

**North Central Arkansas Workforce Development Board Meeting**  
**September 13, 2017 – 10:00 a.m.**  
**Batesville Community and Aquatics Center – Batesville, AR**  
**Minutes**

Members Present: Keith McClanahan, Jamie Rayford, Ben Baxter, Steve Roofener, Brian Robinson, Pamela Williams, Regina Burkett, Darline Tucker, Shayne Gaither, Gayle Cooper, Kimberly Clayborn, Nancy Whitmire, Garry Lawrence, Angela Ryland, Darrell Moore, Micah Woods, and Jada Ragland

Members Absent: Zach Branscum, Randy Ratliff

Members Represented by Proxy: Pat Dunegan, Alvin Hearyman, Tim London

Others Present: Angela Goodwin, Donetta Bradford, Linda Jaramillo, Lynn Poff, Greg Miller, Carrie McIntosh, Lisa Earls, Trish Miller, Martha Taussig, Denise Wilson, Caren Smith, Tanya Plunkett

A meeting of the North Central Arkansas Workforce Development Board was called to order at 10:15 a.m. by Board Chair Pam Williams on September 13, 2017. Board Chair Williams called for an approval of the minutes of the previous meeting which had been distributed earlier by mail. On a motion by Shayne Gaither and second by Gayle Cooper, the minutes were approved unanimously.

Byron Southerland gave the One Stop Operator Budget Report, stating the rules required him to give a report at every meeting as to how money was being spent. Southerland said \$84,000 had been allocated for One Stop activities and as of close of July \$1,119.51 had been used.

Williams then introduced new members of the board that included Jamie Rayford with Batesville Area Chamber of Commerce, Jada Ragland with Friendship Community Care, Dr. Keith McClanahan of Ozarka College and Bryan Robinson of Arkansas Steel Mill.

Williams then discussed board members who had renewed their terms. Those include Ben Baxter, Angela Ryland, Pat Dunegan, Alvin Hearyman, and Angela Ryland. Nancy Whitmire has announced her retirement, and Sherry Organ will be taking her place as the Adult Ed representative, after approval of the CEO's later this month.

Updates to the NCAWDB bylaws were presented. Changes included allowing the NC WIOA Admin Director to approve post-secondary programs in between board meetings and more detailed information on committees. Ben Baxter motioned to approve and Gayle Cooper seconded. The new bylaws were approved unanimously.

Goodwin discussed that an MOU was in place at the Workforce Centers and in effect until January 1, 2018 and to expect an infrastructure agreement to be put in place.

Goodwin announced the NEG 29 budget has been completed and Fulton County has been added. This now covers Independence, Izard, Woodruff, and Fulton counties. Goodwin also stated she had reactivated the NEG 28 participants.

Williams said it was that time of year for the board to review and vote on elected positions which include the chair, vice chair and secretary. The chair person must come from the private sector.

Ben Baxter nominated Pam Williams to remain as Board Chair and Steve Roofener seconded. Approval was unanimous. Regina Burkett nominated Gary Lawrence as Vice Chair. Ben Baxter seconded, and approval was unanimous. Darline Tucker was nominated by Kimberly Clayborn as Secretary. Shayne Gaither seconded, and approval was unanimous.

Donetta Bradford, WIOA Program Director, then gave a report of the changes being made to better serve the goals of the WIOA program and noted that participants need to leave the program better off than when they arrived. Changes included requiring any participants without a high school diploma or GED to be enrolled in GED classes. Adults would no longer be doing work experience but would now do on the job training. Youth will still be allowed work experience.

Williams discussed the matter of the One-Stop Operator and how the monitors did not have the information on how it was advertised properly. Upon further review, the monitors discovered that it had been properly advertised in the Arkansas Democrat Gazette and was approved. Williams then recommended the board have its own website apart from White River Planning and Development, Inc. and a committee was formed to begin the process. Jamie Rayford stated she has knowledge of websites design and accepted the responsibility of getting information together.

Carrie McIntosh then discussed the One-Stop Operator and the certification process.

Goodwin said she was currently working on policies and procedures with Bradford. They have been in communication with the state monitors to ensure the policies are adequate.

Goodwin discussed the Eligible Training Provider List, its purpose, how schools can add information to it, and how it can be publicly accessed.

Members were then assigned to the existing committees. A motion was made by Ben Baxter to accept the committee roster as suggested. Angela Ryland seconded, and all approved. An updated list of the existing committees is attached.

With no further business, Micah Woods made a motion to adjourn the meeting and Steve Roofener seconded. The meeting was adjourned at 11:22 a.m.

Pam Williams  
Board Chair Pam Williams