

Southeast Arkansas Chief Elected Official's Meeting

**Pine Bluff
May 1, 2019**

A meeting of the Southeast Arkansas Chief Elected Officials was held on May 1, 2019 in Pine Bluff, Arkansas. The meeting began at 10:00am.

Judge Gary Spears, CEO Chairman, called the meeting to order. Those in attendance were:

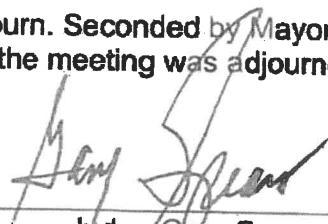
Judge Eddie Best
Judge Mack Ball
Mayor Denisa Pennington
Mayor Vernon Dollar
Mayor Jeff Owyong
Judge Randy Pruitt
Mr. Tom Pittman

Mayor Jimmy Black
Mayor Joe Dan Yee
Mayor Travis Collins
Judge Richard Tindall
Judge Robert Akin
Mayor Shirley Washington

Judge Spears called on the Executive Director, Ms. Patrecia Hargrove. Ms. Hargrove stated that the U.S. Department of Labor reviewed the Workforce Program, and the results are not good. She stated that SEAEDD hasn't received the monitoring report yet. She stated that one of the issues was that the program needs to fully transition from WIA to WIOA. She stated that the policies and procedures will be updated by June to be presented at the June Board Meeting. She stated that she will request approval to procure an auditor for the Workforce Program.

Ms. Hargrove stated that staff has submitted a corrected Indirect Cost Rate to DOL and are waiting for approval. She stated that SEAEDD staff and the Workforce Board have been attending training. Mr. Eddie Thomas stated that SEAEDD's attorney is looking over the CEO/SEARWDB Partnership Agreement to make sure the Board is protected. Mr. Thomas also explained the Workforce Board vacancies and board recertification. He also explained CEO training and referred to the training handout. Judge Gary Spears stated that the board is responsible for audits and needs to make sure what they're approving is correct. Mr. Eddie Thomas stated that there will be a meeting about the Local Plan the following Tuesday; and that the Local Plan is on the SEAEDD website. He stated that it will go before the board at the June meeting.

Judge Richard Tindall made a motion to adjourn. Seconded by Mayor Denisa Pennington. There being no other business, the meeting was adjourned.



Judge Gary Spears

Southeast Arkansas Chief Elected Official's Meeting

**Monticello
June 10, 2019**

A meeting of the Southeast Arkansas Chief Elected Officials was held on June 10, 2019 at the Monticello Branch Library in Monticello, Arkansas. The meeting began at 10:00am.

Judge Gary Spears, CEO Chairman, called the meeting to order. Those in attendance were:

Judge Gary Spears
Judge Mack Ball
Mayor Jeff Owyong

Mayor Denisa Pennington
Mayor Joe Dan Yee

Judge Spears called on the Executive Director, Ms. Patrecia Hargrove. Ms. Hargrove referred to the monitoring report from the U.S. Department of Labor of the Southeast Arkansas Workforce Program included in the packets and stated that the response is due on June 17, 2019. She stated that prior to SEAEDD receiving the official report, an ADWS monitor has been present at the SEAEDD office 4 days a week to review documents, financials and our day-to-day processes in preparation of the report. She stated that since the report's release, SEAEDD has had frequent meetings and conference calls with ADWS staff in preparing the narrative and gathering documentation to response to the report, which is due on June 17, 2019.

Ms. Hargrove stated that many of the documents that staff is bringing to the CEO meetings and Workforce Board meetings are in response to the monitoring findings on board membership, governance, policies, procedures, contracts and monitoring. She stated that these documents include the required language and processes in order to adhere to the required WIOA rules and regulations as well as DOL & ADWS recommendations/requirements. She stated that some of the responses will require SEAEDD requesting technical Assistance and training from ADWS, which either has been provided or has been scheduled. She stated that some responses will include SEAEDD providing technical assistance and training to staff and workforce board members, which have been provided or has been scheduled. She stated that staff has incorporated a training component during each of the WIOA board meetings.

