

# **SOUTHEAST ARKANSAS WORKFORCE DEVELOPMENT BOARD MEETING MINUTES**

**February 15, 2023**

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on February 15, 2023, at the Jefferson County Library in Pine Bluff.

Ms. Allison Thompson, Board Vice Chair, called the meeting to order.

Ms. Thompson called on Ms. Chaketa Alexander to conduct the roll call. Ms. Alexander noted there was a quorum.

Ms. Thompson asked if everyone had an opportunity to review the Minutes of previous meeting held on October 12, 2022. Mr. Andrew Wargo made a motion to approve the Minutes from the previous meeting. Seconded by Mr. Tommy Butcher. Motion carried.

Ms. Thompson introduced the guest speaker, Ms. Karla Taggart, Owner of DriVAN Transportation Services to address the Board on services provided in and around the area. Ms. Taggart stated that DriVAN is housed here in Pine Bluff however, they cover many parts of Arkansas. Ms. Taggart said they provide transportation to help individuals get to and from work for a daily transportation fee. She stated they are contracted with hospitals and places of employment. Ms. Taggart stated they have extended services for low-income households. Ms. Taggart stated that DriVan provides transportation for those in need of services, not only in Pine Bluff but outside communities as well.

## Administrative Reports:

Ms. Allison Thompson stated there are several vacancies on the Board. She stated there are two labor vacancies and a Board Chairman vacancy. No nominations from the floor were given for the Board Chairman. Ms. Thompson stated no action will be taken at this time.

Ms. Allison Thompson called on Ms. Chaketa Alexander for the staff report. Ms. Alexander stated that workforce is currently going through annual monitoring by ADWS. She stated several policies and procedures will need to be updated. Ms. Alexander stated they are still in need of two Labor Representatives to fill the vacancies on the Workforce Development Board. She stated the Workforce Program need Adult and Dislocated Workers to enroll.

Ms. Allison Thompson called on Mrs. Payton Burgess for the fiscal report. Mrs. Burgess referred to the financial statements which were included in the board folders and asked the board if there were any questions.

Ms. Allison Thompson called on Mr. Shane Knight to discuss the Annual Disclosures. Mr. Knight stated that ADWS and DOL require Annual Disclosures to be completed annually. He stated that any potential conflicts, issues, or problems must be on file. Mr. Knight stated you need to list anyone that you may be connected with or related to. He stated there is a conflict if that person has a business, operation, entity, or endeavor that could benefit from services provided by SEAEDD. Mr. Knight stated that if there is no conflict you must write "No known conflicts at this time".

Ms. Allison Thompson called on Ms. Chaketa Alexander to discuss the Multifunction Agreement. Ms. Alexander stated that WDS has been mandated to create an agreement between SEAEDD, Workforce Development Board, and the CEOs to clarify how the organizations work together, outlining the responsibilities and demonstrating compliance with WIOA. She stated this is outlining everyone's duties

in relation to the Board, the CEO's, the Fiscal Agent, and the One Stop Operator. Ms. Alexander stated the responsibilities and duties have already been in place, but the WIOA wanted them combined. She stated they will follow the same format. Ms. Allison Thompson asked for a motion to approve the Multifunction Agreement. Motion made by Mr. Andrew Wargo. Seconded by Mr. Tommy Butcher. Motion carried.

#### Committee Reports:

Ms. Allison Thompson called on Ms. Verna Perry to discuss the Youth Services/Disability Services Committee Report. Ms. Perry stated the committee did have an action item that was approved by the committee. She stated the action item needed to be brought before the Board and voted on as well. Ms. Perry stated the action item is an Amendment to the Work Experience Policy. Ms. Perry requested the Board to vote on the work experience length of time to be changed from 28 to 29 maximum hours. Motion made by Mr. Andrew Wargo. Seconded by Ms. Lillie Edwards. Motion carried.

Ms. Verna Perry stated WDS will not have a Summer Youth Program. She stated the current program will be continuous throughout the year for out-of-school youth.

Ms. Allison Thompson will report on the Planning Committee Report. Ms. Thompson stated the committee had an action item that was voted on and approved by the committee. She stated the ETPL, Eligible Training Providing List, are classes that need to be approved for funding. Ms. Thompson stated first is Carpenter Daughter Apprenticeship Program. She stated there are two levels of Heavy Equipment Training and both are 8-week training programs that cost \$6,690.00. Ms. Thompson said the next one was SEARK College. She stated it is a 4-week Commercial Driver's License Training, and the cost is \$3,632.99. Ms. Thompson stated that WE Construct Carpentry has an 8-week MCCR Core Curriculum Carpentry Certification, and the cost is \$3,900.00. Ms. Thompson requested the Board vote to approve the training programs listed. Motion made by Mr. Andrew Wargo. Seconded by Mr. Tommy Butcher. Ms. Verna Perry abstained. Motion carried.

Ms. Allison Thompson reported the Planning Committee also voted on and approved a Business Services Policy. She stated the purpose of the policy is to describe and detail the regulations for Business Services in accordance with the rules and regulations of the Workforce Innovations Opportunity Act of 2014. Ms. Thompson requested the Board vote to approve the Business Services Policy. Motion made by Mr. Andrew Wargo. Seconded by Mr. Tommy Butcher. Motion carried.

Ms. Allison Thompson called on Mr. Bob Ware to report on the One Stop Committee Report. Mr. Ware stated they had two action items to report. Mr. Ware stated the first action item was the IFA Amendment. He stated they wanted to merge the Arkansas Human Development Corporation to share the cost in the Monticello area. Mr. Bob Ware requested the Board vote to approve the IFA Amendment action item. Motion made by Ms. Allison Thompson. Seconded by Lillie Edwards. Mr. Andrew Wargo abstained. Motion carried.

