

**SOUTHEAST ARKANSAS
WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

March 17, 2021

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on March 17, 2021 via Zoom video call.

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

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

Mr. Wilson asked if everyone had an opportunity to review the Minutes of previous meeting held on November 18, 2020. Mr. Andrew Wargo made a motion to approve the Minutes from the previous meeting with the noted corrections, seconded by Mr. William Campbell. Motion carried.

Mr. Wilson referred to the By Laws amendment included in the board folders that stated the alternate designee for a proxy must have experience or expertise in our policies. Ms. Kris Lindsey made a motion to approve the By Laws amendment. Seconded by Mr. Andrew Wargo. The vote was unanimous, motion carried.

Mr. Wilson called on Mr. Eddie Thomas for the Fiscal Agent/Board Staff Report. Mr. Thomas stated that USDOL and ADWS hosted a Governance Training for the Board back in February. He stated that he is open to scheduling any additional training the Board requests. He stated that the PY-19 Monitoring Report findings have been resolved, and the report is closed. He stated that the PY-20 Monitoring Report exit conference has no major issues noted but has one program concern and 3 management concerns. He stated that he will update the Board when the full report becomes available.

Mr. Thomas referred to the security breach during the TANF Program and stated that they've been working with ADWS to resolve the issue. He stated that all staff has been through cybersecurity training and staff has purchased secure filtering and antivirus software for the entire server. Mr. Thomas referred to the PY-19 Board Evaluation report included in the board packet. Mr. Thomas stated that the TANF Program ended on February 26, 2021 and they were able to serve 98 individuals with that grant. Mr. Thomas stated that there will be a virtual WIOA Partners Meeting on April 8th and 9th. Mr. Thomas referred to the People Shores Case Study. Mrs. Allison Thompson said they are planning to employ 200 people in Pine Bluff, AR.

Mr. Wilson called on Ms. Angela Thayer for the Financial report. Ms. Thayer referred to the financial report included in the board folders. She also stated that when the TANF grant program ended, they spent about 25% of what they had budgeted.

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Committee Reports:

Mr. Wilson called on Ms. Verna Perry for the Youth Services & Disability Services Committee Report. Ms. Perry stated that the committee approved the agenda and the previous meeting minutes. She stated that the committee discussed ways to improve their services.

Mr. Wilson called on Mr. William Campbell for a report from the Planning Committee. Mr. Campbell stated that the Committee met and had a quorum. He stated that the Committee reviewed applications for the Eligible Training Provider List (ETPL). He stated that the Planning Committee agreed to reject the applications for the following courses/programs on Southeast's Eligible Training Provider List: Lakisha Johnson The Beauty College; River Rock CDL Training, LLC; Salon 21 School of Cosmetology. He stated that the Planning Committee agreed to approve the applications for the following courses/programs on Southeast's Eligible Training Provider List: Central Medical Academy; and South Arkansas Community College (East) – El Dorado. He stated that the Planning Committee needed more information on the applications for the following courses/programs on Southeast's Eligible Training Provider List: Arkansas College of Health Careers, and Forge Institute of Little Rock. Mr. Andrew Wargo made a motion to approve the committee's recommendation. Seconded by Mr. Sterling Hughes. Motion carried. Mr. Campbell referred to the Eligibility for Dislocated Workers Policy Amendment. Mr. William Campbell made a motion to approve the amendment. Seconded by Mrs. Allison Thompson. Motion carried.

Mr. Wilson called on Ms. Linda Rushing for the One-Stop Committee Report. Ms. Rushing stated that the Committee discussed the One Stop Operator Monitoring Services Selection request for quotes (RFQ). She stated that only 1 of the 8 bidders sent in a quote for the Committee. Ms. Rushing made a motion to amend the RFQ to remove the phrase that says the "selected individual must not have audited the Southeast AR WIOA Program in the last 5 years." Seconded by Ms. Lillie Edwards. Motion carried. Ms. Linda Rushing made a motion to approve PowerNotes, LLC to be awarded the One Stop Operator Monitoring Services for \$4,400. Seconded by Mrs. Allison Thompson. Motion carried.

