

**SOUTHEAST ARKANSAS  
WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES**

**January 20, 2016**

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on January 20, 2016, at the Southeast Arkansas Economic Development District Office, in Pine Bluff. The meeting began at approximately 1:45 p.m.

Mr. Larry Livingston, Chairperson, was unable to attend the meeting. Ms. Stacy Midwell, Board Secretary, called the meeting to order.

Mr. David Dempsey conducted a roll call of the members present. It was noted that there was a quorum, with proxies.

Ms. Midwell asked if there were any corrections or additions to the Minutes of the meeting held on November 18, 2015, as mailed. There being none, Mrs. Lillie Edwards made a motion to approve the Minutes of that meeting. Motion seconded by Mr. Bob Ware. Motion carried.

Ms. Midwell introduced special guest, Mr. Charlie Clark, Chairperson of the Arkansas Workforce Development Board (AWDB), who gave a few brief comments regarding the Board's work on the first draft of the State Plan and urged everyone to read it when they can.

Ms. Midwell called on Mrs. Lillie Edwards for a report from the Youth Services Committee. Mrs. Edwards called on the Youth Advocates for the WIOA program, Ms. LaTina Myers and Mrs. Henryetter Curtis, who gave an update of youth services activities throughout the District. The Youth Advocates also stated that they are continuing to try and recruit the older youth, between the ages of 16-24, who are out of school, but not gainfully employed or in a training program. Mrs. Edwards stated that the Youth Services Committee recommended that the Board authorize establishing a Limited Work Experience program and called on Mr. Dempsey for a further explanation of that program. Mr. Dempsey stated that this program would provide ten weeks of paid work experience of 15 hours per week, with participation in Adult Education classes. Mrs. Edwards made a motion that the Board authorize the staff to draft the procedures and operate a Limited Work Experience program, exclusively for the Out of School Youth. Seconded by Ms. Sharon Burns. Motion carried.

Ms. Midwell called on Mr. Sterling Hughes for a report from Disability Services Committee. Mr. Hughes stated that the committee met, with a Quorum of members attending, and discussed several items regarding veteran programs and disability services.

Ms. Midwell called on Dr. Dewayne Haynes and Mr. William Campbell for a report from the Planning Committee. Dr. Haynes stated that the committee reviewed a portion of the draft of the AWDB State Plan. He stated that the committee also reviewed the draft for the Request for Qualifications (RFQ) for Administrative Services and made a motion that the Board accept the draft. Seconded by Mrs. Lillie Edwards. Motion carried.

Ms. Midwell called on Ms. Linda Rushing for a report from the One Stop Committee. Mrs. Rushing stated that the One Stop Committee reviewed and recommended approval of the draft of

the Request for Qualifications for the One Stop Operator and made a motion that the Board approve the draft and advertise for Request for Qualifications for the One Stop Operator. Seconded by Mr. Tommy Butcher. Motion carried.

Ms. Rushing also announced that Dr. Carla Hughes has recently been appointed as the Chancellor for the University of Arkansas at Monticello system.

Ms. Midwell called on Mr. Dempsey for a One Stop Operator report. Mr. Dempsey stated that copies of the draft of the State Plan were not made available prior to the meeting because it was not available when the mail out was sent, however copies were available at the front. He also stated that if anyone was interested in reviewing the copy online, they could provide an email address to us and we would send them a link to the Arkansas Workforce Services website to view the complete document. Also, with a March 8<sup>th</sup> deadline, the State Plan would be finalized and submitted to the federal government by our next meeting, so the staff would be sending out an abbreviated copy of the Southeast draft to all the Board members in the next mail out.

Mr. Dempsey stated that we are continuing to work with the staff on placing the "hard to serve" juveniles. He stated that the staff be pushing the registered apprenticeship program to get them into a skilled trade. He stated that the staff was also hopeful that developing a Limited Work Experience program would provide the needed incentives for these individuals to participate and ultimately obtain gainful employment.

