

West Central Workforce Development Board Minutes
October 14, 2021

TEAMS Meeting

WDB members present: Jonathan Bibb, Greg Black, Larry Carr, Tanif Crotts, Darla Crump, Kelli Embry, Allan George, William Neil Golden, Jimmy Hart, Jeremy Hughes, Cynthia Lanphear, Wendy Lopez, Tammy Passafiume, Dr. Lewis Shepherd, Jr., Bill Weston, Scott White

WDB members absent: Karen Breashears, Aleah Davis, Herman Grayer, Lisa Green, Neal Harrington, Karen Hofford, Mike Lipton, Nicole McGough, Margot McLeod, Alan Nolan

WCAPDD staff present: Margaret Dearmon, Cora Easterday, David Moore, Joyellen Rosamond

Guests: Joyce Akidi, Bill Allison, Chad Brown, Dawn Fitch, Thomas Pittman, Mason Robinson, Eddie Thomas, Gary Troutman,

Ms. Dearmon took roll call and turned the floor over to Mr. Carr who called the meeting to order at 10:31 a.m.

Mr. Carr gave the invocation.

Agenda Item 1 – Chair Comments

Mr. Carr directed members' attention to the unofficial minutes from the August meeting. He asked if there were any additions or changes to the minutes. **Hearing none, a motion to accept the August minutes was made by Dr. Shepherd, seconded by Mr. Black. Mr. Carr asked Ms. Dearmon to take roll call and she suggested that we do one roll call to cover all the items in the Chair Comments. Mr. Carr agreed.** Mr. Carr reported that he received request for excused absences on the following board members: Ms. Davis, Ms. Greene, Mr. Lipton, and Mr. Nolan. **Ms. Dearmon took roll call from each member and the motion carried unanimously with none opposed.**

Mr. Carr said that it has been a difficult time this past year to try and have these meeting when we are not face-to-face. A lot of us have never had the opportunity to see each other and visit face to face, so I want to say thank you to all of you who take time to be on these meetings because it is very important. The work that we do help a lot of people and it is important to them. Hopefully in the near future we'll be able to meet face to face and have more in-depth discussion about what is going on in our communities and how this board can impact our clients and communities.

Mr. Carr said there was not a lot on the agenda today, but there are some things we need to get done and keep moving in our program year is just getting started. Mr. Carr went over the all the budgets. Mr. Carr asked Mr. Moore if he had anything to ad and he just reported that during this time the schools have not billed us as of yet. The next meeting you will have September and October expenditures and they should increase drastically.

Agenda Item 2 – Informational

Mr. Carr stated that the next agenda item on the discussion on the One Stop Operator RFP Timeline. Mr. Carr explained that we had to go out on a new RFP for a new One Stop Operator that was in the packet. He stated that the Executive Committee will be reviewing and then approving the proposals. Once that is done, we will finalize the agreement and hopefully have in place by November 1st. He asked if anybody had any questions or concerns. Mr. Moore said that State has volunteered to help us through the negotiation process all the way up to the signing of the contract. We have a meeting with the State Friday and hopefully it will be a smooth transaction over to the Executive Committee. We only got one proposal sent in from the RFP, so if we can negotiate with this person an agreed upon amount and this subcontract will go forward. If not, we will have to go back out on RFP again. Mr. Carr asked if anyone had any comments on this process and there were none.

Mr. Carr stated that the board needed to appoint and vote on a new EEO Officer. We have asked Ms. Easterday to be approved for this position. Mr. Carr asked Ms. Moore if he had anything to add. Mr. Moore stated that we are required to have an EEO Officer onsite and Ms. Nichols was our EEO Officer, but she has left us. Ms. Easterday is our Business Engagement Coordinator and our temporary One Stop Operator at the present time, so this feels like a very good fit for her. She is willing to take on this role. He said it does take a board vote and we are recommending Ms. Easterday for this position. Mr. Carr asked for a motion to approve Ms. Easterday as the EEO Officer. **Ms. Crump made the motion to elect Cora Easterday as the EEO Officer, seconded by Judge Hart.** Mr. Carr asked if anybody had any questions or further discussion. Ms. Passafiume asked because it is not coming to mind, what is an EEO Officer? Mr. Carr asked Mr. Moore to respond to this and he said that basically, if there are any grievances, you have to have somebody in place to lodge that complaint with and to follow through on the appropriate paperwork. Mr. Carr said that we are saying EEO, but what does that stand for, so everyone knows. Mr. Moore stated that it stands for Equal Employment Officer. **Ms. Dearmon took roll call from each member and the motion carried unanimously with none opposed.**

Mr. Carr asked Ms. Easterday if she would give a brief updated on the One Stop Operator. Ms. Easterday said she first wanted to say thank you for voting her in as the new EEO Officer and she is looking forward to doing that. Ms. Easterday said that there have been some issues surrounding the invoicing with ARVAC out of the Russellville office, so we brought ADWS, WCAPDD and ARVAC those individuals who make the decisions to have a conversation on how on to address the situation and move forward. ADWS did meet and they have agreed to waive those invoicing fees for 2019 and 2020 year under the agreement that ARVAC will sign a year lease and the MOU/IFA. I will be scheduling a meeting with them to give them an update in the next couple of weeks. I will then be working with Mr. Thomas and Mr. Favell from ADWS to send out these MOU/IFA and get this wrapped up and moving forward. Mr. Carr thanked her and asked if anybody had any questions for her and there were none.

Mr. Carr stated that the next agenda item is the final monitoring from Hightower Workforce Initiatives. We had these at our last meeting, and we have addressed those satisfactory. He asked if anybody has any questions or concerns, there were none. Mr. Carr said there is no voting needed on this because it is just something we do to take care of it and report it to the board, so you know what is going on. Mr. Carr asked if anybody had any questions and there were none.

Mr. Carr stated that the next agenda item is a discussion of workforce development in your local communities. This is an opportunity for you, as board members to comment or share anything going in your local community. Mr. Carr stated that if anybody had something they would like to say the floor is open. There was no response. Mr. Carr stated that it is hard to do when we are not together. I think it is easier for us to share things when we are face-to-face, and we can sort of talk it out. Please be aware that we always

provide time to share what is going on. I know things are still out of sorts. We are trying to learn the new normal and there are a lot of things that may be changing or not going on.

Mr. Carr asked if anyone else had anything new business that the board needs to address at this time there was none.

Mr. Carr went over the future meetings and he said hopefully at some point we will be able to come back face-to-face. It still seems to be cautious about meeting face-to-face right now, but hopefully that will change.

Mr. Carr adjourned the meeting at 10:53 a.m., on a motion made by Mr. Weston.

Larry Carr

Larry Carr, Chair

12/21/2021

Date