

**SOUTHEAST ARKANSAS
WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

August 21, 2024

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on August 21, 2024, in Pine Bluff.

Mr. Danny Robbins, called the meeting to order.

Mr. Robbins called on Ms. KeAisha White to conduct the roll call. Ms. White noted there was a quorum.

Mr. Robbins introduced Dr. Claudia Griffin, as the guest speaker. The guest speaker presented for Arkansas Workforce Connections. The materials covered are in the board folder.

Mr. Robbins asked if everyone had an opportunity to review the Minutes of the previous meeting held on June 26, 2024. Mr. Campbell stated there is a correction to the minutes, it states "Mr. Robbins called on Kalisa Stanfield", it should state "Mr. Campbell called on Kalisa Stanfield". Mr. William Campbell made a motion to approve the amended Minutes from the previous meeting. Seconded by Ms. Wilkes. Motion carried.

Administrative Reports:

Mr. Robbins presented the Chairman's report. Mr. Robbins encouraged the board members to attend the meetings and if you are unable to attend, please submit a proxy. Mr. Robbins also stated the Board Secretary has retired. He stated the Board Secretary will be elected at the October WIOA Board Meeting.

Mr. Robbins called on Ms. Chaketa Alexander for the Administrative Staff Report. Ms. Alexander stated WIOA received the PY23 Monitoring Report, it is in the board packet. She stated some procedures and agreements will need to be updated. She stated WIOA is currently offering year-round work experience for youth and adults. She stated the 2024 – 2027 Local Plan for Southeast was recently submitted to the state for review and will receive an email notification that it has been approved.

Ms. Alexander stated the Summer Youth Program concluded on August 2, 2024. She stated there was a total of 36 participants, 31 of those were in-school youth, and 5 were out-of-school youth. She stated the breakdown of the participant locations are in the board packet.

Mr. Robbins stated the financial report is in the board folder. He stated if there are any questions about the financial report you can contact the office staff. They are currently in the process of moving into the new SEAEDD building.

Committee Reports:

Mr. Robbins stated the Youth & Disability Committee did not have a quorum.

Mr. Robbins called on Mr. Campbell to present the Planning Committee Report. Mr. Campbell stated the committee met and they had a quorum. He stated they discussed the ETPL List. Mr. Campbell stated there are several Programs that were discussed. The first program is Immaculate Healthcare LLC, out of North Little Rock Arkansas, this is a Mobile CNA Training Program with a cost of \$1700. The committee voted to approve Immaculate Healthcare LLC. He stated the other programs brought before the committee but not approved are New Beginnings Beauty Academy for Phlebotomy, EBJ

School of Professional Studies, WE Center Construction/Carpentry, Carpenters Daughters Apprenticeship, and Goshen School of Cosmetology. Mr. Campbell stated Food Jobs Works and WordLink Trucking were tabled for more information. Mr. Campbell made a motion for the board to add Immaculate Healthcare, LLC to the ETPL list. Seconded by Ms. Allison Thompson. Motion carried.

Mr. Campbell stated Ms. LeKisha Miller is the new Operations Specialist.

Mr. Robbins called on Mr. Gary Goggans for the One-Stop Committee Report. Mr. Goggans stated that Mrs. Linda Rushing is on Zoom and asked for Mr. Goggans to speak on her behalf.

Mr. Goggans stated the first action item was the Financial Procedures Manual Amendment. He stated the committee approved the amended Financial Procedures Manual. He stated the Financial Procedures Manual is in the board packet. Mr. Campbell made a motion to approve the amended Financial Procedures Manual. Seconded by Ms. Wilkes. Motion carried.

Mr. Goggans stated the next action item is the One-Stop Monitoring Selection. He stated the committee made the following recommendations to the board; The committee voted to reach out to former One-Stop Monitoring bidders and reestablish a timeline. Mr. Goggans asked for a motion to approve the recommendation made by the One-Stop Committee. Motion made by Mrs. Evelyn Prosper. Seconded by Ms. Alison Thompson. Motion carried. Mr. Danny Robbins abstained.

Program Reports

Mr. Robbins called on Ms. Ambra Simpson for the Workforce. Ms. Simpson stated the Career Advisors are going out into the community recruiting for Workforce participants. She stated Workforce staff has attended resource and career fairs in our servicing areas.

Ms. Simpson stated WIOA has 3 new career advisors, Mrs. Patricia Harden-Lake Village Office, Mrs. Kaprina Freeman-Monticello Office, and Ms. Danielle Pittenturf-Pine Bluff Office.

Mr. Robbins called Mrs. Kauffman to present on Adult Education Services provided by the University of Arkansas at Monticello. She stated 2 offices have been opened in Jefferson County.

Other Business/Board Open Discussion

Mr. Robbins stated that the next scheduled meeting is tentatively set for October 16, 2024.

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

Approved.

Danny Robbins, Chairman

**SOUTHEAST ARKANSAS
WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

October 16, 2024

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on October 16, 2024, at 12:00pm at 315 E. 8th Avenue, Pine Bluff, Arkansas.

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

Mr. Danny Robbins called on Stephanie Caple to conduct roll call. Mrs. Stephanie Caple noted there was a quorum.

Mr. Danny Robbins ask if everyone had the opportunity to review the minutes of previous meeting on August 20th, 2024. Mr. Bob Ware made a motion to approve the minutes, seconded by Devin McDiarmid. Motion carried.

Mr. Danny Robbins introduced guest speaker Mr. Calhoun, CEO, with the Boys and Girls Club. Mr. Calhoun speaks on what the Boy's and Girls Club has to offer. Mr. Calhoun stated the club works diligently to provide resources access to youth who would not always gain access to tutoring support. Mr. Calhoun stated he is proud to announce they have finally received a report to say they are allowed to provide literacy to youth k-3rd grade with a \$500.00 grant provided by the state of Arkansas. Mr. Calhoun provided addresses where services are provided.

Mr. Danny Robbins ask if we have any nominations for our board secretary. Tabled to the next meeting encouraging strong attendance to the meetings.

Mr. Danny Robbins stated two options for next board meeting is December 11th or December 18th, 2024. Board voted on December 18th, 2024.

Mr. Danny Robbins concluded the chair report.

Mr. Danny Robbins called on Mrs. Chaketa Alexander for Fiscal Agent and Administrative staff report.

Mrs. Chaketa Alexander stated Workforce received the PY24 report with corrective actions. Mrs. Chaketa Alexander stated Workforce has started uploading requested documents for PY24 and there will be more policies and procedures to approve.

Mrs. Chaketa Alexander stated Workforce needs 2 Labor Representative's to be in compliance with Workforce regulation.

Mr. Danny Robbins called on Ms. Lori Hartman for Financial Report.

Ms. Lori Hartman stated as of August 20th, 2024 we have yet to pull any funds from our PY24 and FY25, however we have replenished the PY23 and PY23ELW funds. Ms. Lori Hartman stated we have plenty of funds to pull from the other accounts and once we replenish the rest of the accounts, we will start processing money we have received.

Mr. Danny Robbins called on Mrs. Holcomb for our Committee reports.

Mrs. Holcomb stated we do not have a Youth Services report. Mrs. Holcomb stated there was not a quorum.

Mr. Danny Robbins called on Mr. Campbell for the planning Committee reports.

Mr. Campbell stated we have sent back information for the World Link Trucking School and World of Trucking sent back the cost of the program. Mr. Campbell said the total cost of the program is \$5200.00. Mr. Campbell is asking for the committee to approve the World Link Trucking out of Little Rock as a total cost of \$5250.00. Mr. Campbell made a motion to approve, seconded by Mrs. Holcomb. Motion carried. Mr. Campbell stated the second school is the Child Development Associate Program out of Monticello. Mr. Campbell is asking all career advisors to please check and make sure all is ADA compliant. Mr. Campbell talks about Board Functions Evaluations and there was no discussion of PY24 goals.

Mr. Danny Robbins calls on Bob for One Stop Committee report.

Mr. Bob made a motion to approve Mary Lawrence Power Monitoring Service, seconded by Mrs. McDiarmid. Motion carried. Mr. Bob said there was a Board discussion on PY21 goals and how to go about making it better.

Mr. Danny Robbins calls on Ambra Simpson for Program reports.

Mrs. Ambra Simpson stated there is a report in the packet and that the career advisors have been going out to increase the dislocated workers numbers.

Mrs. Ambra Simpson then ask to go into the Business report stating a job fair was hosted for Snyder.

Mr. Danny Robbins ask if there is any other business or concerns for the Board.

Mr. Danny Robbins stated the next scheduled meeting will be on December 18, 2024.

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

Approved:


Danny Robbins, Chairman

SOUTHEAST ARKANSAS WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

December 18, 2024

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on December 18, 2024, in Pine Bluff.

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

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

Mr. Robbins introduced Mr. Jamal Gordon from the Pine Bluff Chamber, as the guest speaker. The guest speaker presented the services The Pine Bluff Chamber has to offer the Jefferson County area.

Administrative Reports:

Mr. Danny Robbins presented the Chairman's report. Mr. Robbins asked the Workforce Development Board to submit proxy's if they are unable to attend the meeting. Mr. Robbins stated there that it is important to have strong participation in the Workforce Board Meetings and the committee meetings. Mr. Robbins stated there are newly appointed board members. Those individuals are Mr. Tavante Calhoun who is the CEO of the Jefferson County Boys and Girls Club and he will serve on the Youth Committee and Mr. William French who is the Business Manager for the IBEW Local Union 295 and he will serve on the One Stop Committee.

Mr. Robbins called on Ms. Chaketa Alexander for the Director's Report. Ms. Alexander stated year-round work experience for out-of-school youth and adults is still being offered by Workforce. Ms. Alexander stated Workforce will have a small summer program that will consist of approximately 50 youth, including in-school and out-of-school, from all 10 counties. Ms. Alexander stated the anticipated dates for the summer program are from June 9, 2025 through July 18, 2025.

Mr. Robbins called on Ms. Lori Hartman to present the financial report. The financial report is in the board packet.

Committee Reports:

There were no committee reports due to no committee meetings today.

Program Reports

Mr. Robbins called on Ms. Ambra Simpson for the Workforce/One-Stop Center Report. Ms. Simpson stated the Career Advisors are going out into the community recruiting for Workforce participants.

Mr. Robbins called on Mrs. Lekisha Miller to present the Business Services Report. Ms. Ambra Simpson presented on behalf of Mrs. Lekisha Miller in her absence. She stated that Mrs. Lekisha attended a Business Services summit earlier this month and a lot of business connections and information was presented.

Other Business/Board Open Discussion

Mr. Robbins stated that the next scheduled meeting is tentatively set for February 19, 2025.

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

Respectfully Submitted:

Approved:



Danny Robbins, Chairman

Southeast Arkansas
Workforce Development Board
Meeting Minutes

March 19th, 2025

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on March 19th, 2025 at 12:00pm at 315 E. 8th Avenue, Pine Bluff, Arkansas.

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

Mr. Danny Robbins called on Danielle Cockrell to conduct roll call.

Mr. Danny Robbins introduced Mr. Evans Jones from We Build, We Center, the guest speaker, where he spoke to the board regarding his company. He advised us that WeCenter is a training facility and a nonprofit, WeBuild is Housing Development. He advised us that all the employees are apprentices, and they are paid \$12.00/hr. He advised us they currently have 30 lots and are selling houses for \$110,000.00 and high-end houses for \$125,000.00. He is looking to register to be a service provider with WIOA. He stated he is working towards a program called "WeGive" and it is a grant program where they assist with either funds or labor.

Mr. Danny Robbins asked if everyone had the opportunity to review the minutes of the previous meeting on October 16th, 2024. Ms. Irene Holcomb motioned to approve the minutes, seconded by Evelyn Prosper.

Administrative Reports:

Mr. Danny Robbins began his chair report, he asked if there were any nominations for our board secretary. Devin McDiarmid was nominated. Ms. Allison Thompson motioned to approve the action, seconded by Mr. William Campbell.

Mr. Danny Robbins called to Ms. Chaketa Alexander for the Director Report, she spoke about the upcoming Summer Youth Program and how we're going out into the community to recruit participants for the program.

Mr. Danny Robbins called to Ms. Macie Brown for the Financial Report. The financial report was in the board packet.

Committee Reports:

Youth & Disability Committee:

Mr. Danny Robbins called to Ms. Irene Holcomb to deliver the report from the Youth & Disability Committee. She advised the board of the amendments that needed to be passed, and that the committee passed the new amendments, she then gave the board a moment to look over them. The Services for the Youth Policy Policy Amendment was motioned by Ms. Irene Holcomb and seconded by Ms. Millie Edwards. She then advised the board of the second amendment and how the committee agreed to put it into motion, she then gave the board another moment to look over the Work Experience Policy Amendment, this was motioned for approval by Ms. Irene Holcomb and seconded by Ms. Allison Thompson.

Planning Committee:

Mr. Danny Robbins called upon Mr. William Campbell to deliver the Planning Committee's report. He first went over the ETPL (Eligible Training Providers List) he advised us there were 4 new providers: Training Innovations LLC, Tolliver Truck Driving Academy, Peaky's Cosmetology For The Culture, and Arkansas College of Health Careers. All of them were approved except for Tolliver Truck Driving Academy due to some information not being submitted. Mr. Williams Campbell motioned for the approval and Ms. Allison Thompson seconded that motion. Next, Mr. William Campbell began discussing the Summer Youth Program budget. This budget was attached in the board packet. Mr. Danny Robbins motioned for the approval of the budget and Ms. Lillie Edwards seconded that motion.

One Stop Committee:

Mr. Danny Robbins, chairman, get the committee's report and went over the One-Stop Operator Monitoring Procurement Selection and advised the board members to take a moment to look over it. Ms. Allison Thompson motioned for the approval and Mr. William Campbel seconded that motion. Next, Mr. Danny Robbins went over the By-Laws amendment and again, gave the board a moment to look over that amendment. Mr. William French motioned for the approval and Ms. Evelyn Prosper seconded that motion.

Program Reports:

Mr. Danny Robbins called to Ms. Ambra Simpson, Regional Manager, for her report. She advised the board that Ms. Chaketa Alexander made her report along with her report at the beginning of the meeting.

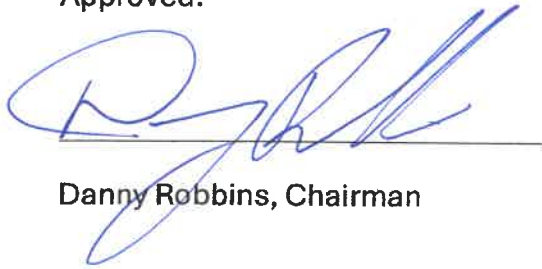
Mr. Danny Robbins called to Ms. Lekisha Miller, Business Services Representative, to give her report. She advised the board that Drew, Chicot, and Arkansas counties are all ACT Certified Gold.

Other Business/Board Open Discussion:

The board began open discussion and spoke about possibly meeting quarterly instead of monthly. This was motioned by Ms. Allison Thompson for approval and Ms. Irene Holcomb seconded that motion. The next tentative board meeting is scheduled for April 16th, 2025.

With nothing further to discuss, Mr. Danny Robbins adjourned the meeting.

Approved:



Danny Robbins, Chairman