

TO: South Central Oklahoma Workforce
Investment Board

FROM: Nancy English
SCOWIB Staff

DATE: October 1, 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, October 14 in Lawton. (Social hour begins at 6:00 p.m.)

The meeting will be in the Auditorium, Building 100, Great Plains Technology Center, Lawton.

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 14, 2010
GREAT PLAINS TECHNOLOGY CENTER
4500 SOUTHWEST LEE BOULEVARD LAWTON, OK.

- 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 June 10 Meeting (attached)
 - 2. Treasurer’s report (attached)
 - 3. Summary of Quarterly Monitoring Activities (attached)
- IV. Appointment of Nominating Committee for Treasurer – Jeff Simpson
- V. Appointment of Executive Committee Members – Jeff Simpson
- VI. Review, Consider and Act on Transfer of Funds from Adult Funding Stream to Dislocated Worker Funding Stream – Ray Friedl, staff
- VII. Review, Consider and Act Demand Occupation List for South Central Oklahoma – Ray Friedl
- VIII. Staff Activities – Ray Friedl
 - * Individual Training Accounts
 - * On-the-Job Training Plan
 - * Green Jobs Initiative
 - * Entrepreneurship for Center
 - Workforce Investment Board Member Online Training Course (Information and Instructions Attached)
- IX. Set Meeting Dates and Locations – Jeff Simpson
 - Thursday March 10
 - Thursday June 9
 - Thursday October 13
 - Thursday December 8

ASCOG Annual Meeting – Thursday, September 15

X. New Business – Jeff Simpson

XI. Announcements

XII. Adjourn

MINUTES OF MEETING
6:30 P.M. THURSDAY JUNE 17, 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 June 9, 2010.

IN ATTENDANCE

John Albright	Patricia Beck
Brian Churchman	Ed Cole
Cheryl Cook	Robert Crews
Diane Denham	Jory Gromer
Anita Hasenmyer	Chearlene Johnson
Walt Lentz	Jennifer Meason
Rodney Palesano	Chris Pittman
Cindy Reynolds	Lyle Roggow
Jeff Simpson	Chris Smith
James Trusley	

STAFF

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

CHIEF ELECTED OFFICIAL

Ron Kirby

MEMBERS ABSENT

Kevin Bilbrey	Bill Cunningham	Leon Davis	Bill Hayes
Jervis Jackson	Sandra James	Darren Jones	Sherry Labyer
Paul Lewis	Rodney Love	Ron Ludwick	Mary Meek
Elizabeth Pitts	Susan Stoll	Tom Thomas	Donna Victorian
Barbara Wilson			

The meeting was called to order by Chris Pittman, chair.

New members appointed to the board were Chearlene Johnson, Paul Lewis, Cindy Reynolds and Chris Smith and elected directors on motion by Jeff Simpson and second by Lyle Roggow. Those voting "aye" were Albright, Beck, Churchman, Cole, Cook, Crews, Denham, Gromer, Hasenmyer, Lentz, Meason, Palesano, Pittman, Roggow, Simpson and Trusley.

A quorum was present.

The consent agenda was approved on motion by Rodney Palesano and second by Robert Crews. Those voting "aye" were Albright, Beck, Churchman, Cole, Cook, Crews, Denham, Gromer, Hasenmyer, Johnson, Lentz, Meason, Palesano, Pittman, Reynolds, Roggow, Simpson, Smith and Trusley.

Jeff Simpson presented the 2011 budget, which was reviewed by the finance committee. After discussion, Robert Crews moved to approve and Pat Beck seconded. Those voting "aye" were Albright, Beck, Cole, Cook, Crews, Denham, Gromer, Hasenmyer, Johnson, Lentz,

Meason, Palesano, Pittman, Reynolds, Roggow, Simpson, Smith and Trusley. Churchman abstained.

