

West Central Arkansas Workforce Development Board
Thursday, April 8, 2021, 10:30 a.m.
TEAMS Meeting

Roll Call.....Margaret Dearmon

Call to Order.....Bill Weston, Vice Chair

Invocation

Agenda Item 1 – Action

Chair Comments.....Bill Weston, Vice Chair

- Approval of February’s Unofficial Minutes
- Approval of Excused Absences
- PY-20 Budgets

Agenda Item 2 – Informational

New Business..... Bill Weston, Vice Chair

- Introduction of One Stop Operator/Monitor – Andy Hightower and Lori Strumpf
- Discussion of Workforce Development in Local Communities
- Open floor for any new business

Adjournment

Future meeting dates will depend on COVID-19:

June 10, 2021

August 12, 2021

October 14, 2021

December 9, 2021

West Central Workforce Development Board Minutes (Unofficial)
February 11, 2021

TEAMS Meeting

WDB members present: Jonathan Bibb, Greg Black, Clayton Caldwell, Larry Carr, Louisa Daniels, Aleah Davis, Kelli Embry, Bridget Glover, Neil Golden, Karen Hofford, Mike Lipton, Margot McLeod, Alan Nolan, Tammy Passafiume, Dr. Lewis Shepherd, Jr., Bill Weston, and Scott White

WDB members absent: Kathryn Baxter, Karen Breashears, Jimmy Hart, Steve Hubbard, Michael Irwin, Barry Owens and Ron Parker

WCAPDD staff present: Margaret Dearmon, David Moore and Dwayne Pratt

Guests: Billi Allison, Ashley Golleher, Cindy White-Hamilton, Cole McCaskill, Michelle Ratcliff, Gary Troutman

Mr. Carr declared a quorum and called the meeting to order at 10:32 a.m.

Mr. Carr gave the invocation.

Agenda Item 1 – Chair Comments - ACTION

Mr. Carr directed members' attention to the unofficial minutes of the December 10th meeting. He asked if there were any additions or changes to the minutes. **Hearing none, a motion to accept the December 10, 2020 minutes, as presented, was made by Mr. Weston, seconded by Mr. Caldwell, Ms. Dearmon took roll call from each member the motion carried unanimously with none opposed.**

Mr. Carr stated that the next agenda item was the approval of excused absence. Mr. Carr stated that the following members have requested to be excused for the meeting today: Ms. Baxter. Mr. Carr asked for a motion to approve the excused absence as presented. **Mr. Black motioned, seconded by Dr. Shepherd, Jr. to approve excused absence as presented, the motion carried unanimously with none opposed.**

Mr. Carr went over the PY-20 budgets. Mr. Carr said that they are all running close to where they should be this time of the year. Mr. Carr said that in the Administration Budget, the expenditure was less in December due to other grants WCAPDD has. Mr. Carr said that this is the time if anybody has any questions to ask on the budgets, there were none.

Mr. Carr said the next agenda item were the Remote Meeting Policy and the NDWG Supportive Service Agreement. Mr. Carr said both of these are needed for board approval. The NDWG agreement is needed in order to comply and respond to a finding during a recent monitoring. Mr. Carr asked if there were any questions, and there were none. **Ms. Embry motioned, seconded by**

Ms. Passafiume to approve the policy and agreement as presented, the motion carried unanimously with none opposed.

Agenda Item 2 – Committee Reports - ACTION

Executive Committee: Mr. Carr reported that the Executive Committee had a meeting last week to approve the RFPs for the One Stop Operator and Monitoring Services for the One Stop Operator and the Monitoring Services. In response to the One Stop Operator, we had one entity that responded to both the One Stop Operator and Monitoring Services, which was Hightower Workforce Initiative LLC (HWI). The committee members were very pleased with the response they gave. I believe it will be a real asset to one stop operations if they will be able to do what they say they can. We certainly will be looking at that over the next year. I like what they said of conducting meeting and overseeing the operations and bring the entities together at the one stop centers to have meetings. I think this will be a real help to our clients and provide more complete services. Being that this is the same entity for monitoring services, they will be able to do it this year. We will have to go back out on RFO for a new monitor in the following year because obviously they can't monitor themselves. The only other issue that we talked about was to ask David and Margaret to negotiate the cost with HWI for part of this. I believe David has that information from the negotiation. Mr. Moore said the negotiation we did on both of these was because the dollar amount he put in his proposals were for a 12 month period. The One Stop Operator this first year it's going to be just from March to June, which will only cover four months. The second negotiation was on the monitoring. We put the years as PY-17, 18 & 19, when all we really needed was 19 & 20 and he agreed to that. He reduced the monitoring cost from \$22,200 down to \$19,050. The One Stop Operator cost reduced from \$51,600 to \$24,300. Starting July 1, if we continue with the same One Stop Operator, the cost will increase back to the \$51,600. Discussion followed. Mr. Carr asked if anybody had any questions or comments before we ratify these two proposals. **Ms. McLeod motioned, seconded by Mr. Lipton to ratify the Executive Committees actions regarding the One Stop Operator and the Monitoring Services RFPs as presented, the motion carried unanimously with none opposed.**

