

**SOUTHEAST ARKANSAS
WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

February 21, 2024

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

Mr. Danny Robbins, Board 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 December 13, 2023. Mr. Tommy Butcher made a motion to approve the Minutes from the previous meeting. Seconded by Mr. Bob Ware. Motion carried.

Mr. Robbins introduced Ms. Latasha Carlock and Ms. Ariel Barnes, from Arkansas Rehabilitation Services, as the guest speakers. The guest speakers presented on services Arkansas Rehabilitation has to offer the area. The materials covered are in the board folder.

Mr. Robbins stated there is a Multi-Function Agreement Amendment in the board folder. Mr. Robbins stated the Multi-Function Agreement Amendment addresses the additional duties of the Fiscal Agent listed in the Federal Regulations. Mr. Robbins asked for a motion to approve the Multi-Function Agreement Amendment. Motion made by Ms. Allison Thompson. Seconded by Mr. Tommy Butcher. Motion carried.

Mr. Robbins stated there is a BY-LAWS Amendment in the board folder. He stated the stated these amendments address the Certifications of the One-Stop Centers, Membership to include Dual Sector Representation, Nomination to the Board including qualifications and needed documentation, standing committees, and expounding on the language of the establishment of a quorum. Ms. Angela Thayer explained the changes the state suggested. Roll call vote. The Board voted unanimously to accept the By-Laws Amendment.

Administrative Reports:

Mr. Danny Robbins presented the Chairman's report. Mr. Robbins stated the Workforce Development Board is still in need of two labor representatives and three business representatives. 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. Robbins called on Ms. Chaketa Alexander for the Director's Report. Ms. Alexander stated Workforce is currently being monitored by ADWS. She stated there will be several policy and procedure updates due to ADWS recommendations. 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 17, 2024, through August 2, 2024. She stated there could be more participation in other counties based on the need in that area. She stated the pay is \$13 an hour and working 29 hours per week. She stated the participants will only be available to work the same hours as SEAEDD hours of operation, which are, Monday through Thursday 8: 00a.m to 4: 30p.m, and Fridays 8: 00a.m to 12:00 p.m. She also stated there is not a TABE test for

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work experience. 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.

Ms. Alexander stated that according to the BY-LAWS, all board member terms must be staggered. She stated that all board member's terms end in June 2024. She stated that a draw, by lot, will be done to establish the staggering terms of the board members.

Ms. Alexander stated that she would need the resumes, and nomination letters, if possible, for all board members by the next board meeting scheduled for April 17, 2024. Angela Thayer stated nomination letters can be done by a mayor, judge, employer, etc.

Mr. Robbins called on Ms. Angela Thayer to present the financial report. She stated the financials were updated due to a change that occurred in January. She stated Workforce asked the state to move \$150,000 from dislocated workers to adult. She stated Workforce can still fund dislocated workers using the new money. She stated that all adult funds will be spent in February 2024. The financial report is in the board packet.

Committee Reports:

Mr. Robbins called on Mrs. Irene Holcomb to present the Youth Committee Report. Mrs. Holcomb stated the Youth Committee went over the agenda, approved minutes, and action items to bring before the board for a vote. She stated that all action items are in the board packet. Ms. Holcomb stated the first action item is the WIOA Supportive Services Policy-Adults & Dislocated Workers Amendment. Ms. Holcomb asked to entertain a motion to approve the WIOA Supportive Services Policy-Adulty & Dislocated Workers Amendment. Motion made by Mr. Jerry Newton Seconded by Mr. Tommy Butcher. Motion carried.

Mrs. Holcomb stated the second action item is the WIOA Supportive Services Procedures Amendment. Ms. Holcomb made a motion to approve the WIOA Supportive Services Procedures Amendment. Seconded by Mr. Bob Ware. Motion carried.

Mrs. Holcomb stated the third action item is the WIOA ITA & Supportive Services Procedures Amendment. Ms. Holcomb made a motion to approve the WIOA ITA & Supportive Services Procedures Amendment. Seconded by Mr. Jerry Newton Motion carried.

