

# West Central Arkansas Workforce Development Board

## Lisa Greene, Chair

The meeting of the West Central Arkansas Workforce Development Board meeting was held on Monday, December 11, 2023, at National Park College and via TEAMS.

**Members Present:** Patti Brown, Darla Crump, Kelli Embry, Ben Freeny, Herman Grayer, Lisa Greene, Jeremy Hughes, Ron Magby, Tammy Passafiume, and Gary Troutman

**Members Present via TEAMS:** Brent Black, Kimberly Darling, Allan George, Cynthia Gleghorn, William Golden and Bryan Smith

**Members Absent:** Greg Black, Karen Breashears, Tanif Crotts, Neal Harrington, Johnny Harris, Jimmy Hart, Mason Robinson and Venorris Webb-Delesline

**Staff:** Margaret Dearmon (TEAMS), David Moore, Cora Easterday, Dwayne Pratt, Joyellen Rosamond, and Prestley Smith

**Guests:** Jean Campo, Dawn Fitch, Teresa Lillard, and Tammy Rowland

Lisa Greene called the meeting to order at 10:30 a.m. She introduced herself as the new chair and gave a little introduction about herself. Cora Easterday gave an invocation. Lisa Greene also introduced Tammy Passafiume as the new Vice Chair. She said if you cannot get a hold of me, you can contact Tammy.

### Introduction of New Members

Lisa Greene welcomed the newest board members. Brent Black, Jessica Gunn, Pati Brown, Mason Robinson, Ben Freeny, Venorris Webb and Kimberly Darling

### Approval of Minutes:

Minutes from the June meeting needed to be approved. Darla Crump made a **motion** to approve the minutes. Motion was seconded by Gary Troutman and carried unanimously.

### Approval of Excused Absences:

Kellie Embry made a **motion** to recommend approval of the following excused absence request that were received: Neal Harrington, Tanif Crotts and Judge Hart. Margaret Dearmon mentioned that Mason Robinson emailed her and requested to be excused because he woke up ill this morning. Gary Troutman seconded the motion and carried unanimously.

### Budget Reviews:

Lisa Greene turned the floor over to David Moore to go over the budgets. He said the first two budgets that he provided are the Training and Supportive Services Program and Administration. The third one is the overall new funding and carryover budgets provided by Carrie Pratchard. He went over all the budgets. Discussion followed.

### ETPL and Policy Approval

Lisa Greene turned the floor over to Margaret Dearmon to discuss the Initial Training Provider Applications. Margaret Dearmon stated that there were two other programs applications that came in after the packet was sent out. She went over all the programs. Discussion followed. After the discussion it was recommended to table all the pending applications until more information can be obtained and take that to the committee and they will bring their recommendations to the Executive Committee. Darla Crump made a **motion**, seconded by Herman Grayer to table the program approvals and let the Planning/Performance/Finance Committee meet and then their recommendations to the Executive Committee. Motion carried unanimously.

Lisa Greene turned the floor over to Cora Easterday to discuss the Work Based Learning Policy. Cora Easterday explained that this initiative started after getting feedback from on reduce funding and our employers. Dwayne gave us a directive to look at more opportunities for work-based learning and on the job learning. About the same time, Cynthia McLain was appointed as the new State Director, Office of Apprenticeship over the Arkansas area. In conversation with the One Stop Operator, Lori Strumpf, she connected us with Maria Brady who is the Multi-State

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Navigator/WIOA SME with USDOL. Between those conversations with Maria and Cynthia at the Federal level, we went back and forth about six different times to craft Training and Contracting Policy. The idea here is to make it more of an encompassing policy that way we can streamline our work-based learning opportunities for jobseekers. The State had an opportunity at the state level to review the policy and offer great feedback. Our team has reviewed it and we are presenting it to you today for approval. There are going to be some templates that we will bring back to the board at a later time. The initial idea is to approve the policy that you have in front of you and allow us to create the templates that will guide the career advisors and hopefully streamline the paperwork that the field staff must complete. Margaret and I will be meeting with Lori at the end of the week to review the templates. Gary Troutman made a motion, seconded by Patti Brown to approve the policy. Motion passed unanimously.