Ms. Hargrove reported that in response to the \$455,000 questioned cost on page 15 of the report, ADWS is currently in the office reviewing the expenses for the contracts that are in question. The issues are:

- a. Demonstrate it has obtained approval from the CEOs for the fiscal agent contracts
- b. Demonstrate that the contracts (fiscal & admin) were not redundant, and are both necessary and reasonable
- c. Implement process to ensure all levels of approval are obtained for all contracts and changes or modifications to them
- d. Provide documentation to support that these costs were necessary and reasonable grant expenditures or that the questioned cost were refunded to the grant

Item a) DOL referred to 2 fiscal agent contracts (PY 2017 for \$99,300 & PY 2018 for \$160,276) that were signed by Board Chair, Judge Spears. I have the documentation that show the meetings took place but DOL is needing documentation that the CEOs approved these contracts and authorizing the Chair to sign.

Judge Mack Ball stated that during the CEO meeting that occurred on June 8, 2017, the CEOs of Southeast Arkansas Workforce Development Area approved the Fiscal Agent Agreement in the amount of \$99,300 and authorized the CEO Chair to sign the agreement; and during the CEO meeting that occurred on June 21, 2018, the CEOs of Southeast Arkansas Workforce Development Area approved the Fiscal Agent Agreement in the amount of \$160,276 and authorized the CEO Chair to sign the Fiscal Agent Agreement.

Ms. Hargrove stated that for items b) & d), ADWS staff has been in our office reviewing the documentation related to these contract expenditures, the dates that are being referenced include the time period when SEAEDD was transitioning from their manual financial system to their computerized financial system. She stated that so far, ADWS has acknowledged contract redundancy or unreasonable expenditures. Ms. Hargrove stated that for item c), staff has attended procurement training and the financial procedures have been updated and reviewed by ADWS for approval at the next Workforce and SEAEDD board meetings.

Ms. Hargrove stated that on page 16 of the report, in response to the indirect cost rate issue: SEAEDD must provide documentation of the over recovery of \$43,570 from PY 2017 was returned to the program. She stated that with assistance from AWDS, staff has documented the return of the \$43,570 to the program. She stated that it was discovered that in the SEAEDD budget, many of the budgeted cost listed under the indirect cost line item were actually direct program cost, which made the IDCR incorrect; and with ADWS assistance, staff has determined the correct budget amounts and made the adjustment to calculate the corrected IDCR. She stated that they have received a revised IDCR acknowledgment from the Dept of Commerce and are applying the revised IDCR to the actual cost to determine if any adjustments need to be made.

Ms. Hargrove stated that on June 6, 2019 SEAEDD appeared before the Legislative Audit Committee to answer questions concerning the \$3.1 million WIOA monitoring finding concerning the procurement of the one-stop operator contract for PY 14 & PY 15. She referred to the Arkansas Democrat Gazette article wrote about their Legislative Audit experience. She stated that the committee understood that this was something that occurred prior to current staff tenure, and that the staff member involved is no longer employed with the District and there is no evidence of anyone benefiting personally from the procurement of the contract. She stated that ADWS was at the meeting and said that the State expects a quick resolution on this finding. Ms. Hargrove stated that after the last CEO meeting, as instructed, she spoke to their legal representation and explained that SEAEDD and ADWS would like to resolve the \$3.1 million WIOA monitoring finding concerning the procurement issues, but without the attorneys being involved. She stated that after both attorneys agreed to remove themselves from the conversation, ADWS sent her an email requesting her to provide them with documentation to support the separation of the service provider costs and the one-stop operator cost.

Ms. Hargrove stated that many of the documents that staff is bringing before the board is as a result of the DOL monitoring response, and the Workforce Board By-laws is one of those documents. She stated that in accordance with 20 CFR 679.310 (g) the CEOs must establish by-laws consistent with State policy for Local WDB membership, however, the current by-laws are lacking numerous details that are required under the Workforce Innovation and Opportunity Act, such as the WIOA board functions, board membership details, and WIOA board training. She stated that this document is in compliance with the law and will satisfy DOL monitoring finding on governance and membership. She stated that since there is no quorum at today's meeting, no action will be taken and she will present this to the CEOs again on June 20, 2019.

Judge Spears called on Mr. Eddie Thomas to explain the Local Plan. Mr. Thomas referred to the Local Plan document included in the packets. He stated that since there is no quorum at today's meeting, no action will be taken and he will present this to the CEOs again on June 20, 2019.

Mr. Thomas referred to the CEO Partnership Agreement document included in the packets. Mr. Thomas presented the updated CEO/Workforce Development Board Partnership Agreement that details the responsibilities of the CEOs and the Southeast Arkansas Workforce Development Board. He stated that this agreement has been presented to our legal counsel and ADWS for review, and the information in this agreement is in compliance with the law and will satisfy the DOL monitoring finding on governance and membership. He stated that since there is no quorum at today's meeting, no action will be taken and he will present this to the CEOs again on June 20, 2019.

Judge Spears called on Ms. Hargrove to explain the Fiscal Agent Services Agreement. Ms. Hargrove referred to the Fiscal Agent Services Agreement included in the packets. She stated that in the past, the CEOs would be presented with a subrecipient agreement with a budget for fiscal agent services that is signed by the CEO Chair and a SEAEDD official. She stated that in accordance with WIOA federal regulation 20 CFR 679.430, because SEAEDD is providing multiple functions under WIOA in the Southeast Arkansas Workforce Development area (fiscal agent, board staff, one-stop operator, and service provider) an agreement must be in place to clarify how the organization will carry out its responsibilities while demonstrating compliance with WIOA and corresponding regulations, relevant Office of Management and Budget circulars, and the State's conflict of interest policy. She stated that the document should not be a subrecipient agreement, it should be a services agreement. She stated that they have created a Fiscal Agent Services Agreement that details the Fiscal Agent's functions stated in the law 20 CRF 679.420, which will satisfy DOL monitoring finding on contracts. She stated that since there is no quorum at today's meeting, no action will be taken and she will present this to the CEOs again on June 20, 2019.


Ms. Hargrove called on Mrs. Angela Thayer to explain Board Membership. Mrs. Thayer referred to the Board Membership documents included in the packets. Mrs. Thayer stated that another document that is being required by ADWS is a Workforce Development Board Membership Policy. She stated that in accordance with 20CFR 679.320 (g), the CEOs must establish a formal nomination and appointment process.

Ms. Thayer stated that information for this document comes directly from WIOA law and the ADWS Chief Elected Officials Membership Guide, and this document details the process for handling board membership requirements and must be approved by the CEOs. She stated that since there is no quorum at today's meeting, no action will be taken and she will present this to the CEOs again on June 20, 2019.

Mr. Eddie Thomas reported that 5 counties: Arkansas, Chicot, Desha, Jefferson, & Lincoln were included in the FEMA Disaster Declaration 3414, and that there are funds available through National Dislocated Worker Grant through ADWS to help with clean up. He also stated that Georgia Pacific in Crossett had to layoff around 530 individuals and that the Workforce Center will be offering assistance and training to the affected individuals. He stated that JC Penny in Pine Bluff employees are also being assisted by the Workforce Centers. He stated that the Saracen Casino that is being built in Pine Bluff will be averaging between 1200-1300 jobs in construction, carpentry and hospitality jobs. He stated that the Casino is currently hiring through the Workforce Center.

Judge Gary Spears suggested the CEOs meet at 11:00am on June 20, 2019, right before the SEAEDD Board of Directors Meeting in Pine Bluff.

There being no other business, Judge Gary Spears made a motion to adjourn. Seconded by Judge Mack Ball.



Judge Gary Spears

Southeast Arkansas Chief Elected Official's Meeting

**Pine Bluff
June 20, 2019**

A meeting of the Southeast Arkansas Chief Elected Officials was held on June 20, 2019 in Pine Bluff, Arkansas. The meeting began at 11:00am.

Judge Mack Ball called the meeting to order. Those in attendance were:

Judge Eddie Best
Mayor David Earney
Mayor James Black
Judge Mack Ball Jr
Mayor Flora Simon
Judge Gerald Robinson
Mayor Shirley Washington
Mayor Paul Carter

Judge Jim Hudson
Mayor Dane Weindorf
Mayor Denisa Pennington
Mayor Vernon Dollar
Judge Randy Pruitt
Mayor Joe Wise
Mayor Noel Foster

Judge Mack Ball stated that while they are waiting for a quorum, they will go over all the documents and answer any questions. Judge Ball called on the Executive Director, Ms. Patrecia Hargrove. Ms. Hargrove referred to the CEO/Fiscal Agent Services Agreement. She stated that is it an agreement between the CEOs and SEAEDD. Ms. Hargrove called on Mr. Eddie Thomas. Mr. Thomas referred to the CEO/SEAWDB Partnership Agreement and stated that it details roles and responsibilities for CEOs and Board members. Mr. Thomas referred to the SEAWDB Membership Process Policy which is required by the Department of Labor. Mr. Thomas called on Mrs. Angela Thayer. Mrs. Thayer referred to the SEAWDB Recertification/Membership update and stated that it will be correct after the by-laws update is approved. Mr. Thomas referred to the SEAWDB By-Laws and stated that they include more details; and that this update was approved by the WDB on June 18, 2019. Ms. Hargrove referred to the DOL monitoring report. She stated that they have been able to respond to the 10 noncompliance issues. Mr. Eddie Thomas referred to the SEAWDA Local and Regional Plan. He stated that it is due to the State tomorrow, then it will open to a public comment period for 30 days. Mr. Thomas stated that the Emergency Declaration Notice from FEMA from the Arkansas River flood included 5 of our counties: Arkansas, Chicot, Desha, Jefferson, and Lincoln. He stated that they have submitted a projection for funds for laborers to help with flood clean up.

Judge Mack Ball stated that we are still waiting for a quorum and asked for a motion to adjourn with the intention to reconvene before the SEAEDD Board of Directors meeting.

Mayor Vernon Dollar made a motion to adjourn. Seconded by Judge Randy Pruitt at 11:45am.

Judge Mack Ball called the meeting back to order at 12:15pm. He stated that each of the documents that need approval have already been explained, and now we will need motions to approve them. Ms. Patrecia Hargrove called on Mrs. Melody Mosler for a roll call. Mrs. Mosler conducted the roll call and stated that there was a quorum.

Judge Ball asked if there were any corrections or additions to the Minutes of the May 1, 2019 and June 10, 2019 meetings. There being none, Mayor Denisa Pennington moved they be approved. Seconded by Judge Eddie Best. Motion carried.

Judge Ball requested a motion to approve the CEO/Fiscal Agent Services Agreement. Mayor Denisa Pennington made a motion. Seconded by Judge Jim Hudson. Motion carried.

Judge Ball requested a motion to approve the CEO/SEAWDB Partnership Agreement. Mayor Dane Weindorf made a motion. Seconded by Judge Eddie Best. Motion carried.

Judge Ball requested a motion to approve the SEAWDB Membership Process Policy. Mayor Flora Simon made a motion. Seconded by Mayor Denisa Pennington. Motion carried.

Judge Ball requested a motion to approve the SEAWDB Recertification/Membership Reappointments . Judge Randy Pruitt made a motion. Seconded by Mayor Joe Wise. Motion carried.

Judge Ball requested a motion to adopt the SEAWBD By-Laws. Mayor Flora Simon made a motion. Seconded by Mayor Denisa Pennington. The vote was unanimous. Motion carried.

Judge Ball requested a motion to approve the SEAWDA Local and Regional Plan. Judge Jim Hudson made a motion. Seconded by Judge Eddie Best. Motion carried

There being no other business, Judge Jim Hudson made a motion to adjourn. Seconded by Judge Eddie Best. Motion carried.



