

North Central Workforce Development Board Meeting  
March 8, 2017 – 10:00 a.m.  
Josie's Restaurant – Batesville, AR  
Minutes

*Members Present:*

Ben Baxter, Regina Burkett, Kimberly Clayborn, Shayne Gaither, Garry Lawrence, Tim London, Darrell Moore, Darline Tucker, Nancy Whitmire, Pam Williams and Micah Woods

*Members Absent:*

Zach Branscum, Gayle Cooper, Steve Hall, Alvin Hearyman, Kendrick Ketchum, Steve Roofener

*Members Represented by Proxy:*

Pat Dunegan, Randy Ratliff

*Others Present:*

Pat Becker, Judy Duncan, Kay Price, AR Dept. of Workforce Services, Christy Montgomery, Maher and Maher, Trish Miller, Ozarka College, Cara Summerfield, Adult Education, Martha Taussig, ASUN, Denise Wilson, AR Rehab, Angela Goodwin, Lynn Haas and Van Thomas, WRPDD

A meeting of the North Central Arkansas Workforce Development Board was called to order at 10:00 a.m. by Board Chair Pam Williams on March 8, 2017. Board Chair Williams called for approval of the minutes of the previous meeting which had been distributed earlier by mail. On a motion by Regina Burkett and second by Garry Lawrence, the minutes of the meeting were approved unanimously.

Tim London, Ad Hoc committee member, reported that the committee met March 6, 2017 in Batesville to review, comment and evaluate each of the adult education proposals for the North Central Arkansas Workforce Development area to ensure they aligned with the area's local plan. The proposals were each scored based on a rubric provided by the AR Department of Career Education, Adult Education Division. Mr. London stated that the scored rubrics must be submitted to the State's Adult Education Division by March 10, 2017. Because of confidentiality, the proposals and evaluations were not discussed but were made available for review by any board member that did not have a conflict of interest. Committee members included Angela Ryland, Chair, Tim London, Darline Butler and Alvin Hearyman, who was unable to attend due to a conflict in his schedule. Mr. London stated that the ad hoc review committee recommends that the board approve the evaluation of the adult education proposals for our area. On a motion by Shayne Gaither and second by Ben Baxter, the recommendation of the review committee was approved.

Lynn Haas presented a proposed procurement policy that is required for the board to have in place in order to procure a One-Stop Operator and Title I Service Provider. She stated that the proposed policy in the board's packet is patterned after the State's Procurement Policy. She pointed out the various methods of procurement for specific amounts. She added that the policy also addresses areas of conflict of interest and open and free competition. After discussion, Regina Burkett made a motion to approve the procurement policy. Seconded by Garry Lawrence, the motion carried.

Ms. Haas presented the proposed debt collection policy that addresses how debts associated with disallowed expenditures are collected. She pointed out that the policy assures that the designated fiscal agent, White River Planning and Development District, will take aggressive action to collect debts for any disallowed expenditures. The settlement of such debts must be repaid in cash from nonfederal sources and returned to the AR Department of Workforce Services. After discussion, Darrell Moore moved to approve the debt collection policy. Seconded by Tim London, the motion carried.

Ms. Haas presented the revision to the supportive service policy. She stated that the board had grandfathered in the old WIA policy until guidance was provided to update the policy under WIOA. She pointed out the revisions made to the policy. On a motion by Garry Lawrence and second by Darrell Moore, the revised supportive service policy was approved.

Angela Goodwin presented the program report and stated that this semester 85 participants are receiving supportive services such as housing, gas or childcare, 38 adults, 9 dislocated workers and 44 out-of-school youth are in work experience. She pointed out that of the 38 adults, 8 are in GED and of the 44 in OSY, 28 are in GED. Some of the worksites include daycares, high school offices, auto mechanic shop, state parks and city and county. She talked about a short-term work experience in the summer for in-school youth. The summer program is required to have an educational component. Plans are to assist the youth in services such as helping with a resume, financial literacy, soft skills training and other lessons. Participants in work experience are paid \$9.00 per hour. Ms. Goodwin discussed the two National Emergency Grants that the area received. The NEG workers are paid \$11.50 per hour.

