

**SOUTHEAST ARKANSAS
WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

March 21, 2018

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on March 21, 2018, at the Southeast Arkansas Economic Development District Office, in Pine Bluff.

Mr. James Wilson, Chairperson, called the meeting to order. Mr. David Dempsey informed the Board of the passing of the Board's Vice-Chair, James Coker, before he conducted a roll call of the members present; there was a quorum, with proxies.

Mr. Wilson asked if everyone had an opportunity to review the Minutes of previous meeting held on November 15, 2017. Mr. Andrew Wargo made a motion to approve the Minutes from the previous meeting, seconded by Ms. Dorothy Henderson. Motion carried.

Mr. Wilson called on Ms. Lillie Edwards for a Youth Services Committee and Disability Services Committee joint report. Ms. Edwards read from the Workforce Center WIOA Youth Services In-School Youth & Out-of-School Youth update report. It was noted by Ms. Edwards that on the next report the Committee asked that the number of disabled be noted on this report. She stated that there was no reportable action taken by the Committees.

Mr. Wilson called on Mr. William Campbell for a report from the joint Planning Committee and One Stop Committee meeting. Mr. Campbell noted that the Committees took no reportable action. Mr. Campbell noted that the Committees looked at the Infrastructure Funding Agreement, the ACRS Training Provider list, the current Expenditure Report and the Workforce Center Report. Mr. Campbell noted that the Planning Committee decided they would still like to see the Training Provider List.

Mr. Wilson called on Mr. Eddie Thomas to give the One-Stop Operator report. Mr. Thomas called attention to the Customer Service report that was included in the Board packet. He stated that the Lake Village Workforce Center was now fully operational. Mr. Thomas noted that the Workforce Centers were preparing for the Summer Youth Employment Program and working on recruitment at this time. Mr. Thomas also made an announcement concerning the ACT Work Ready Community Initiative. The One-Stop has been partnering with ACT to become Work-Ready Certified. Seven of our ten counties are working on County Goals and on April 9th at 10:00 a.m. there will be a launch held at the State Capitol, electronic invitations will be sent out. Mr. Thomas then introduced the Pine Bluff offices newest Staff Member, Ms. Teanna Williams. Mr. Thomas also noted several businesses/employers that the One-Stop is working with.

Mr. Wilson called on Mr. Dempsey for the Fiscal Agent report. Mr. Dempsey introduced three new staff members, Ms. Melody Mosler, Ms. Payton Burgess and Ms. Sherry Flippo. Mr. Dempsey then noted that he had the application for the Workforce Center certification. He explained that the Board is required to certify all five centers. Mr. Dempsey explained that Mr.

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Bill Morgan who was not in attendance today, and Mr. Coker had volunteered to assist with the certification. Mr. Dempsey stated that since Mr. Coker's passing the Board needed a business volunteer to assist with the certification. He explained that it can't be a Partner or anyone that the Workforce Centers deal with in a Partner capacity. Mr. Dempsey spoke a few moments about the Infrastructure Agreement and stated he hopes to finalize the Agreement at our next meeting. Mr. Dempsey stated that the question had been raised concerning having the Board material emailed to Board members. Mr. Dempsey noted that it would get the information to the Board nine full days before each meeting. Mr. Dempsey stated that the material would also be printed in folders available for the members when they arrived at the meeting.

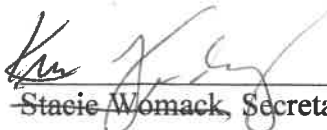
Mr. Wilson opened up for discussion the question of emailing the Board material. The question was asked if those that wished could have the material mailed and Mr. Dempsey confirmed it could be a mixture of both, he noted there are a couple of Board members without email. Mr. Wargo moved that this become standard operating procedure, Mr. Campbell seconded the motion. Motion carried.

Mr. Wilson stated that Mr. Coker had been our Vice-Chair and that he wanted to appoint a Nominating Committee. Mr. Wilson appointed Ms. Sharon Burns, Mr. Campbell, Mr. Sterling Hughes, and Ms. Audrey Veasey to the Committee and asked that Mr. Campbell Chair the Committee. It was noted that the only requirement would be that the Vice-Chair be in Business and Industry.