Mrs. Holcomb stated the last item is the Board Functions Evaluations. She stated those will be sent out at the next meeting on April 17, 2024.

Ms. Allison Thompson presented the Planning Committee Report. Ms. Thompson stated the committee met and they had two items of discussion. She stated the first item was the ETPL List. Ms. Thompson stated the Planning Committee needed more information on the programs before further action could be taken.

Ms. Thompson stated the next action item is the Services for Adults and Dislocated Workers Amendment. Ms. Thompson made a motion to approve the Services for Adults and Dislocated Workers Amendment. Seconded by Mr. Tommy Butcher. Motion carried.

Ms. Thompson stated the next action item is the Duplication of Services/Co-Enrollment Amendment. Mrs. Holcomb made a motion to approve the Duplication of Services/Co-Enrollment Amendment. Seconded by Ms. Thompson. Motion carried.

Ms. Thompson stated the next item is the Board Functions Evaluations. She stated those will be sent out at the next meeting on April 17, 2024.

Mr. Robbins called on Mr. Bob Ware for the One-Stop Committee report. Mr. Ware stated the committee met and approved the agenda and minutes. He stated in New Business, the committee had three action items. He stated the first action item is the Adult Eligibility Policy Amendment. Mr. Ware made a motion to accept the Adult Eligibility Policy Amendment. Seconded by Ms. Allison Thompson. Motion carried.

Mr. Ware stated the next action item is the Common Eligibility Requirements Policy Amendment. Mr. Ware made a motion to accept the Common Eligibility Requirements Policy Amendment. Seconded by Mr. Jerry Newton. Motion carried.

Mr. Ware stated the next action item is the SEAWDB Definitions Self Sufficiency Policy Amendment. Mr. Ware made a motion to accept the SEAWDB Definitions Self Sufficiency Policy Amendment. Seconded by Ms. Thompson. Motion carried.

Mr. Ware stated the committee voted on a Committee Chairman. Mr. Bob Ware was the elected Committee Chairman for the One-Stop Committee.

Mr. Ware stated the last item is the Board Functions Evaluations. He stated those will be sent out at the next meeting on April 17, 2024.

Program Reports

Ms. Alexander stated she is presenting the Workforce/One-Stop Center Report for Ms. Ambra Simpson. Ms. Alexander stated that Ms. Simpson attended a Statewide Grants Management Training in Little Rock on December 11th and 12th. She stated that on January 24, 2024, Southeast Arkansas Community of Practice with FHI 360, met via Zoom. She stated the community members met to build collaborations, and partnerships, and to continue to build a legacy in the delta area. She stated the next meeting date is in Monticello on March 1, 2024. She stated that Workforce is currently looking for two career advisors, one for the Lake Village office and one for the Pine Bluff office.

Ms. Alexander called on Mr. Gary Goggans, One-Stop Operator, for an announcement. Mr. Goggans stated he is planning a Partner's meeting at 11:00 a.m., on March 26, 2024, at the Monticello Branch Library in Monticello. He stated that if anyone would like to attend to contact him by email or phone.

Mr. Robbins called on Ms. KaLisa Stanfield to present the Business Services Report. Ms. Stanfield stated that Business Services is currently working with the Office of Skills Development to host an apprenticeship workshop in Pine Bluff. She stated the workshop will take place on March 14, 2024, from 10: 00a.m to 2:00 p.m. She stated the Business Services Team has attended several meetings throughout the month including a Youth Services meeting, the monthly Workforce meeting, planning meetings for the upcoming apprenticeship workshop, and the Think Tank meeting held at Jefferson County Chamber of Commerce.

Other Business/Board Open Discussion

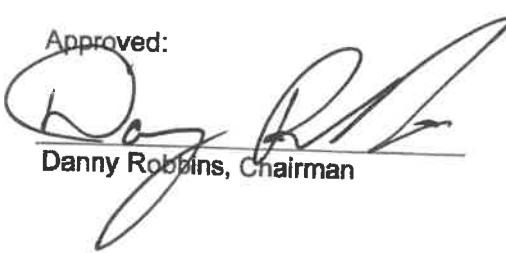
Mr. Robbins stated that the next scheduled meeting was tentatively set for April 17, 2024. There being no further business, Mr. Robbins adjourned the meeting.