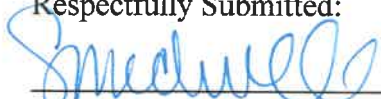
Mr. Dempsey also reported that the staff was exploring the possibility of applying for a National Emergency Grant (NEG) available for disasters that would assist displaced workers from the recent flooding in several of our counties.

Mr. Dempsey called on Mr. Eddie Thomas, WIOA Area Manager, who gave a brief overview of the activities of the workforce centers and referred to handouts which included the Southeast Arkansas Workforce Centers Service Report and a compilation of training sites and participants for Program Year 2015.

Ms. Midwell stated that the next scheduled meeting was tentatively set for March 16, 2016.

There being no further business, Mr. Tommy Butcher made a motion to adjourn. Seconded by Mrs. Lillie Edwards. Motion carried and the meeting was adjourned.

Respectfully Submitted:

  
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Stacie Midwell, Secretary

Approved:

  
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, Chairman

**SOUTHEAST ARKANSAS  
WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES**

**April 20, 2016**

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on April 20, 2016, at the Southeast Arkansas Economic Development District Office, in Pine Bluff. The meeting began at approximately 1:45 p.m.

Mr. Larry Livingston, Chairperson, was unable to attend the meeting. Mr. James Wilson, Vice Chairperson, called the meeting to order.

Mr. David Dempsey conducted a roll call of the members present. It was noted that there was a quorum, with proxies.

Mr. Dempsey announced that Mr. Larry Livingston had resigned as Chairperson of the Board.

Mr. Wilson asked if there were any corrections or additions to the Minutes of the meeting held on January 20, 2016, as mailed. There being none, Dr. Dewayne Haynes made a motion to approve the Minutes of that meeting. Motion seconded by Mrs. Lillie Edwards. Motion carried.

Mr. Wilson called on Mrs. Lillie Edwards for a report from the Youth Services Committee. Mrs. Edwards stated that the committee received an update of the youth services activities throughout the District, presented by Youth Advocates Mrs. LaTina Myers and Mrs. Henryetter Curtis. Mrs. Edwards stated that the Youth Services Committee also reviewed the WIOA "Youth Requiring Additional Assistance Barrier" Policy memo, included in the mailout. Mrs. Edwards stated that the committee recommended that the Board approve the policy and made a motion to that effect. Seconded by Mr. Bill Morgan. Motion carried.

Mr. Wilson called on Mr. Randy Pierce for a report from Disability Services Committee. Mr. Pierce stated that the committee met and discussed potential training sectors for individuals with disabilities. He stated that he had no reportable action items.

Mr. Wilson called on Mr. William Campbell for a report from the Planning Committee. Mr. Campbell stated that the committee discussed an extension of the Administrative Services Agreement with SEAEDD. Mr. Campbell stated that the committee recommended that the Board approve the contract extension and that the recommendation was in the form of a motion. Seconded by Mr. Bill Morgan. Motion carried.

Mr. Wilson called on Ms. Linda Rushing for a report from the One Stop Committee. Mrs. Rushing referred to a copy of an email from Ms. Cindy Varner, DWS Assistant Director for Employment Assistance, which was distributed prior to the start of the meeting, regarding the issuance of a Request for Qualifications (RFQ) for the procurement of a One-Stop Operator for the Southeast Local Workforce Development Board. Ms. Rushing discussed the correspondence and outlined the three (3) options available to the Southeast Arkansas Economic Development District, Inc. (SEAEDD) for the issuance of the RFQ.

Ms. Rushing stated that the Committee would have to issue a new RFQ regardless of the direction that SEAEDD decided to take.

Mrs. Rushing stated that while the final issuance of the regulations for the implementation of the WIOA had not been published, it was the intention of the One Stop Committee to proceed with the procurement and RFQ process. She stated that the new RFQ would be written, reviewed by DWS, published in local newspapers and then the selection made so there will not be any interruption of services for the clients.