Mr. Bob Ware stated the next action item that One Stop Committee approved was the One Stop Operator Monitoring RFQ. Mr. Ware said the timeline and service was reviewed and approved by the committee. Mr. Bob Ware requested the Board to vote and approve the timeline and service for the One Stop Operator Monitoring RFQ. Motion made by Tommy Butcher. Seconded by Ms. Verna Perry. Mr. Andrew Wargo abstained. Motion carried.

Mr. Bob Ware stated one of the goals for PY23 is cross-training for all members.

## Program Reports

Ms. Allison Thompson called on Gary Goggans to report on the Workforce and One Stop Centers. Mr. Goggans stated that everything is going well, and adjustments are being made to the revised budget. He stated they are continuing to work with their training providers and business located in the area. He stated the goal is to assist individuals in Southeast Arkansas.


Ms. Allison Thompson called on Ms. Candice Taylor to report on Business Services. Ms. Candice Taylor stated she is getting out in the community and attending Chamber Meetings in the service areas in order to build a relationship and partnership with the businesses in those areas. Ms. Taylor stated she is in the process of creating a business service team to also help in gaining partnerships. Ms. Taylor stated she has an apprenticeship in the works with DePaul Health Center.

Ms. Chaketa Alexander reminded the Board Members that a resume, qualification form, and an employer/Chamber nomination form are needed for all current sitting Board Members by June. Ms. Alexander stated that she will be mailing the forms to the Board Members.

Ms. Thompson stated that the next scheduled meeting was tentatively set for April 19, 2023.

There being no further business, Ms. Allison Thompson adjourned the meeting.

Respectfully Submitted:

  
Jerry Newton, Secretary

Approved:

  
Allison Thompson, Vice-Chair

# **SOUTHEAST ARKANSAS WORKFORCE DEVELOPMENT BOARD MEETING MINUTES**

**April 19, 2023**

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on April 19, 2023, at the Jefferson County Library in Pine Bluff.

Ms. Verna Perry, Stand-In Board Vice Chair, called the meeting to order.

Ms. Perry called on Mrs. Amber Thrower to conduct the roll call. Mrs. Thrower noted there was a quorum.

Ms. Perry asked if everyone had an opportunity to review the Minutes of the previous meeting held on February 15, 2023. Mr. Danny Robbins made a motion to approve the Minutes from the previous meeting. Seconded by Mr. Bob Ware. Motion carried.

Ms. Perry introduced the guest speaker, Mrs. Jennifer Barbaree, Superintendent of the Pine Bluff School District to address the Board on changes that are taking place. Mrs. Barbaree stated the Pine Bluff School District, and the students need community support. She stated that academically the students aren't where they need to be, but they are working through that challenge. Mrs. Barbaree stated they are also looking into career and technical options to prepare the students for the workforce once they graduate. She stated they are seeking partnerships from around the community. She said that Central Maloney has agreed to partner with the Pine Bluff District to provide training and job experience to the graduates. Mrs. Barbaree discussed merging the junior high and senior high students next school year.

She stated the vision of the Board is to eventually have all grades housed in one location. She said they currently have parent surveys sent out pertaining to a potential future merge.

Mrs. Barbaree stated that a meeting is scheduled for September 2023 to discuss Pine Bluff's exit status from the State. She said she is optimistic and believes the school district will exit out-of-state authority because they now have a full Board of Directors for the School District. She stated the Board has limited authority until the district is removed from state authority. Mrs. Barbaree stated there will be many changes in the future, but those changes will benefit the school district's future. She stated that the district has 5 goals; Prepare the students, Staff licensed educators, Safety, Upgrade facilities, and Build community confidence. Mrs. Barbaree discussed the Arkansas Learns Act and what that means for the teachers in the area.

## Administrative Reports:

Ms. Verna Perry gave the Chairman's Report. Ms. Perry requested that a Proxy be sent if you can't attend a Board Meeting. Ms. Perry stated there are several vacancies on the Board. She stated there are two labor vacancies and a Board Chairman vacancy. Ms. Perry asked for a motion for Board Chairman nominations. Mr. Danny Robbins was nominated as the Board Chairman. Mr. Danny Robbins accepted the nomination. Ms. Perry requested the Board vote to approve the nomination request. Motion made by Mr. Bob Ware. Seconded by Mr. Jerry Newton. Motion carried.

Mr. Danny Robbins called on Ms. Chaketa Alexander for the Director's Report. Ms. Alexander stated the modification to the local plan was on the website, [southeastarkansas.org](http://southeastarkansas.org), for public comment from March 15, 2023, through April 15, 2023. She stated no public comments were made to the modification. Ms. Alexander stated the Workforce Center Certification for the Pine Bluff Comprehensive Workforce

Center was completed by a Certification Team comprised of Board Members and partners. She stated the teams submitted the applications to the state on March 3<sup>rd</sup>, 2023. Ms. Alexander stated that updated resumes, nomination forms, and disclosure forms for the Board Members are needed as soon as possible.

Committee Reports:

Mr. Danny Robbins called on Ms. Verna Perry to discuss the Youth Services/Disability Services Committee Report. Ms. Perry stated the Youth Services Report is located in the Board packet. She stated they are working on a plan of action for more advertisements that will reach the out-of-school youth. Ms. Perry stated they are also working on a referral process form. Ms. Perry stated they had one action item that the committee voted on and approved. Ms. Perry stated the action item was to change the format of the Supportive Service Policy for Out of School Youth. Ms. Perry requested the Board vote to approve the Supportive Service Policy format change for Out of School Youth. Motion made by Jerry Newton. Seconded by Lily Edwards. Motion carried.

