

TO: South Central Oklahoma Workforce
Investment Board

FROM: Nancy English
SCOWIB Staff

DATE: May 28, 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, June 10 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 JUNE 10, 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 Directors– Chris Pittman
- III. Review, Consider and Act on Approval of Consent Agenda – Chris Pittman
 1. Minutes of March 11 Meeting
 2. Treasurer's Report (attached)
 3. Summary of Quarterly Monitoring Activities (attached)
 4. Policy – Supportive Services for Youth (attached)
- IV. Review, Consider and Act on Approval of 2011 Budget – Jeff Simpson, director
- V. Report of Nominating Committee – Walt Lentz, director
- VI. Review, Consider and Act on Time of SCOWIB Meetings – Nancy English, staff
- VII. Review, Consider and Act on Renewal of Arbor Education and Training Contract – Laura Goldring, staff
- VIII. Review, Consider and Act on Provision of Youth Incentives and Stipends for PY09 – Laura Goldring
- IX. Update on South Central Oklahoma Workforce Investment Board Certification – Ray Friedl
- X. Staff Activities – Ray Friedl
- XI. New Business – Chris Pittman
- XII. Adjourn

Next Meeting: Thursday, October 14 at Great Plains Tech Center in Lawton

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

*Notice of the meeting was given by letter to the Stephens County Clerk dated December 1, 2009
Agenda was posted at ASCOG, 802 Main, Duncan, Oklahoma and on the Web Site at 8:30 A.M.
Wednesday, March 10, 2010.*

IN ATTENDANCE

Patricia Beck	Brian Churchman
Ed Cole	Robert Crews
Robert Crews	Bill Cunningham
Leon Davis	Diane Denham
Cheryl Cook	Jory Gromer
Anita Hasenmyer	Bill Hayes
Sherry Labyer	Rodney Love
Jennifer Meason	Chris Pittman
Lyle Roggow	Jeff Simpson
Susan Stoll	Tom Thomas
James Trusley	Barbara Wilson

STAFF

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

CHIEF ELECTED OFFICIAL

Ron Kirby

MEMBERS ABSENT

John Albright	Kevin Bilbrey	Jervis Jackson	Sandra James
Darren Jones	Ron Ludwick	Mary Meek	Rodney Palesano
Elizabeth Pitts	George Tiner	Arun Tilak	Donna Victorian
Walt Lentz			

The meeting was called to order with a quorum present by Chris Pittman, chair.

The consent agenda was approved on motion by Bill Cunningham and second by Rodney Love. Those voting "aye" were Beck, Churchman, Cole, Crews, Cunningham, Davis, Denham, Cook, Gromer, Hasenmyer, Hayes, Love, Meason, Pittman, Roggow, Simpson, Stoll, Thomas, Trusley and Wilson.

Lyle Roggow gave an over view of the Duncan area from an economic prospective. Ed Cole presented the economic prospective from the Lawton area.

Directors' discussions were held on "what can SCOWIB and the workforce investment system do for workers and what can the workforce investment system do for business."

Chris Pittman appointed Walt Lentz, Anita Hasenmyer, Diane Denham and Cheryl Cook to the nominating committee. Report and election will be held at the June meeting.

Clark Southard updated the directors on activities on the Base Realignment and Closure grant.

Chris Pittman and Jeff Simpson reported on the National Association of Workforce Boards conference.

The next meeting will be June 10 in Duncan.

Pat Beck – Secretary

Blaine H. Smith, Jr.
Executive Director

ISSUE INFORMATION
JUNE 10, 2010 SCOWIB MEETING

1. SUBJECT: Time of SCOWIB meetings.
2. PURPOSE: To obtain committee approval of meeting times.
3. DISCUSSION:
 - A. Effective February 28, 2010 the U.S. Department of Labor (DOL) has issued guidelines on the necessity of holding meetings at times other than during normal business hours.
 - B. SCOWIB (being a volunteer agency) meetings are held at 6:30 p.m.. so business people are free to attend.
 - C. Sandwiches are provided at the meetings and paid for with grant funds.
4. RECOMMENDATION: That SCOWIB approves meetings at 6:30 p.m.

For more information, contact the following ASCOG staff member:

Nancy English
Administration Director

South Central Workforce Investment Board Budget
 Budget Report
 As of April 30, 2010

	Budget	Expenditures To Date 10 mo.	Obligations	Unobligated Balance	Percent Remaining 17%
-					
<u>Budget</u>	\$4,142,412				
<u>Service Provider Costs</u>					
Adult/DLW Service Provider (ASCOG)	\$750,020	\$572,820		\$177,200	24%
Youth Service Provider (Arbor)	\$302,000	\$185,053	\$119,349	-\$2,402	-1%
Title V Service Provider (ASCOG)	\$41,983	\$18,006		\$23,977	57%
BRAC Service Provider (ASCOG)	\$185,453	\$74,906		\$110,547	60%
BRAC Service Provider (independent contractors)	\$171,000	\$106,004	\$22,915	\$42,081	25%
<u>Board Costs</u>					
Board Staff (ASCOG)	\$175,160	\$186,888		-\$11,728	-7%
Board Meeting Expense	\$800	\$832		-\$32	-4%
Board Member Travel & Registration	\$5,785	\$3,968		\$1,817	31%
<u>Fiscal Agent Costs</u>					
ASCOG	\$369,967	\$189,402		\$180,565	49%
<u>Workforce Center Costs</u>					
Building Space (One-Stop Centers)	\$48,614	\$35,610		\$13,004	27%
Equipment (Resource Room)	\$6,000	\$0		\$6,000	100%
Equipment (Service Provider)	\$15,000	\$11,790		\$3,210	21%
<u>Direct Participant Costs</u>					
WIA Participant Costs/Supportive Svc.	\$859,704	\$491,980	\$128,921	\$238,803	28%
BRAC Participant Costs/Supportive Svc.	\$1,210,926	\$118,388	\$325,983	\$766,555	63%
Total Expenditures	\$4,142,412	\$1,995,647	\$597,168	\$1,549,597	37%

