

# West Central Workforce Development Board Minutes December 10, 2020

## TEAMS Meeting

**WDB members present:** Kathryn Baxter, Jonathan Bibb, Karen Breashears, Clayton Caldwell, Larry Carr, Aleah Davis, Kelli Embry, Neil Golden, Jimmy Hart, Karen Hofford, Margot McLeod, Alan Nolan, Tammy Passafiume, Dr. Lewis Shepherd, Jr., Bill Weston, and Scott White

**WDB members absent:** Greg Black, Louisa Daniels, Bridget Glover, Steve Hubbard, Michael Irwin, Barry Owens and Ron Parker

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

**Guests:** Kimberly Darling, Ashley, Golleher, Cindy White-Hamilton, Thomas Pittman, Mason Robinson

Mr. Carr declared a quorum and called the meeting to order at 10:31 a.m.

Mr. Carr gave the invocation.

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

Mr. Carr directed members' attention to the unofficial minutes of the August 13<sup>th</sup> meeting. He asked if there were any additions or changes to the minutes. **Hearing none, a motion to accept the August 13, 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 stated that the following members have requested to be excused for the meeting today: Mr. Irwin and Ms. Daniels. Mr. Carr asked for a motion to approve the excused absences as presented. **Judge Hart motioned, seconded by Ms. Breashears to approve excused absences as presented, the motion carried unanimously with none opposed.**

Mr. Carr went over the PY-20 budgets. Mr. Carr said that we have had a couple of different things going on that has helped with the budgets. We have had a grant for emergency to help with clean up in Conway and Perry Counties. We have done a lot of work there and that has helped. That grant is pretty much over with. We have also been administering a TANF funded grant. The total budget for that grant was 1.3 million, but we will not spend that much. Mr. Moore stated that we did not have the number of applicants as they said were anticipated across the state. Mr. Carr said that the reason he mentioned this was because with these grants, we have been able to charge some of our time to those grants. It may look like on some of the budgets we are not spending that much money, it is due to those grants. Mr. Carr went over the Administration and said that we have spent 23% of that budget. The next budget is the WCAPDD Service Provider budget, which has spent about 23% on that budget. The next is the Training and Supportive Service budget, which

does not look like we have spent that much. Mr. Carr ask David to explain the reason for no DLW money being spent. Mr. Moore stated that we have had a few DLW coming in for training, so that figure will change once we receive the bills. Mr. Carr said the last budget is the WCAPDD Program Budget and about 25% of that has been expended. Mr. Carr asked if there were any questions on the budgets, there were none.

Mr. Carr said the next agenda items is the Monitoring report form ADWS. There have been several things come up in this report and we had to make quite a few changes in several things. There are two items in the packet and one additional handout that will need to be voted on today. Mr. Carr stated he will go through the items and let Mr. Moore answer any questions. The first one is the Chief Elected Officials Agreement. One of the main things added was part 4 – Liability section. This covers the financial liability of the monies for the CEOs. It is pretty much straightforward. It is not anything that has not been in place, we just had to have it documented. If you have any questions David or I can answer them for you. There were no questions. The second document is the West Central Arkansas Partnership Agreement. Since the service provider was changed to WCAPDD, we needed to have a separate agreement with them. Again, this is nothing that hasn't already been in place, it just needs to be documented and signed by all parties. Mr. Carr asked if there were any questions. He asked Mr. Moore if he had any questions on any of these two documents. Mr. Moore stated he did not, but he noticed that Mr. Pittman was on the call and asked if he was in agreement with this. Mr. Carr asked Mr. Pittman if he had any comments. DOL never actually defined ... the main purpose in this, is like the staff differentiate between the roles of the fiscal agent, staff to the Board, One Stop Operator and Title I Service Provider. There is no exact approach that DOL mandates, but they want you to address any possible conflict of interest. Mr. Pittman said he hasn't went through it with a fine tooth comb or anything like that, but the main thing is to show the staff, of course you have a separate one stop operator, so you don't have that conflict you don't have to address. The fiscal staff has certain things. They are not to get involved with policies with the board and stuff like that. The roles are the main things you need to address on that. This may be a document that you will need to refine along the way. Without going through it completely, I do not want to say it is perfect, but I am sure you addressed the issues because we sent out sample agreement from other areas that had to go through the same thing. This is a good start as long as you address the possible conflict of interest between board staff, fiscal agent and service provider by position and not names and you don't allow their duties to overlap. Mr. Carr thanked Mr. Pittman for sharing that with us. Mr. Carr asked if there were any comments on these two, and there were none. Mr. Carr stated the next item is from the monitoring report. Mr. Carr stated that Margaret emailed out the Supportive Service Agreement. Mr. Carr turned the floor over to Mr. Moore to talked about this agreement, which has to do with one of the grants I talked about earlier. Mr. Moore stated that we had a finding in the monitoring report because we were missing a supportive service agreement with Conway and Perry Counties to pay for supplies, tools & equipment. So, we worked up an agreement to keep in line. We have a Supportive Service Policy, but not a special one for those two counties. We have reimbursed to those counties individually and that is what this supportive service agreement says and by approving this, we will get the correct signatures and have this document implemented. Mr. Carr asked if there were any questions and there were none. Mr. Carr said that all three of these documents are a part of the monitoring report that he would like a motion and a seconded and a roll call to approve these in order to correct these issues form the monitoring report. **Dr. Shepherd motioned, seconded by**