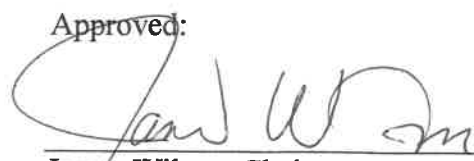
Mr. Wilson asked if there were any volunteers for the certification team. Mr. Wargo asked about the time commitment needed to perform the certification process. Mr. Dempsey explained that it would require one visit per center, however it would require a couple of days to drive to the five centers and perform the certifications with Mr. Thomas. Mr. Wargo and Ms. Kris Lindsey volunteered to perform the certifications.

Mr. Wilson stated that the next scheduled meeting was tentatively set for May 16, 2018. There being no further business Ms. Edwards made a motion to adjourn, Ms. Lindsey seconded the motion. Mr. Wilson adjourned the meeting.

Respectfully Submitted:



Stacie Womack, Secretary
Kris Lindsey

Approved:


James Wilson, Chairman

**SOUTHEAST ARKANSAS
WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

May 16, 2018

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on May 16, 2018, at the Southeast Arkansas Economic Development District Office, in Pine Bluff.

Mr. James Wilson, Chairperson, was not present. Mr. William Campbell, Nomination Committee Chairman called the meeting to order. Mr. Campbell stated that the Committee had discussed the Vice Chair vacancy and wished to nominate Mr. Andrew Wargo to the position.

Mr. Campbell then put the recommendation in the form of a motion to elect Mr. Andrew Wargo as Vice Chairman. Motion was seconded by Mr. Bob Ware. The motion was passed.

Mr. Wargo called on Mr. Dempsey to conduct the roll call. Mr. Dempsey noted there was a quorum with proxies.

Mr. Wargo asked if everyone had an opportunity to review the Minutes of previous meeting held on March 21, 2018. Ms. Edwards made a motion to approve the Minutes from the previous meeting, seconded by Ms. Veasey. Motion carried.

Mr. Andrew Wargo, called on Ms. Kris Lindsey for a Workforce Center Certification update. Ms. Lindsey stated that there was a meeting at the Workforce Center in Pine Bluff last week to start the certification process.

Mr. Wargo called on Ms. Lillie Edwards for a Youth Services Committee and Disability Services Committee joint report. Ms. Edwards emphasized that she was reporting on the summer part of a year-long program. She stated that the teachers would start on May 29, 2018, the orientation for the employers would start June 4-5, 2018 and the orientation for the participants would start June 6-8, 2018. The work experience would begin on June 11, 2018 and end July 20, 2018. She stated the budget included 5 teachers and 75 youth to be involved in the program with a total budget of \$199,253. She also stated that out of the total 113 youth, 20 clients were considered to have a disability.

Ms. Lillie Edwards called on Ms. Henryetter Curtis to present the curriculum, included in the Board folders, for Board approval as recommendation of the Committee. Ms. Lillie Edwards made a motion to approve the curriculum. Seconded by Mayor Vernon Dollar. Motion carried.

Mr. Wargo called on Mr. William Campbell for a report from the Planning Committee meeting. Mr. Campbell stated that there were many training classes included in the Board folders and that the Planning Committee had not taken any action.

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Mr. Campbell recommended the extension of the Administrative Services Agreement between the Southeast Arkansas Economic Development District (SEAEDD, Inc) and the Workforce Development Board and for the District to submit a new budget to the Board at the meeting in June. Mr. Campbell made a motion to approve the contract extension. Seconded by Ms. Lillie Edwards. Motion carried. (Mayor Dollar abstained)

Mr. Wargo called on Mr. Ware for a report from the One-Stop Committee meeting. Mr. Ware stated that the One-Stop Committee met and discussed the infrastructure funding agreement and expenditures.

M. Ware also stated that the Committee would like to recommend the Title I / One Stop Operator Agreement with the District be extended and the District to submit a new budget to the Board at the meeting in June. Ms. Veasey made a motion to approve the recommended extension. Seconded by Ms. Lillie Edwards. Motion carried. (Mayor Dollar abstained)

Mr. Wargo called on Mr. Eddie Thomas to give the One-Stop Operator report. Mr. Thomas called attention to the Customer Service report that was included in the Board packet. He stated that the centers had 251 clients actively enrolled in WIOA Training services and of those numbers, 87 clients will be receiving some type of credential like a diploma or a license.

Mr. Thomas also stated that all 10 counties in Southeast Arkansas were participating in the ACT Work Ready Communities and that the area was one of, if not the first, local areas to have all counties participating.

Mr. Wargo called on Mr. David Dempsey for the Fiscal Agent report. Mr. Dempsey stated that he would like to acknowledge Mr. Arnel Willis, Board Director, and Mr. Tom Anderson, Arkansas Workforce Development Board Chairman and called on the two for comments. Mr. Anderson stated that he has four strategies to help the District in any way he can, and he hopes to explain them in the next meeting. Mr. Anderson reported that there will be a Dashboard for the State of Arkansas to measure these four areas on a monthly basis so if the Governor calls and asks how many people the Southeast is serving, he can know at a glance. Mr. Willis stated that he wanted to emphasize that Mr. Anderson said, and they are here to help as much as possible and will be using the Dashboard to measure where we're winning and where we need assistance. He also stated that we need to change the method and start going into halfway houses to get ex-convicts enrolled in the Workforce Program.


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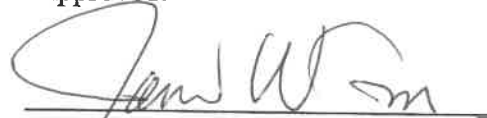
Mr. Wargo stated that the next scheduled meeting was tentatively set for June 20, 2018. There being no further business Ms. Edwards made a motion to adjourn, Ms. Lindsey seconded the motion. Mr. Wargo adjourned the meeting.

Respectfully Submitted:



Stacie Womaek, Secretary
Kris Lindsey

Approved:



James Wilson, Chairman

**SOUTHEAST ARKANSAS
WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

June 20, 2018

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on June 20, 2018, at the Southeast Arkansas Economic Development District Office, in Pine Bluff.

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

Mr. Wilson called on Mr. Dempsey to conduct the roll call. Mr. Dempsey noted there was a quorum with proxies.

Mr. Wilson asked if everyone had an opportunity to review the Minutes of previous meeting held on May 16, 2018. Mr. Wargo made a motion to approve the Minutes from the previous meeting, seconded by Mr. Campbell. Motion carried.

Mr. Wilson called on Mr. Campbell reported from the Nominating Committee. He stated that the Board still needs to appoint a Secretary. Mr. Campbell made a motion to nominate Ms. Kris Lindsey. Mr. Wargo made a motion that nominations cease. Motion carried. Ms. Kris Lindsey was elected Board Secretary.

Mr. Wilson called on Ms. Lillie Edwards for a Youth Services Committee and Disability Services Committee joint report. Ms. Edwards reported on the Summer Program that they have 53 out of school youth and 20 in school youth with a total of 73 students.

Mr. Wilson called on Mr. William Campbell for a report from the Planning Committee meeting. Mr. Campbell stated that the Planning Committee discussed the ACRS Training Provider List. He also stated that they discussed the Administrative Services extension and received the budget, which is included in the Board folders. Mr. Campbell made a motion to approve the extension and the budget. Seconded by Mr. Wargo. Motion carried.

Mr. Wilson called on Mr. Wargo for a report from the One-Stop Committee meeting. Mr. Wargo stated that the committee approved the May 16, 2018 meeting minutes with no changes. He stated that the committee discussed the infrastructure funding agreement update, and the contract extension between the Workforce Development Board and SEAEDD, Inc to June 30, 2019, along with its budget. Ms. Burns made a motion to approve the recommendation. Seconded by Ms. Edwards. Motion carried.