Mr. David Dempsey stated that it was SEAEDD's intention of to apply for the One Stop Operator position. Mr. Vernon Dollar made a motion that the Board approve Option #2, which stated that the committee would consult with an independent third party for the development and issuance of an RFQ. Seconded by Mr. Bob Ware. Motion carried.

Ms. Rushing stated that the One Stop Committee met earlier in the day with several guests from the Arkansas Department of Workforce Services and asked them to introduce themselves. Those in attendance were: Mr. Bryan Hicks, Assistant Director of Financial Management; Ms. Stephanie Blair, Program Operations Manager; Ms. Tanya Plunkett, Director of Internal Audit and Financial Monitoring; Ms. Rowena Reyes, Program Operations Manager; Mr. Arnell Willis, DWS Workforce Investment Director; and Ms. Jo Keegan, Area Operations Chief for DWS for Central and Southeast Arkansas. Mr. Hicks then gave a brief statement concerning the four distinct roles under WIOA.

Mr. Wilson called on Mr. Dempsey for a One Stop Operator report. Mr. Dempsey reported on various meetings staff had attended throughout the area, since the last Board meeting. He stated that staff had attended several meetings with non-profit housing organizations interested in working with the court ordered youth in hopes of getting them into entry-level construction and home renovation. He stated that this would be the first step in preparation for referral to a registered apprenticeship program.

Mr. Dempsey stated that staff had also met with Arkansas Promise to discuss the placement of their clients in a summer program, been involved in sector partnership grant meetings in Monticello and has met with representatives from the Vera Lloyd Home in Monticello to discuss services for their graduating seniors.

Mr. Dempsey also reported that SEAEDD intended to continue to operate "as is" until the final regulations were published and thanked the Planning Committee, and the Board, for their vote of confidence. He stated that, if the final regulations mandated a "firewall", SEAEDD would make the appropriate adjustments so that the Board remained in compliance. He also stated that we would not be involved, in any way, with the development and dissemination of the RFQ. He also made note that SEAEDD would pay for legal advertisement of the RFQ, which is generally 30 days after publication.

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April 20, 2016  
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Mr. Vernon Dollar nominated Mr. James Wilson to fill the position of Board Chairman, left vacant by the resignation of Mr. Larry Livingston. Seconded by Mr. Jerry Newton. Motion carried.

Mr. Wilson stated that the next scheduled meeting was tentatively set for May 18, 2016.

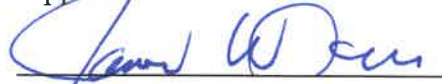
There being no further business, Mr. Vernon Dollar made a motion to adjourn. Seconded by Mr. William Campbell. Motion carried and the meeting was adjourned.

Respectfully Submitted:



Stacie Midwell, Secretary

Approved:



James Wilson, Chairman

**SOUTHEAST ARKANSAS  
WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES**

**June 22, 2016**

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on June 22, 2016, at the Southeast Arkansas Economic Development District Office, in Pine Bluff. The meeting began at approximately 1:40 p.m.

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

Mr. David Dempsey conducted a roll call of the members present. It was noted that there was a quorum, with proxies.

Mr. Wilson asked if there were any corrections or additions to the Minutes of the meeting held on April 20, 2016, as mailed. There being none, Mr. Bill Morgan made a motion to approve the Minutes of that meeting. Motion seconded by Ms. Audrey Veasey. Motion carried.

Mr. Wilson called on Mrs. Lillie Edwards for a report from the Youth Services Committee. Mrs. Edwards gave an update on the Youth Services Report and the Summer Youth Employment Program. Mrs. Edwards also stated that the Committee reviewed an amended version of the Additional Youth Barrier Policy and voted to recommend that it be approved by the full Board. Mrs. Edwards made a motion that the Board approved the amended version of this policy. Seconded by Mrs. Dorothy Henderson. Motion carried.

Mr. Wilson called on Mr. Randy Pierce for a report from Disability Services Committee. Mr. Pierce stated that the committee met and viewed the Arkansas Combined Plan Draft, however, there was no action taken.