**Mr. West to approve the adoption of the reports. Motion carried. Judge Hart abstained from voting.**

Planning and Performance: 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 all Pending Programs from the following schools: Arkansas Tech University Ozark Campus – Nursing Assistant; University of Arkansas Community College at Hope – Power Plant Technology-ELEC/INST, Emergency Medical Technician-Basic, Welding Technology, Industrial Technology-Mechanical, Industrial Technology Electrical, Industrial Electricity (47.0105), Industrial Technology Multicraft, Industrial Electricity (47.0303), EMT/Paramedic, Practical Nursing, Diesel Technology, Heating, Ventilation & Air Conditioning (CP & TC);

Disapproved all Pending Programs from the following schools.: Aha! Interpreting - Google Classroom – Basic, General Labor English - Level 2, General Labor - English Level 1, Corporate Spanish - Level 2, Corporate Spanish - Level 1, Writing for Bilinguals, Interpersonal Business Management, Business Communication; Clement Truck Driving Academy – Professional Truck Driver Training; Forge Institute – Cypber Training Bootcamp Fundamental, Cyber Training Bootcamp; Northwest Arkansas Community College – Networking, Mastering Project Management with PMP Prep, Maintenance Technician, Six Sigma Black Belt, Lean Six Sigma Black Belt, Leadership in Energy and Environmental Design (LEED), Java Programmer, Introduction to Power BI, Intermediate Power BI, HRCI Certification Program, Human Resources Professional, Google Analytics Certificate, Google Analytics, Front End Web Developer, Food and Customer Service Skills & Certified Professional Food Manager (CPFM), Financial Analysis and Planning for Non-Financial Managers, Entrepreneurship, Engineering Technician, Digital Marketing Strategist, Dental Office Manager, CPC Certified Medical Administrative Assistant with Medical Billing and Coding with Exam voucher, CPC Certified Medical Administrative Assistant with Medical Billing and Coding, Computer Information Systems – Cyber Technology help Desk Analyst: Tier Support Specialist, CompTIA Security+ Certification Training with Exam Voucher, CompTIA Security+, CompTIA Project+, CompTIA Network+ Certification Training, CompTIA Linux+ with Exam Voucher, CompTIA Advanced Security Practitioner (CASP), CompTIA A+ Certification, Composites Technician, Commercial Driver License (CDL) Written Exam Training, CNC Machinist, Clinical Dental Assistant, CIS - Cyber Technology, Certified Paralegal, Certified Nursing Assistant, Certified Medical Administrative Assistant (CMAA), Certified Internal Auditor, Certified Information Systems Auditor (CISA), Certified Information security Manager (CISM), Certified Clinical Medical Assistant w/Certified Electronic Health Records Specialist, Certified Clinical Medical Assistant for Experienced CMAA, Certified Bookkeeper with Microsoft Excel 2019, Accounting and Finance for Non-Financial Managers Certified Clinical Medical Assistant (CCMA), Cash is King, Call Center Representative, C++ Programmer, Biofuel Production Operations, AWS System Operations Certification Bundle, ASQ Certified Quality Improvement Associate (CQIA), Administrative Assistant Suite, ASQ Certified Quality Engineer, ASQ Certified Quality Auditor, ASQ Certified Lean Six Sigma Green Belt, Advanced Power BI, Advanced Google Analytics, Advanced Data Analytics, Adobe Certified Associate, Accounts Payable Specialist Certification, Accounts Payable Manager Certification, Unmanned Aerial Systems Drone Operator, Robotics Technician, OSHA 10 General Industry

