

SOUTH CENTRAL OKLAHOMA WORKFORCE INVESTMENT BOARD

TO: Executive Committee
FROM: Nancy English, Staff
DATE: April 22, 2011

The SCOWIB executive committee will meet on Wednesday, May 4, 2011 at 11:30 a.m. in Lawton. The meeting will be in the Wichita Room, Building 100, Great Plains Tech Center, 4500 Southwest Lee Boulevard.

Please call or e-mail Nancy by 12 p.m. Tuesday, May 3 and let her know if you will attend.

Agenda is attached.

EXECUTIVE COMMITTEE MEETING
11:30 A.M. WEDNESDAY MAY 4, 2011
WICHITA ROOM, BUILDING 100 GREAT PLAINS TECHNOLOGY CENTER
4500 SOUTHWEST LEE BOULEVARD LAWTON OK.

- I. Call to Order and Welcome – Jeff Simpson, chair
- II. Approval of November 3, 2010 Executive Committee Minutes – Jeff Simpson
- III. Report from Nominating Committee for Treasurer – Jeff Simpson
- IV. Update on Center Managers in Duncan and Lawton – Cheryl Cook, director
- V. WIB CLEO Agreement -- Ray Friedl
- VI. Review, Consider and Act on Adult and Dislocated Worker Service Provider Contract Extension – Ray Friedl
- VII. Review, Consider and Act on Youth Service Provider Contract Extension – Ray Friedl
- VIII. Review, Consider and Act on Provision of Youth Incentives and Stipends for PY11 – Ray Friedl
- IX. Review, Consider and Act on Adding Medical and Clinical Laboratory Technologist to the Demand Occupation List for BRAC Spouses - Ray Friedl
- X. Discussions On: - Ray Friedl
 - Local One-Year Plan
 - Program Year 2011 Budget Guidance
 - Workforce Center Staffing Levels
 - Program Year 2009 Performance Outcomes
 - OESC Monitoring Visit
 - USDOL BRAC Monitoring Visit
- XI. Staff Activities – Ray Friedl
 - Budget
 - Training Waiting Lists
 - Workforce Oklahoma Employment and Training Conference
 - Rodney Palesano
 - Sherry Labyer
 - Sandra James
- XII. New Business -- Jeff Simpson
- XIII. Adjourn – Jeff Simpson

MINUTES OF EXECUTIVE COMMITTEE MEETING
11:30 A.M. WEDNESDAY NOVEMBER 3, 2010
WICHITA ROOM, 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 1, 2009. Agenda was posted at ASCOG, 802 Main, Duncan, Oklahoma at 8:30 A.M. Tuesday, November 2, 2010 and on the web site.

IN ATTENDANCE

Pat Beck
Cheryl Cook
Diane Denham
Rodney Palesano
Chris Pittman
Jeff Simpson

STAFF

Nancy English
Ray Friedl
Lisa Thomas

The meeting was called to order by Jeff Simpson, chair. The minutes of the May 5, 2010 meeting were approved on motion by Rodney Palesano and second by Pat Beck. Those voting "aye" were Beck, Denham, Palesano, Pittman and Simpson. Cook abstained.

Chris Pittman reported that Ed Cole had agreed to serve as treasurer.

Ray Friedl reported that two senior management service people, who are center managers, plan to retire in the spring. They are responsible for the integrated services function, core services function and other skills function. The SCOWIB assigns person to be senior manager. It was the consensus of the executive committee that the oversight committee looks at the position and report back at the next meeting. Diane Denham will chair the committee.

The strategic plan will go to the strategic plan committee. Chris Pittman will chair.

The five-year plan must be prepared by June. It was the consensus of the committee that staff recommend the level and mix of services and report back at the next meeting.

Ray Friedl reported on staff activities. Pat Beck invited committee members to the next meeting of the Governor's council.

There being no further business, the meeting was adjourned.