Walt Lentz presented the following slate of officers: Chairman, Jeff Simpson; Secretary, Pat Beck; and Treasurer, Rodney Love. Mr. Pittman asked for nominations from the floor for vice chair. Anita Hasenmyer nominated Rodney Palesano. Jennifer Meason moved nominations cease and Mr. Palesano be elected by acclamation. Those voting "aye" were Albright, Beck, Churchman, Cole, Cook, Crews, Denham, Gromer, Hasenmyer, Johnson, Lentz, Meason, Palesano, Pittman, Reynolds, Roggow, Simpson, Smith and Trusley. The nominating committee's slate of officers were elected on motion by Robert Crews and second by James Trusley. Those voting "aye" were Albright, Beck, Churchman, Cole, Cook, Crews, Denham, Gromer, Hasenmyer, Johnson, Lentz, Meason, Palesano, Pittman, Reynolds, Roggow, Simpson, Smith and Trusley.

Nancy English advised the Department of Labor had issued guidelines on the necessity of holding meetings at times other than during normal business hours. SCOWIB (being a volunteer entity) meetings are held at 6:30 p.m. so business people are free to attend. Sandwiches are provided at the meetings and paid for with grant funds. On motion by Walt Lentz and second by John Albright, SCOWIB meetings will be held at 6:30 p.m. Those voting "aye" were Albright, Beck, Churchman, Cole, Cook, Crews, Denham, Gromer, Hasenmyer, Johnson, Lentz, Meason, Palesano, Pittman, Reynolds, Roggow, Simpson, Smith and Trusley.

The current contract for a WIA youth service provider expires 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. Laura Goldring advised Arbor Education and Training had submitted the required letter and provided documentation to support performance. After discussion, Anita Hasenmyer moved the youth service provider contract with Arbor be approved. Rodney Palesano seconded and those voting "aye" were Albright, Beck, Churchman, Cole, Cook, Crews, Denham, Gromer, Hasenmyer, Johnson, Lentz, Meason, Palesano, Pittman, Reynolds, Roggow, Simpson, Smith and Trusley.

The Youth Incentives and Stipends Policy allows for the provision of cash and non-cash incentive awards. SCOWIB is required to determine at the beginning of each program year whether funds are available for these awards. It is anticipated that 75 youth will be eligible and total funding would not exceed \$33,000. After discussion, Jeff Simpson moved and Anita Hasenmyer seconded to approve provision of incentive awards and stipends to eligible youth during Program Year 2010. Those voting "aye" were Albright, Beck, Churchman, Cole, Cook, Crews, Denham, Gromer, Hasenmyer, Johnson, Lentz, Meason, Palesano, Pittman, Reynolds, Roggow, Simpson, Smith and Trusley.

Ray Friedl advised the Governor's Council approves board certification. There was not a quorum at their last meeting but the executive committee approved the SCOWIB's certification for two years.

SCOWIB always receives an invitation to the ASCOG annual meeting which will be September 16 at the Simmons Center in Duncan. SCOWIB members were urged to attend. The next meeting will be October 14 at Great Plains Tech Center in Lawton.

Outgoing chair Chris Pittman was thanked for his service to the SCOWIB.

There being no further business, the meeting was adjourned.

Patricia Beck – Secretary

Blaine H. Smith, Jr.
Executive Director

South Central Workforce Investment Board Budget
 Budget Report
 As of August 31, 2010

	Budget	Expenditures To Date 2 mo.	Obligations	Unobligated Balance	Percent Remaining 83%
-					
<u>Budget</u>	\$3,253,463				
<u>Service Provider Costs</u>					
Adult/DLW Service Provider (ASCOG)	\$511,470	\$70,637		\$440,833	86%
Youth Service Provider (Arbor)	\$334,998	\$0		\$334,998	100%
Title V Service Provider (ASCOG)	\$48,678	\$5,198		\$43,480	89%
BRAC Service Provider (ASCOG)	\$515,856	\$12,165	\$152,605	\$351,086	68%
BRAC Service Provider (independent contractors)	\$54,996	\$3,125	\$51,871	\$0	0%
TAA Service Provider (ASCOG)	\$51,729	\$17,981		\$33,748	65%
<u>Board Costs</u>					
Board Staff (ASCOG)	\$260,683	\$32,394		\$228,289	88%
Board Meeting Expense	\$1,100	\$0		\$1,100	100%
Board Member Travel & Registration	\$3,500	\$0		\$3,500	100%
<u>Fiscal Agent Costs</u>					
ASCOG	\$285,533	\$32,823		\$252,710	89%
<u>Workforce Center Costs</u>					
Building Space (One-Stop Centers)	\$45,000	\$11,299		\$33,701	75%
Equipment (Resource Room)	\$4,800	\$0		\$4,800	100%
<u>Direct Participant Costs</u>					
WIA Participant Costs/Supportive Svc.	\$530,206	\$106,951	\$89,297	\$333,958	63%
BRAC Participant Costs/Supportive Svc.	\$345,887	\$51,010	\$55,874	\$239,003	69%
Total Expenditures	\$2,994,436	\$343,583	\$349,647	\$2,301,206	77%

