

**TO:** Executive Committee

**FROM:** Nancy English  
SCOWIB Staff

**DATE:** September 25, 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, October 8 in Chickasha. (Social hour begins at 6:00 p.m.).

The meeting will be in the **Regents Room, University of Science & Arts of Oklahoma, 1727 W Alabama Avenue, Chickasha, 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 OCTOBER 8, 2009**  
**REGENT'S ROOM – UNIVERSITY OF SCIENCE & ARTS OF OKLAHOMA**  
**1727 W. ALABAMA AVENUE CHICKASHA, OK.**

- I. Call to Order and Welcome – Chris Pittman, chair
- II. Review, Consider and Act on Approval of Consent Agenda – Chris Pittman
  - 1. Minutes of June 11, 2009 Meeting (attached)
  - 2. Treasurer's Report (attached)
  - 3. Summary of Quarterly Monitoring Activities (attached)
- III. Review, Consider and Act on SCOWIB Committee Structure – Chris Pittman
- IV. Review, Consider and Act on Demand Occupation Policy and List – Ray Friedl
- V. Set Meeting Dates and Locations – Chris Pittman
- VI. Report on Executive Committee Meeting of September 25, 2009 – Chris Pittman
  - 1. Workforce Investment Act Local Compliance Plan
  - 2. Review and Update SCOWIB Strategic Plan
  - 3. Workforce Investment Board Certification for July 2010 to June 2012
- VII. Update on Youth Service Provider Selection and Contract
- VII. Staff Activities – Blaine Smith, staff
  - 1. BRAC Update
  - 2. Training Update
  - 3. 2009 Workforce Oklahoma Alumni Celebration
- IX. New Business – Chris Pittman

(Next Meeting – Great Plains Technology Center, Lawton)
- VIII. Adjourn

**MINUTES OF MEETING**  
**6:30 P.M. THURSDAY JUNE 11, 2009**  
**JERRY D. MORRIS BUSINESS & INDUSTRY SERVICE CENTER**  
**RED RIVER TECH CENTER**  
**3300 WEST BOIS D'ARC DUNCAN, OK.**

*(Notice of the meeting was given by letter to the Stephens County Clerk dated December 1, 2008. Agenda was posted at ASCOG, 802 Main, Duncan, Oklahoma at 8:30 a.m. Wednesday, June 10, 2009 and on the web site.)*

**IN ATTENDANCE**

Pat Beck	Brian Churchman
Ed Cole	Robert Crews
Bill Cunningham	Leon Davis
Diane Denham	Lisa Graven
Jory Gromer	Anita Hasenmyer
Mary Huckleberry Meek	Sandra James
Rodney Love	Jerry Martin
Jennifer Meason	Chris Pittman
Curtis Pryor	Lyle Roggow
Jeff Simpson	George Tiner
Arun Tilak	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	Bill Hayes
Jervis Jackson	Sherry Labyer	Walt Lentz
Ron Ludwick	Max McKnight	Rodney Palesano
Elizabeth Pitts	Susan Stoll	Tom Thomas
Donna Victorian		

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

A motion to elect Ed Cole as SCOWIB director was made by Bill Cunningham and seconded by Jeff Simpson. Those voting "aye" were Beck, Churchman, Crews, Cunningham, Davis, Denham, Graven, Gromer, Hasenmyer, Huckleberry Meek, James, Love, Martin, Meason, Pittman, Pryor, Roggow, Simpson, Tiner, Tilak, Trusley and Wilson.

The consent agenda was approved on motion by Jeff Simpson and seconded by Lisa Graven. Those voting “aye” were Beck, Churchman, Crews, Cunningham, Davis, Denham, Graven, Gromer, Hasenmyer, Huckleberry Meek, James, Love, Martin, Meason, Pittman, Pryor, Roggow, Simpson, Tiner, Tilak, Trusley and Wilson.

Jerry Martin, who is retiring June 30 from the SCOWIB and Caddo Kiowa Technology Center, was recognized for his service.

