



WORKFORCE TULSA

02/13/2020

Tulsa Area Workforce Development Board Executive Committee Meeting Minutes

8:34 a.m.	Executive Committee Chair, Martha Webb-Jones, called the meeting to order.	
ATTENDEES		
Members: Tom Albaugh, Ken Busby, Amber Hatten, Peter Selden, Martha Webb-Jones		
Absent Members: Kuma Roberts		
WDB Staff: Rachel Hutchings, Julie Sorrels, Cherie Stierwalt, Seth Fargen		
Guest: Kyle Smith		
Item	Description / Discussion	Action
1.	Reviewed & Approved the 12/05/2019 Executive Committee Meeting Minutes.	Motion to Approve: Ken Busby Second: Tom Albaugh Vote: Approved Unanimously
2.	Reviewed & Approved 01/02/2020 Executive Committee Special Meeting Minutes	Motion to Approve: Ken Busby Second: Tom Albaugh Vote: Approved Unanimously
3.	Reviewed & Approved the appointment of Board Development Committee's Nomination of Danielle Storie as the Chair of the Finance Strategy & Oversight Committee.	Motion to Approve: Tom Albaugh Second: Amber Hatten Vote: Approved Unanimously
4.	Committee/Council Reports were presented: <ul style="list-style-type: none"> Board Development Committee Chair, Ken Busby, reported about the following: <ul style="list-style-type: none"> Progress planning the State of the Workforce event Board membership recruitment efforts Business Development Committee Chair, Amber Hatten, provided additional information regarding the event and 	<u>No Action Necessary</u>

Executive Committee Members:

Tom Albaugh; Ken Busby; Amber Hatten; Kuma Roberts; Peter Selden; Martha Webb-Jones

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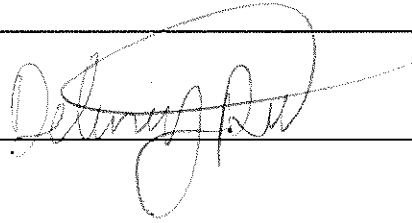
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TDD/TTY: 1-800-722-0353

	<p>reported that the Committee is working toward updating the Demand Occupations List by developing a new process by which to do so.</p> <ul style="list-style-type: none"> • Finance Strategy & Oversight Committee – The appointment of Danielle Storie as the Chair of this Committee will be announced at the next Board meeting. • Innovative Workforce Opportunity Council (IWOC)– In the absence of Chair, Kuma Roberts, the Workforce Tulsa Director of Client Strategy, Cherie Stierwalt, reported about the following: <ul style="list-style-type: none"> ○ IWOC member, Amy McCreedy, Associate Director of Union Adult Learning Center, will join Cherie Stierwalt and Workforce Tulsa Workforce Strategy Analyst, Kate Tillotson, will attend training the first week of March 2020 for the poverty simulation kit Workforce Tulsa purchased. ○ Systems mapping work continues. Tracy Keeley is a member of the Oklahoma Governor’s Council for Workforce and Economic Development, and she is planning on attending the 03/05/2020 meeting to share data collected via a Youth Workforce Resources Survey that was done as part of the Governor’s Council’s youth specific systems mapping efforts. 	
5.	<p><u>Workforce Strategy Analyst Report:</u> Kate Tillotson facilitated a discussion about Priority of Service, wherein she provided recommendations and things to consider when identifying Workforce Tulsa’s 4th priority population(s). This will be a review and approve item on the next meeting agenda.</p>	<p><u>No Action Necessary</u></p>
6.	<p><u>Finance Director Report:</u> Workforce Tulsa Finance Director, Seth Fargen, reported about the following:</p> <ul style="list-style-type: none"> • Fiscal Agent transition progress • Outcomes based reporting system • Regent Bank Leadership Development Program • NetSuite donations • Program funding 	<p><u>No Action Necessary</u></p>

7.	<p><u>One-Stop Operator Report:</u> Kyle Smith, presented the Performance Report as contained in the meeting packet and reported about the following:</p> <ul style="list-style-type: none"> • Staff transitions • Uncovering issues (e.g. disallowed cost) - internal 4th Quarter monitoring planned • Fab Lab Pilot • Goodwill/AAON/Webster High School Work Experiences started on Tuesday. Utilizing Modus. • International Brotherhood of Electrical Workers Apprenticeship Program partnership corrections are being made. • Maxwell Fellowship youth summer internship • Trending toward meeting contract goals except for Work Experience (WEX) and On the Job Training (OJT) spending. Focused on securing more WEX and OJT sites and spending 20% of total Youth budget on WEX. Potential to replicate the pilot currently being done with Webster High School/AAON/Goodwill Industries. • 2nd quarter partner meeting on 12/11/2019 at Goodwill Industries • 100% staffed – anticipated changes 	<u>No Action Necessary</u>
8.	<p><u>Chair Report:</u> The Chair facilitated a discussion around preparing for the upcoming Board meeting.</p>	<u>No Action Necessary</u>
9.	<p><u>Executive Director Report:</u> The Workforce Tulsa Executive Director, Rachel Hutchings, reported about the following:</p> <ul style="list-style-type: none"> • Committee is receiving regular reports from Rachel • Rural outreach • Young Businessmen of Tulsa sponsorship • Scheduling meeting(s) with some of the Tulsa members of the Oklahoma Governor’s Council for Workforce and Economic Development, at their request They have also received invitations to the Board meeting. • Speaking at DisruptHR Tulsa, March 5, 2020 • Tom Albaugh arranged for Rachel to speak to the Executive Directors who are supported by the Tulsa Area United Way. • Traction/EOS implementation began with board staff 	<u>No Action Necessary</u>
10.	<p><u>New Business:</u> Cherie Stierwalt reported that the annual NAWB (National Association of Workforce Boards) Conference is in March, and asked Committee members to send board staff their recommendations for talking points.</p>	<u>No Action Necessary</u>

11.	Old Business: None	<u>No Action Necessary</u>
<u>Meeting Adjourned:</u> 10591 am		<u>Motion to Adjourn:</u> Ken Busby <u>Second:</u> Peter Selden <u>Vote:</u> Approved Unanimously

Chair Signature:  Date: 1/28/21