Monitoring Activities for the First 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 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 23 of 36 worksites that employed youth this summer for the Summer Youth Employment program. During these visits supervisors and youth 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.

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.

ISSUE INFORMATION
South Central Oklahoma Workforce Investment Board
October 14, 2010

1. **SUBJECT:** Transfer of Funds from the Adult Grant to the Dislocated Workers Grant.
(Agenda Item No. VI)

2. **PURPOSE:** To obtain SCOWIB approval to transfer funds from the Adult Grant to the Dislocated Worker Grant.

3. **DISCUSSION:**
 - a. Occasionally, circumstances arise which require more funding in the Adult or Dislocated Worker funding streams than was allocated by the annual grants and budget. The Workforce Investment Act and the Oklahoma Employment Security Commission (OESC) recognize that this can occur. There are provisions in the Act and state policy that provide for the transfer of funds from the Adult Grant to the Dislocated Worker Grant and vice versa if the need arises and if approved by the local workforce investment board.

 - b. These circumstances currently exist. Dislocated Worker funding has been fully obligated and additional resources are needed to assist workers impacted by the layoffs at the Hinton Correctional Facility and to provide supportive services for the dislocated workers currently being provided training services.

 - c. SCOWIB approval required to transfer up to 30% of Adult Grant funds to the Dislocated Worker Grant will allow continued services to those who have been laid off.

3. **RECOMMENDATION:** SCOWIB approve the transfer of up to 30% of the Adult Grant to the Dislocated Worker Grant.

For more information contact the following ASCOG staff member:

Ray Friedl,
Staff
Phone: 580.252.0595 or 1.800.658.1466
Email: frie_ra@ascog.org

ISSUE INFORMATION
South Central Oklahoma Workforce Investment Board
October 14, 2010

1. **SUBJECT:** Demand Occupations and Policy (Agenda Item VII)
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/e-mail to the announcement and read ahead materials.

C. A change to the methodology for determining changes to the wage demand occupations must achieve is included in the policy. Changes to the wage will be tied to changes in the consumer price index. Last year was the benchmark year (CPI for 2008—215.3) and the rate for this year (CPI 2009—214.5) resulted in no change for this year’s targeted wage--\$10.75.

D. The policy contains provisions for including occupations that do not meet SCOWIB’s criteria if there is local knowledge or information to support the addition.

E. The Demand Occupation List is a separate attachment to the e-mail.

4. **RECOMMENDATION:**

- A. SCOWIB adopt the attached policy and “Demand Occupations for Program Year 2010
- B. SCOWIB directors identify any other occupations that should be on the list before or during the October 14 meeting.

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

South Central Oklahoma Workforce Investment Board

Policy On:

**Demand Occupations
Skills Necessary for Occupations
Targeted Industries**

October, 2010

Approved by SCOWIB: Purpose of this Policy

The Workforce Investment Act (WIA) and Oklahoma Employment and Training Issuance (OETI) #09-2005 require each local workforce investment board to periodically determine “demand occupations,” demand skills and targeted industry clusters in the local board’s workforce investment area and to maintain a “Demand Occupations List.”

The demand occupations selected by the South Central Oklahoma Workforce Investment Board (SCOWIB) are subsequently used in qualifying individuals who select approved training programs directly linked to employment opportunities in the South Central Oklahoma Workforce Investment Area (SCOWIA). This policy provides guidance to the SCOWIB staff, WIA Title I service provider staff, and Workforce Oklahoma Partners on selecting appropriate training programs targeted to the area’s demand occupations which best serve the needs of businesses and job seeking customers using the Workforce Investment System. The demand occupations identified by SCOWIB are those determined to have high potential for sustained demand and/or growth in the area and support targeted industry.