Respectfully Submitted:



Jerry Newton, Secretary

Approved:



Danny Robbins, Chairman

SOUTHEAST ARKANSAS WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

April 17, 2024

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on April 17, 2024, in Pine Bluff.

Mr. Danny Robbins, Board 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 February 21, 2024. Mr. William Campbell made a motion to approve the Minutes from the previous meeting. Seconded by Ms. Alison Thompson. Motion carried.

Mr. Robbins introduced Ms. Carla Daniels from AECC Career School, as the guest speaker. The guest speaker presented the services AECC has to offer the area. The materials covered are in the board folder.

Mr. Robbins stated there is a BY-LAWS Amendment in the board folder. He stated the BY-LAW changes are highlighted. He stated the changes include staggering the terms of Workforce Board Members, clearing up the language of the dual sector representation, a correction in the removal of a board member heading, additional language to include any type of communication of board staff and the reasons for absence. Motion to approve Ms. Alison Thompson. Seconded by Mr. Bob Ware. Roll call vote. The Board voted unanimously to accept the By-Laws Amendment.

Mr. Robbins stated there is a CEO Partnership Agreement in the board folder. Mr. Robbins stated the CEO Partnership Agreement has expired and needs to be renewed. Mr. Robbins stated the agreement outlines the duties of the CEO Board and the Workforce Board. Mr. Robbins asked for a motion to approve the CEO Partnership Agreement. Motion made by Mr. Jerry Newton. Seconded by Mr. Bob Ware. Motion carried.

Mr. Robbins stated the MOU SFY24 is located in the board folder. Mr. Robbins stated the MOU is between the CEOs, Workforce Board, and all State partners located in the various workforce centers throughout the Southeast area. This MOU is effective July 1, 2023, through June 30, 2025. He stated this MOU was also previously approved, however, the State wanted to update the language in the MOU to include the duties of the One-Stop Operator, CEOs, Board Staff, and Partners. Motion made by Mr. William Campbell. Seconded by Ms. Evelyn Prosper. Motion carried.

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. He stated the board has lost a few members recently, Mr. Vernon Dollar passed away, Mr. Sterling Hughes has retired, Mr. Andrew Wargo has moved out of the area, and Mr. Marty Reep will be a community member, and Mr. Michael Layman is no longer a board member. Mr. Robbins stated there are newly appointed board members. Those individuals are Shallon Iverson from Simmons Bank and

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she will serve on the One-Stop Committee, Mr. Ronald Neal representing ARS; he is replacing Mr. Hughes and will serve on the Disability Committee, Ms. Leann Hoskin is representing Express Services and will serve on the Planning Committee, and Ms. Evelyn Prosper is representing Pheonix Youth Services and she will serve on the Youth Committee. Mr. Robbins stated that Jerry Newton will no longer be on the board, today is his last board meeting.

Mr. Robbins called on Ms. Chaketa Alexander for the Director's Report. Ms. Alexander stated Workforce is currently being monitored by ADWS. She stated there will be several policy and procedure updates due to ADWS recommendations. 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 17, 2024, through August 2, 2024. She stated that Workforce is applying for an Outreach Grant through the State. She stated this grant would assist in implementing outreach efforts in the southeast area. She stated they are interested in strategically placing billboards in certain areas to target the in-school and out-of-school youth populations.

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

Committee Reports:

Mr. Robbins called on Mrs. Irene Holcomb to present the Youth Committee Report. Mrs. Holcomb stated the Youth Committee went over the agenda, approved minutes, and action items to bring before the board for a vote. She stated that all action items are in the board packet. Ms. Holcomb stated the first action item is the Reasonable Accommodations Policy. Ms. Holcomb made a motion to approve the Reasonable Accommodation Policy. Seconded by Mr. Newton. Motion carried.

Mrs. Holcomb stated the Board Function Evaluations are tabled until the June Board Meeting.

Mr. Robbins called on Mr. Cambell 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 the Planning Committee needed more information on the AECC Career School before further action could be taken. He stated Mrs. Carla Daniels, the guest speaker from AECC, clarified the information in question about the provider address. He stated the AECC has a 3-week Certified Nursing Assistant program with an initial cost of \$1,025, they also have an 8-week hybrid/blended Pharmacy Tech program with an initial cost of \$1,499. He stated on the application it listed a Little Rock address; however, they do have a Pine Bluff address. Mr. Campbell would like to make a motion to add AECC Certified Nursing Assistant and Pharmacy Tech programs to the ETPL list. Seconded by Ms. Alison Thompson. Motion carried.

Mr. Robbins called on Mr. Bob Ware for the One-Stop Committee report. Mr. Ware stated the committee met and approved the agenda and minutes. He stated in New Business, the committee had some action items. He stated the first action item is an Amendment to the Financial Procedures Manual. Mr. Ware stated the Amendment is in the board packets. Mr. Ware made a motion to accept the Financial Procedures Manual Amendment. Seconded by Ms. Alison Thompson. Motion carried.

Mr. Ware stated the next action item was the One-Stop Operator Monitoring Procurement. Mr. Ware stated the One-Stop monitoring came up with a timeline. He stated they have an application for the monitoring service. He stated that SEAEDD would monitor the timeline and it would be advertised from

April 28, 2024, to May 5, 2024. He stated the deadline would be May 5, 2024, once the deadline approaches, an RFQ will be requested from May 6, 2024, with the RFQ deadline May 31, 2024. Mr. Ware made a motion for the board to approve the date change from June 19, 2024, to June 2024, due to the board meeting date change. Seconded by Ms. Alison Thompson. Motion carried.

Mr. Ware stated the Board Function Evaluations are tabled until the June Board Meeting.

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. She stated over the past two months Workforce staff has attended resource and career fairs in our servicing areas. She stated that Workforce staff also spoke with UAPB staff members on the process of getting programs added to the ETPL. Ms. Simpson also stated a Partners meeting was held at the end of March to learn about the different agencies and what they have to offer.

Mr. Robbins called on Ms. KaLisa Stanfield to present the Business Services Report. Ms. Stanfield stated that Business Services team hosted an apprenticeship workshop on March 14, 2024. She stated that Business Services helped People Shore's with a hiring event at SEARK College on March 27, 2024.

Other Business/Board Open Discussion

Mr. Ware stated that UAM College of Technology in McGehee will be taking over Adult Education in Jefferson County, Arkansas County, and Cleveland County.

Mr. Robbins stated that the next scheduled meeting is tentatively set for June 26, 2024.

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

Respectfully Submitted:

Jerry Newton, Secretary

Approved:



Danny Robbins, Chairman

SOUTHEAST ARKANSAS WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

June 26, 2024

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on June 26, 2024, in Pine Bluff.

Mr. William Campbell, 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 April 17, 2024. Mrs. Irene Holcomb made a motion to approve the Minutes from the previous meeting. Seconded by Mr. Ricky Lattimore. Motion carried.

Mr. Campbell introduced Mr. Josh Bishop, as the guest speaker. The guest speaker presented the services E.A.S.I has to offer the area. The materials covered are in the board folder.

Administrative Reports:

Mr. William Campbell presented the Chairman's report. Mr. Campbell encouraged the board members to attend the meetings and if you are unable to attend, please submit a proxy. The State Board will conduct a training at the next board meeting in August.