Training, OSHA 10 Construction Industry Training, OSHA 30 General Industry Training, OSHA 30 Construction Industry Training; PAL CNA Training Academy – Certified Nursing Assistant; Searcy Beauty College, Inc. – Instructor, Cosmetology; Southeast Arkansas College - Early Child Development, Criminal Justice Technology, Radiologic Technology, Practical Nursing, Nursing (LPN to RN), RN Generic Option; University of Arkansas at Little Rock – Law Enforcement, Bachelor of Arts in Studio Art, Computer Programming-AS, Computer Science, Construction Management, Elementary Education, Management Information Systems, History, Business Management-BA, Psychology, Social Work, Speech Pathology, Theater Arts, Biology, Accounting, Criminal Justice, Nursing-BSN, Nursing-AS, Nursing (BSN), Middle Childhood Education, Criminal Justice, Computer Information Systems, Computer Maintenance/Networking Chemistry; *University of Arkansas at Monticello* – Heavy Equipment Operator; *University of Arkansas Global Campus Roger* – Power Plant Technology-ELEC/INST, Emergency Medical Technician-Basic, Welding Technology, Industrial Technology-Mechanical, Industrial Technology Electrical, Industrial Electricity, Industrial Technology Multicraft, Industrial Electricity, EMT/Paramedic, Practical Nursing, Diesel Technology, Heating Ventilation & Air Conditioning, Back-End Web Development, Web Design Professional, Toolmaker, Tool and Die Maker, Salesforce: Power User, Robotics Technician, Project Management Essentials with CAPM Prep, Professional Bookkeeper with QuickBooks 2018 (Software Included), Process Technician, Press Operator: Hot Stamping, Press Operator: Cold Stamping, PMI Risk Management Professional with Exam Voucher, Phlebotomy Technician, Pharmacy Technician, Personal Care Assistant Certificate Program, Medical Administrative Assistant, Mastering Project Management with PMI PMP Prep, Marketing Design Certificate, Maintenance Technician, Legal Secretary, Java Programmer, Help Desk Analyst: Tier 1 Support Specialist, Java Web Development Program, Front-End Web Development Program, Freight Broker/Agent Training, Food and Customer Service Training, EXIN Cloud Computing, Electronic Health Records Management, Digital Marketing Strategist, Digital Arts Certificate, Dialysis Technician, Dental Assistant, CompTIA Security+ Certification with Exam Voucher, CompTIA Project+ with Exam Voucher Included, CompTIA Network+ Certification with Exam Voucher, CompTIA Network+ Certification Training Suite with Exam Voucher Included, CompTIA Network+ Certification Training Suite, CompTIA Linux+ with Exam Voucher Included, CompTIA IT Fundamentals Certification Prep and Exam Voucher, CompTIA Cloud+ Certification Training, CompTIA Advanced Security Practitioner (CASP) with Exam Voucher Included, CompTIA A+ Certification Training Suite, Composites Technician, Commercial Driver License (CDL) Written Exam Training, CNC Machinist, Clinical Nurse Aide, Clinical Medical Assistant, Certified Quality Engineer, Certified Quality Auditor, Certified Paralegal, Certified Internal Auditor, Certified Quality Improvement Associate (CQIA), Certified Information Security Manager (CISM) with Exam Voucher, Certified Information Security Manager (CISM), Certified Bookkeeper with Excel 2019, Certified Bookkeeper, Certified ASQ Lean Six Sigma Green Belt with Exam Voucher, Certified ASQ Lean Six Sigma Black Belt with One-on-One Project Coaching and Exam Voucher, Certified ASQ Lean Six Sigma Black Belt with Exam Voucher, Certified Administrative Professional with Exam Voucher Included, Call Center Representative, Back-End Web Development Program, AWS System Operations Certification Bundle with Exam Voucher Included, Assisted Living Technical Certificate Program, Adobe Certified Associate, Administrative Assistant Program, Accounts Payable Specialist Certification with Exam Voucher Included, Accounts Payable Manager Certification with Exam Voucher Included, Medical Billing and Coding .

**Mr. Caldwell motioned, seconded by Mr. Weston to approve the committee's recommendations. Ms. Dearmon took a roll call from each member, the motion carried unanimously with none opposed.**

**Agenda Item 3 – Informational**

Mr. Carr said the next agenda items is the discussion of workforce development in communities. Mr. Carr said this is an opportunity for you to share what your community has been involved with the full board. Mr. Carr opened the floor for comments or ideas. Mr. Carr said that he knows that we are shut down in a lot of things that we would normally be doing. He asked if anyone had any new business they wanted to bring before the board. Ms. Embry stated that the college has hired a new Vice President for Workforce. He will be on campus January 4<sup>th</sup>. Ms. Embry said that she would like to bring him to our next board meeting and introduce him to everyone. She stated that she had taken on a new position at the college and they hired him to fill her spot. Mr. Carr said he saw it in the paper, and he looks forward to meeting him and working with him.

The next meeting will be in February. He said he is ready to come and meet face to face.

**Mr. Carr adjourned the meeting at 10:58 a.m., on a motion made by Ms. Breashears, seconded by Mr. Bibb, and carried unanimously with none opposed.**

Larry Carr  
Larry Carr, Chairman

5/10/2021  
Date