SCOWIB is also required to establish the demand skills that are necessary to qualify for these demand occupations and will in all likelihood reward job seekers in terms of job placement, higher wages, fewer incidents of unemployment, and an overall improved quality of life. This policy outlines the methodology used to determine these skills for SCOWIA.

The current State of Oklahoma policy limits the use of WIA funds to training for demand occupations within targeted industries. SCOWIB has identified the Targeted Industry Clusters contained in this policy that “drive the economic engine” of the area. The information in this policy will assist SCOWIB in its identification of suitable training programs which provide training for the demand occupations in these industry clusters.

Demand Occupations, Skills and Targeted Industries

Demand occupations are those that have been determined by SCOWIB to have current employment opportunities, to have potential for future growth in the local area, and that will have a positive impact on the area’s economy. Demand occupations are normally those that show growth in the number of jobs available or projected to be available and which offer an opportunity for higher earnings. SCOWIB’s list is determined by the demands of SCOWIA.

Demand skills are those attributes of the job necessary to obtain employment and successfully perform the job required tasks. Employers in SCOWIA want employees who possess: soft skills, a strong work ethic, written and verbal communication skills, listening skills, interpersonal skills, math and reading skills, problem-solving skills, time management skills, and physical and manual dexterity skills coupled with job specific technical skills. Employers also want employees with appropriate levels of education, certifications, and/or credentials.

Targeted industries are those industries in SCOWIA in which SCOWIB has elected to place its focus because they grow and/or sustain the economy or quality of life. Targeted industries are normally those that are growing and which provide substantial employment opportunities.

Methodology of Determining Demand Occupations and Targeted Industries

The demand occupations and targeted industries in 2010 were developed based on a review of the data contained in the South Central Workforce Investment Area Oklahoma Occupational Outlook, 2006 - 2016 developed by the Oklahoma Employment Security Commission. Input by the directors of SCOWIB supplemented the data obtained from the Occupational Outlook. The North American Industry Classification System (NAICS) and the Standard Occupational Classification (SOC) system were used in the preparation and review of the data. Local data elements included:

1. Current employment by industry
2. Projected employment by industry within the local area for the period 2006 through 2016
3. Average wage for occupations
4. Average wage for each industry
5. Educational levels for each occupation
6. Occupations typically found within the industries
7. Industry descriptions and orientations provided by SCOWIB directors

SCOWIB initially determined the following targeted industries:

1. Health Care
2. Manufacturing
3. Utilities
4. High Technology (aggregate of technological skills needed by most industries)
5. Trade

SCOWIB subsequently added the following targeted industries based on the previously referred to review of data and information provided by the Governor's Council for Workforce and Economic Development:

1. Education Services
2. Government
3. Mining—Oil and Gas
4. Administration Support and Waste Management
5. Construction
6. Professional, Scientific, Technical Services
7. Aerospace

The South Central Workforce Investment Area Occupational Outlook, 2006-2016 provided the base data to develop the demand occupation list for 2010. The criteria for demand occupations considered by SCOWIB for Program Year 2010 were:

1. The occupation must have a minimum of 20 estimated job openings during the period 2006-2016.
2. The occupation must show growth between 2006 and 2016.
3. The occupation must have an average wage not less than \$10.75 per hour.

In addition, occupations not meeting the above criteria, but marked with an asterisk have been added to the list, because local information and board member experience indicate that the occupation is in demand in south central Oklahoma.

Approximately 186 occupations were determined to be “demand occupations.” (The list is included with this policy.)

Each of the demand occupations was analyzed using the Occupational Network (O’Net) to determine the skills that are necessary. The number of times each skill was necessary among the total demand occupations was summed and included in a table of necessary skills. (That table is included with this policy.)

Each of the demand occupations was analyzed to determine the necessary educational level. (The results of the educational analysis are included with this policy.)

Adjustments to the average wage will be made for variations in the annual Consumer Price Index.

Approval of Training Programs for Demand Occupations

Approved programs must provide training for occupations on the demand occupations list and which are typically found in the targeted industries. The training program must provide training which would qualify an individual for employment in multiple occupations. For a training program to be approved, it must qualify an individual for at least one occupation in one targeted industry. Approved training programs are maintained on Oklahoma’s eligible training provider list.

