



COMMUNITY
COLLEGES AND
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DEVELOPMENT
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May 9, 2013

Michael Fowler, President
Region 3 Workforce Investment Board
c/o Job Growers Incorporated
626 High Street NE, Suite 305
Salem, OR 97301

Dear Mr. Fowler,

The final monitoring report for Program Year 2012 Workforce Investment Act Title I-B services in Region 3 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 3

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, 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 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 3 at the Job Growers Incorporated (JGI) office in Salem, OR November 27 - 29, 2012. The CCWD relied on work, responses and other information provided during Program Year 2012 monitoring being conducted by Mark Neeley, Todd Nell, John Asher 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 report cites one finding and no observations

Travel Expense Reimbursement Finding:

A \$1,636.02 out-of-state travel expense reimbursement for a Board Member to attend the NAWB conference did not have adequate supporting documentation at the time of payment to support the individual travel expense amounts reimbursed. During the monitoring visit, the agency has been able to secure some of the supporting documentation receipts. They are continuing to obtain the remaining receipts. All supporting receipts should accompany the travel expense claim form at time of submission for reimbursement.

Resolution: Job Grower staff obtained adequate documentation for all but \$115 of the reimbursed expenditures. Job Growers reimbursed CCWD for the \$115 from non-federal funds.

During CCWD's visit, ten youth program participant files and twenty-two non-youth participant files (made up of adult, dislocated worker, and 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, the 30% level requirement for Out-of-School Youth expenditures, and examined non expendable property inventory listings.

The JGI 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.

Draft report: November 29, 2012

Response to draft: January 4, 2013

Final report: May 9, 2013

Final appeal: May 16, 2013

Commissioner's decision: