

**TO:** South Central Oklahoma Workforce  
Investment Board

**FROM:** Nancy English  
SCOWIB Staff

**DATE:** February 26, 2010

**Please attend the meeting and help make quorum!**

The South Central Oklahoma Workforce Investment Board (SCOWIB) will meet at 6:30 p.m. Thursday, March 11 in Duncan. (Social hour begins at 6:00 p.m.)

The meeting will be at the Jerry D. Morris Business and Industry Center, 3300 W Bois D'Arc in Duncan.

Please let me know if you plan to attend.

Agenda, minutes and treasurer's report are attached for your review.

**AGENDA**  
**6:30 P.M. THURSDAY MARCH 11, 2010**  
**JERRY D. MORRIS BUSINESS & INDUSTRY CENTER**  
**3300 W BOIS D'ARC DUNCAN, OK.**

- I. Call to Order and Welcome – Chris Pittman, chair
- II. Election of New Director – Chris Pittman
- III. Review, Consider and Act on Approval of Consent Agenda – Chris Pittman
  - 1. Minutes of December 10, 2009 Meeting
  - 2. Treasurer's Report (attached)
  - 3. Summary of Quarterly Monitoring Activities (attached)
  - 4. One-Year Extension of Workforce Investment Act (WIA) Title IB Adult and Dislocated Worker Service Provider Contract
  - 5. SCOWIB Youth Incentive and Stipend Policy
  - 6. SCOWIB Summer Youth Program Model
- IV. Economic Development Updates
  - 1. Lyle Roggow – Duncan Area Economic Development Foundation – Director
  - 2. Ed Cole – Lawton Fort Sill Chamber of Commerce – Director
- V. SCOWIB Directors' Discussions
  - 1. What can SCOWIB and the workforce investment system do for workers?
  - 2. What can SCOWIB and the workforce investment system do for business?
- VII. Staff Activities – Ray Friedl
- VIII. New Business – Chris Pittman
- IX. Adjourn

**MINUTES OF MEETING**  
**6:30 P.M. THURSDAY DECEMBER 10, 2009**  
**AUDITORIUM, BUILDING 100 GREAT PLAINS TECHNOLOGY CENTER**  
**4500 SOUTHWEST LEE BOULEVARD LAWTON, OK.**

*(Notice of the meeting was given by letter to the Stephens County Clerk dated December 2, 2008. Agenda was posted at ASCOG, 802 Main, Duncan, Oklahoma and on the Web Site at 8:30 A.M. Wednesday, December 9, 2009)*

**IN ATTENDANCE**

John Albright	Patricia Beck
Kevin Bilbrey	Brian Churchman
Ed Cole	Cheryl Cook
Robert Crews	Bill Cunningham
Leon Davis	Diane Denham
Jory Gromer	Anita Hasenmyer
Sherry Labyer	Rodney Love
Jennifer Meason	Mary Meek
Chris Pittman	Lyle Roggow
Jeff Simpson	Susan Stoll
Tom Thomas	George Tiner
Arun Tilak	

**STAFF**

Blaine Smith  
Nancy English  
Ray Friedl  
Laura Goldring  
Archer McPhaul  
Lisa Thomas

**CHIEF ELECTED OFFICIAL**

Ron Kirby

**MEMBERS ABSENT**

Bill Hayes	Jervis Jackson	Sandra James	Darren Jones
Ron Ludwick	Rodney Palesano	Elizabeth Pitts	James Trusley
Donna Victorian	Barbara Wilson	Walt Lentz	

The meeting was called to order by Chris Pittman who welcomed all guests. Cheryl Cook, OESC, was elected a director on motion by Jeff Simpson and second by Rodney Love. Those voting "aye" were Albright, Beck, Bilbrey, Churchman, Cole, Crews, Cunningham, Davis, Denham, Hasenmyer, Labyer, Love, Meason, Meek, Pittman, Roggow, Simpson, Stoll, Thomas, Tiner and Tilak.

