

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

**FROM:** Nancy English  
SCOWIB Staff

**DATE:** November 30, 2009

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

The South Central Oklahoma Workforce Investment Board (SCOWIB) will meet at 6:30 p.m. Thursday, December 10 in Lawton. (Social hour begins at 6:00 p.m.)

The meeting will be in the **Auditorium, Building 100, Great Plains Technology Center, 4500 Southwest Lee Boulevard, Lawton, OK.**

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 DECEMBER 10, 2009**  
**AUDITORIUM, BUILDING 100, GREAT PLAINS TECH CENTER**  
**4500 SOUTHWEST LEE BOULEVARD LAWTON, OK.**

- I. Call to Order and Welcome – Chris Pittman, chair
- II. Election of New Directors – Chris Pittman
- III. Review, Consider and Act on approval of Consent Agenda – Chris Pittman
  1. Minutes of June 11, 2009 and October 8, 2009 Meetings (attached)
  2. Treasurer’s Report (attached)
  3. Summary of Quarterly Monitoring Activities (attached)
- IV. Report of Nominating Committee for SCOWIB Secretary – Rodney Love, chair
- V. Election of SCOWIB Secretary – Chris Pittman
- VI. Review, Consider and Act on At-Large Member Appointment to Executive Committee – Chris Pittman
- VII. Review, Consider and Act on Incident Reporting Policy – Ray Friedl, staff
- VIII. Review, Consider and Act on Demand Occupation Policy and List – Ray Friedl
- IX. Report and Discussion on On-the-Job Training Policy – Lisa Thomas, staff
- X. Report on Workforce Investment Board Two-Year Certification Process for Program Years 2010 - 2012 (Begins July 1, 2010) and SCOWIB Local Strategic Plan – Chris Pittman
- XI. Directors Discussion on SCOWIB Committee Structure -- Chris Pittman
- XII. Staff Activities – Blaine Smith, staff
  1. Funding Levels for Adult, Dislocated Worker, and Youth
  2. Pilot Project for Foster Care Youth
  3. South Central Oklahoma Youth Symposium -- January 25 to 29, 2010 (5 Sessions)

4. Base Realignment And Closure Update

XIII. Announcements – Chris Pittman

XIV. New Business – Chris Pittman

XV. Adjourn

**MINUTES OF MEETING**  
**6:30 P.M. THURSDAY OCTOBER 8, 2009**  
**REGENTS ROOM UNIVERSITY OF SCIENCE & ARTS OF OKLAHOMA**  
**1727 WEST ALABAMA CHICKASHA, 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, October 7, 2009)*

**IN ATTENDANCE**

John Albright  
Kevin Bilbrey  
Robert Crews  
Leon Davis  
Anita Hasenmyer  
Mary Meek  
Chris Pittman  
Tom Thomas

Patricia Beck  
Brian Churchman  
Bill Cunningham  
Diane Denham  
Walt Lentz  
Rodney Palesano  
Lyle Roggow

**STAFF**

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

**CHIEF ELECTED OFFICIAL**

Ron Kirby

**MEMBERS ABSENT**

Ed Cole  
Jervis Jackson  
Rodney Love  
Jeff Simpson  
James Trusley

Lisa Graven  
Sandra James  
Ron Ludwick  
Susan Stoll  
Donna Victorian

Jory Gromer  
Darren Jones  
Jennifer Meason  
George Tiner  
Barbara Wilson

Bill Hayes  
Sherry Labyer  
Elizabeth Pitts  
Arun Tilak

The meeting was called to order by Chris Pittman, chair. As a quorum was not present due to severe thunderstorms, no meeting was held. In accordance with Article VI of the by-laws, business was handled by a specially called executive committee meeting.

*(Notice of the specially called Executive Committee meeting was given by letter to the Stephens County Clerk dated September 28, 2009)*

**EXECUTIVE COMMITTEE PRESENT**

**EXECUTIVE COMMITTEE ABSENT**

Patricia Beck  
Diane Denham  
Chris Pittman

Bill Cunningham  
Walt Lentz

Rodney Love  
Jeff Simpson

The meeting was called to order by Chris Pittman, chair, who welcomed all guests.

The consent agenda was approved on motion by Bill Cunningham and seconded by Pat Beck. Those voting “aye” were Beck, Cunningham, Denham, Lentz and Pittman.

The SCOWIB committee structure was set up in 2006. As there have been several changes in board membership, the committee membership needs to be updated. After discussion, Walt Lentz moved and Bill Cunningham seconded that the committee assignments be approved and directors may volunteer for the committees or asked to be removed from a committee by December 2. Those voting “aye” were Beck, Cunningham, Denham, Lentz and Pittman.