Mr. Danny Robbins will report on the Planning Committee Report. Mr. Robbins stated the committee had two action items that were voted on and approved by the committee. He stated the first action item was ETPL, Eligible Training Providing List. He stated that 9 separate programs were submitted by Southeast Arkansas College. Mr. Robbins stated the programs submitted are Associate's Degree in Computer Information Systems, LPN/Paramedic to RN Associate's Degree, Surgical Technology Associate's Degree, Criminal Justice Associate's Degree, Emergency Medical Technology Certificate, Business Technology Accounting Associate's Degree, Respiratory Care Technology Associate's Degree, Computer Networking Technology Associate's Degree, and Radiological Technology Associate's Degree. Mr. Robbins requested the Board vote to approve the 9 programs submitted by Southeast Arkansas College. Motion made by Mr. Jerry Newton. Seconded by Ms. Verna Perry. Motion carried.

Mr. Danny Robbins stated the second action item the committee had was to approve the February minutes. Mr. Robbins stated the approval of minutes was tabled until the next committee meeting.

Mr. Danny Robbins called on Mr. Bob Ware to report on the One Stop Committee Report. Mr. Ware stated they had two action items to report. Mr. Ware stated the first action item was the IFA Modification for AARP to lease the Monticello office beginning in April 2023, in the amount of \$676.00 per quarter. Mr. Bob Ware requested the Board vote to approve the IFA Modification action item. Motion made by Mr. Danny Robbins. Seconded by Ms. Verna Perry. Motion carried.

Mr. Bob Ware stated the next action item is the One Stop Operator Monitoring advertisement. Mr. Ware stated no bidders were received during the advertisement period. Mr. Ware stated the committee decided and voted to resubmit a letter for bids. Mr. Bob Ware requested the Board to vote and approve the resubmission of letters for bids for the One Stop Operator Monitoring RFQ. Motion made by Mr. Danny Robbins. Seconded by Ms. Lily Edward. Motion carried.

Mr. Bob Ware stated they established a timeline for the One-Stop Operators. Mr. Ware stated the request for proposal will be released on Sunday, April 23, 2023, through May 24, 2023. He stated the RFP is due back on May 24, 2023. Mr. Ware stated the RFPs will be reviewed and evaluated by the One-Stop Committee and bring the recommendation to the Board. He stated on June 21, 2023, he anticipates the full Board approval, and on June 22, 2023, he anticipated the Chief Elected Officials

approval. Mr. Ware stated an award announcement would be made on June 23, 2023. He stated that finalized contracts will take place from June 22, 2023, through June 30, 2023. Mr. Ware stated the One-Stop Operator will start on July 1, 2023.

**Program Reports**

Mr. Danny Robbins called on Gary Goggans to report on the Workforce. Mr. Goggans stated that everything is going well. He stated they are working to fill two vacant positions. Mr. Goggans said there are funds that need to be spent on residents in Southeast Arkansas that meet the requirements. He stated those individuals would need to be low-income and or be adult dislocated workers that are 18 and older that want to attend school for training. He stated they continue to work with their training providers and businesses in the area. He stated the goal is to assist individuals in Southeast Arkansas.

Mr. Danny Robbins called on Ms. Candice Taylor to report on Business Services. Ms. Candice Taylor stated the Pine Bluff Career Advisor will be at the Pine Bluff Business Expo at the Pine Bluff Convention Center on May 4, 2023. She stated she is getting out in the community and attending Chamber Meetings in the service areas to build a relationship and partnerships with the businesses in those areas. Ms. Taylor stated she has created business folders that contain information on the services provided and other recruitment tools. She stated she is currently helping to recruit workers for Renewable Energy, US Steel, and a new power plant in Chicot County.

Mr. Danny Robbins called on Mrs. Angela Thayer for the Financial Report. Mrs. Thayer stated the financial report is in the Board packet. She stated that all funds under "Youth PY21" have been expended. Mrs. Thayer stated we are now working under the PY22 funds. She stated the focus needs to be focused on the funds in Dislocated Worker that need to be spent within the next few months.

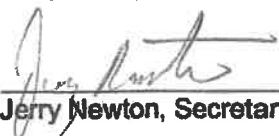
**Other Business/Board Open Discussion**

Ms. Verna Perry requested a training list by county be available at the next Board Meeting.

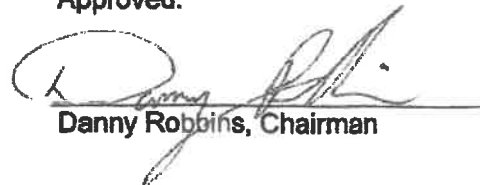
Mr. Danny Robbins stated that the next scheduled meeting was tentatively set for June 21, 2023.

There being no further business, Mr. Danny Robbins adjourned the meeting.

**Respectfully Submitted:**

  
Jerry Newton, Secretary

**Approved:**

  
Danny Robbins, Chairman

# **SOUTHEAST ARKANSAS WORKFORCE DEVELOPMENT BOARD MEETING MINUTES**

**June 21, 2023**

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on June 21, 2023, at the Arkansas River Education Cooperative in Pine Bluff.

Mr. Danny Robbins, Chairman, called the meeting to order.

Mr. Robbins called on Mrs. Amber Thrower to conduct the roll call. Mrs. Thrower noted there was a quorum.

