

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

**FROM:** Nancy English  
SCOWIB Staff

**DATE:** February 25, 2011

**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 10 in Duncan. (Social hour begins at 6:00 p.m.)

The meeting will be at the Jerry D. Morris Business & Industry Service Center, 3300 Bois D'Arc, Duncan.

Please let me know if you plan to attend.

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

**SOUTH CENTRAL OKLAHOMA WORKFORCE INVESTMENT BOARD  
JERRY D. MORRIS BUSINESS & INDUSTRY SERVICE CENTER  
3300 BOIS D/ARC DUNCAN, OK**

**AGENDA**

**6:30 P.M. THURSDAY MARCH 10, 2011**

- I. Call to Order and Welcome – Jeff Simpson, chair
- II. Election of New Directors – Jeff Simpson
- III. Review, Consider and Act on Approval of Consent Agenda – Jeff Simpson
  1. Minutes of December 9, 2010 Meeting (Attached)
  2. Treasurer's Report (Attached)
  3. Summary of Quarterly Monitoring Activities (Attached)
- IV. Appointment of Nominating Committee for Election of Treasurer – Jeff Simpson
- V. Update on Center Managers in Duncan and Lawton – Cheryl Cook, director
- VI. Discussion on Individual Training Account Funding for BRAC Eligible Customers – Ray Friedl, staff
- VII. Consider, Review and Act on Individual Training Accounts for BRAC Eligible Customers – Ray Friedl
- VIII. Oklahoma JobLink for Business and Job Seeking Customers - Demonstration and Participation – Lisa Thomas, staff
- IX. Report on National Association of Workforce Boards Annual Forum – Jeff Simpson and Rodney Palesano
- IX. Staff Activities – Ray Friedl
  - Work Experience and On-the-Job Training
  - Supportive Services for Dislocated Workers
  - Medical Simulators
  - Career Pathways
  - Strategic Plan
  - Integrated Services LEAN Project Update
- X. New Business – Jeff Simpson
- XI. Announcements
- XII. Adjourn

**THURSDAY            DECEMBER 9, 2010**  
**JERRY D. MORRIS BUSINESS & INDUSTRY SERVICE 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, December 8, 2010

**IN ATTENDANCE**

John Albright  
Brian Churchman  
Robert Crews  
Chearlene Johnson  
Jennifer Meason  
Rodney Palesano  
Lyle Roggow  
Susan Stoll  
Lisa Williams

Pat Beck  
Cheryl Cook  
Sandra James  
Walt Lentz  
Mary Meek  
Elizabeth Flanders Pitts  
Jeff Simpson  
Tom Thomas

**STAFF**

Blaine Smith  
Nancy English  
Ray Friedl  
Archer McPhaul  
Lisa Thomas

**MEMBERS ABSENT**

Ed Cole  
Jory Gromer  
Ron Ludwick  
James Trusley

Bill Cunningham  
Bill Hayes  
Chris Pittman  
Barbara Wilson

Leon Davis  
Jervis Jackson  
Cindy Reynolds

Diane Denham  
Sherry Labyer  
Chris Smith

The meeting was called to order by Jeff Simpson, chair. A quorum was present.

New member appointed to the board: Lisa Williams was elected a director on motion by Tom Thomas and second by Pat Beck. Those voting "aye" were Albright, Beck, Churchman, Cook, Crews, James, Johnson, Lentz, Meason, Meek, Palesano, Pitts, Roggow, Simpson, Stoll, and Thomas.

The consent agenda was approved on motion by Rodney Palesano and second by Susan Stoll. Those voting "aye" were Albright, Beck, Churchman, Cook, Crews, James, Johnson, Lentz, Meason, Meek, Palesano, Pitts, Roggow, Simpson, Stoll and Thomas.

Action on report of the nominating committee was tabled until the next meeting.

Ray Friedl discussed the transfer of funds from adult funding stream to dislocated worker funding stream which was recommended by the executive committee. After discussion, Robert Crews moved to approve the executive committee's recommendation and Shearlene Johnson seconded. Those voting "aye" were Albright, Beck, Churchman, Cook, Crews, James, Johnson, Lentz, Meason, Meek, Palesano, Pitts, Roggow, Simpson, Stoll, Thomas and Williams.

The executive committee's recommendation of demand occupation list was discussed by Ray Friedl. Each workforce investment board is mandated to identify demand occupations and recertify them as current and set the annual wage was discussed; by Ray Friedl. On motion by Walt Lentz and second by Robert Crews, the executive committee's action was approved. Those voting "aye" were Albright, Beck, Churchman, Cook, Crews, James, Johnson, Lentz, Meason, Meek, Palesano, Roggow, Simpson, Stoll, Thomas and Williams.