Mr. Wilson called on Mr. William Campbell for a report from the Planning Committee. Mr. Campbell stated the committee met, with a quorum, and reviewed the budget for the Administrative Services Agreement between the Southeast Arkansas Economic Development District and the Workforce Development Board. He stated that the committee recommended that the Board accept the budget submitted and that the recommendation was in the form of a motion. Seconded by Mr. Bill Morgan. Motion carried. (It was noted that Mrs. Dorothy Henderson and Mr. Randy Pierce abstained from voting.)

Mr. Campbell also stated that the committee reviewed the Arkansas Combined Plan Draft, but did not review an Eligible Training Provider update because it would not be available until September.

Mr. Wilson called on Mr. Bob Ware for a report from the One Stop Committee. Mr. Ware reported that the One Stop Operator Committee met on May 10, 2016 to develop the Request for Qualification (RFQ) for One Stop Operator. He stated that one response to the RFQ was submitted. The response was from the Southeast Arkansas Economic Development District, Inc. The committee reviewed the response on May 21<sup>st</sup> with proposal ratings based on the three categories of experience, performance and capacity.

Mr. Ware stated that the One Stop Committee recommended that the Board accept the RFQ response submitted by the Southeast Arkansas Economic Development District, Inc. as the One Stop Operator for the period of July 1, 2016 through June 30, 2017, with the option to renew for two additional program years. Mr. Ware made that in the form of a motion. Seconded by Mrs. Lillie Edwards. Motion carried. (It was noted that Mrs. Dorothy Henderson and Mr. Randy Pierce abstained from voting).

Mr. Ware also stated that the One Stop Committee recommended that the Board approve the One Stop Subrecipient Agreement Budget, in the amount of \$1,352,667 and made a motion to that affect. Seconded by Mr. William Campbell. Motion carried. (It was noted that Mrs. Dorothy Henderson and Mr. Randy Pierce abstained from voting).

Mr. Ware made a motion that the Board accept the Draft Procurement Plan to be submitted to the Department of Workforce Services (DWS). Seconded by Mrs. Lillie Edwards. Motion carried. (It was noted that Mrs. Dorothy Henderson and Mr. Randy Pierce abstained from voting).

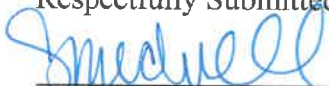
Mr. Wilson called on Mr. Dempsey for a One Stop Operator report. Mr. Dempsey stated that, even though the deadline date to submit the plan is December 31, 2016, the local guidelines continue to be delayed.. He also stated that the Chief Elected Officials met on June 8<sup>th</sup> and voted that SEAEDD would continue to function as Fiscal Agent. He stated that the staff intends to have a draft plan for the Board to review in September.

Mr. Eddie Thomas gave an overview of the Client Services Report, as included in the mailout. He stated that this document detailed the number of client visits and the number of clients actively enrolled in a WIOA program that will receive training services. Mr. Thomas also reviewed a hand-out which highlighted the local performance data for the Southeast region, showing the negotiated performance level against the actual performance level of the program participants. He reported that all areas met or exceeded their targeted performance levels.

Mr. Wilson stated that the next scheduled meeting was tentatively set for September 21, 2016.

There being no further business, Mrs. Dorothy Henderson made a motion to adjourn. Seconded by Mr. Bob Ware. Motion carried and the meeting was adjourned.

Respectfully Submitted:

  
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Stacie Midwell, Secretary

Approved:

  
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James Wilson, Chairman

**SOUTHEAST ARKANSAS  
WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES**

**September 21, 2016**

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on September 21, 2016, at the Southeast Arkansas Economic Development District Office, in Pine Bluff. The meeting began at approximately 2:05 p.m.

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

Mr. David Dempsey conducted a roll call of the members present. It was noted that there was a quorum, with proxies.

Mr. Wilson asked if there were any corrections or additions to the Minutes of the meeting held on June 22, 2016, as mailed. There being none, Mr. Tommy Butcher made a motion to approve the Minutes of that meeting. Motion seconded by Mr. Jerry Newton. Motion carried.