Mr. Robbins introduced Ms. Angela Thayer to conduct a Workforce Board Training. Ms. Thayer stated a PowerPoint presentation is in the Board folders. Ms. Thayer stated the vision of Workforce is to help job seekers and employers. She stated that job seekers need assistance with access to employment and employers need assistance with access to those seeking employment. She stated the purpose of the Workforce is to help others and to assist in finding training and support services needed to help those seeking employment. Ms. Thayer stated the purpose of the Workforce Board is to promote improvement and structure in the delivery of services, develop the talent pipeline, provide strategic and operational roles, and oversee the implementation of the WIOA vision (PowerPoint page 3). She stated that the local Workforce Development Board, in partnership with the Chief Elected Officials (CEOs), is responsible for the oversight of all things that are carried out under the One-Stop System and Title I WIOA Services. She stated that it's the Board's responsibility to make sure that Workforce is operating as it should. Ms. Thayer stated the structure of WIOA has several Core Programs. She stated that Title I is Adult, Dislocated Worker, and Youth Programs. Title II is Adult Education and Literacy Programs. Title III is Wagner Peyser Act (matches job seekers with available jobs). Title IV is Arkansas Rehabilitation Services and Services for the Blind. Title V is General Provisions. She stated the WIOA Governance is US Department of Labor and the Governor, they both provide oversight for the Workforce.

Ms. Thayer stated that Workforce Development Board members are nominated by appropriate individuals and appointed to the board by the Chief Elected Officials. She stated that members must be reappointed yearly, and all reappointments must provide an updated resume or qualifications form showing the member has optimum hiring or policy-making authority.

Ms. Thayer stated the Board membership requirements and functions are in the PowerPoint presentation that can be found in the Board folders.

Mr. Danny Robbins called on Mrs. Angela Thayer for the Financial Report. Mrs. Thayer stated the financial report is in the Board packet. Mrs. Thayer presented the Board with the Financial Report and the Budget Report for the upcoming PY23.

## **Administrative Reports:**

Mr. Danny Robbins gave the Chairman's Report. Mr. Robbins stated that a member of organized labor is needed to serve on the board. Mr. Robbins requested a proxy be sent if you are unable to attend the Board Meetings.

Mr. Robbins asked if everyone had an opportunity to review the Minutes of the previous meeting held on April 19, 2023. Mr. Tommy Butcher made a motion to approve the Minutes from the previous meeting. Seconded by Mr. William Campbell. Motion carried.

Mr. Danny Robbins called on Ms. Chaketa Alexander for the Director's Report. Ms. Alexander stated that ADWS recently announced they are closing 9 Workforce Centers in the state by June 30<sup>th</sup>, as part of a restructuring effort. She stated the closings have not affected the Workforce Centers in Southeast Arkansas.

#### **Committee Reports:**

Mr. Danny Robbins called on Mr. Shane Knight to discuss the One-Stop Committee. Mr. Knight stated the One-Stop Committee had to cancel the meeting this morning. He stated that on the One-Stop Committee Agenda, was to deal with the One-Stop Operator and any proposals that were submitted to supply that service. He stated the Committee has a recommendation that will be brought before the Board. He stated the recommendation is to extend the current contract. He stated that extending the contract will allow the One-Stop Committee to reconvene at the next scheduled Board Meeting and conduct the proper process for procuring One-Stop Operator Services.

Mr. Shane Knight called on Gariane Smith, a member of the One-Stop Committee. Mrs. Smith stated that under the guidelines of the current One-Stop Agreement, as it pertains to an extension without the need for procurement, I am bringing to the floor a motion to extend the current One-Stop Operator Agreement between the Southeast Arkansas Workforce Development Board and the Southeast Arkansas Economic Development District by 90 calendar days from today's date of June 21, 2023, through September 19, 2023, this motion is in accordance to the modification guidelines set forth in the current agreement. Seconded by Ms. Alison Thompson. Motion carried.

Mr. Robbins called on Mr. William Campbell to present the Planning Committee Report. Mr. Campbell stated that two action items were on the agenda. He stated the first item was the Provider List however, the information wasn't received until this morning, so the ETPL was tabled until the next scheduled meeting. Mr. Campbell stated that the next action item was the approval of Workforce Budget PY 23. Mr. Campbell made a motion to approve the PY23 Workforce Budget. Seconded by Ms. Alison Thompson. Motion carried.

#### **Program Reports**

Mr. Danny Robbins called on Gary Goggans to report on the Workforce. Mr. Goggans stated that everything is going well. Mr. Goggans said there are funds that need to be spent on residents in Southeast Arkansas that meet the requirements. He stated those individuals would need to be low-income and or adult dislocated workers that are 18 and older that want to attend school for training. He stated they continue to work with their training providers and businesses in the area. He stated the staff is recruiting in the service areas. He stated the goal is to assist individuals in Southeast Arkansas.

Mr. Danny Robbins called on Ms. Candice Taylor to report on Business Services. She stated she is getting out in the community and attending Chamber Meetings in the service areas to build a relationship and partnerships with the businesses in those areas. Ms. Taylor stated she has attended several resource fairs within the service areas. She stated she is currently helping to recruit workers for Good Day Farms.



**WIOA Board Meeting**  
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**Other Business/Board Open Discussion**

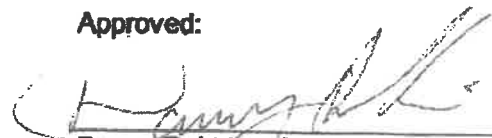
Mr. Danny Robbins stated that the next scheduled meeting was tentatively set for August 16, 2023.

There being no further business, Mr. Danny Robbins adjourned the meeting.

**Respectfully Submitted:**

  
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Jerry Newton, Secretary

**Approved:**

  
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Danny Robbins, Chairman

# **SOUTHEAST ARKANSAS WORKFORCE DEVELOPMENT BOARD MEETING MINUTES**

**August 16, 2023**

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on August 16, 2023, at the Arkansas River Education Cooperative in Pine Bluff.

Mr. Danny Robbins, Chairman, called the meeting to order.

Mr. Robbins called on Mrs. Amber Thrower to conduct the roll call. Mrs. Thrower noted there was a quorum.

Mr. Danny Robbins asked if everyone had an opportunity to review the Minutes of the previous meeting held on June 21, 2023. Mr. William Campbell made a motion to approve the Minutes from the previous meeting. Seconded by Mr. Bob Ware. Motion carried.

Mr. Robbins introduced Ms. Onika Gibson-Lovett, from the Jefferson County Health Department, as the guest speaker. Ms. Gibson-Lovett stated she works for the Arkansas Nurse Family Partnership Program. Ms. Gibson stated the program is an evidence-based, community health program that assists first-time pregnant mothers.

## **Administrative Reports:**

Mr. Danny Robbins gave the Chairman's Report. Mr. Robbins stated that Conflicts of Interest forms need to be updated and submitted to the Workforce Board. He stated that when a vote is taken, you must announce if there is a conflict of interest by abstaining. Mr. Robbins stated that all correspondence for the Southeast Arkansas Workforce Board must be provided to SEAEDD, Board staff for distribution to board members. Mr. Robbins requested that all correspondence be submitted to Mrs. Kathy Halley, WIOA Operations Specialist, by submitting them to her email address, [kathy.halley@southeastarkansas.org](mailto:kathy.halley@southeastarkansas.org).

Mr. Robbins asked that any guest via Zoom, type their name and affiliation into the chat box provided.

Mr. Robbins stated that it is important to have strong participation in the Workforce Board Meetings and the committee meetings. He stated that a proxy must be submitted if you are unable to attend a Board Meeting.

Mr. Robbins asked the board to entertain a motion to approve the retroactive Amendment to the By-Laws that would go back to June 1<sup>st</sup>, 2023. He stated this amendment is to include reimbursement for travel for the community volunteer board members. Mr. Robbins stated the Amendment to the By-Laws is in the Board packet. Motion made by Mr. Tommy Butcher. Seconded by Mr. William Campbell. With a unanimous vote, the motion carried.

Mr. Danny Robbins called on Ms. Chaketa Alexander for the Director's Report. Ms. Alexander stated that the Workforce Development Board still needs two labor representatives and two business representatives.

Mr. Robbins called on Ms. Angela Thayer for the Financial Report. Ms. Thayer stated two financials are in the board packets. She stated that one is for June 2023, which just closed, and the other is for the current year, which is dated July 30, 2023. She stated that over \$900,000 was sent back from Dislocated Workers from the past budget that closed in June 2023.

**Committee Reports:**

Mr. Danny Robbins called on Mr. William Campbell to present the Planning Committee Report. Mr. Campbell stated there were two items of business to discuss. He stated the first item was the Eligibility Training Provider List (ETPL). He stated the Planning Committee tabled the ETPL action item until the next meeting. Mr. Campbell stated the other item to discuss was the Eligibility Training Provider Training Checklist that is being created. He stated the Eligibility Training Provider Training Checklist will be effective August 16, 2023. Mr. Campbell stated in reference to the Southeast Arkansas Workforce Development Board's Eligible Training Provider Eligibility Certification Procedure, the Local Board may set additional eligibility criteria, information requirements, and minimum performance levels for local providers beyond what is required by the Governor's procedure. Additional requirements established by the Local Board will only affect a program's eligibility and performance level eligibility requirements within the local area. He stated the four requirements are:

1. Staff must provide the planning committee with site visit reports prior to the approval of the initial training provider programs in the local area.
2. Staff must provide the planning committee with site visit reports and performance information on training provider programs in the local area prior to program renewal.
3. Periodic site visits must be performed on approved training providers.
4. Classes must have a minimum total of 5 students per class for training providers, WIOA, and non-WIOA students, with a waiver procedure for in-demand training submitted to the Planning Committee prior to being enrolled.

Mr. Campbell made the motion to adopt the Eligibility Training Provider Checklist. Seconded by Mr. Vernon Dollar. Motion carried.

Mr. Robbins called on Mr. Bob Ware to present the One-Stop Committee Report. Mr. Ware stated the One-Stop Committee met and there was a quorum. He stated the One-Stop Committee approved the Agenda, minutes, and action items in the meeting. Mr. Ware stated there are three action items to discuss. He stated the first action item was the One-Stop Operating Monitoring Services Selection. He stated that the action item was tabled because no information was provided from Dr. Steven Bloomberg in regard to the One-Stop Operating Monitoring Services Selection.

Mr. Bob Ware stated the next action item is the One-Stop Operator Contract Selection. Mr. Ware stated there was no information on the selection. Mr. Ware made a motion to the board to extend the One-Stop Contract Selection for 90 calendar days. He stated the extension would be from September 19, 2023, to December 18, 2023. Seconded by Mr. William Campbell. Abstained by Mr. Danny Robbins. Motion carried.

Mr. Bob Ware stated the last action item is the MOU/IFA (Infrastructure) Amendment. He stated the amendment was only to change the date for FY 23 from March 1, 2023, to June 30, 2023. Mr. Bob Ware made the motion to amend the MOU/IFA for FY 24 July 1, 2023, to June 30, 2026. Seconded by Mr. Tommy Butcher. Abstained by Mr. Danny Robbins. Motion carried.

#### Program Reports

Mr. Danny Robbins called on Ms. Ambra Simpson to present the Workforce/One-Stop Center Report. Mr. Simpson stated that everything is going well. She stated that NAACP had an Economic Development meeting on July 6, 2023, via Zoom. Ms. Simpson stated that the staff was able to attend the meeting and promote WIOA services. She stated that Workforce staff attended a Mental Health First Aid Training on July 18, 2023, and they received certification upon completion of the training. She stated on July 21, 2023, WIOA staff attended a Job Fair at Crossett Community Center to promote WIOA services. Ms. Simpson stated on July 26, 2023, Workforce staff attended a recruitment/job fair event in conjunction with Cleveland County in the city of Rison. She stated on August 14, 2023, Ms. Simpson and the Business Service Coordinator, Ms. Candice Taylor, met with a representative from ACEF (Arkansas Construction Education Foundation), to discuss a possible pre-apprenticeship program. She stated that ACEF will contact WIOA with a start date. She stated that three new career advisors have been added to the Workforce staff.

