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April 18, 2013

Frank Wall, Chair
Region 15 Workforce Investment Board
c/o Workforce Investment Council of Clackamas County
365 Warner Milne Road, Suite 202
Oregon City, Oregon 97045

Dear Mr. Wall,

The final monitoring report for Program Year 2012 Workforce Investment Act Title I-B services in Region 15 is attached.

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 your staff have any questions, please contact me at 503-947-2433, or Karen Humelbaugh at 503-947-2404.

Sincerely,

Camille Preus
Commissioner

Enclosure



FINAL Monitoring Review Report Program Year 2012 (*July 1, 2012 – June 30, 2013*) Region 15

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 annual on-site monitoring reviews of local workforce investment areas, subrecipients 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 annual 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 15 at Workforce Investment Council of Clackamas County's (WICCO) office in Oregon City, OR January 22-24, 2013. The CCWD relied on work, responses and other information provided during CCWD's Program Year 2013 monitoring conducted by Mark Neeley, John Asher, Todd Nell, and Michael McCoy.

This report cites the results of our tests of compliance and review of policies and processes, and includes, defined as:

- *Observations: In the course of the review, the audit team discovered areas that raised some measure of concern. Such concerns may be easily alleviated, and the audit team made every effort to discuss solutions with the appropriate staff to minimize concern.*
- *Findings: Findings are items or issues that are of significant concern or that indicate the violation of a guiding principle, regulation or rule. The monitoring team requested additional information beyond the initial review questions to determine whether the issue discovered was an abnormality of the review process or a valid violation.*

This final report cites no findings or observations.

During CCWD's visit ten youth program participant files and thirty non-youth participant files (made up of adult, dislocated worker & 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.

WICCO will have 7 days from the date of the final report to prepare and submit a formal appeal to any finding. The appeal will be directed to the Commissioner, who will make the final decision.

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| Draft report: | January 24, 2013 |
| Response to draft: | February 25, 2013 |
| Final report: | April 18, 2013 |
| Final appeal: | April 25, 2013 |
| Commissioner's decision: | |