Youth Standing Committee: Mr. Nolan reported that the committee met last week to discuss policies that needed to be updated due to the recent monitoring report. Mr. Nolan said the Incentive Policy had some incentives that needed to be removed based on the monitoring report and a few new ones added in accordance with Issuance 19-04. Mr. Nolan reported that incentives 1, 6, 7 and 8 from the current policy will be removed and incentive 4 will be reworded to cover participants in #2. Mr. Nolan also stated that there are three incentives that are in ADWS Issuance 19-04 that the committee voted to recommend be added to the incentive policy. They are Documented mastery of material presented in a required or recommended component by the local Adult Education program, such as Financial Literacy; Attaining a credential or a specific job industry certification, such as ServSafe, OSHA forklift, et, and Earning a Bronze, Silver, Gold, or Platinum ACT National Career Readiness Certificate. Mr. Nolan asked if there were any questions. Mr. Carr asked about the difference in the amount of the incentive on the draft and what was just given. Mr. Nolan said yes, he was bringing this change before the board because it was discussed more after the committee met due to the fact that with the combining of two incentives, it should have had a

max of three for \$150 instead of two for \$100. We would also like to increase the Ready Test from \$25 each to \$50 each and passing GED from \$200 to \$300. Mr. Nolan said that he feels it is a good change because it pinpoints education and work preparation. It will highlight the two areas we want to focus on. Mr. Nolan said that the next item was the updating of the Contact Policy. Again, this is a result of a finding in the monitoring report. Mr. Nolan stated that we needed to add a section that tells how a participant can opt out of follow-up and how many times staff has to contact the youth to provide follow-up services. Discussion followed. **Ms. Daniels motioned, seconded by Mr. Black to approve the changes the Incentive Policy and the Contact as presented, the motion carried unanimously with none opposed.**

Agenda Item 3 – Informational

Mr. Carr said the next agenda items is the discussion of workforce development any member would like to share going on in their communities. Mr. Nolan said that he would like to let everyone know that the Workforce Alliance for Growth and Economy (W.A.G.E.) Program has been working for the last year to revamp their program. He said he reviewed it last week and it will be more relevant and be beneficial for participants. It is a work preparation program where they will do mock interviews, resumes, register with ADWS. To earn the W.A.G.E certificate they have to have a certain level of TABE score, so you know that the certificates are worth something and the person has some reading and math skills. Mr. Smith, from ATU Ozark Campus, said that he along with Ms. Golleher, who is on the call this morning, just want to reconnect with this group. In the past, Rick Massengale who use to come to these meeting, but he is no longer with us. We look forward to our part at reengaging with you all. He said he knows they are on the northern end of your service area and he is actually out of the local area, but a lot of the businesses they work with are in your service area. There are some innovated talks going on in the Russellville area on how to reengage higher ed, secondary education and industry and the general community. Those are some of the initial discussions going on. He said he did not want to take too long, but on behalf of ATU, we look forward to reengaging with this group and look forward to it. Mr. Carr thanked him for sharing that with us today. Mr. Carr asked if there anyone else had anything to share. Ms. Embry said that at the last meeting she mentioned that they would have a new Vice President for Workforce and I did invite him to join us today. His name is Bill Allison and I would just like to recognize him. We look forward to exiting new things in workforce in Garland County.

Mr. Carr adjourned the meeting at 11:07 a.m., **on a motion made by Mr. Caldwell, seconded by Ms. Hofford.**

Larry Carr, Chairman

Date

**WCAPDD 2020 -2021
ADMINISTRATION BUDGET**

| | | |
|-----------------------|-----------------------------|--------|
| BUDGET | \$128,374.00 | |
| July Expenditure | <u>-\$5,370.31</u> | |
| BALANCE | \$123,003.69 | 4.19% |
| August Expenditure | <u>-\$7,183.76</u> | |
| BALANCE | \$115,819.93 | 9.78% |
| September Expenditure | <u>-\$8,579.49</u> | |
| BALANCE | \$107,240.44 | 16.47% |
| October Expenditure | <u>-\$8,412.47</u> | |
| BALANCE | \$98,827.97 | 23.02% |
| November Expenditure | <u>-\$6,161.92</u> | |
| BALANCE | \$92,666.05 | 27.82% |
| December Expenditure | <u>\$2,983.14</u> | |
| BALANCE | \$89,682.91 | 30.14% |
| January Expenditure | <u>-\$7,589.84</u> | |
| BALANCE | \$82,093.07 | 36.06% |
| February Expenditure | <u>-\$7,046.44</u> | |
| BALANCE | \$75,046.63 | 41.54% |
| March Expenditure | <u> </u> | |
| BALANCE | | |
| April Expenditure | <u> </u> | |
| BALANCE | | |
| May Expenditure | <u> </u> | |
| BALANCE | | |
| June Expenditure | <u> </u> | |
| BALANCE | | |

