

North Central Workforce Development Board Meeting  
December 14, 2016 – 10:00 a.m.  
Josie's Restaurant – Batesville, AR  
Minutes

*Members Present:*

Ben Baxter, Judy McDoniel as proxy for Kimberly Clayborn, Pat Dunegan, Shayne Gaither, Steve Hall, Alvin Hearyman, Garry Lawrence, Tim London, Darrell Moore, Randy Ratliff, Angela Ryland, Connie Crawford as proxy for Darline Tucker, Nancy Whitmire and Pam Williams

*Members Absent:*

Zach Branscum, Gayle Cooper, Les Eaves, Scott Lancaster, Paul Lee, Keith McHan, Keith Slaten

*Members Represented by Proxy:*

Regina Burkett, Kendrick Ketchum, Steve Roofener and Micah Woods

*Others Present:*

Lauren Willette, Ozark Literacy Council, Carolyn Talley and Shalon Bogard, AR Dept. of Workforce Services, and Dennis Butler, Angela Goodwin, Lynn Haas, Dorriese Butler 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 December 14, 2016. Board Chair Williams called for approval of the minutes of the previous meeting which had been distributed earlier by mail. On a motion by Angela Ryland and second by Alvin Hearyman, the minutes of the meeting were approved unanimously.

Board Chair Williams presented a plaque of appreciation to Randy Ratliff who had served as the board chair from 2010 to 2016.

Lynn Haas stated that in November each board member received a draft copy of the North Central AR Workforce Development Area regional and local plan by email for final comments and review. The plan, effective July 1, 2016 – June 30, 2017, is for transition into WIOA. The required 30-day public comment period began November 10, 2016 and ended December 12, 2016. No comments were received. Ms. Haas told the group that the plan requires both the board and Chief Elected Officials (CEO's) approval. The CEO's met the day before and approved the plan. After discussion the board unanimously approved the plan on a motion by Nancy Whitmire and second by Ben Baxter. Ms. Haas added that the plan will be submitted to the AR Department of Workforce Services by the December 30, 2016 deadline, and the state will begin its evaluation of the plan in January.

Nancy Whitmire, One Stop Committee Chair, presented the One Stop Operator procurement process. She told that the One Stop Committee would be developing the Request for Qualifications for the One Stop Operator. Because White River Planning and Development District is currently the One Stop Operator and plans to submit a proposal, they cannot be involved in the procurement process. Ms. Whitmire stated that the committee will meet the week of January 23 in Batesville to develop the document based on sample RFQ's. Minutes of the meeting will be recorded. A draft of the RFQ developed will be emailed to the One Stop Committee by February 3 and their comments are to be returned to the committee chair by February 17. To avoid any conflict of interest, copies of the RFQ will not be distributed during the March 8 North Central Workforce Development board meeting, but board members wanting to preview it may request a copy from the committee chair prior to March 8.

Ms. Whitmire went over the names of the One Stop Committee members. She added that she will need to get some information from the WIOA staff prior to the committee meeting. Ms. Haas asked her to put the questions in writing since they would have to be researched before an answer could be provided.

Van Thomas reported that the Arkansas Department of Workforce Services (DWS) conducted financial and program monitoring of WIOA in our area on June 27-30, 2016. DWS came back on July 21, 2016 for an exit interview and stated they plan to work with us monthly to provide technical assistance to resolve financial and program issues they discovered. We have provided most of the information requested, but the state has not issued a written report because we are continuing to work with them to resolve all of the issues.

Ms. Haas explained that under the WIOA Act, one of the roles of the workforce board is to review adult education applications to ensure they align with local workforce board plans. She added that the board is not responsible for approving or denying the applications but is expected to evaluate them based on certain criteria. She stated that the AR Department of Career Education/Adult Education Division will submit the Adult Ed requests for proposals to the board by February 27 and the local boards must return the proposals to the State Office with comments by March 10, 2017. She added that this provides a short time to evaluate the proposals, but there are only three sections that the board must review. There are six Adult Education Programs and Literacy Programs in our area, but the number of proposals to review will not be known until the state submits them. Ms. Haas stated that she will attend a bidders' conference on January 19 in Little Rock to learn more about the process.

Board Chair Williams appointed an ad hoc committee to review the Adult Education proposals. The appointees are Angela Ryland, Chair, Alvin Hearyman, Tim London and Darline Tucker. More information about the review of the proposals will be sent to the committee as soon as it is received.

Angela Goodwin, Program Director, presented the program report and stated that the current number of WIOA participants is 197 including 91 Adults, 39 Dislocated Workers, 41 Out of School Youth and 16 In-School Youth. Out of those, 11 are receiving Individual Training Accounts (ITA's) with the majority of participants receiving supportive services such as housing, childcare or fuel. There are 54 participants on work experience at various work sites, and WIOA

funds are used to pay their wages for a limited amount of time. She added that we continue to work with the Adult Education Programs to recruit out of school youth. Ms. Goodwin reported that we have 19 NEG AR-28 workers placed at Batesville, Independence County, Mountain View, Stone County and Izard County to assist with clean-up efforts. She discussed the work being done by Mayor Ryland and WIOA staff to assist the youth in the City of Cotton Plan.

Ms. Haas discussed the proposed revisions to the Additional Assistance Barriers for Youth Policy that was sent to the board in their packets. She stated that this new policy under WIOA had been approved by the board on June 8, 2016. These revisions were to clarify some of the sections based on a review by the state. On a motion by Angela Ryland and second by Alvin Hearyman, the revised policy was approved unanimously.

Ms. Haas stated that the board at its December 9, 2015 meeting had approved grandfathering in current policies, agreements and other items required for operation until such time that final regulations for the Act and State policies have been provided. These regulations are to guide development of and changes to policies affecting the programs. She added that the state is currently working on a policy manual that will cover eligibility and other policies. When this is completed and approved, we will review and modify local policies as needed.

In other business, Ms. Haas told the board that the next meeting date is scheduled for Wednesday, March 8, 2017.

Ms. Haas stated that 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.

There being no further business, the meeting adjourned at 12:20 on a motion by Angela Ryland and second by Garry Lawrence.

Pam Williams  
Pam Williams, WDB Chair