



Oregon

Tina Kotek, Governor

Higher Education Coordinating Commission

Office of Workforce Investments

3225 25th Street SE

Salem, Oregon 97302

www.oregon.gov/HigherEd

May 3, 2024

James Paulson, Board Chair
Worksystems
1618 SW First #450
Portland, OR 97201

Dear Chair Paulson,

Attached is the final report for monitoring conducted at Worksystems for Workforce Innovation and Opportunity Act Title I programs.

Please extend our thanks to staff for their work compiling materials for our review, and for their assistance.

If you or your staff have questions, please contact me at 971-345-1136.

Sincerely,

Julia Steinberger, Director
Office of Workforce Investments
Higher Education Coordinating Commission

C: Roy Rogers, Commissioner
Lori Stegmann, Commissioner
Carmen Rubio, Commissioner

***FINAL* 2024 Monitoring Report Worksystems**

Oregon's Higher Education Coordinating Commission - Office of Workforce Investments (HECC-OWI) conducted its annual monitoring review of Worksystems in March and April 2024.

Reviewers conducted tests of compliance for elements included in the Uniform Administrative Requirements, the Workforce Innovation and Opportunity Act (WIOA) and final regulations, HECC-OWI policies, Worksystems' policies, and the nondiscrimination, disability, and equal opportunity requirements in WIOA.

The entrance conversation took place on April 16, 2024, and attendees included Kari Brenk, Andy Fitch, Rachel Soto, and Theresa Fitzgerald.

This report cites the results of our tests of compliance and review of policies and processes, and may include observations or findings, defined as:

- *Observations: In the course of the review, the monitoring team discovered areas that raised some measure of concern. Such concerns may be easily alleviated, and the monitoring 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 to determine whether the issue discovered was an abnormality of the review process or a valid violation.*

This final report cites no findings, and no observations.

Reviewers relied on documentation and materials provided by Worksystems catalogued in the monitoring review guide, quarterly fiscal reports provided

to HECC-OWI, participant records, program performance details gathered via the local participant tracking system, and State Management Information System reports.

Worksystems' independent audit for the year ended June 30, 2023 was provided, and is included in the monitoring workpapers. Audit reports have consistently cited no internal control deficiencies, questioned costs, or other issues.

Review and compliance tests were conducted for cash management, policies and procedures, expenditure rates, quarterly financial reporting, cost allocation plan, contracts and procurement, separation of duties, payroll, and subrecipient monitoring. Worksystems' fiscal system of expenditure authorization and record keeping is sufficient and provides reasonable accounting control over assets, liabilities, revenues, and expenditures in connection with those funds.

The next annual monitoring of Worksystems is planned for March 2025.

A draft report was provided on April 18, 2024. Worksystems staff indicated they would have no response, and requested that the report be finalized.

This is the final report. Worksystems will have one (1) week from the date of the final report to prepare and submit a written appeal to any findings. The appeal will be submitted to the Office of Workforce Investments director, who will make the final decision.

Draft report: April 18, 2024

Response to draft due: declined

Final report: May 3, 2024

Final appeal:

Office of Workforce Investments Director decision: