

**North Central Arkansas
Workforce Development Board
June 16, 2021
Minutes**

The North Central Arkansas Workforce Development Board convened at White River Planning and Development District on June 16, 2021, beginning at 10:30 a.m. The meeting was conducted in person and teleconference. Board Chair Gayle Cooper presided with the following members present: Ben Baxter, Gayle Cooper, Pat Dunegan, Stacy Gunderman, Raye Hagar, Alvin Hearyman, Garry Lawrence, Jamie Rayford, Wiley Osborn, and Micah Woods. Those attending by teleconference include: Robin Hunt as proxy for Kimberly Clayborn, and Julie Bonds

Others Present: Angela Goodwin, Elizabeth Smith, Byron Southerland, Zach Harber, Karen Coltharp, Zach Perrine, Trish Miller, PaTricia Cargill-Zelasko, Latasha Robinson, and Renee' Martin.

Board Chair Gayle Cooper called the meeting to order at 10:30 a.m. upon seeing a quorum.

Chair Cooper called upon Elizabeth Smith to present the introduction of guests. Ms. Smith introduced guest Zach Perrine, the interim chancellor and student affairs at UACCB, and informed the board that Trish Miller, Robin Hunt, and Julie Bonds were joining the meeting by phone.

Ms. Angela Goodwin announced that three new board members were nominated and appointed in March. They include Becky Warren of Adult Education at UACCB, Julie Bonds of Bonds Septic in Clinton, and Stacy Gunderman of Future Fuel in Batesville. Ms. Goodwin stated that seven more new members have been nominated to join the board later this month. They include Marcus Orf to replace Chris Lorch at Ozarka as a representative of Higher Education, Robin Hunt of Arkansas Rehabilitation to replace Kimberly Clayborn, Zach Harber of UACCB to fulfill the apprenticeship requirement, and business representatives Renee' Martin of State Farm Insurance, Karen Coltharp of Clara Jane and Jax, PaTricia Cargill-Zelasko of Carlee's Hallmark, Latasha Robinson of Yoni Steam, and Sheila Philips of Hollywood Bowl.

Board Chair Gayle Cooper asked if there were any corrections or revisions to the March 10, 2021 board minutes. Hearing none, a motion to accept the March 10, 2021 minutes as presented was made by Alvin Hearyman and seconded by Garry Lawrence. The motion carried unanimously with none opposed.

Board Chair Gayle Cooper then asked if there were any corrections or revisions to the Executive Committee Meeting minutes from April 5, 2021. Hearing none, Garry Lawrence made a motion to accept the Executive Committee Meeting minutes from April 5, 2021 and Stacy Gunderman seconded. The motion carried unanimously with none opposed.

Board Chair Gayle Cooper asked if there were any corrections or revisions to the One-Stop Committee Meeting minutes from April 7, 2021. Hearing none, Stacy Gunderman motioned to approve the One-Stop Committee Meeting minutes from April 7, 2021 and Alvin Hearyman seconded. The motion carried unanimously with none opposed.

Board Chair Gayle Cooper asked if there were any corrections or revisions to the WDB minutes from the April 29, 2021 full board meeting conducted through Zoom. Hearing none, Stacy Gunderman motioned to approve the WDB minutes from April 29, 2021 and Ben Baxter seconded. The motion carried unanimously with none opposed.

Board Chair Gayle Cooper then asked if there were any corrections or revisions to the Executive Committee Meeting minutes from May 5, 2021. Hearing none, Stacy Gunderman made a motion to accept the Executive Committee Meeting minutes from May 5, 2021 and Garry Lawrence seconded. The motion carried unanimously with none opposed.

Board Chair Gayle Cooper then called upon Byron Southerland to present the Financial Report. Mr. Southerland explained that funds expiring on June 30, 2021 have been spent out and that the June 30, 2022 funds are currently in use. He stated that the June 30, 2023 funds will be presented at the next meeting. He explained that the negative numbers for administrative in the month of May shows a change requested by the state to move expenses from admin to program, explaining that the state understands that the administrative manager's role is more for programmatic responsibilities than for financial. Mr. Southerland said that the total expended across admin and program were not changed, only where the expenditures were charged.

