

**West Central Workforce Development Board Minutes**  
**June 11, 2020**  
**Teleconference**

**WDB members present:** Kathryn Baxter, Greg Black, Karen Breashears, Clayton Caldwell, Larry Carr, Louisa Daniels, Aleah Davis, Bridget Glover, Neil Golden, Jimmy Hart, Karen Hofford, Margot McLeod, Tammy Passafiume, Dr. Louis Shepherd, Jr., and Bill Weston

**WDB members absent:** Jonathan Bibb, Kevin Bingham, Kelli Embry, Amy Ford, Allen Goines, Steve Hubbard, Michael Irwin, Alan Nolan, Barry Owens, Ron Parker, Scott White

**WCAPDD staff present:** Margaret Dearmon, Haley Kesterson, David Moore, Dwayne Pratt and Joyellen Rosamond

**Guests:** Kim Darling, Denise Hamby, Mason Robinson, Jessica Rohlman and Cindy White-Hamilton

Dearmon took a roll call of those on the teleconference.

Mr. Carr declared a quorum and called the meeting to order at 10:35 a.m.

Mr. Carr gave the invocation.

**Agenda Item 1 – Chair Comments - ACTION**

Mr. Carr stated that the first agenda item was to approve the April 2020 Unofficial minutes. He asked if there were any additions or changes to the minutes. **Hearing none, a motion to accept the April 11, 2020 minutes, as presented, was made by Ms. Baxter, seconded by Mr. Weston, 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 said the following people have requested an excused absence for the meeting today: Kelli Embry, Michael Irwin, Steve Hubbard, Barry Owens and Scott White. Mr. Carr asked for motion to approve the excused absences as presented. **Mr. Weston motioned, seconded by Ms. Daniels to approve excused absences as presented, Ms. Dearmon took roll call from each member the motion carried unanimously with none opposed.**

Mr. Carr stated that he needed to appoint an ADHOC committee to elect for the next new at the next meeting. He would like to appoint the following members to the ADHOC committee: Ms. Baxter, as the chairperson, Clayton Caldwell and Margot McLeod to the ADHOC committee meeting.

Mr. Carr mentioned that Ms. Dearmon will be sending out new Disclosure Forms by email. It is imperative that each member complete this for and send it back by email or by mail.

Mr. Carr went over the PY-19 budgets and listed off the following percentage changes: Admin Budget had program budget usage of 77%, Training/Supportive Services the adults program had 70% usage and dislocated workers had 12% usage. West Central Program Budget usage was 60% through April.

### **Agenda Item 2 – Committee Reports**

There was a problem with the call-in meeting. Mr. Carr asked everyone to hang up and call back and he would reconvene the meeting. Mr. Carr reconvened the meeting.

One Stop: Mr. Weston provided an update to the one stop report mentioning page 12 of the report. They last met May 28 and discussed two agenda items. This was designation of One Stop Operator through Dept of Workforce Services with a consortium by National Park College. They have done a great job thus far. Mr. Weston stated that Mr. Moore reported that it was a good experience and they have agreed to continue for another year. The vote of the One Stop Committee was to recommend continuing that service for the next year. We do not have to do an RFP but every four years. Mr. Moore reported in that meeting that the budget had not yet been received. The board allowed the negotiation of the budget once received.

The second item was the approval of the budgets for next year. Mr. Weston reported that the committee was recommending approving all the budgets. Mr. Carr went over the three budgets that the committee recommended for approval: Administration, Service Provider, and Program Budgets. Mr. Carr made asked for a motion to approve the committee's recommendations. **Ms. Baxter motioned, seconded by Mr. Caldwell to approve the committee's recommendations.** Mr. Carr asked if there any questions. Discussion followed. **Ms. Dearmon took roll call from each member, the motion carried unanimously with none opposed.**

Planning and Performance: Teleconference held May 27, 2020, Ms. Baxter stated that the committee had a teleconference and after review, the committee approved or disapproved the following programs and is recommending it to the board:

Approved: AR Coding Academy, AR Tech Cyber Security, and AR Tech- Ozark Campus.

Disapproved: Aha! Interpreting Solutions; Arkansas College of Health; Arkansas Tech University Ozark Campus – Cosmetology, Cosmetic Science/GT; Level One Driving Academy; Missouri Welding Institute, Inc.; NetScript Coding School Institute; University of Arkansas Global Campus.