Ray Friedl discussed the Demand Occupations and Policy. 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 Pat Beck moved to accept the Demand Occupations and Policy. Diane Denham seconded and those voting “aye” were Beck, Cunningham, Denham, Lentz and Pittman. It was the consensus of those present that Walt Lentz work with the Economic Development/Prosperity Committee on the Demand Occupations list.

SCOWIB meetings in 2010 will be March 11 at Red River Tech Center, June 10 at Red River Tech Center, October 14 at Great Plains Tech Center and December 9 at Red River Tech Center.

Chris Pittman and Ray Friedl discussed the Local Compliance Plan, Strategic Plan and board certification for July 2010 to June 2012.

Clark Southard gave an update on BRAC activities. Ray Friedl advised of a partnership with Midwestern State University participating in a grant to increase health care opportunities for 400 people over the next three years.

The next meeting will be December 10 at Great Plains Tech Center in Lawton.

Upon the resignation of Bill Cunningham as secretary and member of the executive committee, Chris Pittman appointed Bill Cunningham, Anita Hasenmyer and Rodney Love to a nominating committee to elect a new secretary.

There being no further business, the meeting was adjourned.

Bill Cunningham – Secretary

Blaine H. Smith, Jr.  
Executive Director

South Central Workforce Investment Board Budget  
 Budget Report  
 As of October 31, 2009

	Budget	Expenditures To Date 4 mo.	Obligations	Unobligated Balance	Percent Remaining 0.67%
-					
<b><u>Budget</u></b>	\$4,142,412				
<b><u>Service Provider Costs</u></b>					
Adult/DLW Service Provider (ASCOG)	\$750,020	\$245,594		\$504,426	67%
Youth Service Provider (Arbor)	\$302,000	\$42,542	\$259,458	\$0	0%
Title V Service Provider (ASCOG)	\$41,983	\$6,849		\$35,134	84%
BRAC Service Provider (ASCOG)	\$185,453	\$40,187		\$145,266	78%
BRAC Service Provider (independent contractors)	\$171,000	\$49,255	\$79,734	\$42,011	25%
<b><u>Board Costs</u></b>					
Board Staff (ASCOG)	\$175,160	\$68,351		\$106,809	61%
Board Meeting Expense	\$800	\$40		\$760	95%
Board Member Travel & Registration	\$5,785	\$1,390		\$4,395	76%
<b><u>Fiscal Agent Costs</u></b>					
ASCOG	\$369,967	\$60,766		\$309,201	84%
<b><u>Workforce Center Costs</u></b>					
Building Space (One-Stop Centers)	\$48,614	\$13,800		\$34,814	72%
Equipment (Resource Room)	\$6,000	\$0		\$6,000	100%
Equipment (Service Provider)	\$15,000	\$11,021		\$3,979	27%
<b><u>Direct Participant Costs</u></b>					
WIA Participant Costs/Supportive Svc.	\$859,704	\$289,195	\$368,958	\$201,551	23%
BRAC Participant Costs/Supportive Svc.	\$1,210,926	\$32,764		\$1,178,162	97%
<b>Total Expenditures</b>	<b>\$4,142,412</b>	<b>\$861,754</b>	<b>\$708,150</b>	<b>\$2,572,508</b>	<b>62%</b>

## Monitoring Activities for the Second 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 Eligibility Data Validation and Sequencing of Services. A sample of Oklahoma Service Link records is being reviewed to ensure that customers receiving staff-assisted services in the Workforce Oklahoma Centers have been properly documented and validated that they are eligible to receive services in accordance with local and state policy. Also, that services have been provided in the proper sequence.

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 December, 2009.

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 monitors were on-site during the week of October 19 - 23 reviewing all programmatic, financial, and board aspects of all WIA grants and programs. The monitors were very helpful and found only a few corrections that needed to be made. These corrections were made during their visit. A telephonic exit conference was held which resulted in eight areas that required additional documentation and written narrative to OESC. This information was provided to OESC by the deadline of November 19<sup>th</sup>. We are now awaiting finalization of the PY09 report from OESC.

Grievance Procedures Policy Update – As a result of the above-reported state monitoring visit, minor changes were made to the appeals timeframe to comply with state rules. These changes were reviewed and approved by the OESC monitors.