Mr. Byron Southerland then discussed the new TANF funding application that has been submitted to the state for roughly \$600,000.

Board Chair Gayle Cooper then called upon Elizabeth Smith to share a participant story. Ms. Smith shared a video with the board. Mrs. Jillian Chandler met with a WIOA representative in September of 2018. She has three children and had not worked since September of the year before 2017. She wanted to help support her family; WIOA was able to help her to become a RN. Mrs. Chandler stated in the video, "thank you so very much, you helped me achieve my dreams" Elizabeth Smith said Jillian received her RN from University of Arkansas Community College at Batesville. Due to having new board members, Ms. Smith went on to discuss that the WIOA programs help pay for school and needed supplies so the individuals can earn self-sufficient wages.

Ms. Elizabeth Smith then moved on to the Program Report. She explained that North Central WIOA programs are the third in the state in total participants, but that those in their expected exit period are not counted toward these numbers. She informed the members that the program funding is available to add more participants.

Ms. Elizabeth Smith went on to discuss the TANF grant opportunity mentioned by Mr. Southerland. She explained that submitting for the TANF grant was previously approved by the Executive Committee. This grant will pay for work experience and the staff to run the program. Ms. Smith informed the board that this grant, which was submitted as just over \$600,000, will pay for a full time staff representative for the TANF program and forty participants at 100% of their wages. After questions were raised about how the participants will benefit from this and the difference between work experience and on-the-job training, Ms. Smith explained that the hours on work experience will be paid as a subsidized employment to the participant and that OJT is only 50%, reimbursed to the worksite employer. The board suggested reaching out to school counselors to assist with enrollment opportunities.

Board Chair Gayle Cooper requested a motion to approve the TANF grant. There was discussion regarding the fact the even though the grant application has been submitted, it has not yet been finalized. Ben Baxter motioned to move forward the TANF grant opportunity, and Stacy Gunderman seconded. With no further discussion, the motion carried with none opposed.

Ms. Elizabeth Smith then discussed how the North Central area is currently looking to increase the list of current worksites. This will benefit the TANF grant as well as the WIOA program.

Board Chair Gayle Cooper called upon Angela Goodwin to discuss the agenda items for approved programs. Ms. Goodwin explained that the Executive Committee had previously approved Exercise Science and Pre-Engineering, the occupations these programs of study lead to, and why these programs are beneficial for the WIOA participants. Board Chair Gayle Cooper asked for a motion to approve the programs. Alvin Hearyman motioned to approve the programs and Garry Lawrence seconded. With no further discussion, the motion carried with none opposed.

Board Chair Gayle Cooper called upon Angela Goodwin to discuss the policy updates, which had been previously distributed. Ms. Goodwin presented the Issuance of Policies. She explained that the only change to this policy was the description of where the policies are maintained. Board Chair Gayle Cooper asked for a motion to approve the updated Issuance of Policies. Alvin Hearyman motioned to approve the updated Issuance of Policies policy and Garry Lawrence seconded. Having no further discussion, the motion carried.

Ms. Angela Goodwin then discussed the change in the Confidentiality Policy. The process for back-up on the computer systems had changed and needed to be reflected in the policy. Board Chair Gayle Cooper asked for a motion to approve the updated Confidentiality Policy. Pat Dunegan motioned to approve the updated Confidentiality Policy and Ben Baxter seconded. Having no further discussion, the motion carried.

Ms. Angela Goodwin explained that the state had an issue with the local Dislocated Worker Eligibility Policy, as it did not have all eligibility criteria for dislocated workers. The policy presented had been changed to Dislocated Worker Eligibility Definitions Policy to indicate it was only intended to further define local eligibility determinations, as required in the law, and not to be an exhaustive list of eligibility for Dislocated Workers. Board Chair Gayle Cooper asked for a motion to approve the updated Dislocated Worker Eligibility Definitions Policy. Stacy Gunderman motioned to approve the updated Dislocated Worker Eligibility Definitions Policy and Alvin Hearyman seconded. Having no further discussion, the motion carried.

Ms. Angela Goodwin then presented the change in the Individual Training Account Policy. She explained that the policy was updated to reflect a change in the process the state has implemented for programs to be approved. Board Chair Gayle Cooper asked for a motion to approve the updated Individual Training Account Policy. Alvin Hearyman motioned to approve the updated Individual Training Account Policy and Stacy Gunderman seconded. Having no further discussion, the motion carried.

