



06/11/2020

Tulsa Area Workforce Development Board
Executive Committee Meeting Minutes

8:35 a.m. Executive Committee Chair, Martha Webb-Jones, called the meeting to order.

ATTENDEES

Members: Tom Albaugh, Ken Busby, Amber Hatten, Kuma Roberts, Peter Selden, Danielle Storie, Martha Webb-Jones

Absent Members: None

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

Guests: Corbin Anderson, Taylor Austin, Scott Obomanu

Item	Description / Discussion	Action
1.	Reviewed & Approved the 04/09/2020 Executive Committee Meeting Minutes.	<p>Motion to Approve: Ken Busby</p> <p>Second: Tom Albaugh</p> <p>Vote: Approved Unanimously* *Kuma Roberts not yet present for vote.</p>
2.	Reviewed & Approved the 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 as contained in the meeting packet. Workforce Tulsa Executive Director, Rachel Hutchings highlighted some of the changes made within the contract including things such as shifting to a more quarterly approach but most notably an aligned focus on outcomes-based measures. Workforce Tulsa is moving forward with procuring the administration of One-Stop Operator services outside of this contract at the agreement of Dynamic Workforce Solutions.	<p>Motion to Approve: Ken Busby</p> <p>Second: Peter Selden</p> <p>Vote: Approved Unanimously</p>
3.	Reviewed & Approved the Program Year 2020 Partner Memorandum of Understanding as presented by Rachel Hutchings. Rachel reported that this document is essentially the same as executed in previous years with minor variations based on individual conversations with the different partners who have already provided	<p>Motion to Approve: Tom Albaugh</p> <p>Second: Amber Hatten</p> <p>Vote: Approved Unanimously</p>

Executive Committee Members:

Tom Albaugh, Ken Busby, Amber Hatten, Kuma Roberts, Peter Selden, Danielle Storie, Martha Webb-Jones
Oklahoma Works, a proud partner of the American Job Center Network

*Workforce Tulsa is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
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TDD/TTY: 1-800-722-0353*

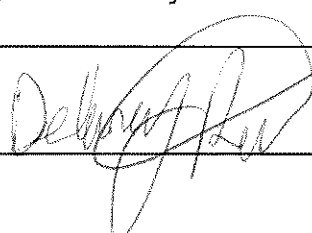
	signatures.	
4.	Reviewed & Approved the Lease Agreement with Central Technology Center for the Sapulpa American Job Center as presented by Workforce Tulsa Manager of Operations, Julie Sorrels. Julie reported that the Board originally entered into this lease in Program Year 2017, and it has been updated by date and signature line information only since.	Motion to Approve: Ken Busby Second: Tom Albaugh Vote: Approved Unanimously
5.	Reviewed & Approved the <i>Mission & Vision Policy</i> as presented by Workforce Tulsa Deputy Director, Cherie Stierwalt.	Motion to Approve: Ken Busby Second: Danielle Storie Vote: Approved Unanimously
6.	Reviewed & Approved the <i>Self-Sufficiency Policy</i> as presented by Cherie Stierwalt. Cherie reported that with this policy, the Board establishes the self-sufficiency standard as it relates to eligibility for registrants requesting training and services under Title 1 of the Workforce Innovation and Opportunity Act (WIOA). Proposed policy sets the Self-Sufficiency Standard for the Adult and Dislocated Worker program at \$22.34 per hour for full-time employment, which is 150% of the Lower Living Standard Income Level (LLSIL) versus 125% of the LLSIL set in the existing policy. The proposed increase would make more job seekers eligible for Workforce Tulsa services.	Motion to Approve: Tom Albaugh Second: Peter Selden Vote: Approved Unanimously
7.	Reviewed & Approved the <i>Eligible Training Provider List Policy</i> as presented by Cherie Stierwalt. Cherie reported that with this policy, the Board establishes criteria incorporating performance and information requirements to identify quality training programs and the desired outcomes for Workforce Tulsa clients enrolled in those programs. This proposed policy requires that: <ul style="list-style-type: none"> • training must result in employment at a wage greater than or equal to \$10.42 compared to the Oklahoma Office of Workforce Development's current requirement, minimum wage, and • training providers must provide a list of their business partners upon request. 	Motion to Approve: Tom Albaugh Second: Amber Hatten Vote: Approved Unanimously
8.	Reviewed & Approved the <i>Demand Occupation and Skills Policy</i> as presented by Cherie Stierwalt. Cherie reported that this policy combines two existing policies which were approved when the Workforce Investment Act (WIA) was still in effect. With this policy, the Board establishes local demand skills and the process for the development of the Board's Demand Occupation list and their relationship to the creation and maintenance of the Eligible Training Provider's List.	Motion to Approve: Peter Selden Second: Danielle Storie Vote: Approved Unanimously

