

North Central Workforce Development Board Meeting  
September 2, 2015 – 10:00 a.m.  
Italian Grill Restaurant  
Minutes

*Members Present:*

Zach Branscum, Steve Hall, Gayle Cooper, Les Eaves, Micah Woods, Garry Lawrence, Pam Williams, Regina Burkett, Shayne Gaither, Tim London, Steve Roofener, Pat Dunegan, Paul Lee, Nancy Whitmire, Kimberly Clayborn, Darline Tucker, Kendrick Ketchum and Keith McHan

*Members Represented by Proxy:*

Ben Baxter (alternate Kay Price, DWS)

*Others Present:*

Nicole Stroud and Lauren Willette, Ozark Foothills Literacy Council, Tonya Gates, Riverside Vo-Tech McPherson Unit, Mary Roberts, Wilbur Mills Co-op in Beebe, Judy Duncan, AOC, DWS, Arnell Willis, Director of AWDB, Stephanie Blair, DWS, Charlie Morris, Staci Albert and Connie Jackson, NADC staff and Lynn Haas and Van Thomas, WRPDD staff

The initial meeting of the newly formed North Central Workforce Development Board was called to order at 10:00 a.m. by WIB Vice-Chair Garry Lawrence on September 2, 2015.

The first item of business was the election of officers. Vice-Chair Lawrence called for nomination of officers. Regina Burkett made a motion to approve the current slate of WIA officers including Randy Ratliff, Chair, Garry Lawrence, Vice-Chair and Tim London, Secretary. Seconded by Steve Hall, the motion carried.

In accordance with the state policy regarding local boards, board members drew for lots to determine their terms of service on the Workforce Development Board. The length of terms was for two, three or five years.

Prior to the meeting, each member received a copy of the proposed by-laws in their packets for review. Lynn Haas stated that they were patterned after the by-laws under the former WIA Act but updated to comply with the new WIOA Act. After discussion, Steve Hall moved to adopt the by-laws as presented. Seconded by Shayne Gaither, the motion carried.

Ms. Haas explained that the local board has specific responsibilities under WIOA and also responsibilities that are done in partnership with the Chief Elected Officials (CEO's). A Board/CEO agreement was presented to the board for their approval to assure they will comply with all the provisions of the WIOA Act. On a motion by Regina Burkett and second by Pam Williams, the agreement was approved by the board. Ms. Haas added that the agreement would be presented to the CEO's also for their approval.

Ms. Haas informed the group that the by-laws state that the board will have four standing committees including Executive, Youth, One-Stop and Disability Services. The Executive Committee shall include the three officers and two other members appointed by the Chair. Since the Executive Committee needed to be appointed and the Chair was unable to attend the meeting on this date, the Vice Chair appointed Steve Roofener and Steve Hall to the committee.

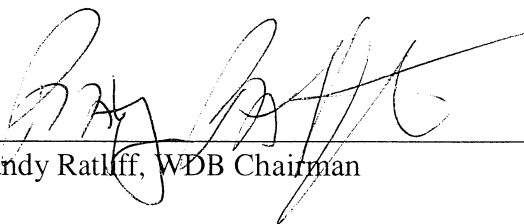
Ms. Haas handed out a list of the committees with their purposes and asked each member to complete their committee preferences. The committee assignments will be made based on those preferences.

Ms. Haas pointed out that there is a required conflict of interest policy outlined in Article V, Section 5 of the by-laws. Board members are required to complete a disclosure form each year in accordance with state and local conflict-of-interest policies. Those policies state that members will not actively participate in decisions made by the board if it benefits them, their business or a member of their immediate family. Ms. Haas distributed the form for all to complete and sign.

After discussion, it was the consensus of the board to conduct the board meetings on the second Wednesday of the last month of the quarter. It was pointed out that this would be the normal meeting date unless it is necessary to change the date for a specific reason.

In other business, Connie Jackson talked about the WIOA Program and the work that is being done including canvassing the area to engage employers to place eligible participants on work experience and plans to recruit more out-of-school youth.

There being no further business, the meeting was adjourned on a motion by Steve Hall and second by Pat Dunegan.

  
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Randy Ratliff, WDB Chairman