~~Judge Gary Spears~~

Judge Randy Pruitt

Southeast Arkansas Chief Elected Official's Meeting

**Stuttgart-Grand Prairie Center
October 10, 2019**

A meeting of the Southeast Arkansas Chief Elected Officials was held on October 10, 2019 in Stuttgart, Arkansas. The meeting began at 11:00am.

Judge Mack Ball called the meeting to order. Those in attendance were:

Judge Eddie Best	Judge Robert Akin
Mayor David Earney	Mayor Vernon Dollar
Mayor Denisa Pennington	Judge Randy Pruitt
Judge Mack Ball Jr	Mayor Joe Wise
Mayor Joe Dan Yee	Judge Richard Tindall
Mayor Flora Simon	Mayor Paige Chaise (via phone)
Mayor Paul Carter	Mayor Johnathan Patrick
Judge Buddy Lynn Earnest	Mayor Rick Hales

Judge Ball asked if there were any corrections or additions to the Minutes of the June 20, 2019 meeting. There being none, Mayor Flora Simon moved they be approved. Seconded by Judge Randy Pruitt. Motion carried.

Judge Ball called on Mr. Eddie Thomas to present the action items to the CEOs. Mr. Thomas gave an overview of the CEO By-Laws and stated that copies were included in the board folders. Judge Ball requested a motion to adopt and approve the CEO By-Laws. Judge Robert Akin made a motion to approve. Seconded by Judge Eddie Best. Motion carried.

Mr. Thomas stated the need to elect new CEO Officers including an Executive Committee comprised of one CEO from each county. Judge Ball declared the floor open for nominations and appointments. Judge Robert Akin nominated Judge Randy Pruitt as the CEO Chairman. Mayor Flora Simon made a motion to cease nominations. Seconded by Judge Richard Tindall. Motion carried. Judge Robert Akin nominated Mayor Denisa Pennington as Vice Chairman. Seconded by Judge Eddie Best. Motion carried. Executive Committee appointments were made as follows: Arkansas County-Mayor David Earney, Ashley County- Judge Jim Hudson, Bradley County-Mayor Denisa Pennington, Chicot County-Mayor Joe Dan Yee, Cleveland County-Mayor Vernon Dollar, Desha County-Judge Richard Tindall, Drew County-Mayor Paige Chase, Grant County- Mayor Joe Wise, Jefferson County- no members present, Lincoln County-Judge Buddy Lynn Earnest.

Mr. Thomas called on Ms. Patrecia Hargrove to give an update on the US DOL monitoring report and Arkansas Division of Workforce Services pending finding. Ms. Hargrove stated that the \$3.4 million finding has been reduced to \$287,066. She stated that with instruction from ADWS, SEAEDD is requesting a waiver in paying those funds back to US DOL. She stated that on September 10, 2019, DOL returned for a follow up visit and stated that it was a positive

meeting but not all findings had been resolved at this point. Ms. Hargrove explained that one finding that still had not been resolved was related to actions approved at CEO meetings from 2017 and 2018 where contracts had been approved, but meeting minutes could not be located as supporting documentation; thus, resulting in questionable costs for the district.

Mr. Thomas asked the board to review the recreated minutes in their packets, which detailed the approval of SEAEDD contracts during those meetings. Discussion was held by CEOs verifying that the meetings did occur, and the actions were approved as written. Judge Ball requested a motion to approve the recreated meeting minutes from June 8, 2017. Judge Randy Pruitt made a motion to approve. Seconded by Mayor Joe Wise. Motion carried.

Judge Ball requested a motion to approve the recreated meeting minutes from June 21, 2018. Judge Robert Akin made a motion to approve. Seconded by Judge Randy Pruitt. Motion carried.

Mr. Thomas explained that SEAEDD currently serves in three of the four major roles in the workforce delivery system for local areas. The 4th role is the One-Stop Operator and the last contract was held by SEAEDD but expired on June 30, 2019. He further explained that the One-Stop Operator role must be procured by law and that the WIOA Title I-B Provider could be appointed by the SEA WDB and CEO's. He explained that the Southeast Arkansas Workforce Development Board (SEA WDB) had approved a procurement schedule for the One Stop Operator Contract, yet recommended that action be officially taken in the CEO meeting to let the records show the pleasure of the boards concerning the WIOA Title I-B Service Provider.

