

**North Central Arkansas
Workforce Development Board
December 3, 2020
Minutes**

The North Central Arkansas Workforce Development Board convened through electronic means on December 3, 2020, beginning at 10:30 a.m. The meeting was conducted remotely utilizing Zoom and teleconference. Vice-Chair Garry Lawrence presided with the following members voicing their presence: Regina Burkett, Kimberly Clayborn, Pat Dunegan, Shayne Gaither, Raye Ann Hager, Laura McGuire, Sherry Organ, and Jamie Rayford.

Others Present: Jan Smith, Byron Southerland, Angela Goodwin, Bree DeShazo, Elizabeth Smith, and Tamika Speed.

Board Vice-Chair Garry Lawrence called the meeting to order at 10:30 a.m. upon seeing a quorum.

Vice-Chair Garry Lawrence asked if there were any additional corrections or revisions to the March 11, 2020 full board minutes. Hearing none, a motion to accept the March 11, 2020 minutes was made by Shayne Gaither and seconded by Regina Burkett. The motion carried unanimously with none opposed.

Vice-Chair Lawrence then asked if there were any additional corrections or revisions to the June 10, 2020 minutes. Hearing none, a motion to accept the June 10, 2020 minutes was made by Raye Ann Hager and seconded by Sherry Organ. The motion carried unanimously with none opposed.

Vice-Chair Lawrence asked if there were any corrections or revisions to the September 9, 2020 minutes. Hearing none, Raye Ann Hager motioned to approve the minutes and Sherry Organ seconded. The motion carried unanimously with none opposed.

Vice-Chair Garry Lawrence then presented the minutes regarding the Local Plan approval by email on June 23, 2020. He asked if there were any revisions or corrections to the Local Plan approval minutes. Hearing none, Raye Ann Hager motioned to approve the minutes. Sherry Organ seconded. The motion carried unanimously with none opposed.

On June 23, 2020, the Executive Committee reviewed and voted to approve the updated supportive services policies for Adults, Dislocated Workers, and Youth. The Executive Committee minutes were presented by Vice-Chair Garry Lawrence for approval. Gayle Cooper motioned to approve the minutes and Raye Ann Hager seconded. All were in favor and minutes were approved.

On October 7, 2020, the full board reviewed and voted to approve the One-Stop Procurement. Garry Lawrence and Regina Burkett recused themselves from voting on the One-Stop minutes, due to the fact they are also on the WRPDD board. Vice-Chair Garry Lawrence presented the minutes and asked if there were any corrections or revisions. Hearing none, Raye Ann Hager motioned to approve the October 7, 2020 minutes and Gayle Cooper seconded. With none opposed, the motion carried to approve the October 7, 2020 One-Stop Procurement minutes.

Vice-Chair Garry Lawrence then called upon Byron Southerland to give a financial report. Mr. Southerland shared with the board the current funding amounts for the WIOA program.

Vice-Chair Garry Lawrence then called upon Elizabeth Smith to discuss One-Stop. Ms. Smith discussed how the One-Stops were still serving clients despite the Covid-19 pandemic. She also update the Board that there is a new Local Office Manager at the Newport Workforce Center.

Vice-Chair Lawrence then called upon Angela Goodwin to discuss the need to update the officers and committees of the board. Ms. Goodwin explained the need to replace the Board Chair since Pam Williams, the previous board chair, is now retired and no longer eligible to serve as a business representative. Ms. Goodwin informed the board which board members serve as business representatives. Gayle Cooper was nominated to serve as Board Chair. There were no other nominations. Vice-Chair Garry Lawrence asked for a motion to approve Gayle Cooper as the Board Chair. Jamie Rayford motioned to approve and Raye Ann Hager seconded. None were opposed and Gayle Cooper was chosen as the Board Chair.

Vice-Chair Lawrence then presented the Vice-Chair position, which he currently holds. Jamie Rayford motioned that Garry Lawrence remain the Vice-Chair, and Raye Ann Hager seconded. None opposed and the motion carried.

The next position was Board Secretary. Raye Ann Hager motioned that Regina Burkett remain the Board Secretary. Jamie Rayford seconded. With none opposed, the motion carried.

Upon seeing the need for an additional position for the Executive Committee, Vice-Chair Lawrence requested Alvin Hearyman to serve as business representative on the Executive Committee. All were in favor and Mr. Hearyman was approved to serve on the Executive Committee.

Vice-Chair Lawrence then called upon Tamika Speed to give an update on programs. Ms. Speed informed the board how many individuals we are currently serving and how many of those are in work experience.

Vice-Chair Garry Lawrence called upon Angela Goodwin to review the policy changes. Mr. Garry Lawrence presented the policy 1.00 Roles and Responsibilities, which was previously distributed. Vice-Chair Lawrence asked if there were any questions or comments regarding the policy. Hearing none, Regina Burkett motioned to approve the policy and Raye Ann Hager seconded. All were in favor and motion carried.

Ms. Goodwin reviewed the Supportive Services polices, which were previously approved by the Executive Committee. Vice-Chair Garry Lawrence presented the updated policies and asked if there were any questions or comments regarding the updated Supportive Services Polices. Hearing none, Raye Ann Hager motioned to approve the updated Supportive Services Policies and Sherry Organ seconded. All were in favor and the motion carried.

Angela Goodwin then presented the ACRS approved programs. She explained that the approved programs must be presented to the board and voted on twice a year. Vice-Chair Lawrence asked for a motion to approve the updated ACRS approved programs list. Gayle Cooper motioned to accept the approved programs list and Raye Ann Hager seconded. All were in favor and the motion carried.

In other business, Ms. Angela Goodwin discussed the need to train the board on disclosure statement requirements. She presented them with the board member appointment form and explained that any potential future conflict needs to be listed. All organizations and boards that the member is part of should be disclosed on the form.

Vice-Chair Lawrence asked if there was any other business to discuss. Hearing none, he asked for a motion to adjourn the meeting. Gayle Cooper motioned to adjourn the meeting and Sherry Organ seconded. The motion passed unanimously and the meeting was adjourned.

A handwritten signature in cursive script that reads "Gayle Cooper". The signature is written in black ink and is positioned above a horizontal line.

Gayle Cooper – Board Chair
North Central Arkansas Workforce Development Board