The Comprehensive Economic Development Strategy (CEDS) was explained by Blaine Smith. Planning activities of the CEDS involves active participation of private sector representatives, public officials and private citizens and includes: a) analyzing local economies; b) defining economic development goals; c) determining project opportunities and d) formulating and implementing an economic development program that includes systematic efforts to reduce unemployment and increase incomes. The planning organization must appoint a strategy committee that must represent the main economic interests of the region and must include private sector representatives as a majority of its membership. It must include community leaders, representatives of workforce development boards, institutions of higher education and minority and labor groups.

The SCOWIB meets all the outlined criteria. The plan is reviewed and updated if needed every year. The plan is redone every five years. After discussion, it was the consensus of the board to review the information and place the matter on the next SCOWIB agenda.

The youth services contract with Arbor Education and Training expires June 30, 2011 and requires an extension be requested in writing by March 1. Performance criteria related to the expenditure of funds must be met by December 31 of the contract period. By changing the date of the performance benchmark to the end of the third quarter, the maximum opportunity for Arbor to exceed the required performance would be met. After discussion, Rodney Palesano moved to approve the Youth Council's recommendation to modify Arbor's Youth Service Provider contract. Tom Thomas seconded and those voting "aye" were Albright, Beck, Churchman, Cook, Crews, James, Johnson, Lentz, Meason, Meek, Palesano, Pitts, Roggow, Simpson, Stoll, Thomas and Williams.

Ray Friedl reported on staff activities since the last meeting.

The next meeting will be March 10, 2011.

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, 2011

	Budget	Expenditures To Date 7 mo.	Obligations	Unobligated Balance	Percent Remaining 42%
-					
<b><u>Budget</u></b>	\$3,264,713				
<b><u>Service Provider Costs</u></b>					
Adult/DLW Service Provider (ASCOG)	\$511,470	\$304,919		\$206,551	40%
Youth Service Provider (Arbor)	\$334,998	\$138,215	\$196,783	\$0	0%
Title V Service Provider (ASCOG)	\$48,678	\$30,570		\$18,108	37%
BRAC Service Provider (ASCOG)	\$515,856	\$173,887	\$6,468	\$335,501	65%
BRAC Service Provider (independent contractors)	\$66,246	\$32,290	\$33,956	\$0	0%
TAA Service Provider (ASCOG)	\$51,729	\$36,029		\$15,700	30%
<b><u>Board Costs</u></b>					
Board Staff (ASCOG)	\$260,683	\$115,491		\$145,192	56%
Board Meeting Expense	\$1,100	\$481		\$619	56%
Board Member Travel & Registration	\$3,500	\$2,646		\$854	24%
<b><u>Fiscal Agent Costs</u></b>					
ASCOG	\$285,533	\$122,326		\$163,207	57%
<b><u>Workforce Center Costs</u></b>					
Building Space (One-Stop Centers)	\$45,000	\$30,929		\$14,071	31%
Equipment (Resource Room)	\$4,800	\$0		\$4,800	100%
<b><u>Direct Participant Costs</u></b>					
Participant Costs/Supportive Svc.	\$567,114	\$270,620	\$284,735	\$11,759	2%
BRAC Participant Costs/Supportive Svc.	\$568,006	\$95,665	\$56,851	\$415,490	73%
<b>Total Expenditures</b>	<b>\$3,264,713</b>	<b>\$1,354,068</b>	<b>\$578,793</b>	<b>\$1,331,852</b>	<b>41%</b>

## Monitoring Activities for the Third Quarter of Program Year 2010

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.

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. 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.

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.

OJT/Customized Training – Adult/DLW/NEG/BRAC/TAA/ARRA. Staff has scheduled an on-site review at Cosmetic Specialty Labs, Inc. on March 22<sup>nd</sup> of the On-the-Job Training contract. This review will consist of interviews with the supervisor and participant and a look at personnel and payroll records. The intent is to ensure that all contract terms are being met and to offer any technical assistance that may be needed.

State Monitoring Visit. Oklahoma Employment Security Commission (OESC) monitors will be on-site during the week of March 7-11 reviewing all programmatic, financial, and board aspects of all WIA grants and programs.

On-the-Job Training (OJT) Policy. Revised the policy slightly to comply with new state policy that was disseminated in Oklahoma Employment and Training Issuance #06-2011. The OETI was in response to a modification of the OK Jobs Now Initiative funds which changed the eligibility requirements for OJT participants and businesses.