Current approved programs may not meet these criteria shown above. The current approved programs which do not meet these criteria will be used only to complete the training for currently enrolled participants.

Exceptions

Exceptions to the criteria shown in this policy may be made. SCOWIB may add or delete occupations from its "Demand Occupation List." The exception can be granted only by SCOWIB based on current economic needs or other relevant data.

This policy does not apply to any activity for Work Experience (WE) or On the Job Training (OJT).

Annual Review

Per OETI #09-2005, demand occupations, demand skills and targeted industry clusters in SCOWIA will be identified by the board, documented in official meeting minutes, and recertified as current during the first SCOWIB meeting of each program year.

WIB Orientation Online Courseware
(Agenda Item No. VIII)
SCOWIB Staff Point of Contact: Ray Friedl, 800.658.1466; e-mail frie_ra@ascog.org

In response to Governor's Council (GCWED) discussions and request regarding workforce board orientation materials, the Oklahoma Employment Security Commission (OESC) undertook the creation of an online training course for Orientation to the Local Workforce Investment Board members. OESC worked with the University of Oklahoma's Workforce Oklahoma Training Institute and Center for Public Management to develop this course. During the development Oklahoma Department of Commerce staff, local workforce investment board staff, and local workforce center staff reviewed the course and provided suggestions prior to this implementation. While this is still an evolving product, it is now ready for general review and use.

This online training course was created for new and existing Workforce Investment Board members and other interested participants to gain a better understanding of the workforce system in Oklahoma.

This courseware contains five modules along with a brief beginning overview. You can choose to review any of the modules in whatever order you wish and can go through the course at your pace as the system will bookmark your stopping place and continue where you left off. There is a brief account creation required (instructions follow this initial message). You will even receive a certificate that you can print after completing all five modules.

We feel this orientation is an excellent learning experience for all WIB members as well as WIB staff and others who can benefit from such an orientation. Our hope is that this will not be a stagnant product and will continue to evolve. As such if you have any comments or suggestions, there will be brief evaluation at the end of the courseware. You may also e-mail comments/suggestions to wibcourse@oesc.state.ok.us as we will evaluate your suggestions for future enhancements.

Account Creation Instructions

Steps for creating an account in the OESC Training Portal:

If you do not already have an account:

1. Click this link or type the URL in your browser window:
<http://oesclms.oucpm.org>.
2. Click New User Registration
3. Click the radio button next to the category that best describes you (OESC Employee, Workforce Investment Board, Workforce Partner)
4. Click Continue
5. Fill in your personal information including name and contact information

6. You will be required to create a User ID and Password. You will need these each time you want to access the training or your training account so create a User ID and Password that you will remember. We suggest your first initial last name (jsmith) or your e-mail address as your User ID.
7. After typing a User ID and Password click Continue.
8. A Congratulations frame will display. Click OESC LMS Home.
9. Type your newly created User ID and Password in the User ID and Password fields.
10. Click Log In.
11. You will see the Home tab. Any important training messages will be displayed here.
12. Click the Online Courses tab in the upper left-hand of the frame.
13. The course menu displays. As more courses become available there will be more links in the menu. Required courses are listed on the left. Optional courses are listed on the right.
14. To launch a course click the name of the course.
15. Follow the directions in the course. If you are ever unsure of how to proceed in the course there will always be a prompt at the bottom of the frame that will provide your next step.

If you have already created an account you may log-on to access the account again or to view or change your personal information.

1. Click this link or type the URL in your browser window:
<http://oesclms.oucpm.org>.
2. Enter your User ID and Password
3. Click Continue
4. Click the My Information tab.
5. Your current information will be displayed.
6. You may update any personal information by clicking in that field and typing the updated information
7. Type your current password in the Current Password field.
8. Click Update Information.
9. Your information will be updated.
10. If you change positions, or if other information changes you can update your current information (including changing your password) using the steps above.
11. Click the My Transcript tab to see a list of each online course you have started and a completion date for any courses you have completed.

If you have any problems accessing the training portal you can contact the online training helpdesk by calling 325-6257 in the metro area or outside OKC call 866-237-2127 or e-mail help@oucpm.org.