

**SOUTHEAST ARKANSAS  
WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES**

**January 15, 2020**

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on January 15, 2020 in Pine Bluff.

Mr. Andrew Wargo called the meeting to order.

Mr. Wargo called on Mr. Eddie Thomas to conduct the roll call. Mr. Thomas noted there was a quorum.

Mr. Thomas introduced Ms. LaTina Myers from Ambassadors for Christ Youth Ministries to provide board training on their transitional living program and services for targeted Youth populations.

Mr. Wargo asked if everyone had an opportunity to review the Minutes of previous meeting held on November 20, 2019. Mr. Newton made a motion to approve the Minutes from the previous meeting, seconded by Mr. Bob Ware. Motion carried.

Mr. Wargo called on Mr. Eddie Thomas for a Board Staff Report. Mr. Thomas stated that the activity report is included in the board folders. He then referred to the monitoring report for PY '18 included in the board folders. He stated the report had 2 findings on case management, 3 financial concerns and 1 management concern. He stated that they would like to see zero findings, but the findings they currently have can be rectified. Ms. Patrecia Hargrove stated that there are requirements to gather board member information, and that Ms. Angela Thayer will be contacting you to obtain that information. Mr. Thomas referred to the Board Function monitoring report included in the board folders.

Ms. Angela Thayer referred to the financial report included in the board folders. Her report included a breakdown of current expenditures and funding. She stated that the report on the National Disaster grant would be the last one they receive since the board voted to opt out of that grant. She stated that the financial statements now include a column for work experience.

Mr. Wargo called on Mr. Eddie Thomas to give the Executive Committee Report. Mr. Thomas stated that the One Stop Operator contract document, with SEAEDD serving as service provider, was approved by the Committee with a retroactive begin date of 12-1-19. Ms. Lillie Edwards made a motion to approve. Seconded by Mr. Bob Ware. Motion carried. Mr. Thomas stated that the Committee voted to recommend to the Chief Elected Officials that 4 inactive board members be removed from the Workforce Development Board based on the requirements listed in the By-Laws: Mr. Bill Morgan, Mr. Jody Doak, Ms. Lorie Henley, and Mr. Kris Allen. Mr. William Campbell made a motion to approve. Seconded by Mr. Jerry Newton. Motion carried.

Mr. Wargo called on Ms. Lillie Edwards for the Youth Services Committee and Disability Services Committee Report. Ms. Edwards stated the committee discussed an amendment to the Services for Youth Policy that would broaden participants eligibility to receive occupational skills training. Ms. Verna Perry made a motion to approve. Seconded by Mr. Bob Ware. Motion

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carried. Ms. Edwards called on Ms. Verna Perry & Mr. Clinton Armstrong, Youth Services Coordinator to share a success story from the Carpenters Daughter Apprenticeship Program (CDAP).

Mr. Wargo called on Mr. William Campbell for a report from the Planning Committee. Mr. Campbell stated that the committee discussed the Eligible Training Provider List and voted yes on all of the following courses/programs from the following training providers: Arkansas State University-Beebe; Arkansas State University-Heber Springs, A Center of ASU Beebe; Arkansas State University Searcy – formerly Foothills Technical Institute; Pine Bluff Truck Driving; Schmieding Home Caregiver Training-El Dorado; University of Arkansas Community College at Hope; University of Central Arkansas; University of Central Arkansas, Outreach and Community Engagement-Conway. Ms. Lillie Edwards made a motion to approve. Seconded by Mr. Bob Ware. Motion carried. Mr. Campbell stated that the Committee recommends that the board approve the Occupational Skills Training Policy. Mr. Bob Ware made a motion to approve. Seconded by Ms. Lillie Edwards. Motion carried. Mr. Campbell stated that the Committee recommends that the board approves an amendment to the Monitoring Policy. Mr. Sterling Hughes made a motion to approve. Seconded by Ms. Verna Perry. Motion carried.

Mr. Wargo called on Ms. Linda Rushing for the One-Stop Committee Report. Ms. Rushing stated that the Committee discussed the One Stop Monitoring Services RFQ update. She stated that invitations to submit proposals were sent out to five potential bidders and there was only one response from Power Notes, LLC. She stated that the proposal was listed at \$15,700 to cover monitoring services for 4 years. She stated that the Committee recommends that SEAEDD be allowed to negotiate and employ Power Notes, LLC for no more than \$15,700. Mr. William Campbell made a motion to approve. Seconded by Mr. Bob Ware. Motion carried.

Ms. Rushing stated that the Committee would like to recommend for approval the revised Grievance and Complaint Title I-B & One Stop Operator Policy. Ms. Lillie Edwards made a motion to approve. Seconded by Mr. William Campbell. Motion carried. Ms. Rushing stated that the Committee would like to recommend for approval the revised Services for Adults & Dislocated Workers Policy. Mr. Sterling Hughes made a motion to approve. Seconded by Ms. Verna Perry. Motion carried. Ms. Rushing stated that the Committee would like to recommend for approval the revised SEAEDD Financial Procedures Manual Update. Mr. Bob Ware made a motion to approve. Seconded by Mr. William Campbell. Motion carried.

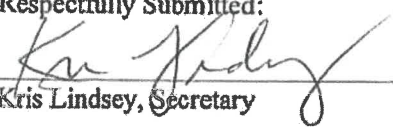
Mr. Wargo called on Mr. Gary Goggans to give the Workforce/One Stop Center report. Mr. Goggans referred to a report showing customer visits and stated that the Workforce Centers had 1,010 total client visits in November 2019. He stated that the number of active clients is 231, and the number of clients enrolled in WIOA training is 121. He stated that staff is consistently visiting job fairs and recruiting.

Mr. Wargo called on Mr. Patrick Ervin for the Business Services Report. Mr. Ervin referred to the activity report included in the board folders. He stated that they are tracking engagement with business in Southeast Arkansas. He stated that staff is collaborating with businesses and leveraging relationships with our technical services provider to help partner.

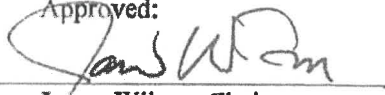
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Mr. Wargo stated that the next scheduled meeting was tentatively set for March 18, 2020. There being no further business, the meeting was adjourned.

Respectfully Submitted:

  
Kris Lindsey, Secretary

Approved:

  
James Wilson, Chairman

6-17-20

**SOUTHEAST ARKANSAS  
WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES**

**June 17, 2020**

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on June 17, 2020 in Star City at the Star City Civic Center.

Mr. James Wilson, Chairman, called the meeting to order.

Mr. Wilson called on Mr. Eddie Thomas to conduct the roll call. Mr. Thomas noted there was a quorum.

Mr. Thomas introduced Mr. Raymond Hunter Sr. from the Central Arkansas Veterans Health Care System/Health Care for Homeless Veterans Program to provide board training.

Mr. Wilson asked if everyone had an opportunity to review the Minutes of previous meeting held on January 15, 2020. Mr. Andrew Wargo made a motion to approve the Minutes from the previous meeting, seconded by Mr. William Campbell. Motion carried.

Mr. Wilson stated that the Chief Elected Officials (CEOs) of Southeast Arkansas met on June 11, 2020 and voted to certify and reappoint 23 members to the Southeast Arkansas Workforce Development Board. He stated that Board members will serve staggered terms and are encouraged to submit documentation in a timely manner to finalize the appointments.

Mr. Wilson reported that he would like to welcome two new board members: Mr. Steven Bloomberg, President of SEARK College; and Ms. Allison Thompson, President of the Jefferson County Alliance & Chamber. Mr. Bloomberg has been appointed to the One Stop Committee and Ms. Thompson to the Planning Committee.

Mr. Wilson stated a reminder to Board Members that when voting, please abstain from items that may be a potential conflict of interest. He also stated that when making motions, seconding, or addressing the board, please state your name for clarity in recordings and for those who may be attending the meeting virtually.

Mr. Wilson stated that there is a new Remote Meeting Policy the board needs to put in place that include procedures on how we may meet in the event that meeting face-to-face is not possible. He stated that the draft policy is being presented for board consideration and adoption. Mr. Andrew Wargo made a motion to approve the policy. Seconded by Ms. Lillie Edwards. Motion carried.

Mr. Wilson called on Mr. Eddie Thomas to explain the appointment of Board Officers. Mr. Thomas stated that the Board Officers need to have their annual election and opened the floor for nominations. Mr. William Campbell made a motion to reappoint all current Officers: Mr. James Wilson, Chairperson; Mr. Andrew Wargo, Vice President; and Ms. Kris Lindsey, Secretary. Seconded by Ms. Allison Thompson. Motion carried.



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Mr. Wilson called on Mr. Eddie Thomas for a Fiscal Agent/Board Staff Report. Mr. Thomas stated that the activity report is included in the board folders. He also stated that the CEOs voted to reappoint all current Board Members. He stated that performance negotiations with the State are showing improvement from last year.

Mr. Wilson called on Ms. Angela Thayer for the Financial report. Ms. Thayer referred to the financial report included in the board folders. Her report included a breakdown of current expenditures and funding.

Mr. Wilson called on Ms. Verna Perry for the Youth Services Committee and Disability Services Committee Report. Ms. Perry stated that the Committee recommends the Services for Youth Policy Amendment (Youth Incentives). Mr. Andrew Wargo made a motion to approve. Seconded by Ms. Lillie Edwards. Motion carried. Ms. Perry stated that the Committee recommends Youth Service Providers (14 Required Elements) M.O.U's. Ms. Allison Thompson made a motion to approve. Seconded by Mr. Andrew Wargo. Motion carried. Ms. Perry stated that the Committee recommends Work Experience Policy Amendment. Mr. Andrew Wargo made a motion to approve. Seconded by Ms. Lillie Edwards. Motion carried. She stated that the Committee Chairperson Election Results are that Ms. Verna Perry is the Committee Chairperson.

Mr. Wilson called on Mr. William Campbell for a report from the Planning Committee. Mr. Campbell stated that the Committee met and had a quorum. He stated that the Committee recommends the adoption of the Eligible Training Provider List (ETPL) Selection Criteria Policy and he places this in the form of a motion. Seconded by Ms. Allison Thompson. Motion carried. He stated that the Committee recommends the ETPL List/ACRS: Arkansas Coding Academy, need more information; Arkansas College of Health Careers, need more information; Missouri Welding Institute, voted no; Smith Barber Institution, tabled until new program starts; Ahah Interpreting Solutions, need more information; Carpenter's Daughter Pre-Apprenticeship Program: MeasureUP HVAC and MeasureUP Electrical, yes to both; University of Arkansas Global Campus Rogers, voted no to all. Mr. Andrew Wargo made a motion to approve the list. Seconded by Ms. Lillie Edwards. Motion carried. Mr. Campbell stated that the Committee Chairperson Election Results are that William Campbell is the Committee Chairperson.

Mr. Wilson called on Ms. Linda Rushing for the One-Stop Committee Report. Ms. Rushing stated that the Committee discussed the One Stop Monitoring Services update. Ms. Rushing stated that the Committee recommends the adoption of the Supportive Services Procedures Policy Amendment. Mr. Steven Bloomberg made a motion to approve. Seconded by Mr. William Campbell. Motion carried. She stated that the Committee recommends the PY 20 Workforce Budget. Mr. William Campbell made a motion to approve. Seconded by Ms. Allison Thompson. Mayor Vernon Dollar abstained. Motion carried. Ms. Rushing stated that the Committee recommends the SEAEDD Leave Policy- Amendment to Personnel Policy and Procedures Manual & Amendment to Financial Procedures Manual. Mr. Steven Bloomberg made a motion to approve with the revision stating, "Returning to work before clearance will not be tolerated." Seconded by Ms. Allison Thompson. Motion carried. Ms. Rushing stated that the Committee Chairperson Election Results are that Ms. Linda Rushing is the Committee Chairperson.

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Mr. Wilson called on Mr. Gary Goggans to give the Workforce/One Stop Center report. Mr. Goggans stated that customer contact is now digital. He stated that the number of Adults enrolled in 73, and the total active clients is 170. He stated that staff is recruiting participants by any means possible.

Mr. Wilson called on Mr. Patrick Ervin for the Business Services Report. Mr. Ervin referred to the activity report included in the board folders. He stated that the calendar year 2020 began with Mr. Eddie Thomas and Executive Director Patrecia Hargrove discussing goal setting for Business Services for the new fiscal year. He stated that the items discussed included opportunity zones, business plans, business loans and assistance with government contract bids. He stated that in February, Business Services began a productive discussion with SEARK Boats (Monticello) and Superior Uniform (Eudora). He stated that these efforts were delayed due to COVID-19 and for the last two months most of Business Services activities have been dominated by assisting businesses with COVID related applications. Mr. Ervin stated that this summer we plan to restart the apprenticeship at Superior and SEARK in August and help career advisors with work experience.

Mr. Wilson stated that the next scheduled meeting was tentatively set for August 19, 2020. There being no further business, the meeting was adjourned.

Respectfully Submitted:

  
Kris Lindsey, Secretary

Approved:

 9-16-20  
James Wilson, Chairman

**SOUTHEAST ARKANSAS  
WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES**

**September 16, 2020**

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on September 16, 2020 via Zoom video call.

Mr. James Wilson, Chairman, called the meeting to order.

Mr. Wilson called on Ms. Melody Mosler to conduct the roll call. Ms. Mosler noted there was a quorum.

Mr. Wilson asked if everyone had an opportunity to review the Minutes of previous meeting held on June 17, 2020. Mr. Marty Reep made a motion to approve the Minutes from the previous meeting, seconded by Ms. Linda Rushing. Motion carried.

Mr. Wilson presented the By-Law Amendment to be approved by the board. He stated that the amendment would remove the 4-year term limit on board officers and allow them to be reelected annually at the pleasure of the board. Ms. Lillie Edwards made a motion to approve. Seconded by Mr. Marty Reep. The vote was unanimous, and the motion carried.

Mr. Wilson called on Mr. Eddie Thomas for the Fiscal Agent/Board Staff Report. Mr. Thomas reminded the board that activity reports will continue to be included in the board packets for accountability and transparency. He discussed the importance of the annual board evaluations to measure effectiveness and for future planning. Mr. Thomas congratulated Arkansas County on becoming the 7<sup>th</sup> of 10 counties in Southeast Arkansas to become a certified ACT WorkReady Community. He discussed the preliminary performance numbers for PY 19 and acknowledged that the Local Plan for the SEAWDA had been accepted by the Governor and is available on the SEAEDD website. Mr. Thomas gave an update on open monitoring reports from the USDOL and ADWS and stated that outstanding ADWS financial findings from PY 16 and PY 17 had been resolved. He discussed the requirements for Workforce Center certifications and mentioned grant funding that the department was seeking to expand programming and leverage funding. Mr. Thomas concluded his report by announcing that the board had received an additional TANF grant in the amount of \$1.6 million to administer and operate the "Ineligible for Lost Wages Assistance" program that would provide financial assistance to approximately 961 needy families in Southeast Arkansas affected by COVID-19.

Mr. Wilson called on Ms. Angela Thayer for the Financial report. Ms. Thayer referred to the financial report included in the board folders. Her report included a breakdown of current expenditures and available workforce funding.

Committee Reports:

Mr. Wilson called on Mr. Sterling Hughes for the Youth Services Committee and Disability Services Committee Report. Mr. Hughes presented the Follow-up Services Policy Amendment. Mr. Marty Reep made a motion to approve. Seconded by Mrs. Lillie Edwards. The vote was unanimous, and the motion carried. Mr. Hughes also stated that Mr. Clint Armstrong discussed the Youth Services Update. Mr. Hughes gave a synopsis of the Board Functions Evaluation discussion by his committee and stated that the committee is requesting more time to review.



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Mr. Wilson called on Ms. Devin McDiarmid for a report from the Planning Committee. Ms. McDiarmid stated that the Committee met and had a quorum. She stated that the Committee reviewed applications for the Eligible Training Provider List (ETPL). The Planning Committee agreed to approve the following courses/programs to be included on Southeast's Eligible Training Provider List: Easterling Barber College (Barber Instructor Trainee); Easterling Barber College (Barber Stylist); (The Barber Instructor Trainee and Barber Stylist ETPL are approved contingent upon visit from Board Staff to check ADA compliance and suitability for training); ACEF(Industrial Manufacturing Production Technician) with a retroactive date of 9-10-20. She stated that the Planning Committee required more information before approving or disapproving the following courses/programs from being included or excluded on Southeast's Eligible Training Provider List: Arkansas Coding Academy (Arkansas Coding Academy- Certificate of Proficiency); Northwest Arkansas Community College (Robotics Technician-Certificate of Proficiency). Mr. Andrew Wargo made a motion to approve the ETPL. Seconded by Ms. Lillie Edwards. Motion carried. Ms. McDiarmid gave a synopsis of the Board Functions Evaluation discussion by her committee and stated that the committee is requesting more time to review.

Mr. Wilson called on Ms. Linda Rushing for the One-Stop Committee Report. Ms. Rushing stated that the Committee recommends the Supportive Services Procedures Policy Amendment. Mr. Andrew Wargo made a motion to approve. Seconded by Ms. Devin McDiarmid. Motion carried. Ms. Rushing acknowledged the new MOU that was in place by the SEAWDA One-Stop system and partners, that will be effective until June 30, 2024. Ms. Rushing gave a synopsis of the Board Functions Evaluation discussion by her committee and stated that the committee is requesting more time to review.

Mr. Wilson called on Eddie Thomas to introduce the guest speaker. Mr. Thomas introduced Mr. Kristopher Jones, the Assistant Director of Employment Assistance with ADWS/AR Department of Commerce. Mr. Jones provided information from the State of Arkansas perspective that boards should be considering as priority. He discussed USDOL's priorities as well as activities that are happening at the state level. Mr. Jones concluded with his thoughts on how the Southeast Workforce Development Area is progressing and shared positive remarks about the board, staff, programming, and administration.

Mr. Wilson called on Mr. Gary Goggans to give the Workforce/One Stop Center report. Mr. Goggans stated that staff is looking at a building for the new location for the Crossett Workforce Center. He stated that staff is continuing to look for office space in Stuttgart. Mr. Goggans stated that there were 931 client visits in June 2020 in all offices, and 1,096 in July 2020.

Mr. Wilson called on Mr. Patrick Ervin for the Business Services Report. Mr. Ervin stated that During the first quarter of the new project year, Business Services has shifted its focus from COVID-related assistance for local businesses back to training and pre apprenticeship programs. He stated that three pre-apprenticeship trainings highlight our work during the period; and two trainings were completed with Superior Uniform in Eudora. He stated from August 17 to August 20, there were eight trainees who took part in the program; and from August 31-September 4, there were another nine trainees who completed the program. He stated that of the 17 total trainees, 1 was hired. He stated that

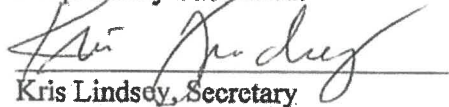


these trainings were made possible through partnerships between Southeast Arkansas Economic Development District, Arkansas Construction Education Foundation, the City of Lake Village and Superior Uniform Group. Mr. Ervin stated that there is a cohort of trainees currently going through a program for Seaark Boats in Monticello that is scheduled to end on Friday, September 18, 2020. He stated that there will be additional trainings for both Seaark Boats and Superior Uniform Group in October 2020. He stated that there are projected outreach activities scheduled for Smith Barber Institute (Pine Bluff), Belville Boot Factory (DeWitt) and to the Arkansas Rural water Association. He stated that Business Services has also participated in a conference call and expressed interest in assisting Carpenter's Daughter with and Entergy Grant for Landscaping Architecture and with Rev. Arthur Hunt with the College of Aspiring Arts. He stated that the program is a COVID-related USDA feeding program with a large captive audience that will allow us to promote our programs to people who need them most.

Mr. Wilson stated that the next scheduled meeting was tentatively set for November 18, 2020. He paused for a moment to offer condolences to the family of Dr. Dewayne Haynes, a long-time WIA Board member from Ashley County, who recently passed away.

There being no further business, Ms. Kris Lindsey made a motion to adjourn. Seconded by Mr. Sterling Hughes, and the meeting was adjourned.

Respectfully Submitted:

  
Kris Lindsey, Secretary

Approved:)

  
James Wilson, Chairman

11-18-20