The consent agenda was adopted on motion by Robert Crews and second by Anita Hasenmyer. Those voting "aye" were Albright, Beck, Bilbrey, Churchman, Cole, Crews, Cunningham, Davis, Denham, Hasenmyer, Labyer, Love, Meason, Meek, Pittman, Roggow, Simpson, Stoll, Thomas, Tiner and Tilak. Cook abstained.

Report of nominating committee was given by Rodney Love who nominated Pat Beck as secretary. On motion by Jeff Simpson and second by Lyle Roggow, Pat Beck was elected secretary. Those voting "aye" were Albright, Beck, Bilbrey, Churchman, Cole, Cook, Crews, Cunningham, Davis, Denham, Gromer, Hasenmyer, Labyer, Love, Meason, Meek, Pittman, Roggow, Simpson, Stoll, Thomas, Tiner and Tilak.

**Minutes of Meeting**

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**December 10, 2009**

Rodney Palesano was appointed as an at-large member to the executive committee on motion by Robert Crews and second by Rodney Love. Those voting "aye" were Albright, Beck, Bilbrey, Churchman, Cole, Cook, Crews, Cunningham, Davis, Denham, Gromer, Hasenmyer, Labyer, Love, Meason, Meek, Pittman, Roggow, Simpson, Stoll, Thomas, Tiner and Tilak.

Ray Friedl advised OESC Issuance E 12-2009 requires local workforce boards to develop policy that provides for the reporting of fraud, waste, abuse and/or mismanagement of Workforce Investment Act of American Recovery and Reinvestment Act funds. A stand-alone policy appears to be the most efficient and effective method of meeting state requirements. Local point of contact is Nancy English. Bill Cunningham moved to approve the Incident Reporting Policy, Pat Beck seconded, and those voting "aye" were Albright, Beck, Bilbrey, Churchman, Cole, Cook, Crews, Cunningham, Davis, Denham, Gromer, Hasenmyer, Labyer, Love, Meason, Meek, Pittman, Roggow, Simpson, Stoll, Thomas, Tiner and Tilak.

Each workforce investment board is mandated to identify demand occupations and they be recertified as current during the first regular SCOWIB meeting of each program year. The major change to be considered is the wage rate which is \$10.75 per hour. This hourly wage is approximately 66% of the area's average hourly rate which also results in higher skill attainment. The policy contains provisions for including occupations that fall below the targeted wage if there is local information to support the addition. After discussion, Kevin Bilbrey moved to approve the Demand Occupations and Policy and to add "civil drafter" to the demand occupations. Tom Thomas seconded and those voting "aye" were Albright, Beck, Bilbrey, Churchman, Cole, Cook, Crews, Cunningham, Davis, Denham, Gromer, Hasenmyer, Labyer, Love, Meason, Meek, Pittman, Roggow, Simpson, Stoll, Thomas, Tiner and Tilak.

Lisa Thomas led a discussion on the On-the-Job Training Policy. Employers are currently reimbursed 50 percent of salary, excluding benefits. Regulations state that up to 90 percent of salary can be reimbursed. Following a lengthy discussion, it was the consensus of the directors to leave the 50 percent reimbursement figure intact.

Chris Pittman advised the two-year certification process of the Local Strategic Plan and Workforce Investment Board for Program years 2010 – 2012 begins July 1, 2010 and a decision must be made if more or less committees are needed. Intention for the strategic planning committee is to come up with plans to be voted on at the March meeting.

According to the SCOWIB bylaws, the immediate past chair is a member of the executive committee. Since Al Allee, the immediate past chair (president), has resigned from the

board, Bill Cunningham moved that Walt Lentz, who was chair prior to Allee and who is still on the board, fill the position on the executive committee. Pat Beck seconded and those voting “aye” were Albright, Beck, Bilbrey, Churchman, Cole, Cook, Crews, Cunningham, Davis, Denham, Gromer, Hasenmyer, Labyer, Love, Meason, Meek, Pittman, Roggow, Simpson, Stoll, Thomas, Tiner and Tilak.