Ms. Angela Goodwin then presented the TANF grant policy. She explained that this policy requires the staff to co-enroll with WIOA when possible, that work experience is subsidized employment, supportive services may be provided through WIOA services, that the NCA WDB has chosen WRPDD to serve as the services provider and is responsible for staff for TANF program, and refers to local board policy for any other matters. Ms. Elizabeth Smith explained that the TANF office will be next to one of the Career specialists in the WRPDD building, and the TANF representative will introduce the clients to WIOA career specialist to encourage co-enrollment. Gayle Cooper asked for a motion to approve the TANF Grant Policy as presented. Garry Lawrence motioned to approve the TANF Grant Policy and Alvin Hearyman seconded. With no further discussion, the motion carried.

Chair Gayle Cooper called upon Ben Baxter, the One-Stop Committee Chairperson to update the board on the One-Stop. Mr. Baxter discussed the required procurement for One-Stop Monitoring. He explained that the monitor will be responsible for monitoring of the One-Stop Operator as well as the WIOA program, including financial. He presented the board with the response to the One-Stop procurement. Hightower was the only response. He explained that the One-Stop Committee has reviewed and scored the response and that the subcommittee recommends the full board approve

Hightower Workforce Initiatives to fill the need for an external One-Stop and program monitor. Mr. Baxter informed the board that if the monitoring is performed to the board's satisfaction, the contract can be renewed for up to three additional years. Board Chair Gayle Cooper asked for a motion to approve Hightower Workforce Initiatives to perform the required monitoring. Alvin Hearyman motioned to approve and Raye Hager seconded. With no further discussion, the motion carried.

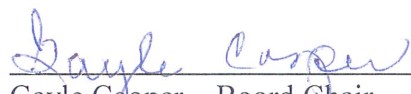
Mr. Ben Baxter then discussed the procurement of the One Stop Operator. He explained how the procurement for this has been carried out several times, but that the state did not approve the procurement processes that were used, citing potential conflicts of interest as the most common issue, and did not like the one stop manager housed at WRPDD. Mr. Baxter explained that other local areas are having similar issues and stated that the board may need assistance from the state to make sure the new request is performed to their satisfaction.

Mr. Ben Baxter informed the board the response to the most recent OSO RFP contained a budget that was higher than anticipated, over \$100,000 for a period of three years. Mr. Baxter explained that the One-Stop Committee previously requested a waiver to be sent to the governor allowing the One-Stop Operator to be under the same provider as WIOA Title IB and that board had approved the waiver, but the state later said that a waiver cannot be carried out under the existing circumstances.

Mr. Ben Baxter then presented the One-Stop Committee's proposal to contract with procurement specialist Debbie Webb for \$1,500-\$2,000 to assist the board with a new request for procurement for one-stop operator. He explained that with the assistance of a procurement specialist, the committee could better carry out the procurement without the assistance of the board staff, which will remove possible conflict of interest. The committee will review the responses and make a recommendation to the full board. Ben Baxter asked the board to approve moving forward with contracting with Debbie Webb to submit a new request for proposal. Board Chair Gayle Cooper asked for a motion to approve moving forward with contracting with Debbie Webb to submit a new request for proposal. Alvin Hearyman motioned to approve and Raye Hager seconded. All were in favor and the motion carried.

Board Chair Gayle Cooper asked if there was any other business to discuss. Board Staff Angela Goodwin discussed the need to update the committee list. The open positions include a seat on the Executive Committee, the Disabilities Services chair, and the One-Stop Vice-Chair. Ms. Robin Hunt was nominated as the Disabilities Services chair, and board chair Gayle Cooper appointed her to that position. Stacy Gunderman was added to the One-Stop Committee. It was then decided that the other members will be allowed to choose which committee they sit on after they have had a chance to review the different committee groups and what they are responsible for.

Having no more business to discuss, Board Chair Gayle Cooper asked for a motion to adjourn the meeting. Ben Baxter motioned to adjourn the meeting and Stacy Gunderman seconded. The motion passed unanimously and the meeting was adjourned.



Gayle Cooper – Board Chair

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