Mr. Danny Robbins called on Ms. Candice Taylor to present the Business Services Report. Ms. Candice Taylor stated she is continuously contacting other businesses to assist with onboard recruiting. She stated that on August 23, 2023, she partnered with MD Powers to host a job fair in Hamburg. She stated she is working on another job fair with ARDOT for their on-the-job training program. She stated she is getting out in the community and attending Chamber Meetings in the service areas to build a relationship and partnerships with the businesses in those areas. She stated that she attended her first Business Summit that was held by DWS. She stated the Summit was a great way to network.

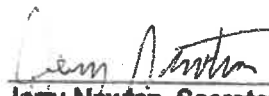
#### Other Business/Board Open Discussion

Ms. Chaketa Alexander stated that EEO training will be held at the next Workforce Board Meeting. The meeting will be conducted by the state.

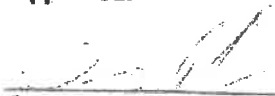
Mr. Danny Robbins stated that the next scheduled meeting was tentatively set for October 18, 2023.

There being no further business, Mr. Danny Robbins adjourned the meeting.

Respectfully Submitted:

  
Jerry Newton, Secretary

Approved:

  
Danny Robbins, Chairman

**August 16, 2023**

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### **Program Reports**

Mr. Danny Robbins called on Ms. Ambra Simpson to present the Workforce/One-Stop Center Report. Mr. Simpson stated that everything is going well. She stated that NAACP had an Economic Development meeting on July 6, 2023, via Zoom. Ms. Simpson stated that the staff was able to attend the meeting and promote WIOA services. She stated that Workforce staff attended a Mental Health First Aid Training on July 18, 2023, and they received certification upon completion of the training. She stated on July 21, 2023, WIOA staff attended a Job Fair at Crossett Community Center to promote WIOA services. Ms. Simpson stated on July 26, 2023, Workforce staff attended a recruitment/job fair event in conjunction with Cleveland County in the city of Rison. She stated on August 14, 2023, Ms. Simpson and the Business Service Coordinator, Ms. Candice Taylor, met with a representative from ACEF (Arkansas Construction Education Foundation), to discuss a possible pre-apprenticeship program. She stated that ACEF will contact WIOA with a start date. She stated that three new career advisors have been added to the Workforce staff.

Mr. Danny Robbins called on Ms. Candice Taylor to present the Business Services Report. Ms. Candice Taylor stated she is continuously contacting other businesses to assist with onboard recruiting. She stated that on August 23, 2023, she partnered with MD Powers to host a job fair in Hamburg. She stated she is working on another job fair with ARDOT for their on-the-job training program. She stated she is getting out in the community and attending Chamber Meetings in the service areas to build a relationship and partnerships with the businesses in those areas. She stated that she attended her first Business Summit that was held by DWS. She stated the Summit was a great way to network.

### **Other Business/Board Open Discussion**

Ms. Chaketa Alexander stated that EEO training will be held at the next Workforce Board Meeting. The meeting will be conducted by the state.

Mr. Danny Robbins stated that the next scheduled meeting was tentatively set for October 18, 2023.

There being no further business, Mr. Danny Robbins adjourned the meeting.

Respectfully Submitted:

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Jerry Newton, Secretary

Approved:

  
\_\_\_\_\_  
Danny Robbins, Chairman

# **SOUTHEAST ARKANSAS WORKFORCE DEVELOPMENT BOARD MEETING MINUTES**

**October 18, 2023**

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on October 18, 2023, at the Arkansas River Education Cooperative in Pine Bluff.

Mr. Danny Robbins, Chairman, called the meeting to order.

Mr. Robbins called on Mrs. Amber Thrower to conduct the roll call. Mrs. Thrower noted there was a quorum.

Mr. Danny Robbins asked if everyone had an opportunity to review the Minutes of the previous meeting held on August 16, 2023. Mrs. Irene Holcomb made a motion to approve the Minutes from the previous meeting. Seconded by Mr. Tommy Butcher. Motion carried.

Mr. Robbins introduced Ms. Patrenna White, from the Equal Opportunity Office, as the guest speaker. Ms. White stated that she is the Equal Opportunity Manager for the Workforce Services. Ms. White presented on Americans with Disabilities Act Reasonable Accommodations and Resources.

## **Administrative Reports:**

Mr. Danny Robbins gave the Chairman's Report. Mr. Robbins stated the Board needs to fill two positions for Organized Labor and two positions for Business. Mr. Robbins stated the December Board Meeting will be scheduled for December 13, 2023. Mr. Robbins stated that it is important to have strong participation in the Workforce Board Meetings and the committee meetings. He stated that a proxy must be submitted if you are unable to attend a Board Meeting. He stated that it is important for participation for the committees to have a quorum and conduct business as needed.

Mr. Danny Robbins called on Ms. Chaketa Alexander for the Director's Report. Ms. Alexander stated the Workforce Staff participated in the WIOA Performance Evaluations with ADWS for PY22 (Physical Year). She stated Southeast was in the Top 5 Category for capturing Adults with barriers for PY22.

Ms. Alexander stated Workforce Staff is collaborating with SEARK College to host a Career Preview Day on October 19, 2023, at SEARK College from 10:00 am – 2:00 pm.

Ms. Alexander stated a monitor report is in the board packets. She stated the responses to the findings have been submitted to ADWS for review.

Mr. Robbins stated the financial report is in the board packet.

