

**SOUTHEAST ARKANSAS
WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

February 20, 2019

A meeting of the Southeast Arkansas Workforce Development Board (WDB) was held on February 20, 2019 in Pine Bluff.

Mr. James Wilson, Chairperson, called the meeting to order.

Mr. Wilson called on Mr. David Dempsey to conduct the roll call. Mr. Dempsey noted there was a quorum with proxies.

Mr. Wilson asked if everyone had an opportunity to review the Minutes of previous meeting held on January 16, 2019. Mr. Tommy Butcher made a motion to approve the Minutes from the previous meeting, seconded by Mr. Andrew Wargo. Motion carried.

Mr. Wilson called on Ms. Lillie Edwards for a Youth Services Committee and Disability Services Committee joint report. Ms. Edwards stated that the committee wished to approve the following policies: In School Youth/Out of School Youth Eligibility Policies; Services for Youth Policy; Acceptable Documentation Policy; Nepotism Policy; Definition of Self-Sufficiency, DLW Categories A-C and Tracking of Youth Percentages, Funds and Allocations Policy; Case Management and Participation Files Policy. Ms. Edwards made a motion to approve. Seconded by Mr. Jerry Newton. Motion carried.

Mr. Wilson called on Mr. William Campbell for a report from the Planning Committee meeting. Mr. Campbell stated that the committee revisited the Eligible Training Provider List and is asking for approval on the following classes: Cossatot Community College of the University of Arkansas -Dequeen; Cossatot Community College of the University of Arkansas -Nashville; Cossatot Community College of the University of Arkansas -Ashdown; Level One Driving Academy; National Apprenticeship Training Foundation; and National Park Community College. He stated that UA Pulaski Tech College was rejected because that same course is available at SEARK for a smaller tuition, and the University of Central Arkansas was rejected based on price. Mr. Campbell asked for a motion to approve the committee's recommendation. Mr. Andrew Wargo made a motion to approve. Seconded by Mr. Tommy Butcher. Motion carried.

Mr. Campbell stated that the Committee would like board approval for the following policies: Monitoring Policy and Procedures; Veterans and Eligible Spouses Priority of Services Policy; Adult Eligibility / Adult Priority of Service Policies; Dislocated Worker Eligibility Policy; Services for Adults and Dislocated Worker Policy; and the Duplication of Services Co-Enrollment and Co-Funding Policy. Mr. Andrew Wargo made a motion to approve. Seconded by Mr. Tommy Butcher. Motion carried.

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Mr. Campbell asked for board approval for the Procurement Policy as revised. Mr. Andrew Wargo made a motion to approve. Seconded by Mr. Tommy Butcher. Motion carried. Mr. Campbell asked for board approval for staff to begin using a SEAEDD Case Review spreadsheet. Mr. Andrew Wargo made a motion to approve. Seconded by Mr. Tommy Butcher. Motion carried.

Mr. Wilson called on Mr. Danny Robbins for a report from the One-Stop Committee meeting. Mr. Robbins stated that the committee recommends the following policies and asks for board approval: OJT / Registered Apprenticeship Policies; Incumbent Worker Training Policy; Grievance Procedure – One Stop Operator and Title I Provider; Grievance Procedure – SEAWDB; Confidentiality Policy; Common Eligibility Requirements Policy; Customized Training Policy; and the Conflict of Interest Policy. Ms. Kris Lindsey made a motion to approve. Seconded by Mr. Tommy Butcher. Motion carried.

Mr. Wilson called on Mr. Thomas to give the One-Stop Operator report. Mr. Thomas referred to the Customer Service Report included in the board folders. He stated that it details the number of clients in the program which is 147 active individuals, and around 64 individuals that are anticipating some type of credential this program year. He stated that staff met on February 4, 2019 for a training on recruitment and outreach. He stated that staff also discussed the Corrective Action Plan from the State to increase enrollments by 40%, and the staff was trained on all the recently approved policies. Mr. Thomas stated that since the last board meeting, Lincoln County has become a certified ACT Work Ready community.

Mr. Wilson called on Mr. Dempsey for the Fiscal Agent report. Mr. Dempsey referred to the Current Expenditure Report included in the board folders. He stated that we're on track to spend our Fiscal Year 2017-2018 funds by June 30, 2019. He stated that the 56-page AREA Grant was turned down.

Mr. Wilson stated that the next scheduled meeting was tentatively set for April 17, 2019. There being no further business, the meeting was adjourned.

Respectfully Submitted:


Kris Lindsey, Secretary

Approved:


James Wilson, Chairman