



**Tulsa Area Workforce Development Board (TAWDB)  
Meeting Minutes 06/18/2020**

8:35 a.m.	Board Chair, Martha Webb-Jones, called the meeting to order.
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**Attending Board Members:** Tom Albaugh, Celia Armstrong, Kelly Beyer, Ken Busby, Eloy Chavez, Ted Cundiff, Joe Epperly, Traci Gower, Susan Hartzler, Amber Hatten, Tony Heaberlin, Rachel James, Falen LeBlanc, David Oliver, Jennifer Overmeyer, Delaney Rea, Jacob Shivers, Lesli Shoals, Amy Spencer, Sarah Stisser, Danielle Storie, Rose Washington, Martha Webb-Jones, David White

**Absent Members:** Rhonda Archer, Pamela Bridwell, Justin Evans, Sharon Gibson, Chelsea Levo-Feary, Kuma Roberts, Peter Selden, Brian Tannehill

**WDB Staff:** Rachel Hutchings, Julie Sorrels, Cherie Stierwalt, Kate Tillotson, Seth Fargen, Amber Cutshaw, De'Andre Fahie

**Guests:** Taylor Austin, Emerald Santos, Scott Amey, Scott Obomanu, Corbin Anderson, Karen Pennington

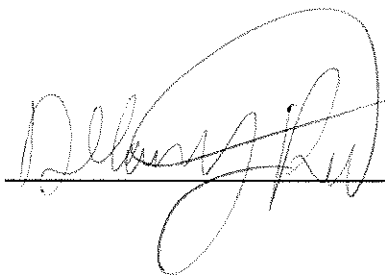
Item	Description / Discussion	Action
1.	<b>Introductions</b> took place via roll call.	<b><u>No Action Necessary</u></b>
2.	<b>Reviewed &amp; Approved</b> 04/16/2020 Board Meeting Minutes.	<p><b><u>Motion to Approve:</u></b> Ken Busby</p> <p><b><u>Second:</u></b> Tom Albaugh</p> <p><b><u>Vote:</u></b> Approved by Unanimous Vote</p>
3.	<p><b>Reviewed &amp; Approved</b> the Consent Agenda:</p> <p>A. Program Year 2020 Extension of the Contract for Workforce Innovation and Opportunity Act (WIOA), Title 1 Adult and Dislocated Worker Program Services and Youth Program Services for the Tulsa Workforce Development Area Contract – Celia Armstrong recommended an edit on page 16 of document. In regard to Attachment D, Celia Armstrong requested to be able to see at some point a summary explaining the reasoning behind variances in the budget.</p> <p>B. Program Year 2020 Partner Memorandum of Understanding</p> <p>C. Lease Agreement with Central Technology Center for the Sapulpa American Job Center</p>	<p><b><u>Motion to Approve:</u></b> Ken Busby</p> <p><b><u>Second:</u></b> Rose Washington</p> <p><b><u>Vote:</u></b> Approved by Unanimous Vote</p>

	<p>D. Mission &amp; Vision Policy</p> <p>E. Self-Sufficiency Policy</p> <p>F. Eligible Training Provider List Policy</p> <p>G. Demand Occupation and Skills Policy</p> <p>H. Demand Occupation List</p> <p>I. Monitoring Policy</p> <p>J. Nomination of Martha Webb-Jones as the Program Year 2020 Board Chair</p> <p>K. Nomination of Delaney Rea as the Program Year 2020 Board Chair Elect</p>	
5.	<p><b>Chair Update:</b> The Chair reported about the following:</p> <ul style="list-style-type: none"> <li>Hiring additional Board Staff positions Workforce Tulsa to address core competencies and own responsibilities in line with the Board’s strategic plan while allowing the Service Provider to focus on what they specialize in, program service delivery with a focus on job seekers.</li> <li>A Stop Operator Request for Proposal will be issued, and the selection administered by a neutral 3<sup>rd</sup> party. Workforce Tulsa is following the proper process. All of the stakeholders are engaged, and they understand and support this decision.</li> <li>Newly elected Chair Elect, Delaney Rea, will be joining the Executive Committee and will prepare to take over the role of Chair in Program Year 2021. The Chair is excited about Delaney’s enthusiasm, questions, and interest in the position.</li> </ul>	<b><u>No Action Necessary</u></b>
6.	<p><b>Executive Director Report:</b> Workforce Tulsa Executive Director, Rachel Hutchings, reported about the following:</p> <ul style="list-style-type: none"> <li>Board Staff is doubling in size. Workforce Tulsa continues to grow capacity based on staffing changes.</li> <li>Prepared message addressing Workforce Tulsa’s responsive promotion of equity.</li> <li>The Entrepreneurial Operating System® Leadership Team had a 2-hour meeting with Oklahoma State Secretary of Commerce and Workforce Development, Sean Kouplen, about self-implementing EOS®.</li> <li>Outcomes-Based Contract Measures</li> </ul>	<b><u>No Action Necessary</u></b>
7.	<p><b>Finance Director Report:</b> Workforce Tulsa Finance Director, Seth Fargen reported about the following:</p> <ul style="list-style-type: none"> <li>Grants approved by the State</li> <li>Program Year 2020 budget will be slightly more than the Program Year 2019 budget was.</li> <li>Additional Funding Sources</li> <li>Paycheck Protection Program Loan/Grant</li> <li>Apprentice Information Systems is doing a refresh at both the Tulsa and Sapulpa American Job Centers with plans in place to upgrade equipment and software.</li> <li>Data Analyst candidate has been identified.</li> <li>Creating a Data Integrity Team</li> </ul>	<b><u>No Action Necessary</u></b>

