

**West Central Arkansas Workforce Development Board
Youth Standing Committee
Microsoft TEAMS Meeting
February 3, 2021**

The Youth Standing Committee held a Microsoft TEAMS meeting on February 3, 2021 at 1:00 p.m.

Members Present: Karen Breashears, Mike Hawthorne, Karen Hofford, Neil Golden, Alan Nolan and Dr. Lewis Shepherd


Staff: Margaret Dearmon, David Moore

Ms. Dearmon took roll call of those on the call and turn the floor over to Mr. Nolan called the meeting to order at 1:05 p.m.

Mr. Nolan stated the first agenda item was to discuss the incentive policy. Mr. Nolan reported that we need to make changes to the policy because of the finding in the monitoring report. Mr. Nolan went over the items that needed to be removed from the policy. Discussion followed. Mr. Nolan wrapped up by stating that incentives 1, 6, 7 and 8 from the current policy will be removed and incentive 4 will be reworded to cover participants in #2. Mr. Nolan stated also stated that there are three incentives that are in ADWS Issuance 19-04 that he would like to add to the incentive policy. They are Documented mastery of material presented in a required or recommended component by the local Adult Education program, such as Financial Literacy; Attaining a credential or a specific job industry certification, such as ServSafe, OSHA forklift, et, and Earning a Bronze, Silver, Gold, or Platinum ACT National Career Readiness Certificate. Discussion followed. **Mr. Golden motioned, seconded by Ms. Breashears to approve the changes as discussed by the committee. Dearmon took roll call from each member and motioned carried.**

Mr. Nolan said that the next agenda item was the days required to contact youth in order to offer follow-up services. Ms. Dearmon reported that the Contact Policy currently states that if staff is unable to contact participant during the first 90 days after exit, they will not have to contact anymore. Ms. Dearmon stated that the finding in the monitoring report states that the contact policy and procedure to reflect how the youth decline follow-up services as well as how many attempts a case manager must make to contact a youth before determining that a youth cannot be located or contacted for provision of follow-up services. Discussion followed. **Ms. Breashears motioned, seconded by Mr. Golden to update the policy to state that the case manager must try at least 3 time before determining that a youth cannot be located or contacted for provision of follow-up services. Dearmon took roll call from each member and motion carried.**

Ms. Breashears motioned, seconded by Ms. Hofford to adjourn the meeting at 1:42 p.m.



Alan Nolan, Chair

2/5/21

Date