**Minutes of Meeting**

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**December 10, 2009**

Ray Friedl discussed the funding levels for adult, dislocated workers and youth. Laura Goldring advised the directors of the pilot project for foster care youth and said there would be five sessions of the South Central Oklahoma Youth Symposium January 25 through 29, 2010.

Ray Friedl gave an update on the Base Realignment and Closure issues.

The next meeting will be March 11, 2010 in Duncan.

There being no further business, the meeting was adjourned.

Pat Beck – Secretary

Blaine H. Smith, Jr.  
Executive Director

South Central Workforce Investment Board Budget

Budget Report

As of January 31, 2010

	Budget	Expenditures To Date 7 mo.	Obligations	Unobligated Balance	Percent Remaining 42%
-					
<b><u>Budget</u></b>	\$4,142,412				
<b><u>Service Provider Costs</u></b>					
Adult/DLW Service Provider (ASCOG)	\$750,020	\$405,033		\$344,987	46%
Youth Service Provider (Arbor)	\$302,000	\$129,198	\$172,802	\$0	0%
Title V Service Provider (ASCOG)	\$41,983	\$12,268		\$29,715	71%
BRAC Service Provider (ASCOG)	\$185,453	\$45,853		\$139,600	75%
BRAC Service Provider (independent contractors)	\$171,000	\$76,753	\$34,247	\$60,000	35%
<b><u>Board Costs</u></b>					
Board Staff (ASCOG)	\$175,160	\$144,183		\$30,977	18%
Board Meeting Expense	\$800	\$558		\$242	30%
Board Member Travel & Registration	\$5,785	\$1,390		\$4,395	76%
<b><u>Fiscal Agent Costs</u></b>					
ASCOG	\$369,967	\$141,643		\$228,324	62%
<b><u>Workforce Center Costs</u></b>					
Building Space (One-Stop Centers)	\$48,614	\$24,488		\$24,126	50%
Equipment (Resource Room)	\$6,000	\$0		\$6,000	100%
Equipment (Service Provider)	\$15,000	\$11,790		\$3,210	21%
<b><u>Direct Participant Costs</u></b>					
WIA Participant Costs/Supportive Svc.	\$859,704	\$394,827	\$128,921	\$335,956	39%
BRAC Participant Costs/Supportive Svc.	\$1,210,926	\$53,687	\$325,983	\$831,256	69%
<b>Total Expenditures</b>	<b>\$4,142,412</b>	<b>\$1,441,671</b>	<b>\$661,953</b>	<b>\$2,038,788</b>	<b>49%</b>

## Monitoring Activities for the Third Quarter of Program Year 2009

The following monitoring activities were initiated.

Adult/Dislocated Worker/NEG/BRAC/Trade Adjustment Assistance/ARRA/Youth/Title V Eligibility. One hundred percent (100%) of the applications/eligibility packets for the various grant programs administered by ASCOG were reviewed to ensure eligibility, accuracy and completeness of paperwork, and compliance with Oklahoma Service Link and applicable state and local policy.

Adult/Labor Exchange Integrated Services Local Policy and Procedures Compliance. A sample of Oklahoma Service Link records is being reviewed to ensure that staff in Workforce Oklahoma Centers are following SCOWIB and other local policy and procedures.

Adult/Dislocated Worker/ARRA/Youth Work Experience. One hundred percent (100%) of the Worksite Agreements and Time and Attendance Records of participants who are currently enrolled in a Work Experience service have been reviewed to ensure accuracy and completion and compliance with local and state policy.

SCSEP Community Service Assignments. One hundred percent (100%) of the community service assignment agreements and Time and Attendance Records of the older worker program participants were reviewed to ensure accuracy and completeness.

Individual Training Accounts (ITAs) and Supportive Services. Before approving, one hundred percent (100%) of requests for and payments of training services and supportive services are reviewed to ensure that all local and state policies have been followed and that funds are available.