## **Committee Reports:**

Mr. Danny Robbins called on Mrs. Irene Holcomb to present the Youth Committee Report. Mrs. Holcomb stated that she is standing in as the chairperson. She stated the Youth and Disability Services Committee met, but there was not a quorum. She stated three action items need to be voted on by the board.

**WIOA Board Meeting**  
**October 18, 2023**  
**Page 2**

Mrs. Holcomb stated the first action item is the Youth Supportive Policy Amendment. She stated this Amendment would remove the cap on Youth Services per person. She stated the cap was \$5,000 and that removing the cap could increase enrollment. Ms. Chaketa Alexander stated the recommendation came from ADWS. Mrs. Holcomb made a motion to Amend the Youth Supportive Service Policy by removing the \$5,000 cap. Seconded by Mr. William Campbell. Motion carried.

Mrs. Holcomb stated the second action item is the Services for Youth Policy Amendment. She stated this Amendment would temporarily remove the \$10,000 cap per person for training. Ms. Holcomb made a motion to Amend the Services for Youth Policy by removing the \$10,000 cap per person for training. Seconded by Mrs. Devin McDiarmid. Motion carried.

Mrs. Holcomb stated the third action item is the Work Experience Policy Amendment. She stated the Amendment is supportive services would be included in the Work Experience. Mrs. Irene Holcomb made a motion to Amend the Work Experience Policy to include supportive services. Seconded by Mrs. Devin McDiarmid. Motion carried.

Mrs. Holcomb stated the election of the Committee Chairman would be tabled until the next Board Meeting because there was not a Youth Committee quorum present.

Mr. Danny Robbins called on Mr. William Campbell to present the Planning Committee Report. Mr. Campbell stated the Planning Committee met and the first item of discussion was the ETPL List. He stated they discussed interested training programs. He stated the first training program was Wee Center Audio Visual, it was declined due to needing more information. He stated the next program was the SEARK College LPN Program. He stated the LPN Program is 60 hours and the cost is approximately \$4,675. He stated the Planning Committee approved the SEARK College LPN Program. Mr. Campbell stated another training program the committee approved was the Marks 2 Beauty Academy Cosmetology Program. He stated the cost is approximately \$8,830. Mr. Campbell stated a list of programs from the University of Arkansas at Monticello at Crossett and McGehee campuses had a 4% increase, so the Planning Committee voted to approve those programs as well. Mr. Campbell stated the Planning Committee also approved the Southeast Arkansas Community College in East and West Eldorado LPN Program for 48 weeks at \$9,813.01. Mr. Campbell made a motion for the board to approve adding the SEARK LPN Program, the Beauty Academy Cosmetology Program, the University of Arkansas at Monticello, Crossett, and McGehee Programs, and the Southeast Arkansas Community College in Eldorado LPN Program to the ETPL List. Seconded by Mrs. Irene Holcomb. Abstained by Mrs. Devin McDiarmid, Ms. Linda Rushing, and Mr. Bob Ware. Motion carried.

Mr. William Campbell was elected as the Committee Chairman by the Planning Committee.

Mr. Danny Robbins called on Mr. Bob Ware to present the One Stop Committee Report. Mr. Ware stated the first action item is the One Stop Operator Monitoring Services Selection. He stated the One Stop Committee tabled the election of Committee Chairman. Mr. Ware stated one action item was the Grievance Policy Amendment. He stated the One Stop Committee voted to approve the Grievance Policy Amendment. Mr. Ware made a motion for the board to approve the Grievance Policy Amendment. Seconded by Ms. Allison Thompson. Motion carried.

Mr. Ware stated the next items for discussion are the WIOA Supportive Services Policy (Adults & Dislocated Workers) Amendment and the WIOA ITA & Supportive Services Procedure Manual Amendment. He stated those items have been tabled until the next meeting.

Mr. Ware stated the next action item is the One Stop Contract Selection. Mr. Ware stated the One Stop Committee approved the One Stop Contract Selection. He stated the Committee approved SEAEDD for the One Stop Contract with the stipulation of \$15,000 per year starting in 2023 through 2026, with a maximum of \$45,000 over 3 years. Mr. Ware made a motion for the board to approve SEAEDD as being the One Stop Contract Selection at \$15,000 starting in 2023 through 2026. Seconded by Mr. William Campbell. Abstained by Mr. Danny Robbins. Motion carried.

Mr. Ware stated the next action item is the One Stop Operator Monitoring Services Selection. Mr. Ware stated the One Stop Committee approved the proposal from Power Notes, at \$5,000 per year. Mr. Ware made a motion for the board to approve Power Notes as the One Stop Operator Monitoring Service. Seconded by Ms. Allison Thompson. Motion carried.

### **Program Reports**

Mr. Danny Robbins called on Ms. Ambra Simpson to present the Workforce/One-Stop Center Report. Ms. Simpson stated on September 7, 2023, staff attended training that covered Case Closures, Maintaining Files, and Proper Office Etiquette. She stated on September 13, 2023, staff met with Alleguard, formerly known as Drew Foam, located in Monticello. She stated staff discussed the many opportunities that would be gained by Alleguard being an OJT (On Job Training) worksite. She stated the paperwork is being processed to start the training. Ms. Simpson stated on September 19, 2023, staff attended a meeting with TAA (Trade Adjustment Assistance) and discussed increasing co-enrollments.

Mr. Robbins called on Ms. Candice Taylor to present the Business Services Report. Ms. Candice Taylor stated the Business Services team and ADWS successfully participated and held a job fair in Hamburg for Man Power, they were able to hire 11 individuals at the event. Ms. Taylor stated that last month, at the Crossett Chamber of Commerce Lunch and Learn, the Business Services Coordinator was the speaker at the event and was able to connect with other businesses and industries. Ms. Taylor stated the Business Services Team and the City of Pine Bluff Economic Development are partnering together to do an employment and resource fair for the city of Pine Bluff. She stated this event will take place at the Pine Bluff Convention Center on November 15, 2023, from 10:00 a.m. – 1:00 p.m. Ms. Taylor stated the Business Services Coordinator attended a small business event, hosted by SBA (Small Business Association) at the Pine Bluff main public library. She stated she was able to connect with business owners, SBA, and other leaders in the community.