Pam Williams, Chair, told the group that the board is responsible for developing the Request for Qualifications (RFQ) or Request for Proposal (RFP) and procuring the One Stop Operator and Title I Service Provider for Adult, Dislocated Worker and Youth. She stated that the procurement of these can be combined. Since White River Planning and Development District plans to submit a proposal to continue to be the One Stop Operator and Title I Service Provider, they cannot be involved in the development of the RFQ or RFP because it would be a conflict of interest. Ms. Williams recommended hiring Mary Ann Lawrence, a consultant, to facilitate the process and develop the request. Her charge for consulting fees is \$4800 and according to the procurement policy, quotes are not required for amounts under \$10,000. After discussion, Regina Burkett moved to hire Ms. Lawrence as a consultant to develop a combined request. Seconded by Garry Lawrence the motion carried.

Ms. Williams presented the timeline that the consultant had provided. Ms. Lawrence also had recommended appointing a task force of the board chair and three other private sector board

members to work with her. The chairperson appointed Steve Hall of Fulton County, Darrell Moore of Van Buren County and Micah Woods of Stone County, and herself to the task force.

Ms. Haas told the board that the two-year transitional regional and local plan submitted last December to the Arkansas Department of Workforce Services is now required to be a four-year plan. The state had provided guidance to develop the transitional plan, but the Department of Labor decided it should be a four-year plan, and it is now due May 19, 2017. A state review team, from 13 programs included in the state's plan, reviewed and commented on all ten workforce areas' plans. Our area received four pages of comments that included items that must be written into the four-year plan. She pointed out that one of the areas they commented on was the Vision and Strategic Goals. All ten areas had adopted the state's four strategic goals and objectives. The state felt adopting the four goals was fine, but each area must develop three to four objectives under each goal that is specific to the local area. The objectives must also be measurable and be implemented in our area over the next four years. Ms. Haas handed out the goals and objectives listed in the regional and local plan, and asked for the board's input on objectives. She told the board that she will send this information out in an email to allow the board to have more time for input regarding specific objectives.

Ms. Haas reported that each institution has to make application through the Arkansas Consumer Report System (ACRS) to get a training program on the eligible training provider (ETP) list. This then has to be approved by the local workforce development area before WIOA will pay for a person's training. These positions also have to be on the state or local projected employment opportunities list, which means these jobs are in high demand. According to the regional and local plan, the ETP list will be distributed to the board in March and September for review and approval. Ms. Haas added that this will give each board member an opportunity to make sure their community colleges were submitting applications to ACRS for inclusion on the ETP list.

Ms. Haas stated that since September 2016, there have been several applications for training submitted by UACCB. This was distributed to the board for their review and approval. Ms. Haas pointed out that under WIOA, the board is to consider training for participants that are more in line with the area's targeted sectors that were identified in the plan and had the most job growth. These included health care, accommodation and food services, educational services, manufacturing and retail trade. One of the applications submitted by UACCB was training for cosmetology. Ms. Haas recommended that the board not fund training for cosmetology since it is not one of the targeted sectors and the market is flooded with cosmetologists that have difficulty in finding work that provides a livable wage. After discussion, Ben Baxter moved to approve UACCB's training except for future cosmetology training, but will pay for supportive services while an eligible participant is in cosmetology. Seconded by Regina Burkett, the motion carried.

Ms. Goodwin presented an Individual Training Account (ITA) report to the board. She told that ITA's for the program year was \$54,681.70 which breaks down into \$29,227.82 for adults and \$25,453.88 for dislocated workers. She discussed the various training programs with dollar amounts for each of them and the institutions. After discussion, Ms. Goodwin stated that she will email the program reports and provide more detailed information.

In other business, Board Chair Williams stated that future board meeting dates are June 14, September 13 and December 13, 2017.

Ms. Williams introduced the luncheon speaker Christy Montgomery of Maher and Maher. Ms. Montgomery provided training on Sector Strategies and gave an opportunity for participation and input by board members.

There being no further business, the meeting was adjourned at 12:45 p.m. on a motion by Garry Lawrence and second by Micah Woods.

*Pam Williams*

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Pam Williams, Board Chair