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Mr. Wilson called on Mr. Eddie Thomas to give the One-Stop Operator report. Mr. Thomas referred to the customer service report included in the Board folders. He stated that at least 90 people will receive some type of credential after this summer program.

Mr. Wilson called on Mr. David Dempsey for the Fiscal Agent report. Mr. Dempsey stated that he met with UAM Adult Education on June 6, 2018, discussed the process of billing them for the Lake Village and Crossett offices. He also stated that on June 6, 2018 he met with the new management team for SAF Holland in Dumas. He stated that they have another meeting with them planned for July 30, 2018.

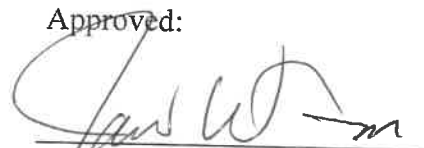
Mr. Wilson stated that the next scheduled meeting was tentatively set for September 19, 2018. There being no further business, the meeting was adjourned.

Respectfully Submitted:



Kris Lindsey, Secretary

Approved:



James Wilson, Chairman

**SOUTHEAST ARKANSAS
WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

October 17, 2018

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on October 17, 2018, at the Southeast Arkansas Economic Development District Office, in Pine Bluff.

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

Mr. Wilson called on Mr. David Dempsey to conduct the roll call. Mr. Dempsey noted there was a quorum with proxies.

Mr. Wilson asked if everyone had an opportunity to review the Minutes of previous meeting held on June 20, 2018. Mr. Andrew Wargo made a motion to approve the Minutes from the previous meeting, seconded by Mr. Bob Ware. Motion carried.

Mr. Wilson called on Ms. Lillie Edwards for a Youth Services Committee and Disability Services Committee joint report. Ms. Edwards reported that 89 youth were employed and 14 of those were disabled youth. She also gave the Active Youth Report and stated that there were 28 in school youth (ISY) and 141 out of school youth (OSY) currently active.

Mr. Wilson called on Mr. Campbell for a report from the Planning Committee meeting. Mr. Campbell stated that the Planning Committee met and had a quorum. He stated that they discussed the AREA grant application between the Workforce Board and SAF Holland; and he stated that the Committee would like to put in form of a motion to endorse this grant application. Mr. Wargo made a motion to approve the grant application. Seconded by Mr. Bob Ware. Motion carried. Mr. Campbell stated that the next order of business is a new policy and procedure for checks and he stated that the Committee would like to put in form of a motion to approve the new policy and procedure for checks through SEAEDD. Mr. Wargo made a motion to approve. Seconded by Mr. Vernon Dollar. Motion carried.

Mr. Wilson called on Ms. Linda Rushing for a report from the One-Stop Committee meeting. Ms. Rushing stated that the Committee met and there were no actions taken. She stated that the Committee listened to an update concerning the Infrastructure Agreement from Mr. Dempsey & Mr. Eddie Thomas.

Mr. Wilson called on Mr. Thomas to give the One-Stop Operator report. Mr. Thomas referred to the customer service report included in the Board folders. He stated that 93 individuals received some form of credential this fiscal year.

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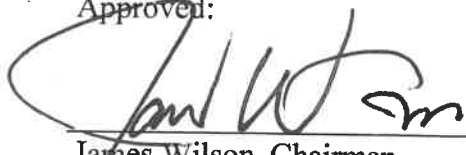
Mr. Wilson called on Mr. Dempsey for the Fiscal Agent report. Mr. Dempsey stated that staff has been working with SAF Holland in Dumas for about a year trying to get the Registered Apprenticeship setup in that area. He stated that the goal is training and placing 40 apprentices there. He also stated that in the coming months they will be working to bring in Clearwater, Diamond and a few other businesses.

Mr. Wilson stated that the next scheduled meeting was tentatively set for December 19, 2018. There being no further business, the meeting was adjourned.

Respectfully Submitted:


Kris Lindsey, Secretary

Approved:


James Wilson, Chairman