

Southwestern Oklahoma State University

Tenkiller Adventure Program  
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To: Harold Jergenson, OCCY  
Oversight Specialist

From: Chad Stangl  
TAP Director

Date: July 14, 2010  
Re: OJSO visit May, 2010

I have reviewed the findings from the visit of Tenkiller Adventure Program conducted on May 19, 2010. I have prepared the following as a plan of action to address the concerns.

**Area of Concern:**

1. Six of the twenty-eight grievances filed exceeded the three working day time frame for resolution.

*Response: The grievances that exceeded the three working day time frame for resolution were filed during a time of transition between grievance coordinators. The issue has since been resolved.*

**Violations:**

1. One of the five employee training records reviewed did not contain documentation that staff had completed cardiopulmonary certification (CPR) or first aid within ninety days of employment.

*Response: TAP has trained an in house CPR and First Aid instructor. All child care staff will maintain CPR and First Aid certifications. Documentation of these will employee training file*

All corrective actions should be completed by the end of August, following our next directors meeting. This will allow TAP to draw upon the other SWOSU programs for training and documentation procedures. If you have any questions please feel free to call.

Thank you,

Chad Stangl  
TAP Director

