



April 11, 2012

Public Service Building

255 Capitol Street NE

Salem, Oregon 97310

Phone (503) 378-8648

Fax (503) 378-3365

[www.oregon.gov/CCWD](http://www.oregon.gov/CCWD)

James Paulson, Chair  
Region 2 Workforce Investment Board  
c/o Worksystems, Inc.  
1618 SW First Ave., Suite 450  
Portland, OR 97201

Dear Mr. Paulson,

Attached please find the final monitoring report for the Workforce Investment Act Title 1B services provided in Region 2 during Program Years 2010 and 2011.

Please extend our thanks to staff for their work in preparing materials for our visit, and for their assistance during our review.

If you or staff have any questions, please contact me at 503.947.2433 or Karen Humelbaugh at 503.947.2404.

Sincerely,

A handwritten signature in black ink, appearing to read "Camille Preus".

Camille Preus  
Commissioner

Enclosure





*FINAL Monitoring Review Report  
Program Year 2010 & 2011 (July 1, 2010 – June 30,  
2012) Region 2*

To satisfy requirements for oversight and monitoring of Workforce Investment Act (WIA) Title I funds, the State of Oregon's Department of Community Colleges and Workforce Development's (CCWD) monitoring plan provides for on-site monitoring reviews of local workforce investment areas, sub-recipients and contractors. The state's monitoring system ensures that program policies and outcomes meet the objectives and regulations of WIA, and determines if compliance with WIA requirements has been demonstrated. The on-site monitoring also allows for determination as to whether a local workforce investment area is making acceptable progress in addressing any deficiencies, and to ensure compliance with the nondiscrimination and equal opportunity requirements of the WIA. The monitoring review also addresses the local area's compliance with the Department of Labor's (DOL) uniform administrative requirements.

Staff from CCWD conducted its review of Region 2 at Worksystem Inc.'s (WSI) office in Portland, OR February 13 - 16, 2012. The CCWD relied on work, responses and other information provided during CCWD's Program Year 2010 & 2011 monitoring conducted by Mark Neeley, Todd Nell, Tom Cope and Michael McCoy.

This final report cites no findings.

During CCWD's visit, thirty-nine youth program, participant files and sixty non-youth participant files (made up of adult, dislocated worker, NEG, & SESP participants) were tested, and all included appropriate eligibility documents and plan information. The fiscal components of the review guide provided information and details which confirm that the fiscal system of expenditure authorization and record keeping is sufficient to provide reasonable accounting control over assets, liabilities, revenues, and expenditures in connection with those funds. Staff studied samples of payroll and cash disbursements, training, supportive services, incentives, OJT and work experience, tested cost allocation plans, cash draws, cash account reconciliations, program income, quarterly reports, Youth Out-of-School expenditure levels, and examined the nonexpendable federal property inventory listing.

Draft report:	February 23, 2012
Response to draft:	March 24, 2012
Final report:	April 11, 2012

Public Service Building

255 Capitol Street NE

Salem, Oregon 97310

Phone (503) 378-8648

Fax (503) 378-3365

[www.oregon.gov/CCWD](http://www.oregon.gov/CCWD)