Brian Churchman presented the 2010 budget. Although there was a reduction in WIA funding, ARRA moneys to be received will keep the budget at the current level. The executive committee had previously reviewed the budget and recommended its passage. After a lengthy discussion, Rodney Love moved to approve and Lyle Roggow seconded. Those voting “aye” were Beck, Crews, Cunningham, Davis, Denham, Graven, Gromer, Hasenmyer, Huckleberry Meek, James, Love, Martin, Meason, Pittman, Pryor, Roggow, Simpson, Tiner, Tilak, Trusley and Wilson. Brian Churchman abstained.

Proposals for an Adult and Dislocated Worker Service Provider for the program year beginning July 1 were recently solicited. Only one proposal submitted by the Association of South Central Oklahoma Governments was received and evaluated. The proposal was awarded a sufficient number of points by the review committee to be considered for a contract. Staff for the Southwest Oklahoma Workforce Investment Board facilitated the procurement process. The executive committee reviewed and recommends awarding a contract to ASCOG for the upcoming year. Robert Crews moved to accept the recommendation of the executive committee and award a contract to ASCOG for Adult and Dislocated Worker Service Provider for program year beginning July 1. Pat Beck seconded and those voting “aye” were Beck, Crews, Cunningham, Davis, Denham, Graven, Gromer, Hasenmyer, Huckleberry Meek, James, Love, Martin, Meason, Pittman, Pryor, Roggow, Simpson, Tiner, Tilak, Trusley and Wilson. Brian Churchman abstained.

The executive committee had previously reviewed plans and budget for the summer youth program. The majority of youth will be 18 to 24 years of age. The Summer Youth Work Program will be nine weeks in length with one week training, eight weeks of work—Monday to Thursday and upgrading career readiness skills on Fridays. The budget approved by the executive committee was \$366,263. After the program started, the budget was revised to \$314,263. After discussion Pat Beck moved and Bill Cunningham seconded the motion to approve the revised budget of \$314,263. Those voting “aye” were Beck, Churchman, Crews, Cunningham, Davis, Denham, Graven, Gromer, Hasenmyer, Huckleberry Meek, James, Love, Martin, Meason, Pittman, Pryor, Roggow, Simpson, Tiner, Tilak, Trusley and Wilson.

The executive committee had previously reviewed revising SCOWIB’s Individual Training Account policy to increase amount of funds awarded to eligible customers. Tuition and fee structure has risen over the past several years and current ITA funding levels are inadequate.

Jerry Martin moved to accept executive committee's recommendation that an ITA level of two years and \$4,000 for technology centers or private schools, \$7,000 for two-year colleges and \$18,000 for four year colleges. A lengthy discussion ensued and Mr. Martin rescinded his motion. Lyle Roggow moved to approve an ITA level of funding of two years and \$5,000 for technology centers or private schools, \$7,000 for two-year colleges and \$18,000 for four year colleges. Robert Crews seconded and those voting "aye" were Beck, Churchman, Cole, Crews, Cunningham, Davis, Denham, Graven, Gromer, Hasenmyer, Huckleberry Meek, James, Love, Martin, Meason, Pittman, Pryor, Roggow, Simpson, Tiner, Tilak, Trusley and Wilson.

Three proposals for youth service provider were received and reviewed by three evaluators from the SCOWIB Youth Council. Two proposals qualified and the proposal evaluation committee recommends awarding a contract, if possible, to Caddo Kiowa Technology Center's proposal for Caddo County and Arbor E&T LLC for eight counties. After discussion approval was given to go forward and begin negotiations to award one contract. The contract will be on the agenda for review at the executive committee's next meeting.