## ISSUE INFORMATION

South Central Oklahoma Workforce Investment Board Meeting  
December 10, 2009

1. **SUBJECT:** South Central Oklahoma Workforce Investment Board (SCOWIB) Incident Reporting Policy (Agenda Item No. VII)
2. **PURPOSE:** To obtain SCOWIB approval of the Incident Reporting Policy -- attached.
3. **DISCUSSION:**
  - a. The Oklahoma Employment Security Commission (OESC) recently released Oklahoma Employment and Training Issuance (OETI) #12-2009, which requires local workforce investment boards to develop policy that provides for the reporting of fraud, waste, abuse, and/or mismanagement of Workforce Investment Act or American Recovery and Reinvestment Act Funds.
  - b. The requirements could be addressed by modifying existing policies and procedures or developing a stand-alone policy. A stand-alone policy appeared to be the most efficient and effective method of meeting state requirements.
  - c. U.S. Department of Labor and state requirements provided definitions of the types of actual or suspected offenses and a reporting system that begins at the local workforce board level going through state and USDOL levels to ultimately arrive at the Office of the Inspector General, USDOL; or, directly from the person suspecting an offense to the Office of the Inspector General. Additionally, a local point of contact was required to be determined. Nancy English was designated to fill that role.
4. **RECOMMENDATION:** That the WIB approve the Incident Reporting Policy, provided as Attachment 1, as recommended by the SCOWIB Executive Committee.

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

Ray Friedl  
Phone: 580.252.0595 or 800.658.1466  
E-Mail: [frie\\_ra@ascog.org](mailto:frie_ra@ascog.org)

**SOUTH CENTRAL OKLAHOMA WORKFORCE INVESTMENT BOARD, INC.**

POST OFFICE BOX 1647  
Duncan, Oklahoma 73534-1647  
580-252-0595 / 800-658-1466  
Fax: 580-252-6170

**SUBJECT:** Workforce Investment Act (WIA) and American Recovery and Reinvestment Act (ARRA) Incident Reporting Procedures

**PURPOSE:** The purpose of this policy is to provide procedures for reporting incidents, including but not limited to, criminal fraud, criminal abuse, or other criminal activities and non-criminal complaints, such as waste of WIA and/or ARRA funds to the South Central Oklahoma Workforce Investment Board. This policy applies to all sub-recipients, contractors, and integrated workforce system partners funded by or working in the area's Workforce Oklahoma Centers.

**BACKGROUND:**

A. WIA regulations, Title 20 CFR Section 667.630, require that information and complaints involving criminal fraud, waste, abuse, other criminal activity, and non-criminal complaints regarding mismanagement and gross waste of funds be reported immediately.

B. Oklahoma Employment and Training Issuance #12-2009 provides Local Workforce Investment Boards (LWIBS) specific procedures for reporting known or suspected incidents of fraud, malfeasance, misapplication of funds, gross mismanagement, or other criminal activities in Employment and Training Administration (ETA) funded programs. (For purposes of this policy, ETA funded programs are those programs enacted by: Workforce Investment Act and the American Recovery and Reinvestment Act.) The reports submitted by the LWIBs serve a dual purpose. They provide information on fraudulent activities which may be prosecutable and they provide information on other types of incidents which allow ETA to identify trends and patterns occurring throughout the state.

C. Provided for general information and for the purpose of completing an Incident Report definitions for fraud, misfeasance, nonfeasance or malfeasance, misapplication of funds, gross mismanagement, and employee or participant misconduct are explained below. These definitions are intended to be illustrative and are not intended to be either fully inclusive or restrictive.

1. Fraud, Misfeasance, Nonfeasance, or Malfeasance should be considered broadly as any alleged, deliberate action which is apparently in violation of federal statutes and regulations. This category includes, but is not limited to, incidents of bribery, forgery, extortion, embezzlement, theft of participant checks, kickbacks from participants, intentional payments to a contractor without the expectations of receiving services, payments to ghost enrollees, misuse of appropriated funds, and misrepresenting information in official reports.

Misapplication of Funds should be considered as any alleged use of funds, assets,

or property not authorized or provided for under WIA or ARRA or regulations, grants, or contracts. This category includes, but is not limited to, nepotism, political patronage, use of participants for political activities, ineligible participants, conflict of interest, failure to report income from federal funds, violation of contract/grant procedures, and the use of federal funds for other than specified purposes.