Pat Beck – Secretary

Blaine H. Smith, Jr.
Executive Director

**AGREEMENT
BETWEEN
SOUTH CENTRAL OKLAHOMA WORKFORCE INVESTMENT AREA
LOCAL ELECTED OFFICIALS CONSORTIUM
AND
SOUTH CENTRAL OKLAHOMA WORKFORCE INVESTMENT BOARD**

This agreement is entered into between the South Central Oklahoma Workforce Investment Board, Inc, (“board”) and the Local Elected Officials ("LEO") Consortium of the South Central Oklahoma Workforce Investment Area ("Area") consisting of Caddo, Comanche, Cotton, Grady, Jefferson, McClain, Stephens, Tillman Counties, and the Lead Cities of Chickasha, Duncan, and Lawton Fort Sill. It is pursuant to the Workforce Investment Act of 1998 (hereinafter "WIA") set forth in Public Law 105-220, 20 USC 9201; and, Oklahoma Employment and Training Issuance #25-2001, WIA Roles and Responsibilities.

I. Purpose of Agreement. This agreement clarifies the relationship between the LEO Consortium and the South Central Oklahoma Workforce Investment Board for the following purpose: to plan, establish, and oversee a comprehensive workforce investment system, according to WIA and federal and state rules and regulations promulgated to implement WIA, that will result in a unified, customer-friendly, and market driven workforce investment system which will make possible business, education, and labor to provide the South Central Oklahoma Workforce Investment Area with a well-trained, highly-skilled, and competitive workforce.

II. Local Elected Official Consortium Responsibilities. While the board will be responsible for effective outcomes consistent with statewide goals, objectives, and performance standards approved by the Governor, it is understood that the area’s LEO Consortium will take an active role in promoting an effective workforce program and, through the board, assure the proper use of federal and state funds for program development, implementation, and oversight. The responsibilities of the LEO Consortium include, but are not limited to, the following:

- Initially serve as the grant recipient and be responsible for WIA Title I Adult, Dislocated Worker, and Youth Funds.
- Initially be liable for the misuse of WIA Title I Adult, Dislocated Worker, and Youth funds.
- Ensure that expenditures are consistent with compliance.
- Designation of a fiscal agent to serve as the grant recipient of WIA Title I Adult, Dislocated Worker, and Youth funds, who agrees to accept liability for the misuse of WIA funds, and will ensure compliance.

III. Chief Local Elected Official Responsibilities. For the purpose of fulfilling the South Central Oklahoma Workforce Investment Area’s workforce related business, the Local Elected Officials Consortium, as defined in the South Central Oklahoma Workforce Investment Area LEO Consortium Agreement, has elected by majority vote a Chief Local Elected Official (CLEO) of the South Central Oklahoma Workforce Investment Area to represent the Consortium on all matters with regards to workforce investment area business. Acting on behalf of the LEO

Consortium, the CLEO will be informed by the board on all matters of strategic importance including, but not limited to: one-stop career center status; financial stability; program effectiveness; board membership vacancies; and other matters regarding the workforce investment area programs. The responsibilities of the CLEO, include, but are not limited to the following:

- Act on behalf of the LEO Consortium on all matters pertaining to the Workforce Investment Act or workforce investment system within the South Central Oklahoma Workforce Investment Area that does not require an open meeting.
- Make himself reasonably available to attend all board meetings to perpetuate the public/private partnership and to facilitate agreement between the local elected officials and the board.
- Receive nominations and appoint and reappoint board members. Ensure the membership is in compliance with the Workforce Investment Act and instructions outlined in OETI #50-2000 dated October 23, 2000 and OETI #2-2002 dated March 5, 2002.
- Approve the budget developed for each program year by SCOWIB.

