manager, People Business Partner, Danielle Storie</li> </ul> </li> </ul>	<b><u>No Action Necessary</u></b>

	<ul style="list-style-type: none"> <li>Greenheck Group's Tulsa Campus Director, Rachel James</li> </ul>	
4.	<p><b>Executive Director Report:</b> Workforce Tulsa Executive Director, Rachel Hutchings, reported about the following:</p> <ul style="list-style-type: none"> <li>Fiscal Agent Role Transition In-House <ul style="list-style-type: none"> <li>Apprentice Information Systems, Inc. was selected through an RFP process as the Managed Service Provider for the Board staff office. They will become the MSP for the American Job Centers beginning July 1, 2020, at a significant cost savings.</li> <li>Workforce Tulsa Finance Director, Seth Fargen, procured NetSuite software at a discounted rate. With this software, financial tracking will focus on measuring outcomes.</li> <li>Office Reconstruction - Complete</li> <li>Regent Bank Account – Non-profit division provides leadership training and professional development.</li> <li>Anticipate full migration in mid-March</li> </ul> </li> <li>Peer Learning Cohort</li> <li>Skilled Immigrant Integration Program – Technical Assistance for American Job Center Staff</li> <li>Maxwell Fellowship/Mayor's Office Summer Youth Work Program</li> <li>Strategic Plan Update – <ul style="list-style-type: none"> <li>Developing one-pager with Rachel James based on the pillars</li> <li>Board staff has been working on implementing Traction/Entrepreneurial Operating System®.</li> </ul> </li> </ul>	<b><u>No Action Necessary</u></b>
5.	<p><b>Finance Director Report:</b> In the absence of Workforce Tulsa Finance Director, Seth Fargen, Rachel Hutchings reported that Seth will be working closely with the Finance Strategy &amp; Oversight Committee to developing financial reports which are more consistent with those of non-profits.</p>	<b><u>No Action Necessary</u></b>
6.	<p><b>Workforce Strategy Analyst Report:</b> Kate Tillotson, Workforce Tulsa Workforce Strategy Analyst, reported that the Oklahoma Office of Workforce Development conducted their annual audit, and receipt of the monitoring report is pending.</p>	<b><u>No Action Necessary</u></b>

7.	<p><b>Committee/Council Reports:</b></p> <ul style="list-style-type: none"> <li>• Board Development Committee- Ken Busby reported about the Growing Talent for Tomorrow Event</li> <li>• Business Development Committee- In the absence of Amber Hatten, the Board Chair gave an update on this Committee's involvement in the Growing Talent for Tomorrow Event planning and their work towards developing a new process by which to develop Workforce Tulsa's Demand Occupation List.</li> <li>• The Finance Strategy &amp; Oversight Committee – Ken Busby announced on behalf of the Board Development Committee that Danielle Storie will be nominated as Committee Chair.</li> <li>• Innovative Workforce Opportunity Council (IWOC) – Kuma Roberts, reported about the following: <ul style="list-style-type: none"> <li>○ Systems Mapping Progress - Tracy Keeley, who serves on the Governor's Council, will present results from a statewide youth resources survey at an upcoming IWOC meeting.</li> <li>○ Cherie Stierwalt has been working with <ul style="list-style-type: none"> <li>▪ Osage County to help support the development of an expungement fair there, and</li> <li>▪ Dr. Eloy Chavez on the initial stages of developing a veteran's resource fair.</li> </ul> </li> <li>○ AAON/Webster High School Work Experience Cohort</li> <li>○ Poverty Simulation Kit Training</li> <li>○ Open invitation to attend/or refer others to attend IWOC meetings – Board membership is not required.</li> </ul> </li> </ul>	<b><u>No Action Necessary</u></b>
8.	<p><b>Industry Reports:</b></p> <p>The Chair reported that Spirit Aerosystem's workforce has been negatively impacted by the grounding of Boeing 727 MAX resulting in layoffs. The chair reported that Pamela Bridwell, Kyle Smith, and their teams conducted Rapid Response sessions for those affected and helped to create a smooth transition experience for them during this temporary situation. The Chair added that at this same time, Spirit is moving forward with this year's Summer internship program, always working to balance the reality of now with the needs of the future. The Chair shared that this was a reminder to her as to why Spirit is part of this Board and why these partnerships, resources, and relationships matter. Jennifer Overmeyer shared the positive experience of having Workforce Tulsa WEX participants working at AAON and explained how MODUS came to be a part of this initiative.</p>	<b><u>No Action Necessary</u></b>

9.	<p><b><u>One-Stop Operator Report:</u></b> Workforce Tulsa Project Director, Kyle Smith, presented the Performance Report as contained in the meeting packet and reported about the following:</p> <ul style="list-style-type: none"> <li>• Trending toward meeting Program Year 19 goals though the contracted spending of Youth funds is lagging, so they are focusing on Work Experience (WEX) - Interested Business Representatives, especially those who have a summer internship program, were directed to contact Kyle Smith.</li> <li>• Partnership Initiatives <ul style="list-style-type: none"> <li>○ Fab Lab – All 8 out-of-school Youth participated and completed.</li> <li>○ Goodwill/AAON/Webster High School – 15 students are currently participating in a WEX.</li> <li>○ In talks with Goodwill regarding IT and manufacturing apprenticeships – looking for businesses to join the consortium</li> </ul> </li> <li>• Staff Transitions – Corbin Anderson, Operations Manager</li> <li>• Rapid Response – Kudos to Pamela Bridwell and her team</li> </ul>	<b><u>No Action Necessary</u></b>
10.	<b>New Business:</b> None	<b><u>No Action Necessary</u></b>
11.	<b>Old Business:</b> None	<b><u>No Action Necessary</u></b>
12.	<p><b>Announcements:</b></p> <ul style="list-style-type: none"> <li>• Pamela Bridwell reported about the following: <ul style="list-style-type: none"> <li>○ Scheduling individual appointments for laid off Spirit employees</li> <li>○ Tulsa World Job Fair – March 5, 2020</li> <li>○ OESC Job Fair – April 9, 2020</li> </ul> </li> </ul>	<b><u>No Action Necessary</u></b>
13.	9:26 a.m. -- <b>The meeting was adjourned.</b>	<p><b><u>Motion to Adjourn:</u></b> Tom Albaugh</p> <p><b><u>Second:</u></b> Peter Selden</p> <p><b><u>Vote:</u></b> Approved by Unanimous Vote</p>

Chair Signature: \_\_\_\_\_



Date: \_\_\_\_\_

1/25/21