The Youth Incentives and Stipends policy requires SCOWIB to determine at the beginning of each program year if funds are available for provision of cash and non-cash awards by the fiscal agent/grant recipient. Staff anticipates 90 youth will be eligible for awards by achieving Career Readiness Certificates and an additional 30 youth will obtain their GED. Total funding for these incentive awards would not exceed \$6,000. After discussion Anita Hasenmyer moved and Sandra James seconded the motion to approve provision of incentive awards to eligible youth during the Summer Youth Works Program. Those voting "aye" were Beck, Churchman, Cole, Crews, Cunningham, Davis, Denham, Graven, Gromer, Hasenmyer, Huckleberry Meek, James, Love, Martin, Meason, Pittman, Pryor, Roggow, Simpson, Tiner, Tilak, Trusley and Wilson.

SCOWIB's policy for priority of service funding for adults allows service to non-economically disadvantaged adults. Due to low funding levels in 2008, the policy was suspended. Since the 2009 funding has improved, Anita Hasenmyer moved that 35 percent of the money could be spent on people who are not economically disadvantaged. Pat Beck seconded and those voting "aye" were Beck, Churchman, Cole, Crews, Cunningham, Davis, Denham, Graven, Gromer, Hasenmyer, Huckleberry Meek, James, Love, Martin, Meason, Pittman, Pryor, Roggow, Simpson, Tiner, Tilak, Trusley and Wilson.

South Central Oklahoma received a \$23,000 incentive grant for meeting Workforce Investment Act performance measures. The grant is currently unobligated. Staff is requesting SWOWIB to approve \$13,000 for computers in the workforce centers. Current computers are approximately five years old. Lisa Graven moved that SCOWIB purchase 13 computers this program year from existing Incentive Grant funds. Sandra James seconded and those voting "aye" were Beck, Churchman, Cole, Crews, Cunningham, Davis, Denham, Graven, Gromer,

Hasenmyer, Huckleberry Meek, James, Love, Martin, Meason, Pittman, Pryor, Roggow, Simpson, Tiner, Tilak, Trusley and Wilson.

Blaine Smith advised effective July 1, ASCOG will not serve as fiscal agent for Cleveland County Workforce Investment Board.

The next meeting will be October 8 in Chickasha.

Bill Cunningham – Secretary

Blaine H. Smith, Jr. – Executive Director

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

	Budget	Expenditures To Date 2 mo.	Obligations	Unobligated Balance	Percent Remaining 0.83%
-					
<b><u>Budget</u></b>	\$4,029,928				
<b><u>Service Provider Costs</u></b>					
Adult/DLW Service Provider (ASCOG)	\$750,020	\$110,746		\$639,274	85%
Youth Service Provider (Arbor)	\$302,000	\$0	\$302,000	\$0	0%
Title V Service Provider (ASCOG)	\$41,983	\$3,138		\$38,845	93%
BRAC Service Provider (ASCOG)	\$185,453	\$22,688		\$162,765	88%
BRAC Service Provider (independent contractors)	\$171,000	\$20,258	\$79,734	\$71,008	42%
<b><u>Board Costs</u></b>					
Board Staff (ASCOG)	\$175,160	\$23,370		\$151,790	87%
Board Meeting Expense	\$800	\$0		\$800	100%
Board Member Travel & Registration	\$5,785	\$0		\$5,785	100%
<b><u>Fiscal Agent Costs</u></b>					
ASCOG	\$359,470	\$46,909		\$312,561	87%
<b><u>Workforce Center Costs</u></b>					
Building Space (One-Stop Centers)	\$48,614	\$8,371		\$40,243	83%
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.	\$757,717	\$161,063	\$368,958	\$227,696	30%
BRAC Participant Costs/Supportive Svc.	\$1,210,926	\$0		\$1,210,926	100%
<b>Total Expenditures</b>	<b>\$4,029,928</b>	<b>\$407,564</b>	<b>\$750,692</b>	<b>\$2,871,672</b>	<b>71%</b>

## Monitoring Activities for the First 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 Self-Sufficiency and Services Data Validation. A sample of Oklahoma Service Link records was reviewed to ensure that Adults and Dislocated Workers who are employed at the time they receive a staff-assisted intensive service have been properly documented and validated that they are in compliance with the board's self-sufficiency policy and that services received have been properly validated in accordance with local and state policy. Reports have been sent to Workforce Oklahoma Center Managers and staff is awaiting their responses.