IV. Board Responsibilities and Functions. The Board's responsibilities and functions will include, but are not limited to, the following:

- Provide strategic and policy direction and conduct oversight of the area's one-stop delivery system.
- Exercise full control of all funds made available to the workforce investment area to include, but not limited to, WIA Title I, WtW, TANF, and Title V funds.
- Develop and submit, in partnership with the CLEO, a 5-Year Strategic Plan and any subsequent modifications, for receipt of Workforce Investment Act Title I program funds.
- Negotiate and reach agreement with the CLEO and the Governor on the performance measures for WIA programs.
- Competitively select the WIA Title I core and intensive service provider (s) for adult and dislocated worker services
- Identify and maintain a list of eligible training providers.
- Approve, with agreement of the CLEO, Memorandum (s) of Understanding for each local labor market area.
- Designate or certify the area's One-Stop Operators (s), with agreement of the CLEO.
- Appoint a youth council as a subgroup of the board and coordinate workforce and youth plans and activities with the youth council.
- Identify and competitively select eligible providers of youth activities in the area based upon recommendations of the youth council.
- In coordination with the CLEO, be responsible for oversight and monitoring of programs funded through OESC.
- Subject to the approval of the CLEO, develop an annual budget for purposes of carrying out the activities of the board, WIA Title I programs, and other programs overseen by the board. Provide guidance to the Local Elected Officials' fiscal agent on the disbursement of funds.
- Review, monitor, and evaluate local youth activities, employment and training activities

for adults and dislocated workers, and the area's overall One-Stop System.

- Approve, with agreement of the CLEO, the transferring of a maximum 20% between the adult and dislocated worker WIA Title I program funds.
- Establish policies for services funded by the WIA Title I program.
- Assist the Governor in the development of a statewide employment statistics system- the state's Labor Market Information (LMI) system.
- Coordinate with area economic development agencies and employers and strive to nurture strong employer relations.
- Promote participation of the area's businesses in the statewide workforce investment system and assist area businesses with their hiring needs.
- Work in cooperation with the Local Workforce Development Councils (LWDC's) of the area and assist the councils in developing their respective workforce development systems, which together comprise integral parts of the area's overall workforce investment system.
- Establish By-Laws for the board's operations.
- Employ staff to assist in carrying out the board and youth council's responsibilities.
- Establish general policies for the One-Stop Operator (s) and area one-stop centers.
- Conduct oversight of the performance of the area's One-Stop Delivery System and individual subcontractors pursuant to uniform standards and criteria.

V. Amendment or Renewal of Agreement. This agreement may be amended, renewed, or extended only in writing and must be approved by both a majority of the board and the CLEO, acting on behalf of the LEO Consortium.

VI. Duration of Agreement. This agreement shall become effective when signed and dated by the President of the board and the CLEO. This agreement shall continue until modified or terminated by a majority vote of the board, with agreement of the CLEO. Both the board and the CLEO shall review this agreement at least biannually or as deemed necessary by the parties to the agreement.

VII. Terms and Authority. The South Central Oklahoma Workforce Investment Board, Inc. and the Chief Local Elected Official, acting on behalf of the Local Elected Officials' Consortium of Caddo, Comanche, Cotton, Grady, Jefferson, McClain, Stephens, Tillman counties and the Lead Cities of Chickasha, Duncan, and Lawton Ft. Sill, have approved this agreement. The agreement is effective when signed and dated by the board's President and Chief Local Elected Official, and will continue in effect until modified or terminated by a majority vote of the South Central Oklahoma Workforce Investment Board, Inc. and the Chief Local Elected Official.

By: _____
Jeffrey Simpson
President
South Central Oklahoma
Workforce Investment Board

By: _____
Ron Kirby
Comanche County Commissioner
Chief Local Elected Official
South Central Oklahoma
Workforce Investment Area

(Date)

(Date)

ISSUE INFORMATION
South Central Oklahoma Workforce Investment Board
Executive Committee
May 4, 2011

1. **SUBJECT:** One-Year Extension of Workforce Investment Act (WIA) Title IB Adult and Dislocated Worker Service Provider Contract (Agenda Item VI)
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, 2011. 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 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) 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
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
Executive Committee
May 4, 2011

SUBJECT: Provision of Youth Incentive Awards and Stipends for Program Year 2011
(Agenda Item VIII)

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, 2011 through June 30, 2012.

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 there may be up to 150 youth eligible for awards. The total funding for these incentive awards and stipends would not exceed \$58,000.00.

RECOMMENDATION: SCOWIB approve provision of incentive awards and stipends to eligible youth during Program Year 2011.

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