Staff Payroll and Staff Travel. Staff timesheets and staff travel claims were reviewed according to the process established in the SCOWIB Monitoring Procedures.

Contracts. An annual on-site review of the ASCOG Adult and Dislocated Worker service provider and Youth service provider contracts is ongoing, and will be completed by the end of March, 2010.

Procurement. Staff is currently reviewing any procurement actions that have been undertaken in and for the current program year.

State Monitoring Visit. Oklahoma Employment Security Commission (OESC) monitors were on-site during the week of October 19 - 23 reviewing all programmatic, financial, and board aspects of all WIA grants and programs. SCOWIB staff received the initial report on January 5, 2010 which outlined eight findings, one observation, and \$4,708.21 of questioned costs. Staff will provide the requested documentation and responses to OESC by the deadline of March 8, 2010.

Adult Assessment/Individual Employment Plan (IEP) Development. This is a review of the comprehensive assessment and individual employment planning for adult and dislocated worker customers who are receiving training provided by Workforce Investment Act Title I funds. The

review examines the assessment and IEP documents in the customer's paper file and Oklahoma ServiceLink (OSL) electronic record. During the review, a sample of 25% of the customers currently enrolled in training are checked to determine if their assessment process and IEP development is in accordance with state and local policy and procedures. An additional 75% of the records were reviewed to respond to one of the OESC monitoring findings. The sample consisted of 293 records. There were a few areas common throughout the electronic and paper records that will require correction; however, nothing that cannot be remedied with a little additional staff training.

Youth Assessment/Individual Service Strategy (ISS) Development. This is a review of the comprehensive assessment and individual service strategy planning for youth customers who are receiving services provided by WIA Title I funds. The review examines the assessment and ISS documents in the customer's paper file and Oklahoma ServiceLink (OSL) electronic record. During the review, a sample of 25% of the customers currently enrolled in youth programs are checked to determine if their assessment process and ISS development is in accordance with state and local policy and procedures. The sample will consist of 13 records.

SCSEP Assessment/Individual Employment Plan (IEP) Development. This is a review of the assessment and individual employment planning for older customers who are receiving services provided by Title V of the Older Americans Act. The review examines the assessment and IEP documents in the customer's paper file. During the review, a sample of 25% of the customers currently enrolled in SCSEP programs are checked to determine if their assessment process and IEP development is in accordance with state and local policy and procedures.

Board Membership/WIB Certification. SCOWIB membership is reviewed to ensure that the composition of the board meets Workforce Investment Act requirements. Workforce Investment Boards must be certified/re-certified every two years to ensure that WIBs are recognized and rewarded for their growth and their leadership of the local workforce development systems and staff. SCOWIB staff has completed this process and submitted certification documentation to the Oklahoma Employment Security Commission.

ISSUE INFORMATION  
South Central Oklahoma Workforce Investment Board  
March 11, 2010

1. **SUBJECT:** One-Year Extension of Workforce Investment Act (WIA) Title IB Adult and Dislocated Worker Service Provider Contract (Agenda Item III4.)
2. **PURPOSE:** To obtain SCOWIB's approval to extend the WIA service provider contract with ASCOG for one-year.
3. **DISCUSSION:**
  - a) The current contract for a WIA service provider expires on June 30, 2010. The contract requires the service provider to request an extension in writing 180 days prior to the end of the contract period and outlines criteria under which the contract may be extended.
  - b) ASCOG's service provider component submitted the required letter and provided documentation to support performance.
  - c) The fiscal agent and SCOWIB staff reviewed the request and verified the performance information contained in the request. The fiscal agent and executive committee believe that the information provided fairly represents the performance over the measured period of the current contract and that an extension is appropriate.
4. **RECOMMENDATIONS:**
  - a) That a one-year extension of the WIA Service Provider contract be approved.
  - b) That staff be directed to make the necessary modifications to the contract.

For more information or comment, please contact the following SCOWIB staff member:

Lisa Thomas

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