Mr. Wilson called on Mrs. Lillie Edwards for a report from the Youth Services Committee. Mrs. Edwards gave an update on the Summer Youth Employment Program reporting that each of our ten counties were represented with a total of 95 participants in the program. She also reported that there were 22 participants enrolled in the Promise program in four of our counties. She also stated that, since the staff had been focusing on increasing participation in our Out-of-School Youth program, there were 79 Out-of-School Youth and 24 In-School-Youth enrolled.

Mr. Wilson called on Mr. Randy Pierce for a report from Disability Services Committee. Mr. Pierce stated that the committee met, but there were no actions taken. He reported that the committee discussed several issues pertinent for those with disabilities, including transportation and Common Point of Entry so there are no duplication of services.

Mr. Wilson called on Mr. William Campbell for a report from the Planning Committee. Mr. Campbell stated the committee met, but no actions were taken. He stated that the Committee reviewed the Southeast Regional Plan and the Southeast Transitional Local Plan. He stated there was an abundance of information included in the plans and that the Committee would ask the Board to finalize the Plans at the next meeting.

Mr. Campbell also stated the Committee reviewed and discussed the Eligible Training Provider List, which was submitted to them for consideration. He stated that there was a lot of discussion on the schools included in the listing, many that the Committee members were not familiar with, therefore, they tabled the issue until the staff can research the schools and the classes on the list. Mr. Campbell stated that the Committee wanted a general classification of jobs associated with the training and to limit training within a 50 mile radius, unless there was specialty training outside for jobs needed in our area.



Mr. Wilson called on Mrs. Linda Rushing for a report from the One Stop Committee. Mrs. Rushing reported that the One Stop Operator Committee met, but had no reportable actions. She stated that the Committee discussed the plan and asked that everyone share it with others in their areas and other groups. Mrs. Rushing stated that one of the groups that was identified in the Southeast Transitional Local Plan was the Workforce Alliance of Southeast Arkansas, funded through a grant submitted by the University of Arkansas at Monticello (UAM). She stated that one of the requirements of their grant was to tie in with other agencies and utilize the resources available to them. Mrs. Rushing gave a brief outline of the various components covered by the grant, including an apprenticeship program called the Crossett FAME Program and preparing our communities to be the ACT Work Ready.

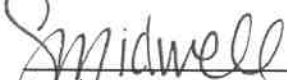
Mr. Wilson called on Mr. Dempsey for a One Stop Operator report. Mr. Dempsey stated that the Chief Elected Officials would be receiving the draft of the plan in the near future, and did have to concur before it was submitted, but he wanted the Board to have a chance to review it first. He then gave an overview of the tentative timeline for approval, public comment and submission of the plan, which must be by December 30, 2016.

Mr. Dempsey also discussed the final regulations which were released June 30<sup>th</sup>. He also addressed the issues concerning transportation and common point of entry which was brought up during the Disability Committee report, along with the 50 mile radius requirement for training.

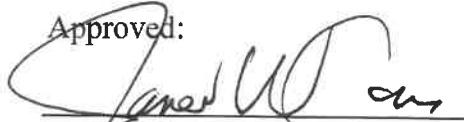
Mr. Wilson stated that the next scheduled meeting was tentatively set for November 16, 2016.

There being no further business, Mr. Vernon Dollar made a motion to adjourn. Seconded by Mr. Tommy Butcher. Motion carried and the meeting was adjourned.

Respectfully Submitted:

  
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Stacie Midwell, Secretary

Approved:

  
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James Wilson, Chairman

**SOUTHEAST ARKANSAS  
WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES**

**November 16, 2016**

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on November 16, 2016, at the Southeast Arkansas Economic Development District Office, in Pine Bluff. The meeting began at approximately 1:50 p.m.

Mayor Vernon Dollar gave the invocation prior to the start of the meeting.

Mr. James Wilson, Board Chairman, was unable to attend the meeting. The Executive Committee met prior to the meeting and appointed Mr. William Campbell to Chair the meeting. Mr. Campbell called the meeting to order.