9.	<p>Reviewed & Approved the <i>Demand Occupation List</i> as contained in the meeting packet having been approved by the Business Development Committee with the caveat that it will be re-evaluated in 6 months.</p>	<p>Motion to Approve: Ken Busby</p> <p>Second: Tom Albaugh</p> <p>Vote: Approved Unanimously</p>
10.	<p>Reviewed & Approved the <i>Monitoring Policy</i> as presented by Workforce Tulsa Strategy Analyst, Kate Tillotson. Kate reported that the existing monitoring policy is long and cumbersome, very much in line with constructive feedback from the Oklahoma Office of Workforce Development (OOWD) around Workforce Tulsa's policies, so she developed this proposed policy based on best practices research. Kate adds that this policy:</p> <ul style="list-style-type: none"> • details what monitoring covers, • is better aligned with our service provider contract, and • strategically increases requirements for the monitor role (e.g. 10% of all client files will be reviewed at a minimum) while • removing unnecessary requirements and restrictions. 	<p>Motion to Approve: Tom Albaugh</p> <p>Second: Amber Hatten</p> <p>Vote: Approved Unanimously</p>
11.	<p>Reviewed & Approved the nomination of Martha Webb-Jones as the Board Chair for Program Year 2020 as recommended by Ken Busby, at the pleasure of the Board Development Committee. The Chair agreed to serve an additional 1-year term, upon Board approval, due to the unprecedented nature of the preceding year and the current momentum of the Board's mission, with the intention of coaching the Board Chair Elect.</p>	<p>Motion to Approve: Tom Albaugh</p> <p>Second: Amber Hatten</p> <p>Vote: Approved Unanimously</p>
12.	<p>Reviewed & Approved the nomination of Delaney Rea as the Board Chair Elect for Program Year 2020.</p>	<p>Motion to Approve: Ken Busby</p> <p>Second: Kuma Roberts</p> <p>Vote: Approved Unanimously</p>
13.	<p>Committee/Council Reports were presented:</p> <ul style="list-style-type: none"> • Board Development Committee Chair, Ken Busby, reported about the following: <ul style="list-style-type: none"> ○ Committee work currently going through the Board approval process establishes Chair and Chair Elect for Program Year 2020. ○ Growing Talent for Tomorrow Event – <ul style="list-style-type: none"> ▪ Speakers/calendars still set for September 23, 2020 ▪ Reviewing topics ▪ NSU-BA is prepared to respond to changing needs. • Business Development Committee Chair, Amber Hatten, reported about the following: 	<p>No Action Necessary</p>

	<ul style="list-style-type: none"> ○ Committee work currently going through the Board approval process establishing the demand occupation list and three related policies. ○ Interviewing for Business Services Director Position ● Finance Strategy & Oversight Committee Chair, Danielle Storie, reported about the following: <ul style="list-style-type: none"> ○ Expectations/Foundation set at the first meeting of the revitalized Committee ○ Seth Fargen’s Million Dollar Question prompted discussion with initial steps being taken toward exploring some of the ideas. ○ The Committee would ask that the other Committees share financial needs around the projects on which they are working and ideas for future projects. ○ Innovative Workforce Opportunity Council (IWOC) Chair, Kuma Roberts, stated that current times makes this Council’s work even more deliberate and positions Workforce Tulsa to use our actions to make a clear statement about our values. Workforce Tulsa Deputy Director, Cherie Stierwalt, added the most recent IWOC meeting focused on the impact of COVID-19 on the populations served by the Council. 	
14.	<p><u>Workforce Strategy Analyst Report:</u> Kate Tillotson 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.</p>	<u>No Action Necessary</u>
15.	<p><u>Finance Director Report:</u> Workforce Tulsa Finance Director, Seth Fargen reported about the following:</p> <ul style="list-style-type: none"> ● Creating a Data Integrity Team ● Apprentice Information Systems is doing a refresh at both the Tulsa and Sapulpa American Job Centers with plans in place to make sure all of our equipment and software stay up to date with a 5-year replacement cycle. ● Interviewing for Data Analyst position ● Budget reports will be provided at the next Committee meeting – kudos to OOWD staff who helped settle the account with the previous fiscal agent. ● Paycheck Protection Program almost exhausted as no WIOA funding has been received since March 1, 2020 ● Working with Dynamic Workforce Solutions staff to strategically improve how they manage their budget locally. ● Outcomes-based measures ● Mayor’s Financial Empowerment Center Integrated Partnership – Financial Counseling Grant 	<u>No Action Necessary</u>

16.	<p>One-Stop Operator Report: Workforce Tulsa Project Director, Corbin Anderson, shared his background with the Committee and reported about the following:</p> <ul style="list-style-type: none"> • May Performance Highlights • Working through COVID-19 has revealed new, more efficient processes staff will continue to utilize. • Center Reopening Plans/Staff Moral 	<u>No Action Necessary</u>
17.	<p>Chair Report: The Chair reported that Workforce Tulsa is commencing the RFP process for the One-Stop Operator Statement of Work. The Chair posed the question of a collective Board statement around equity and reform issues and believes it is worth speaking to at the upcoming Board meeting.</p>	<u>No Action Necessary</u>
18.	<p>Executive Director Report: Rachel Hutchings, reported that we have two Business Services Representatives, De'Andre Fahie and Amber Cutshaw, hired and being onboarded as Board Staff. Rachel added that Board Staff production is up, and staff is looking forward to a 2-hour meeting with Oklahoma State Secretary of Commerce and Workforce Development, Sean Kouplen, next week to learn more about self-implementing the Entrepreneurial Operating System®. Rachel addressed the collective statement question based on conversations with Kuma Roberts, and added that Workforce Tulsa commits to raising the bar when it comes to the employers with which we work and that Workforce Tulsa is not going to be another fail point for people who have already had to face numerous barriers to sustainable employment.</p>	<u>No Action Necessary</u>
19.	<p>501(c)(3) Board of Directors Activity Report: None</p>	<u>No Action Necessary</u>
20.	<p>New Business: None</p>	<u>No Action Necessary</u>
21.	<p>Old Business: None</p>	<u>No Action Necessary</u>
<p>Meeting Adjourned: The Chair adjourned the meeting at 10:24 a.m.</p>		

Chair Signature: _____



Date: _____

1/25/2021