Mr. Campbell called on Ms. Chaketa Alexander for the Director's Report. Ms. Alexander stated Southeast has been awarded a WIOA Outreach grant in the amount of \$15,000 to provide outreach to underserved populations and help make others aware of the services WIOA offers. She stated the goal is to purchase a billboard down Highway 65 and one in Jefferson County to campaign for WIOA services. She stated all workforce centers were certified on October 9, 2023, however, there was a recent change that was emailed to the local workforce area on May 20th granting an extension on the current 2023 center certifications. She stated those recertifications will be sent to the state for approval. Ms. Alexander stated 2 more workforce board members are needed, they must have hiring and firing authority.

Mr. Campbell stated the financial report will be presented at the August board meeting.

Committee Reports:

Mr. Campbell called on Mrs. Irene Holcomb to present the Youth Committee Report. Mrs. Holcomb stated the Youth Committee met and they had a quorum. She stated there are no action items to bring before the board. She stated the Youth & Disability Services Report is in the board packet.

Mr. Campbell presented 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 UAM in Monticello has an in-person 60-hour General Technology Associate Degree Program with a cost of \$15,868, Southeast Arkansas College an in-person 75-hour LPN/Paramedic to RN Associate Degree Program with a cost of \$5,345, an in-person 72-hour Surgical Tech Associate Degree Program for a cost of \$4,145, an in-person Respiratory Care Tech, a hybrid/blended Radiology Tech Associate Degree Program, and a 12-week Culinary Safe Serve program that cost \$500.

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June 26, 2024

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He stated they also had a WE Construction/Carpentry program, however more information was needed for that program, it was tabled. He stated Carpenters Daughters I & II was also tabled; more information was needed. Hands of The Diligent Institute Cosmetology School in Cleveland Mississippi, the committee voted no.

Mr. Campbell asked for a motion from the board to add the UAM in Monticello has an in-person 60-hour General Technology Associate Degree Program with a cost of \$15,868, Southeast Arkansas College an in-person 75-hour LPN/Paramedic to RN Associate Degree Program with a cost of \$5,345, an in-person 72-hour Surgical Tech Associate Degree Program for a cost of \$4,145, an in-person Respiratory Care Tech, a hybrid/blended Radiology Tech Associate Degree Program, and a 12-week Culinary Safe Serve program that cost \$500. Motion made by Mrs. Irene Holcomb. Seconded by Mrs. Lillie Edwards. Motion carried.

Mr. Campbell stated the committee approved the Program Year 2024 Budget for July 1, 2024 to June 30, 2025. He asked for a motion from the board to approve the WIOA Budget PY24 for July 1, 2024 to June 30, 2025. Motion to approve made by Mrs. Evelyn Prosper. Seconded by Mrs. Lillie Edwards. Motion carried.

Mr. Campbell asked that all Board Function Evaluations be submitted to Ms. Chaketa Alexander no later than August 21, 2024.

Mr. Campbell called on Mr. Gary Goggans for the One-Stop Committee Report. Mr. Goggans said there was not a quorum.

Program Reports

Mr. Campbell 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 over the past two months Workforce staff has attended resource and career fairs in our servicing areas. She stated the Summer Program has begun. All in-school youth slots are filled, and more out-of-school youth are needed.

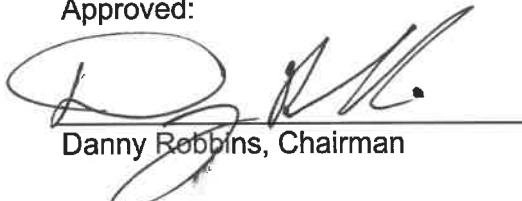
Mr. Campbell called on Ms. KaLisa Stanfield to present the Business Services Report. Ms. Stanfield stated she has attended several events to present the resources WIOA has to offer.

Other Business/Board Open Discussion

Mr. Robbins stated that the next scheduled meeting is tentatively set for August 21, 2024.

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

Approved:



Danny Robbins, Chairman

SOUTHEAST ARKANSAS WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

June 26, 2024

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on June 26, 2024, in Pine Bluff.

Mr. William Campbell, 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 April 17, 2024. Mrs. Irene Holcomb made a motion to approve the Minutes from the previous meeting. Seconded by Mr. Ricky Lattimore. Motion carried.