Ms. Baxter also mentioned that Ms. Dearmon talked about each local area is allowed five programs that are in demand in their area, but not on the Projected Employment Opportunity List that could be added and they must how a need for the training. UACCM has made application for Diesel Technology (AD, TC, CP levels) and the state has it flagged to be approved as an eligible provider due to it being a new program and no performance data available. Ms. Baxter said that the committee's recommendation is to approve this program.

Ms. Baxter said the next item the committee reviewed was to discuss an amendment to the Individual Training Account (ITA) Policy. We reviewed this as outlined in the packet. The

addition to the policy is in red. Ms. Dearmon went over the changes in the policy due to Pell Grant and scholarships having to be used first. Mr. Carr asked for a motion to approve the committee's recommendations. **Mr. Weston motioned, seconded by Ms. Daniels to approve the committee's recommendations. Ms. Dearmon took a roll call from each member, the motion carried unanimously with none opposed.**

Youth Standing: Mr. Carr stated that the committee chair was not at the meeting, however, it was discussed that the 14 Program Elements must be accessible by all interested parties and to ADWS. This will also be on WCAPDD's website. The committee voted on the Memorandum of Understanding (MOU) that is included in the packet. Ms. Dearmon mentioned that that a sample MOU was also in the packet was received during the Director's TEAM meeting that Ms. Dearmon and Mr. Moore attended. This is a MOU from another area. Ms. Dearmon stated that she shared it with Mr. Nolan, and he agreed that it would be easier to use the sample MOU in place of the one that the committee approved. Mr. Carr asked if there were any questions, and there were none. Mr. Carr made asked for a motion to approve the sample MOU. **Ms. McLeod motioned, seconded by Ms. Breashears to approve the draft as submitted. Ms. Dearmon took a roll call from each member, the motion carried unanimously with none opposed.**

#### **New Business – Informational**

Mr. Carr turned the meeting over the Business Engagement Coordinator, Ms. Kesterson, who gave a brief report regarding the creation of COVID resource guide which has been a great resource for area businesses. She talked about how the Clarksville Chamber had put out a survey to evaluate the needs of businesses due to COVID. The communities are coming together, but more businesses need financial resources and health planning due to COVID related issues. The Work Opportunity Tax Credit will be available to businesses who hire people who have had consistent unemployment for 27 weeks.

Mr. Carr then turned the attention to the Department of Labor report that was given by Mr. Moore. He stated that there were four different waivers that the State had applied for and hand been approved by DOL. This information came out after we had the Youth Standing committee. When WIOA was implemented, there was a mandate that a minimum of 70% of all youth funds had to be expended on out of school youth. Mr. Moore stated that at that time, the Board dedicate 100% of our efforts toward out of school youth, for that reason. This waiver applied by the State and approved, would reduce this amount to only 50% and may only last through 2021. We are not sure. This will allow us to enroll some in school youth as well. Mr. Moore said that what we are asking for is a vote from you to approve using this waiver on a conditional basis that will open the door to serve some in school youth as well as serving some out of school youth, Mr. Carr asked if there were any questions, and there were none. **Ms. McLeod motioned, seconded by Mr. Weston to approve this recommendation. Ms. Dearmon took a roll call from each member, the motion carried unanimously with none opposed.**

Mr. Carr then asked if there were any new business in regard to Local Community Workforce Development, no one made any reports; however, Mr. Carr made the statement that all members should make an active effort to get involved with the committees and meetings as often as possible. The committees are very important and greatly impact policy making.

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Mr. Carr then opened the floor to any new business not on the agenda. Ms. Dearmon made an update regarding the negotiated performance measures that have changed by the state. This report will be sent out via email and put on the website with the local plans.

Mr. Carr is hopeful that the next meeting in August will be in person. Also mentioned that the Hot Springs Workforce Center will be moving on July 31<sup>st</sup> from their current location to the Landmark Building in Hot Springs.

Mr. Carr adjourned the meeting at 11:25 a.m., on a motion made by Ms. Baxter, seconded by Mr. Weston, and carried unanimously with none opposed.

Larry Carr  
Larry Carr, Chairman

8-13-20  
Date