Adult/Dislocated Worker/ARRA/Youth Work Experience and Youth Summer Employment Opportunities. 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.

ARRA Youth Summer Employment Opportunities Worksite Visits. Unannounced visits were made to 18 of 43 worksites that employed youth this summer for the ARRA Summer Youth Intern program. During these visits supervisors and interns were interviewed. Compliance with applicable federal, state and local laws and policies was reviewed. No significant concerns were found. Any problems were addressed before the monitor left the worksite. The overall result of the visits is that those supervisors and youth who were interviewed believe their participation in the summer program was a positive experience.

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.

ARRA Youth Assessment/Individual Service Strategy. This review covered the comprehensive assessment and individual service strategy development for youth between the ages of 14 and 24 who received services provided by ARRA funds. A sample of files was reviewed to assess compliance with laws, regulations, policies and procedures. A report indicating specific

corrections needed in the files was provided to the Youth Services Coordinator who ensured that the corrections were made immediately.

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 monitors were on-site during the week of July 6 - 10 reviewing all programmatic, financial, and board aspects of the ARRA Summer program. The monitors were very helpful and found only a few corrections that needed to be made. These corrections were made during their visit, which resulted in very brief Exit Notes being issued to the area. There were no administrative findings; therefore, no official report was issued.

## ISSUE INFORMATION

South Central Oklahoma Workforce Investment Board Meeting October 8, 2009

1. **SUBJECT:** Committee Structure (Agenda Item III)
2. **PURPOSE:** To consider, review, and act on Committees or Councils for the Board.
3. **DISCUSSION:**

A. SCOWIB committees were formed in 2006 to support goals developed in the Local Strategic Plan.

B. The committees were last reviewed in 2007 and there have been several changed to board membership since that time. It is time to update the membership of each committee for work that needs to be completed over the next year.

C. The functions of SCOWIB's committees and youth council are provided as Attachment 1. The proposed committee assignments for SCOWIB directors are provided as Attachment 2.

D. Proposed committee assignments may be adjusted and directors may volunteer for the committees or asked to be removed from a committee.

4. **RECOMMENDATION:**

A. That the SCOWIB directors review the attached documents and agree to serve on at least one of the committees.

B. That each director contact staff by December 2<sup>nd</sup> and indicate his/her preference for committee assignments. Silence will indicate that the current assignment is acceptable.

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

Ray Friedl  
Workforce Development Division  
Phone: 580.252.0595 or 800.658.1466  
E-Mail: frie\_ra@ascog.org

**SOUTH CENTRAL OKLAHOMA WORKFORCE INVESTMENT BOARD  
COMMITTEES AND ROLES AND RESPONSIBILITIES**

In accordance with the board's By-Laws, the President appoints standing committees, subcommittees, task forces and Ad Hoc committees as required. SCOWIB has several committees and subcommittees and one subgroup. The SCOWIB Strategic Plan Goals subcommittees indicated by an asterisk below were designated during the June 8, 2006 SCOWIB meeting and members were appointed (attached). The role of these four subcommittees is to champion the board's five strategic goals and the objectives for each goal as outlined in the SCOWIB's Strategic Plan and to make recommendations for board consideration. Every SCOWIB member is encouraged to take an active role in at least one committee. The board's committees include the following:

- **Executive Committee**: Comprised of the President, Vice-President, Secretary, Treasurer and several business and public sector directors, it has the authority and acts on behalf of the South Central Oklahoma Workforce Investment Board on actions requiring attention between board meetings. It reports to and makes recommendations to the full board. As necessary, it reviews the board's by-laws and makes recommendations to the full board.
- **Youth Council**: A subgroup of the Board, it is comprised of members of the board and outside agencies and people with special interest or expertise in youth policy. The council provides advice and expertise on youth matters. It makes recommendations regarding the WIA Title I Youth Program operations and its youth services providers; and, provides a forum to address youth-related issues in the workforce investment area.
- **Finance Committee**: Provides guidance on and develops, recommends, and oversees the WIA Title I and Title V budgets for the South Central Oklahoma Workforce Investment Board.
- **Strategic Planning Committee**: Provides guidance and recommendations on the strategic direction, goals, and objectives needed to achieve the Vision and Mission of the South Central Oklahoma Workforce Investment Board in meeting the needs of business and jobseekers/workers in the workforce investment area. It oversees the goal and objectives progress of each of the subcommittees ensuring that workforce development and economic development considerations are included in all recommendations. SCOWIB's new Strategic plan has five (5) goals to support the board's Vision and Mission of enhancing economic prosperity through the linkage of workforce development and economic development activities. In June 2006, SCOWIB Strategic Goal subcommittees will start their work to champion each goal and their attendant objectives:
  - **Economic Prosperity Committee** (Goal 1)\*
  - **Business Services and One Stop Oversight Committee** (Goal 2 and Oversight)\*
  - **Economic Development Committee** (Goal 3 and 5)\*
  - **Marketing Strategy** (Goal 4)\*
- **Nomination Committee**: This is an Ad Hoc committee formed to perform a specific task. Every two years, elections are held for the board's officers. The President appoints the Nomination Committee at the last regularly scheduled

meeting of the calendar year to propose a slate of new officers for the board's consideration.

- **Service Provider Selection Committee:** This Ad Hoc Committee is formed also to perform a specific task. It is appointed by the President, as necessary, to review, evaluate and recommend selection of a WIA Title I Adult, Dislocated Worker, and Youth Service Provider.

## SCOWIB PROPOSED COMMITTEE ASSIGNMENTS – OCTOBER 2009

### Officers

- Chair- Chris Pittman
- Vice Chair- Jeff Simpson
- Treasurer- Rodney Love
- Secretary- Bill Cunningham

### Strategic Planning Committee

- Chris Pittman (Chair), Tom Thomas,
- Bill Cunningham, Pat Beck, Ed Cole,
- Ron Ludwick

### Youth Council

- Jennifer Meason (Chair)- SCOWIB Member
- Arun Tilak –SCOWIB Member
- Jo Richter- One Stop Center
- Dwight Sheggog-Youth Svc Agency
- Jervis Jackson- Local Public Housing
- Charles Sutterfield- One Stop Center
- Rick Lang- Law Enforcement

### Executive Committee

- Chair- Chris Pittman
- Vice Chair- Jeff Simpson
- Past President- Walt Lentz
- Treasurer- Rodney Love
- Secretary- Bill Cunningham
- At Large Member- Diane Denham
- At Large Member- Pat Beck

### Finance Committee

- Jeff Simpson (Chair), Lisa Graven
- Rodney Love, Kevin Bilbrey
- Brian Churchman

### Economic Development/Prosperity Committee

- Rodney Love (Chair), Diane Denham
- Ron Ludwick, Arun Tilak, Darren Jones
- Lyle Roggow, John Albright
- Donna Victorian, Sherry Labyer, Robert Crews
- Jory Gromer, Mary Meeks
- Bill Hayes

SP-Goal #1, #3 and # 5

### Marketing Committee

- Bill Cunningham(Chair)
- George Tiner,
- Elizabeth Flanders Pitts
- Jennifer Meason, Jervis Jackson
- Barbara Wilson,

SP- Goal #4

### Business Services/One Stop Oversight

- Diane Denham (Chair), Rodney Palesano,
  - Robert Crews, Sandra James, James Trusley
  - Anita Hasenmyer, Mary Meeks, Susan Stoll
- SP-Goal #2

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

1. **SUBJECT:** Demand Occupations and Policy (Agenda Item IV)
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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