



## Memorandum

To: Southeast Arkansas Workforce Development Board Members & Guests

From: Ms. Allison Thompson, SEAWDB Vice Chairman  
by Chaketa Alexander, <sup>CA</sup> Director of Workforce Services

Date: February 6, 2023

Subject: Workforce Development Board Meeting

Please be advised that the Southeast Arkansas Workforce Development Board will convene in-person at the Pine Bluff Jefferson County Public Library, 600 S. Main, Pine Bluff, AR on Wednesday, February 15, 2023. The meeting will be hosted via in person and ZOOM Video Conferencing and instructions on how to access the platform will be sent directly to each board member, if needed. Members who cannot attend are encouraged to submit a proxy.

### MEETING SCHEDULE:

Committee Meetings: Planning, One-Stop, Youth Services, Disability Services

10:30am-11 :30am

Full Board Meeting:

12:00pm

In compliance with Arkansas' Freedom of Information laws concerning public meetings, the general public and guests may gain virtual access to a committee meeting and/or the full board meeting, by sending an email request to [chaketa.alexander@southeastarkansas.org](mailto:chaketa.alexander@southeastarkansas.org). Should you have any questions or comments, please contact staff of the board at your earliest convenience.