



OKLAHOMA
DEPARTMENT OF COMMERCE

MEMORANDUM - # M-02-2013 Corrected Copy

TO: Chief Local Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Staff

FROM: Terry Watson, Director
Workforce Strategic Initiatives, Policy and Program Services
Oklahoma Department of Commerce

DATE: February 25, 2013

SUBJECT: Updated Staff Contact Information

PURPOSE: To provide guidance in regard to current processes for submission of required information and documents.

BACKGROUND: The current WIA policy and guidance process has been reviewed by the Workforce Systems Oversight Committee of the Governor's Council for Workforce and Economic Development (GCWED) and approved by the GCWED, then directed Workforce Services to provide you with a contact guide to attaining quality technical assistance. Please see the contact information below and understand each contact is listed to provide you with quality assistance in their area of expertise. Please share this information with staff to use as a guide when making requests. We want to provide specific guidance in an efficient manner for you to effectively serve your clients, so to assist us, please follow the directions below.

All required documentation should be submitted to Workforce Services, Department of Commerce, 900 N. Stiles Ave., Oklahoma City, OK 73104.

Rapid Response and Employer Workforce Services Issues

Vikki Dearing Phone: (405) 815-5114 Email: vikki_dearing@okcommerce.gov

Budget/Contracts/Monitoring/EEO Issues

Tina Lindsay Phone: (405) 815-5137 Email: tina_lindsay@okcommerce.gov

Financial

Daphne Kerbo Phone: (405) 815-5324 Email: daphne_kerbo@okcommerce.gov

Assigned areas:

East Central/ Big Five
Southern/ Big Five
Southwest/ASCOG
Central/COWIB
South Central

Emmit Grayson Phone: (405) 815-5285 Email: emmit_grayson@okcommerce.gov

Assigned areas:

Tulsa/ TCC
Eastern/ Eastern
Northeast / Eastern
Northwestern
BRAC
OESC

Programs

Robyn Coman Phone: (405) 815-5322 Email: robyn_coman@okcommerce.gov

Regina Clear Phone: (405) 815-5160 Email: regina_clear@okcommerce.gov

System/WIB Issues

Jeane Burruss Phone: (405) 815-5256 Email: jeane_burruss@okcommerce.gov

If you need clarification on this memo, please contact Jeane Burruss, WIB Liaison, to be directed to the correct staff person.