Mr. David Dempsey conducted a roll call of the members present. It was noted that there was a quorum, with proxies.

Mr. Campbell asked if there were any corrections or additions to the Minutes of the meeting held on September 21, 2016, as mailed. There being none, Mrs. Dorothy Henderson made a motion to approve the Minutes of that meeting, with the necessary corrections. Motion seconded by Mr. Tommy Butcher. Motion carried.

Mr. Campbell called on Mrs. Lillie Edwards for a report from the Youth Services Committee. Mrs. Edwards asked Mrs. LaTina Myers, Youth Advocate with the Workforce Staff, to give a report. Mrs. Myers gave an update on efforts from the Workforce staff to recruit Out of School Youth and asked for assistance from any of those in attendance to refer this target group to the centers. She stated that they have also been working closely with Adult Education to reach this target group.

Mr. Campbell called on Mr. Sterling Hughes for a report from Disability Services Committee. Mr. Hughes discussed the Southeast Regional Plan and the Southeast Transitional Local Plan. In addition, Mr. Hughes stated the committee discussed several issues pertinent for those with disabilities, including the need to share information with other agencies and transportation needs in Southeast Arkansas.

Mr. Campbell called on Dr. Dewayne Haynes for a report from the Planning Committee. Mr. Campbell the committee met and discussed the Eligible Training Provider List. Dr. Haynes stated that the committee recommended that all the training institutions are approved, except those institutions out of state and those offering a Masters Program as their requested eligible training. Dr. Haynes stated the committee also approved, and recommended, that the Southeast Regional Plan and the Southeast Transitional Local Plan be adopted. Dr. Haynes made a motion that the Board approve the recommendations of the Planning Committee. Seconded by Mr. Tommy Butcher. Motion carried.

Mr. Campbell called on Mrs. Linda Rushing for a report from the One Stop Committee. Mrs. Rushing reported that the One Stop Operator Committee met and discussed the Southeast Regional Plan and the Southeast Transitional Local Plan, which they also recommended be approved.

Mr. Campbell called on Mr. Dempsey for a One Stop Operator report. Mr. Dempsey stated that copies of the two plans were sent out to the Southeast Arkansas Chief Elected Officials, the industry sector partnership group and to our partnering agencies. He stated that we received positive feedback from the Delta Regional Authority (DRA) and we are awaiting a letter of support from them to include with the plans when they are submitted to the state.

Mr. Dempsey also gave a brief update on meetings that have recently been held with Adult Education and Arkansas Promise. In addition, he stated that the statewide partners held a two day meeting in Little Rock at the end of September.

Mr. Dempsey also reported that he addressed a group of Veterans at the University of Arkansas at Pine Bluff (UAPB) in the hopes of recruiting Veterans into the Workforce Program as one of the under-served and hard to recruit sectors of the population.

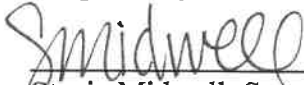
Mr. Campbell led a discussion of the Board nominating a member to serve as the Vice Chairman. It was decided that the staff will include a list of Board members, from the business sector as those eligible for that position, prior to the next meeting.

Mr. Campbell recognized Ms. Brenda Keisler and Mr. Mason Robinson, guests from the College of the Ouachitas, and Ms. Kelli Cypert, guest from the Arkansas River Education Service Cooperative (ARESC).

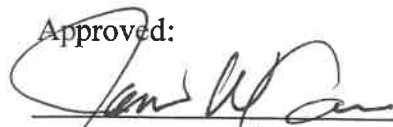
Mr. Campbell stated that the next scheduled meeting was tentatively set for January 18, 2017.

There being no further business, Mrs. Lillie Edwards made a motion to adjourn. Seconded by Mayor Vernon Dollar. Motion carried and the meeting was adjourned.

Respectfully Submitted:

  
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Stacie Midwell, Secretary

Approved:

  
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James Wilson, Chairman