### Monitoring Notes

Lisa Greene turned the floor over to David Moore to discuss the monitoring from ADWS. Prestley Smith spoke up and talked about the issues that were brought up during the exit conference with ADWS. She stated that there were very few changes that we had to edit the wording in some of the policies. We did verify with them that we do not have to get the policies reapproved just for those small changes. They were great at communicating with us and we hope that we impressed them as well. Margaret and I worked closely together to get everything updated.

### New Business:

One Stop Operator: Lisa talked about the One Stop Operator report since they were unable to change their schedules on short notice. She talked about the statistics at the different workforce centers. Discussion followed.

Business Engagement Coordinator Report: Cora Easterday reported that the Business Solutions Team completed the Business Service Plan that is required as part of the Workforce Center Certifications. She said that earlier in the Fall we completed the Center Certification on the four centers in our area: Hot Springs, Malvern, Morrilton, and Russellville. As part of the certification, the Business Service Team worked closely with the One Stop Operator to create the Business Service Plan for the West Central Arkansas Workforce System. She went over the Plan and discussion followed.

Digital Media Coordinator Report: Prestley Smith talked about screenshots that were included in the packet to let the members see what we are working on the website to make it more user friendly. The biggest thing for the board is the button titled Workforce Development Board. It will show the board's policies as well as other documents that would be beneficial to you as board members. We have added a form for the job seekers to see if they may qualify for services. We also added our virtual career center. That has some great resources for them such as resume templates, different skills gaining and getting certified that they can use Microsoft and we are also going to be starting workshops. We are partnering with Hot Springs Chamber and Metro Partnership to advertise these classes on the radio and through social media channels. The workshops topics include Resume Creation, Application Basics, Interview Basics, and Financial Literacy. Discussion followed.

### Discussion of Workforce Development in Local Communities:

Gary Troutman said Hot Springs, Russellville, Rogers, Jonesboro, and Eldorado were awarded grants from the SHRM Foundation. We didn't have to request it. They just called and said we were awarded the grant for \$75,000 to spend on the initiatives, Hot Springs is spending \$20,000 on radio and social media campaign, as Prestley mentioned. He said we want to funnel this through the workforce center. That was the main thing since resumes are a stumbling block for people getting a job. He said they have \$21,500 for Draft Day this year at Lake Hamilton High School on April 17-18. We have invited all the schools from Malvern to Oklahoma to participate. We have seven \$1000 scholarships to Garland County schools specifically for CTE.

Lisa Greene asked if anybody else wanted to talk about what is going on in their communities. Lisa talked about the Green Bay Training that is available for companies that need to improve the skill sets of their workers. The training that is offered is Mechanical or Electrical Maintenance. We offer classes to incumbent workers that want to improve their skills set. If you know anyone that would be interested, tell them about our program. They can contact Ryan Mickles at ATU-Ozark, or you can contact her. Discussion followed.

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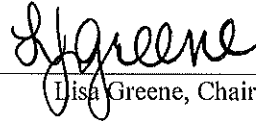
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**Future Meetings:** Lisa Greene referred to the meeting dates for 2024. She stressed the importance of attending the meetings in person. She said that we know people can't make it every time but, if possible, please join in person. Gary Troutman asked where the meetings will be held. Margaret Dearmon said that the next meeting will be at UACCM in Morrilton. Lisa Greene mentioned the time for the February meeting has 10:00 as the start time instead of 10:30. She asked everyone to change that in their packet. Kelli Embry asked if after the next meeting, would we be able to take a tour of the Green Bay Training site. Lisa Greene said that can be done for anyone that would like to take a tour.

Lisa Greene asked if anybody else had anything to report. David Moore mentioned that he and Joyellen are both retiring this month. Dwayne thanked both of them for their work with the District. He said he is in the process of advertising for both positions.

**Adjournment:**

A **motion** to adjourn was made by Herman Grayer seconded by Jeremy Hughes. Motion carried unanimously. The meeting was adjourned at 12:15 p.m.

  
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Lisa Greene, Chair

LG/md