Ms. Rushing referred to the Supportive Services Procedure Policy Amendment to have the travel be 42 cents per mile with a weekly cap of \$75. Ms. Linda Rushing made a motion to approve this amendment. Seconded by Dr. Steven Bloomberg. Motion carried.

Mr. Wilson called on Mr. Gary Goggans to give the Workforce/One Stop Center report. Mr. Goggans stated that staff will attend a Career Day at UAM on April 7, 2021. Mr. Goggans gave a breakdown of the number of office visits for the months of November - February.

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Mr. Wilson called on Mr. Patrick Ervin for the Business Services Report. Mr. Ervin stated that in the fall of 2020, Business Services began pre-apprenticeship programs with two employers. He stated that to date, there have been 70 people trained and 58 people placed in permanent positions. He stated that despite the obstacles of COVID-19, this is a positive trend towards Business Services' overall objective of developing nationally recognized apprenticeships which will be the focus of the last quarter of project year 2021. Mr. Ervin stated that Business Services has also collaborated with SEAEDD's grants management division to help local municipalities complete Community Development Block grant applications. He stated that towns and cities throughout Southeast Arkansas are seeking to complete projects such as sewer/street repair, community centers and others that directly impact business and economic development. He stated that for the last month, Business Services has worked in conjunction with the Office of Skills Development, the Arkansas Center for Data Studies and local training providers to offer a Virtual Employer Forum scheduled for March 18, 2021 from 10:30 a.m. until noon. He stated that the objective of the forum is to provide local employers with information about apprenticeship programs to address employer training, retention, and recruitment; and there will also be an emphasis on apprenticeship considerations for people with disabilities.

Mr. Wilson stated that the next scheduled meeting was tentatively set for May 19, 2021.

There being no further business, Mr. Wilson adjourned the meeting.

Respectfully Submitted:

Kris Lindsey, Secretary

Approved:



James Wilson, Chairman

**SOUTHEAST ARKANSAS
WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

May 19, 2021

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on May 19, 2021, at 12:00pm at SEARK College.

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

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

Ms. Patrecia Hargrove introduced the Presenter who would provide Board Training, Ms. Ulanda Arnett, the Director of Pine Bluff Regional Chamber of Commerce.

Mr. Wilson asked if everyone had an opportunity to review the Minutes of previous meeting held on March 17, 2021. Ms. Verna Perry made a motion to approve the Minutes from the previous meeting with the noted corrections, seconded by Mr. Jerry Newton. Motion carried.

Mr. James Wilson stated that per the By Laws, Board Officers' term will expire on June 30, 2021; and those positions are Chair – Mr. James Wilson, Vice Chair – Mr. Andrew Wargo, and Secretary – Ms. Kris Lindsey. Mr. Wilson stated that nomination forms will be sent out and the Election of Officers will take place at the next meeting.

Mr. Wilson called on Ms. Patrecia Hargrove to give a Fiscal Agent Report. Ms. Hargrove stated that Mr. Eddie Thomas is now the Assistant Director of the Office of Employment Services with Arkansas Department of Workforce Services. She referred to the PY 20 Monitoring Report included in the board folders. She stated that there were no major issues, but they had 5 findings and 2 management concerns. She stated that one of the findings will be resolved today during the One-Stop report. She stated that the official monitoring response from the area was submitted to ADWS on May 11th.

Ms. Hargrove stated that Mrs. MaryAnn Lawrence with PowerNotes, LLC conducted the external monitoring of Southeast's One-Stop System on May 10th - 12th. She stated that during the exit interview, Mrs. Lawrence noted that there were no major issues, and she stated that Southeast was doing a great job and was pleased with the area's progress.

Ms. Hargrove stated that the Recertification of the WIOA Board process will be completed by the next Board meeting. Ms. Hargrove called on Mrs. Angelica Perkins-Walton to present the draft of the new WIOA Website and encouraged the Board to ask questions or make any suggestions to the website.

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Mr. Wilson called on Mrs. Angela Thayer for the Financial report. Mrs. Thayer referred to the financial report included in the board folders. She also stated that the budget was included for review and will be an action item later in the meeting.

Committee Reports:

Mr. Wilson called on Ms. Verna Perry for the Youth Services & Disability Services Committee Report. Ms. Perry stated that there was a quorum, and the Committee approved the agenda and the previous meeting minutes. She stated that the Committee discussed ways to improve their services, like creating an e-signature policy for training providers and developing better relationships with the Chamber of Commerce and the Small Business Association.

Mr. Wilson called on Mr. William Campbell for a report from the Planning Committee. Mr. Campbell stated that the Committee met and had a quorum. He stated that the Committee reviewed applications for the Eligible Training Provider List (ETPL). He stated that the Planning Committee needed more information on all the applications for the following courses/programs on Southeast's Eligible Training Provider List so there are no approved courses at this time: Arkansas College of Health Careers, Forge Institute – Little Rock, CDL Academy – Little Rock, and River Rock CDL Training, LLC. Mr. William Campbell made a motion to approve the committee's recommendation. Seconded by Mr. Tommy Butcher. Motion carried.

Mr. William Campbell made a motion to approve Training Orientation for Training Providers. Seconded by Ms. Verna Perry. Motion carried.

Mr. William Campbell made a motion to approve the budget for PY 2021. Seconded by Mr. Bob Ware. Motion carried.

Mr. Wilson called on Ms. Linda Rushing for the One-Stop Committee Report. Ms. Rushing stated that the Committee discussed the WIOA Records Retention, Restrictions and Access Amendment to the Financial Policy. Ms. Linda Rushing made a motion to approve the policy. Seconded by Mr. William Campbell. Motion carried.

Program Reports:

Mr. Wilson called on Mr. Gary Goggans to give the Workforce/One Stop Center report. Mr. Goggans stated that all the Workforce Centers continue to work at full capacity. He asked the Board to contact the Pine Bluff Workforce Center if they know of anyone who needs assistance. He referred to the WFC Report and stated that in March they had a total of 963 client visits, and in April there were 826 client visits.

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Mr. Wilson called on Mr. Patrick Ervin for the Business Services Report. Mr. Ervin stated that reimagining Business Services to help create more economic development, promote businesses, and retain businesses. He stated that they've been working with Drax Biomass which is a clean energy company.

Mr. Wilson stated that the next scheduled meeting was tentatively set for July 21, 2021.

There being no further business, Mr. Wilson adjourned the meeting.

Respectfully Submitted:

Kris Lindsey, Secretary

Approved:



James Wilson, Chairman

**SOUTHEAST ARKANSAS
WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

August 18, 2021

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on August 18, 2021, at 12:00pm at the Pine Bluff Public Library.

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

Mr. Wilson called on Mrs. Melody Mosler to conduct the roll call. Mrs. Mosler noted there was a quorum. Mr. Wilson noted that Mr. James Daniels had resigned from the Board due to time limitations.

Ms. Patrecia Hargrove introduced the Presenter who would provide Board Training, Ms. Mildred Franco, the Executive Director of The Generator.

Mr. Wilson asked if everyone had an opportunity to review the Minutes of previous meeting held on May 19, 2021. Mr. Andrew Wargo made a motion to approve the Minutes from the previous meeting, seconded by Mr. William Campbell. Motion carried.

Mr. James Wilson stated that he is stepping down from the Chairman position and would not be able to remain an active Board Member. Mr. Wilson stated that the Yearly Election of Officers will now take place, and the Officers have one-year terms with the option of serving additional terms. He stated that the 3 Chairman nominees are Mr. Andrew Wargo, Mr. Jerry Newton, and Mrs. Verna Perry. Mrs. Allison Thompson made a motion that Mr. Andrew Wargo be elected the new Chairman of the Board. Seconded by Mr. William Campbell. Mr. Andrew Wargo abstained from the vote. Motion carried.

Mr. Wilson stated that the nominees for Vice Chair are Mrs. Linda Rushing, Dr. Steven Bloomberg, and Mrs. Allison Thompson. Mr. William Campbell made a motion that Mrs. Allison Thompson be elected as Vice Chair. Seconded by Mr. Andrew Wargo. Motion carried.

Mr. Wilson stated that the nominees for Secretary are Mrs. Devin McDermid, Mrs. Linda Rushing, and Dr. Steven Bloomberg. Mr. Andrew Wargo made a motion that Mrs. Linda Rushing be elected as Secretary. Seconded by Mr. William Campbell. Motion carried.

Mr. Wilson called on Mrs. Payton Burgess to give a Directors Report. Mrs. Burgess stated that staff had resolved all but two findings and that staff is working to resolve those last two at this time.

Mr. Wilson called on Mrs. Angela Thayer for the Financial report. Mrs. Thayer referred to the financial report included in the board folders. She also stated that the budget was included for review and will be an action item later in the meeting.

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Committee Reports:

Mr. Wilson called on Ms. Verna Perry for the Youth Services & Disability Services Committee Report. Ms. Perry stated that there was not a quorum. She stated that the Committee met the new Youth Service Coordinator, Kellisha White.

Mr. Wilson called on Mr. William Campbell for a report from the Planning Committee. Mr. Campbell stated that the Committee met and had a quorum. He stated that the Committee reviewed applications for the Eligible Training Provider List (ETPL). He stated that the Planning Committee needed more information on all the applications for the following courses/programs on Southeast's Eligible Training Provider List so there were no approved courses at this time. Mr. William Campbell made a motion to approve the committee's recommendation. Seconded by Mrs. Allison Thompson. Motion carried.

Mr. Wilson called on Mr. Wargo for the One-Stop Committee Report. Mr. Wargo stated that there was no quorum and therefore unable to take any action on their agenda.

Mrs. Allison Thompson stated that the four action items are time-sensitive and recommended that the full board vote on them. Ms. Lillie Edwards made a motion to approve the People Shores Pilot Program, authorization to apply for OSD funds, and authorization to apply for TANF funds. Seconded by Mr. Andrew Wargo. Motion carried. Mrs. Allison Thompson made a motion to approve the amendment to the WIOA Financial Procedures Manual. Seconded by Mr. Andrew Wargo. Motion carried.

Program Reports:

Mr. Wilson called on Mr. Gary Goggans to give the Workforce/One Stop Center report. Mr. Goggans stated that they are averaging 800 client visits per month. He stated that there are 195 active participants enrolled in the program and 108 individuals earned credentials in the last year.

Mr. Gary Goggans called on Ms. Kellisha White, Youth Services Coordinator, to give a report. Ms. White gave a summary of her goals and stated that her vision is to be able to reach the youth by providing supportive resources to help prevent negative outcomes and giving the youth the right tools to develop and assist them on becoming self-sufficient in their future.

Mr. Wilson called on Mr. Patrick Ervin for the Business Services Report. Mr. Ervin stated that Business Services has been involved in securing water, sewer, and drainage funding for the municipalities of Montrose and Dumas; applying for Arkansas Economic development Commission funds for the Reed Community Center; securing Foundation for the Midsouth funds to provide entrepreneurship training at the Generator to prospective business owners,

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helping coordinate the SAVE program to provide technical assistance to applicants and provide marketing of the program throughout Southeast Arkansas; began the process of making SEAEDD's Business Services division a certified economic development entity through various conferences, courses, and projects.

Mr. Wilson stated that the next scheduled meeting was tentatively set for September 15, 2021.

There being no further business, Mr. Wilson adjourned the meeting.

Respectfully Submitted:


Linda Rushing, Secretary

Approved:


Andrew Wargo III, Chairman

**SOUTHEAST ARKANSAS
WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

November 17, 2021

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on November 17, 2021, at 12:00pm at the Pine Bluff Public Library.

Mr. Andrew Wargo, Chairman, called the meeting to order.

Mr. Wargo called on Mr. Deran Ford to introduce himself as the new Director of Workforce Services.

Mr. Wargo called on Mr. Deran Ford to conduct the roll call. Mr. Ford noted there was a quorum.

Mr. Ford introduced the Presenter who would provide Board Training, Ms. Allison Thompson, President and CEO of the Economic Development Alliance for Jefferson County.

Mr. Wargo asked if everyone had an opportunity to review the Minutes of previous meeting held on August 18, 2021. Mr. William Campbell made a motion to approve the Minutes from the previous meeting, seconded by Ms. Irene Holcomb. Motion carried.

Mr. Wargo called on Mr. Deran Ford, Director of Workforce Services, to give his report. Mr. Ford stated that staff is working on a project called People Shores. He stated that he had a small concern with Pine Bluff Trucking, and that he will be meeting with them tomorrow to make sure they can remain in compliance as a training provider.

Mr. Wargo called on Mrs. Angela Thayer for the Financial report. Mrs. Thayer referred to the financial report included in the board folders. She stated that they have spent the PY 20 Adult funds and are very close to spending the PY 20 Dislocated Worker funds.

Committee Reports:

Mr. Wargo called on Ms. Verna Perry for the Youth Services & Disability Services Committee Report. Ms. Perry stated that there was a quorum. She stated that the Committee approved the agenda and the minutes. She stated that Ms. Kellisha White gave a Youth Services Report. She also stated that the Committee recommends the policy amendment to the Youth Supportive Services Policy. Mr. Jerry Newton made a motion to approve. Seconded by Mr. Bob Ware. Motion carried.

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Mr. Wargo called on Mr. William Campbell for a report from the Planning Committee. Mr. Campbell stated that the Committee met and had a quorum. He stated that the Committee reviewed applications for the Eligible Training Provider List (ETPL). He stated that the Planning Committee needed more information on all the applications for the courses/programs on Southeast's Eligible Training Provider List so there were no approved courses at this time. Mr. William Campbell made a motion to approve the committee's recommendation. Seconded by Ms. Allison Thompson. Ms. Verna Perry abstained. Motion carried.

Mr. Wargo called on Mr. Bob Ware for the One-Stop Committee Report. Mr. Ware stated that there was a quorum, and the agenda was approved. Mr. Ware stated that the Committee recommends the amendment to the WIOA Adult and Dislocated Worker Supportive Services Policy. Mr. Bob Ware made a motion to approve. Seconded by Mr. William Campbell. Motion carried. Mr. Ware also stated that the Committee recommends the One-Stop Committee get approval to advertise with an RFQ to procure a One-Stop monitor. Mr. Bob Ware made a motion to approve. Seconded by Ms. Irene Holcomb. Motion carried.

Program Reports:

Mr. Wargo called on Mr. Gary Goggans to give the Workforce/One Stop Center report. Mr. Goggans stated that they are averaging 700 client visits per month. He described the different available services and supportive services that the centers provide.

Mr. Wargo called on Mr. Patrick Ervin for the Business Services Report. Mr. Ervin stated that Business Services has participated in a small business seminar/lunch and learn at the Generator as part of American Entrepreneurship week and took part in University of Central Arkansas' Community Conversations series to celebrate American Apprenticeship Week. He stated that Business Services is about to relaunch the marketing and recruitment campaign for interested business owners in the Foundation for the Midsouth training at the Generator.

Mr. Wargo stated that the next scheduled meeting was tentatively set for February 16, 2022.

There being no further business, Mr. Wargo adjourned the meeting.

Respectfully Submitted:


Linda Rushing, Secretary

Approved:


Andrew Wargo III, Chairman