2. Gross mismanagement should be considered as actions or situations arising out of management ineptitude or oversight, leading to major violations of WIA or ARRA processes, regulations, or contract/grant provisions which could severely hamper the accomplishment of program goals. These include situations which lead to waste of government resources and could jeopardize future support for a particular project. This category includes, but is not limited to, unauditible records, unsupported costs, highly inaccurate fiscal or program reports, payroll discrepancies, payroll deductions not paid to the Internal Revenue Service, and the lack of good internal control procedures.

3. Employee/Participant Misconduct should be considered as actions occurring during or outside work hours that reflect negatively on the United States Department of Labor, the State of Oklahoma, or the South Central Oklahoma Workforce Investment area or WIA or ARRA programs. It may include, but is not limited to, conflict of interest or the appearance of conflict of interest involving outside employment, business, professional activities, the receipt of giving of gifts, fees, entertainment, favors, misuse of federal property, misuse of official information, and such other activities as might adversely affect the confidence of the public, as well as, serious violations of federal and state laws.

Note: For Incident Reporting purposes, the Office of Inspector General, USDOL will focus only on those incidents reported under Categories “1” and “2.” USDOL Employment and Training Administration will use the information reported on the other types of incidents in order to identify trends and patterns occurring throughout the state for management information purposes.

**POLICY:**

A. The South Central Oklahoma Workforce Investment Board (SCOWIB) designates Nancy English, Director of Administration, ASCOG, as the Incident Reporting Representative for the South Central Oklahoma Workforce Investment Area (SCOWIA).

B. The Incident Reporting Representative is responsible for receiving allegations regarding fraud, program abuse, or criminal misconduct in WIA and ARRA programs from SCOWIB directors and staff; SCOWIA elected officials and fiscal agent staff; sub-recipients of WIA or ARRA grants; WIA and ARRA contractors; and partners in the area’s integrated Workforce Oklahoma Centers and report and track “Incidents” to OESC, USDOL Region IV, and USDOL, OIG as provided for in Attachment A—SCOWIB Incident Reporting Instructions.

C. SCOWIB staff will read and understand the Incident Reporting Policy, prominently display the USDOL, OIG Hotline poster and phone number in its place of business, and post the name and contact information for SCOWIB’s Incident Reporting Representative and the USDOL, OIG Incident Reporting Hotline phone number on its website to notify the staff,

sub-recipients, contractors, and the public of the availability of the USDOL, OIG Hotline to provide information confidentiality. SCOWIB staff will include Incident Reporting Policy familiarity in their monitoring policy and procedures.

D. SCOWIB staff will provide each Workforce Oklahoma One Stop Center manager and the directors or managers of the fiscal agent, sub-recipients, and contractors with an electronic copy of this policy.

E. Workforce Oklahoma One Stop Center managers and the directors or managers of the fiscal agent, sub-recipients, and contractors are responsible for disseminating this information and procedures to their staff. Familiarity with this policy will be included in monitoring and/or oversight visits conducted by SCOWIB.

ATTACHMENT (Not included in the read ahead for SCOWIB 12/10/09 meeting)  
Attachment is available for review by contacting Ray Friedl or Lisa Thomas – 800.658.1466)  
Attachment A – SCOWIB Incident Reporting Instructions

ISSUE INFORMATION  
South Central Oklahoma Workforce Investment Board  
October 8, 2009

1. **SUBJECT:** Demand Occupations and Policy (Agenda Item VIII)
2. **PURPOSE:** Review, Consider, and Act on SCOWIB Demand Occupation Process, Demand Occupations, and Targeted Industry Clusters.

3. **DISCUSSION:**

A. The Workforce Investment Act and Oklahoma Policy require that each workforce investment board identify “demand occupations,” targeted industry clusters, and skill sets needed by most targeted industries and that they be recertified as current during the first regular SCOWIB meeting of each program year.

B. SCOWIB has already identified targeted industries and “demand occupations;” however, the attached policy articulates the process used to determine “demand occupations” and “targeted industries” for this iteration. The policy outlining the processes used for occupations and industries follows this Issue Information Paper. The list of demand occupations and skills is provided as a separate attachment to the e-mail.

C. The major change to the methodology is the change in earnings in this iteration. The wage rate selected is \$10.75 per hour. This hourly wage is approximately 66.66% of the average hourly wage for the area. The higher wage also results in higher skill attainment.

D. The policy contains provisions for including occupations that fall below the targeted wage if there is local knowledge or information to support the addition.

4. **RECOMMENDATION:**

- A. SCOWIB adopt the attached policy
- B. SCOWIB approve the “Demand Occupations” for Program Year 2009 and the common skill sets necessary
- C. SCOWIB directors identify other occupations that should be on the list before or during the October 8 meeting.

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

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