Judge Ball requested a motion to approve the appointment of Southeast Arkansas Economic Development District as Title I-B Service Provider. Mayor Vernon Dollar made a motion to approve. Seconded by Judge Robert Akin. Motion carried.

Mr. Thomas presented the CEOs with the FY 2019 SEA WDB budget and stated that prior approval was made by the SEA WDB on June 18, 2019. Judge Ball requested a motion to approve the SEA WDB Budget. Mayor Vernon Dollar made a motion to approve. Seconded by Judge Robert Akin. Motion carried.

Mr. Thomas presented the CEOs with SEAEDD Financial Procedure Manual. Judge Ball requested a motion to approve the SEAEDD Financial Procedure Manual. Mayor Denisa Pennington made a motion to approve. Seconded by Judge Eddie Best. Motion carried.

Mr. Thomas called on Ms. Angela Thayer. Mrs. Thayer recommended that the CEOs reappoint the SEA WDB board members whose term expired on June 30, 2019. Judge Robert Akin made a motion to reappoint SEA WDB members. Seconded by Mayor Denisa Pennington. Motion carried.

There being no other business, Judge Randy Pruitt made a motion to adjourn. Seconded by Judge Robert Akin. Motion carried.



Judge Randy Pruitt, CEO Chairman 10-12-19
Date

Southeast Arkansas Chief Elected Official's Meeting

**Pine Bluff - AR River Co-op
December 12, 2019**

A meeting of the Southeast Arkansas Chief Elected Officials was held on October 10, 2019 in Pine Bluff, Arkansas. The meeting began at 1:00pm.

Judge Randy Pruitt, CEO Chairman, called the meeting to order. Those in attendance were:

Judge Eddie Best	Mayor Flora Simon
Mayor James Black	Mayor Rick Hales
Judge Jim Hudson	Judge Robert Akin (proxy)
Mayor Denisa Pennington	Judge Randy Pruitt
Judge Mack Ball Jr	Mayor Joe Wise
Mayor Joe Dan Yee	Judge Gerald Robinson
Mayor Johnathan Patrick	Mayor Shirley Washington
Judge Gary Spears (proxy)	Judge Buddy Lynn Earnest
Mayor Vernon Dollar	Mayor Paul Carter
Judge Richard Tindall	
Mayor Jeff Owyong (proxy)	

Judge Pruitt called on Mrs. Melody Mosler to conduct roll call. Mrs. Mosler stated that there was a quorum.

Judge Pruitt asked if there were any corrections or additions to the Minutes of the October 10, 2019 meeting. There being none, Mayor Joe Wise moved they be approved. Seconded by Judge Gerald Robinson. Motion carried.

Judge Pruitt stated that at the last CEO meeting there was a member of each county appointed to the CEO Executive Committee except for Jefferson County and stated that Judge Gerald Robinson will be appointed to represent Jefferson County.

Judge Pruitt called on Mr. Eddie Thomas to report on the One-Stop Operator Contract Award. Mr. Thomas stated that on November 20, 2019 the Workforce Board voted to award SEAEDD the contract as the One Stop Operator for the Southeast Arkansas Workforce Development Area. He stated that approval must also be granted by the CEO Board. Judge Richard Tindall made a motion to approve. Seconded by Judge Jim Hudson. Motion carried.

Mr. Eddie Thomas stated that the Southeast Arkansas Workforce Development Area was awarded 1.8 million for the National Dislocated Worker Disaster Grant (NDWG AR-30) to assist in disaster relief after the Arkansas River flooding. He stated that five counties in our District were declared eligible by FEMA, and three of those counties expressed interest in participating in the grant: Jefferson, Chicot, and Desha. He stated that the goal was to provide temporary jobs to dislocated workers and long-term unemployed individuals who qualified under this grant. He stated that Workforce staff was not successful in recruiting qualified individuals and between when the disasters happened in May 2019 to when the grant was awarded in August 2019, counties had minimal