	<ul style="list-style-type: none"> <li>Outcomes-based measures</li> </ul>	
8.	<p><b>Workforce Strategy Analyst Report:</b> Kate Tillotson, Workforce Tulsa Workforce Strategy Analyst, reported that the OOWD’s annual monitoring report has not yet been finalized but that the Board Staff was able to meet with OOWD staff in a virtual meeting to discuss the report. Kate reported that the meeting was productive and that OOWD staff appear to be confident in Workforce Tulsa’s response to the report. OOWD will be working to provide technical assistance to Workforce Tulsa.</p> <p>Kate announced the Workforce Tulsa has brought on a marketing/media intern who is available to do work to support Committee and Council initiatives.</p>	<b><u>No Action Necessary</u></b>
9.	<p><b>Committee/Council Reports:</b></p> <ul style="list-style-type: none"> <li>Board Development Committee- Ken Busby reported about the following: <ul style="list-style-type: none"> <li>Board Composition <ul style="list-style-type: none"> <li>New Board members nominated</li> <li>People want to be on this Board</li> <li>Keep running list of prospective recruits</li> </ul> </li> <li>Growing Talent for Tomorrow Event – <ul style="list-style-type: none"> <li>Speakers/calendars still set for September 23, 2020</li> <li>Reviewing topics</li> <li>NSU-BA is prepared to respond to changing needs.</li> </ul> </li> </ul> </li> <li>Business Development Committee- Amber Hatten reported about the work that led to the Demand Occupation List and related policies that were approved today.</li> <li>The Finance Strategy &amp; Oversight Committee – In the absence of Danielle Storie, Rachel Hutchings reported that the Committee met and established strategic direction and financial strategy. Seth Fargen’s million-dollar question ignited brainstorming and discussion.</li> <li>Innovative Workforce Opportunity Council (IWOC) – In the absence of Kuma Roberts, Cherie Stierwalt reported about the Council’s discussions around the impact of COVID-19 on populations served by IWOC and how Council members are shifting to meet the needs of their clients. Cherie announced that Workforce Tulsa Project Director, Corbin Anderson, established a partnership with the Tulsa Boy’s Home.</li> </ul>	<b><u>No Action Necessary</u></b>

10.	<p><b>Industry Reports:</b>  Rose Washington announced that through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) of the United States Government, Tulsa County Commissioners have voted to fund the Tulsa County Business RESET (Resources to Empower Small Enterprises for Tomorrow) Program providing economic support to small businesses and non-profit organizations in the form of forgivable loans and grants, respectively. Information will be distributed to the full Board.  Rose Washington announced another program rolled out called the Small Business University. It will help existing businesses think about ways to pivot and provide technical assistance to them as well as any new businesses.</p> <p>Celia Armstrong reported that with COVID-19 not going away anytime soon, Tulsa Teachers Credit Union is building bridges with their diverse workforce to continue to lean in and learn all while keeping employees calm and convert a financial core. TTCU has been focused on celebrating people coming together as an organization and as a community. TTCU has helped their members put almost 2 million dollars back into their pockets towards basic necessities.</p> <p>Kelly Beyer announced that Manpower and Tooling U-SME will be extending through July 17, 2020 their fully funded five-pack course bundle to help displaced workers to enhance or jump start their career in manufacturing. The course does result in a certification.</p>	<u><b>No Action Necessary</b></u>
11.	<p><b>One-Stop Operator Report:</b> Corbin Anderson, Workforce Tulsa Project Director, reported about the following:</p> <ul style="list-style-type: none"> <li>• Working through COVID-19 has revealed new, more efficient processes staff will continue to utilize as they transition back into the Job Center.</li> <li>• Kudos to the Business Services Team in acknowledging their placement numbers (43) since the Centers closed around the onset of the pandemic locally.</li> <li>• May Performance Highlights</li> <li>• Tulsa Boys Home Partnership: Workforce Tulsa will introduce the enrollment process about 5-6 weeks prior to the participant exiting Tulsa Boys Home.</li> </ul>	<u><b>No Action Necessary</b></u>
12.	<p><b>New Business:</b> Eloy Chavez requested Workforce Tulsa support letter for Northeastern State University's submission for a \$2.1 million grant for mild and moderately intellectually challenged students, part of the Riverhawk's Scholarship Program.</p>	<u><b>No Action Necessary</b></u>
13.	<p><b>Old Business:</b> None</p>	<u><b>No Action Necessary</b></u>

14.	<b>Announcements:</b> Ken Busby announced that the Supreme Court just ruled to uphold DACA, Deferred Action for Childhood Arrivals.	<u>No Action Necessary</u>
15.	9:55 a.m. -- <b>The meeting was adjourned.</b>	

Chair Signature:  Date: 1/25/21