Monitoring Activities for the Fourth 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. A sample of Oklahoma Service Link records is being reviewed to ensure that staff in Workforce Oklahoma Centers are complying with EEO, Grievance, Consent Form, and Oklahoma Service Link/Oklahoma Job Link requirements.

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.

SCSEP Host Agency Monitoring. Oklahoma Service Link case notes will be examined to ensure that host agencies are being visited and/or reviewed and that required areas are being monitored during these reviews.

Summer Employment Opportunities Worksites. Staff will begin the process of visiting worksites.

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.

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) provided a letter to SCOWIB indicating that all actions related to the Program Year 2009 annual monitoring review had been resolved.

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.

Sequencing of Services Special Review. A review of 10% of all Workforce Investment Act enrollments for the month of April, 2010 were reviewed to ensure that service provider staff are providing services to customers in the proper sequence. All records reviewed indicated that staff follow this procedure correctly.

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: Supportive Services for Youth

PURPOSE: To establish SCOWIB's policy for providing supportive services to youth.

POLICY: Supportive Services is one of the ten program elements required by the Workforce Investment Act (WIA) to be made available to eligible youth participants. Supportive services may include, but are not limited to, services such as: transportation, child care, dependent care, housing, needs-related payments and other needs that are necessary to enable an individual to participate in WIA Title I activities. Supportive Services may also include providing meals for youth participants who attend all-day training/workshop sessions if rationale can be documented demonstrating the necessity of having the training/workshop session during or adjacent to a meal time.

All supportive services, except meals during all-day training/workshop sessions, must be appropriate to the needs of the individual youth and must be defined in their Individual Service Strategy (ISS).

The WIA Title I activity in which the youth is participating when supportive services are requested must be identified as a need in their ISS. This includes the all-day training/workshop session activity.

Supportive services will not be provided to cover expenses which occurred prior to the participant's date of eligibility.

Supportive services will be requested, documented and paid according to Fiscal Agent requirements.

Supportive services will be procured according to federal, state and local regulations and policy.

Provision of meals for youth participants who attend all-day training/workshop sessions will be paid and documented in the same manner as other allowable supportive services.

At this time, SCOWIB does not intend to establish limits on the provision of supportive services to youth, the maximum amount of funds to be spent per youth, or the length of time supportive services may be available to youth participants.

APPROVED:

**Caddo County, Grady County, McClain County, and City of Chickasha Labor Market Area
Comanche County, Cotton County, Tillman County, and City of Lawton Fort Sill Labor Market Area
Jefferson County, Stephens County, and City of Duncan Labor Market Area**

ISSUE INFORMATION
South Central Oklahoma Workforce Investment Board
June 10, 2010

1. **SUBJECT:** One-Year Extension of Workforce Investment Act (WIA) Title IB Youth Service Provider Contract (Agenda Item VIII)
2. **PURPOSE:** To obtain SCOWIB's approval to extend the WIA youth service provider contract with Arbor Education and Training, LLC for one-year.
3. **DISCUSSION:**
 - a) The current contract for a WIA youth service provider expires on June 30, 2010. The contract requires the service provider to request an extension in writing within 90 days of the end of the contract period and outlines criteria under which the contract may be extended.
 - b) Arbor Education and Training, LLC 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 SCOWIB staff 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) SCOWIB Youth Council recommends that a one-year extension of the WIA Youth 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
Workforce Development Division
Phone: 580.252.0595 or 800.658.1466
E-Mail: [thom li@ascog.org](mailto:thom_li@ascog.org)

ISSUE INFORMATION
South Central Oklahoma Workforce Investment Board
June 10, 2010

SUBJECT: Provision of Youth Incentive Awards and Stipends for Program Year 2010
(Agenda Item IX)

PURPOSE: SCOWIB review WIA Title IB Youth funding to determine if funds are available for the Fiscal Agent/Grant Recipient to provide incentive awards and stipends to youth for the time period of July 1, 2010 through June 30, 2011.

DISCUSSION:

- a. SCOWIB's Youth Incentives and Stipends Policy allows for the provision of cash and non-cash awards by the Fiscal Agent/Grant Recipient.
- b. The policy requires that SCOWIB will determine at the beginning of each program year whether funds are available for the provision of these awards.
- c. ASCOG anticipates that 75 youth will be eligible for awards. The total funding for these incentive awards and stipends would not exceed \$33,000.00

RECOMMENDATION: SCOWIB approve provision of incentive awards and stipends to eligible youth during Program Year 2010.

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

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