### **Other Business/Board Open Discussion**

Ms. Allison Thompson made a motion for the board to authorize SEAEDD to advertise in all local media to fill vacant Workforce Board positions. Seconded by Mr. Bob Ware. Motion carried.

Mr. Danny Robbins stated that the next scheduled meeting was tentatively set for December 13, 2023.

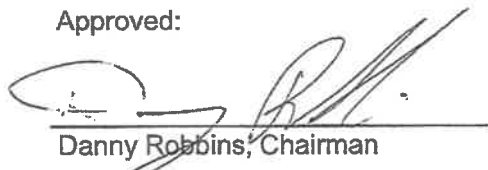
There being no further business, Mr. Danny Robbins adjourned the meeting.

Respectfully Submitted:

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Jerry Newton, Secretary

Approved:



Danny Robbins, Chairman



# **SOUTHEAST ARKANSAS WORKFORCE DEVELOPMENT BOARD MEETING MINUTES**

**December 13, 2023**

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on December 13, 2023, at the Arkansas River Education Cooperative in Pine Bluff.

Mr. William Campbell, stand-in Chairman for Mr. Danny Robbins, called the meeting to order.

Mr. Campbell called on Mrs. Amber Thrower to conduct the roll call. Mrs. Thrower noted there was a quorum.

Mr. William Campbell asked if everyone had an opportunity to review the Minutes of the previous meeting held on October 18, 2023. Mr. Tommy Butcher made a motion to approve the Minutes from the previous meeting. Seconded by Mrs. Irene Holcomb. Motion carried.

Mr. William Campbell introduced Ms. Christina Butler and Ms. Kyra Butler, from the AFC Youth Ministries Ambassadors for Christ, as the guest speakers. The guest speakers presented on AFC Youth Ministries and what they offer the youth in the area. The training packet can be found in the board folders.

## **Administrative Reports:**

Mr. William Campbell stated that Mr. Robbins is out of town on business, and no Chairman's Report will be provided at this time.

Mr. Campbell called on Ms. Chaketa Alexander for the Director's Report. Ms. Alexander stated the Workforce Development Board is still in need of 2 labor and 2 business representatives. She asked that the board refer anyone eligible for those positions to the Workforce.

Mr. Campbell called on Ms. Angela Thayer to present the financial report. The financial report is in the board packet.

## **Committee Reports:**

Mr. Campbell called on Mrs. Irene Holcomb to present the Youth Committee Report. Mrs. Holcomb stated the Youth Committee went over the numbers provided. She stated they are concerned with the low number of youth enrolled in the program. She stated they are brainstorming ideas on how to get the numbers increased.

Mrs. Irene Holcomb was elected as the Youth Services Committee Chair.

Mr. William Campbell presented the Planning Committee Report. Mr. Campbell stated the committee met and the item of discussion was the ETPL List. Mr. Campbell stated the Planning Committee approved World Link Truck Driving and New Beginnings. Mr. Campbell made a motion for the board to approve World Link Truck Driving and New Beginnings. Motion made by Mr. Jerry Newton. Seconded by Mr. Tommy Butcher. Motion carried.

Mr. Campbell stated these programs have been tabled until further information is provided; EBJ School of Professional Study, Dental Assistant with billing, Documentation Data Entry, Sterile Processing Tech, and WE Center Audio Visual Operator I and II.

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**October 18, 2023**  
**Page 2**

Mr. William Campbell stated there was not a quorum for the One Stop Committee. He stated the Action Items, WIOA Supportive Services Policy Amendment, and WIOA ITA & Supportive Services Procedure Manual Amendment, are tabled until the next board meeting in February 2024.

**Program Reports**

Mr. William Campbell called on Ms. Ambra Simpson to present the Workforce/One-Stop Center Report. Ms. Simpson stated Career Advisors have been attending various Career Days and Job Fairs. She stated the Career Advisors have visited Southeast Arkansas. She stated they have attended these events at Lakeside High School, McGehee High School, and Pine Bluff Convention Center, to name a few. Ms. Simpson asked the board and guests to contact her, or any Workforce Career Advisor if they have events that will be taking place within their communities.

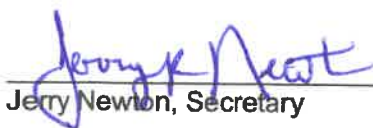
Mr. Campbell called on Ms. KaLisa Stanfield to present the Business Services Report. Ms. Stanfield stated the Business Services team has attended different forums and events to gain more knowledge on how they can better service the district. Ms. Stanfield stated that Business Services, ADWS, and the City of Pine Bluff successfully hosted a Resource and Job Fair at the Pine Bluff Convention Center on November 15, 2023. Ms. Stanfield stated they also hosted a job fair for Superior Uniforms in Eudora, AR. She stated that Superior Uniforms currently has 4 openings for the second shift.

**Other Business/Board Open Discussion**

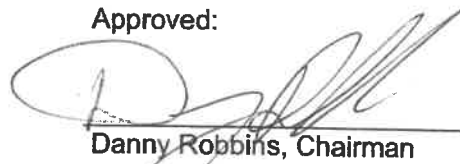
Mr. William Campbell stated that the next scheduled meeting was tentatively set for February 21, 2024.

There being no further business, Mr. William Campbell adjourned the meeting.

Respectfully Submitted:

  
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Jerry Newton, Secretary

Approved:

  
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Danny Robbins, Chairman