Mr. Campbell introduced Mr. Josh Bishop, as the guest speaker. The guest speaker presented the services E.A.S.I has to offer the area. The materials covered are in the board folder.

Administrative Reports:

Mr. William Campbell presented the Chairman's report. Mr. Campbell encouraged the board members to attend the meetings and if you are unable to attend, please submit a proxy. The State Board will conduct a training at the next board meeting in August.

Mr. Campbell called on Ms. Chaketa Alexander for the Director's Report. Ms. Alexander stated Southeast has been awarded a WIOA Outreach grant in the amount of \$15,000 to provide outreach to underserved populations and help make others aware of the services WIOA offers. She stated the goal is to purchase a billboard down Highway 65 and one in Jefferson County to campaign for WIOA services. She stated all workforce centers were certified on October 9, 2023, however, there was a recent change that was emailed to the local workforce area on May 20th granting an extension on the current 2023 center certifications. She stated those recertifications will be sent to the state for approval. Ms. Alexander stated 2 more workforce board members are needed, they must have hiring and firing authority.

Mr. Campbell stated the financial report will be presented at the August board meeting.

Committee Reports:

Mr. Campbell called on Mrs. Irene Holcomb to present the Youth Committee Report. Mrs. Holcomb stated the Youth Committee met and they had a quorum. She stated there are no action items to bring before the board. She stated the Youth & Disability Services Report is in the board packet.

Mr. Campbell presented 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 UAM in Monticello has an in-person 60-hour General Technology Associate Degree Program with a cost of \$15,868, Southeast Arkansas College an in-person 75-hour LPN/Paramedic to RN Associate Degree Program with a cost of \$5,345, an in-person 72-hour Surgical Tech Associate Degree Program for a cost of \$4,145, an in-person Respiratory Care Tech, a hybrid/blended Radiology Tech Associate Degree Program, and a 12-week Culinary Safe Serve program that cost \$500.

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He stated they also had a WE Construction/Carpentry program, however more information was needed for that program, it was tabled. He stated Carpenters Daughters I & II was also tabled; more information was needed. Hands of The Diligent Institute Cosmetology School in Cleveland Mississippi, the committee voted no.

Mr. Campbell asked for a motion from the board to add the UAM in Monticello has an in-person 60-hour General Technology Associate Degree Program with a cost of \$15,868, Southeast Arkansas College an in-person 75-hour LPN/Paramedic to RN Associate Degree Program with a cost of \$5,345, an in-person 72-hour Surgical Tech Associate Degree Program for a cost of \$4,145, an in-person Respiratory Care Tech, a hybrid/blended Radiology Tech Associate Degree Program, and a 12-week Culinary Safe Serve program that cost \$500. Motion made by Mrs. Irene Holcomb. Seconded by Mrs. Lillie Edwards. Motion carried.

Mr. Campbell stated the committee approved the Program Year 2024 Budget for July 1, 2024 to June 30, 2025. He asked for a motion from the board to approve the WIOA Budget PY24 for July 1, 2024 to June 30, 2025. Motion to approve made by Mrs. Evelyn Prosper. Seconded by Mrs. Lillie Edwards. Motion carried.

Mr. Campbell asked that all Board Function Evaluations be submitted to Ms. Chaketa Alexander no later than August 21, 2024.

Mr. Campbell called on Mr. Gary Goggans for the One-Stop Committee Report. Mr. Goggans said there was not a quorum.

Program Reports

Mr. Campbell 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 over the past two months Workforce staff has attended resource and career fairs in our servicing areas. She stated the Summer Program has begun. All in-school youth slots are filled, and more out-of-school youth are needed.

Mr. Robbins called on Ms. KaLisa Stanfield to present the Business Services Report. Ms. Stanfield stated she has attended several events to present the resources WIOA has to offer.

Other Business/Board Open Discussion

Mr. Robbins stated that the next scheduled meeting is tentatively set for August 21, 2024.

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

Approved:

Signed by:

Danny Robbins

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Danny Robbins, Chairman

**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



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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