**TRAINING and SUPPORTIVE SERVICE 2020 -2021
PROGRAM BUDGET**

| | ADULT | | DLW | |
|-----------------------|--------------|--------|--------------|--------|
| BUDGET | \$125,000.00 | | \$225,000.00 | |
| July Expenditure | -\$18,633.01 | | \$0.00 | \$0.00 |
| BALANCE | \$106,366.99 | 14.90% | \$225,000.00 | |
| August Expenditure | \$0.00 | | \$0.00 | \$0.00 |
| BALANCE | \$106,366.99 | 14.90% | \$225,000.00 | |
| September Expenditure | \$0.00 | | \$0.00 | \$0.00 |
| BALANCE | \$106,366.99 | 14.90% | \$225,000.00 | |
| October Expenditure | \$0.00 | | \$0.00 | \$0.00 |
| BALANCE | \$106,366.99 | 14.90% | \$225,000.00 | |
| November Expenditure | -\$1,123.55 | | \$0.00 | |
| BALANCE | \$105,243.44 | 15.81% | \$225,000.00 | 0.00% |
| December Expenditure | -\$15,097.16 | | -\$12,200.00 | |
| BALANCE | \$90,146.28 | 27.89% | \$212,800.00 | 5.43% |
| January Expenditure | \$0.00 | | \$86.50 | |
| BALANCE | \$90,146.28 | 27.89% | \$212,713.50 | 5.46% |
| February Expenditure | -\$3,995.00 | | \$0.00 | |
| BALANCE | \$86,151.28 | 31.08% | \$212,713.50 | 5.46% |
| March Expenditure | | | | |
| BALANCE | | | | |
| April Expenditure | | | | |
| BALANCE | | | | |
| May Expenditure | | | | |
| BALANCE | | | | |
| June Expenditure | | | | |
| BALANCE | | | | |

WCAPDD 2020 -2021 PROGRAM BUDGET

| | | |
|-----------------------|-----------------------------|--------|
| BUDGET | \$200,000.00 | |
| July Expenditure | <u>-\$5,866.27</u> | |
| BALANCE | \$194,133.73 | 2.94% |
| August Expenditure | <u>-\$15,519.92</u> | |
| BALANCE | \$178,613.81 | 10.70% |
| September Expenditure | <u>-\$14,564.24</u> | |
| BALANCE | \$164,049.57 | 17.98% |
| October Expenditure | <u>-\$14,003.88</u> | |
| BALANCE | \$150,045.69 | 24.98% |
| November Expenditure | <u>-\$9,520.62</u> | |
| BALANCE | \$140,525.07 | 29.74% |
| December Expenditure | <u>-\$11,823.66</u> | |
| BALANCE | \$128,701.41 | 35.65% |
| January Expenditure | <u>-\$14,469.02</u> | |
| BALANCE | \$114,232.39 | 42.89% |
| February Expenditure | <u>-\$16,012.65</u> | |
| BALANCE | \$98,219.74 | 50.89% |
| March Expenditure | <u> </u> | |
| BALANCE | | |
| April Expenditure | <u> </u> | |
| BALANCE | | |
| May Expenditure | <u> </u> | |
| BALANCE | | |
| June Expenditure | <u> </u> | |
| BALANCE | | |

WEST CENTRAL ARKANSAS PLANNING & DEVELOPMENT DISTRICT, INC.

West Central Provider Budget

July 1, 2019 - June 30, 2020

| <u>ITEM</u> | <u>PROGRAM</u> | <u>TOTAL</u> | <u>MONTHLY</u> | <u>Y-T-D</u> | <u>% of</u> | <u>BUDGET</u> |
|--------------------------------|----------------|-------------------|------------------|-------------------|---------------|-------------------|
| | | | <u>EXPENSE</u> | <u>TOTAL</u> | <u>TOTAL</u> | <u>BALANCE</u> |
| February, 2020 | | | | | | |
| 1. PERSONNEL | | 450,500.00 | 30,951.52 | 208,092.96 | 46.00% | 242,407.04 |
| 2. FRINGE BENEFITS | | 145,960.00 | 10,423.85 | 76,104.98 | 52.00% | 69,855.02 |
| 3. RENT | | 52,500.00 | 1,212.00 | 10,773.14 | 21.00% | 41,726.86 |
| 4. UTILITIES | | 36,000.00 | 216.42 | 2,841.26 | 8.00% | 33,158.74 |
| 5. TRAVEL/MEETINGS | | 39,000.00 | -2,631.35 | -1,535.23 | -4.00% | 40,535.23 |
| 6. SUPPLIES | | 18,000.00 | 30.37 | 3,192.03 | 18.00% | 14,807.97 |
| 7. EQUIPMENT PURCHASE/REPAIRS | | 14,000.00 | 314.89 | 599.66 | 4.00% | 13,400.34 |
| 8. OUTREACH/DUES/SUBSCRIPTIONS | | 3,000.00 | 0.00 | 0.00 | 0.00% | 3,000.00 |
| 9. TELEPHONE/INTERNET | | 15,000.00 | 419.05 | 3,854.07 | 26.00% | 11,145.93 |
| 10. OTHER/CONTRACT SERVICE | | 3,000.00 | 0.00 | 820.96 | 27.00% | 2,179.04 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| GRAND TOTAL | | 776,960.00 | 40,936.75 | 304,743.83 | 39.00% | 472,216.17 |