

MINUTES

Planning/Performance/Finance Committee of the WEST CENTRAL LOCAL WORKFORCE DEVELOPMENT BOARD

January 22, 2024

The Planning/Performance/Finance Committee of the West Central Local Workforce Development Board convened its meeting through electronic means on January 22, 2024, beginning at 1:31 p.m. The meeting was conducted via TEAMS platform and a telephone line for members, non-members and the public. Chair Karen Breashears presided with the following members voicing their presence: Brent Black, Karen Breashears, Tanif Crofts, Allan George, Jeremy Hughes, Cole McCaskill, Gary Troutman, and William Weston

The Planning/Performance/Finance Committee members Tanif Crofts and Herman Grayer were unable to attend.

The Board Staff Present were Margaret Dearmon, Cora Easterday and Dwayne Pratt

Visitor present was Lisa Greene

Chair Opening Comments: Ms. Breashears called the meeting to order at 1:01 p.m. after staff conducted a roll call.

Agenda Item 1 – ACTION – Initial ETP Applications: Ms. Breashears turned the floor over to Ms. Dearmon to talk about new initial applications for the ETP List. She reported that the board tabled all of the programs at their December meeting in order for board staff to gather more information. Discussion followed on all the programs and the following motions were either recommended for approval, disapproval or tabled for staff to gather more information. All of the providers except for River Rock CDL Training, LLC will need to pass an EEO Review of their training site, if the board approves their program(s). The approval will be based on the outcome of the EEO review.

Arkadelphia Healthcare Academy – Nursing Assistant Training Program - (Tabled) Margaret will contact the provider again to ask them to update the CIP Code in AJL by February 7, 2024. If it is updated, Ms. Dearmon will notify Ms. Breashears that it has been updated and is okay to take it before the board for approval.

National Park Adult Education – Certified Nursing Assistant - (Recommend for Approval)

Gateway Allied Health LLC – Patient Care Technician – (Tabled) - Margaret will contact the provider again to answer the questions that were emailed to the provider. If provider responds by February 7, 2024, Ms. Dearmon will notify Ms. Breashears that all questions have been answered and is okay to take before the board for approval.

NCSI – This provider submitted the applications below. After discussion member asked if staff could visit this provider and check it out. Ms. Easterday said she would visit it when she is in Johnson Count on February 1, 2024, and will report back to Ms. Breashears by February 7, 2024.

- *Introduction to Medical Careers* – (Recommend Disapproval)
- *Medical Billing*

- *Remote Medical Coding CCA*
- *Remote Medical Coding CCS*

River Rock CDL Training, LLC – Truck Driving Training – (Recommend for Approval) – This provider’s training site has already passed the EEO review and therefore is ready for approval.

Agenda Item 2 – ACTION – Performance Review

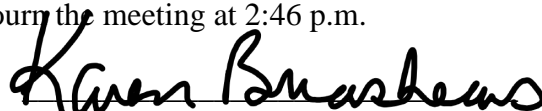
Ms. Breashears stated that the next agenda item is to discuss the performance of the WIOA program. She turned the floor over to Ms. Dearmon to go over the report. Ms. Dearmon went over the Adult, Dislocated Worker and Youth Performance measures. She reported that at this time, out of the fifteen performance measures, we are only meeting two. Discussion followed. Mr. Weston recommended that staff prepare a Performance Improvement Plan (PIP), seconded by Mr. Troutman, motion carried.

Agenda Item 3: ACTION – Finance Report:

Ms. Breashears reported that unfortunately we are unable to have a representative to go over the Finance Report. She said that all of you had ample time to go over the reports prior to the meeting. Ms. Breashears asked if there were any questions. She stated that the staff is working on the RFP for Fiscal and Program monitors. Ms. Dearmon stated that the committee will need to discuss if the board wants to continue with the current One Stop Operator for the final year before we must go out on RFP again or if the board wants to go out on RFP this year for One Stop Operator. Discussion followed. Weston made the motion, seconded by Mr. Black, to renew the sub agreement and to include the task that the board required them to meet this next year. Motion carried.

Ms. Breashears asked if there were any other comments or concerns before the meeting adjourns? Mr. Troutman and asked Ms. Greene what she recommends that the board members tour after the meeting next month. Ms. Greene said that was up to the board. She said that Margaret thought it was of the training facility and she thought it was the plant. Ms. Greene said that we can tour both. She asked Ms. Dearmon how many were planning on attending. Ms. Greene asked Ms. Dearmon if she could send out something now to see who all will be attending the tour. That way she will know if she needs an additional person to help with the tour. Ms. Dearmon stated that she would send something out and get it back to her as soon as possible.

A **motion** was made by Mr. Hughes to adjourn the meeting at 2:46 p.m.


Karen Breashears, Chair

KB/md