

**Western Arkansas Workforce Development Board**  
**Meeting Agenda**

June 23, 2020                      1:00 PM  
River Park Events Building  
121 Riverfront Dr., Fort Smith, AR

Call to order: Vice Chair Greg Aleshire called the meeting to order.

Board members in attendance: Greg Aleshire, Dana Byrum, Nanci Caillouet, John Craig via virtual, Debbie Faubus-Kendrick, Doug Kinslow, Michael Lejong, Rachel Mize by phone, Stacy Muntz, Krystal Thrailkill, Dwayne Young proxy is Jeremy Hughes

Others present Michael Rosenberg, Rebecca Edwards via virtual, Dennis Williamson,

Approval of March 14, 2020 minutes:

Greg asked for any additions or corrections to the minutes. There were none. Greg stated if there are no objections, we will adopt the minutes as distributed and the minutes are approved.

Committee reports:

- Executive committee – Greg asked Dennis to give the report. The committee met June 9, 2020. He stated the following was covered in that meeting. Bylaw changes were made based on ADWS monitoring recommendations and the changes were presented to the committee for comments. There were none. Cathy asked Dennis to present policy and changes to P0001-20 rev1 Supportive Services, P0003-20 rev1 Priority of Service, P0004-20 Incumbent Worker Training, and P0005-20 Referrals that were sent by email for the committee to review. She then asked for a motion to approve all of these policies. Nanci made a motion to approve all of the policies presented as written and Greg seconded the motion. She asked for any objections or discussion. There was none and a vote was called. All committee members voted to approve the motion. Cathy presented the budget emailed to the committee and asked for any comments or questions. There were none. The negotiated performance measures for the coming cycle were presented to the committee. Cathy asked Dennis to explain the employment measures. There was some discussion and explanation on the credential and median earning measures. Cathy presented a list of board roles and responsibilities as a reminder of the board's duties under WIOA to also be presented at the full board meeting. Dennis was asked to provide an update on measures being taken to ensure the workforce duties were being carried out under the current pandemic conditions. He shared the FUR plan that had been prepared at the request of ADWS and the WAPDD procedure that had been put into place at the outset of COVID. Discussed the use of technology to communicate and carry on operations with existing and new clients. That safety measures are put in place for employees and clients so we can continue to serve clients. He stated these changes can be included in the regional plan as we adapt to change. He shared that

the one stop operator had begun sending out a weekly update of partner operations gearing back up and gave a brief overview of different partners in seeing clients. That there was no other business and the meeting was adjourned. At the conclusion of this report Greg asked for a motion to ratify the executive committee's approval of the policies stated. Nanci Caillouet made a motion to ratify the executive committee's approval of the policies and Stacy Muntz seconded the motion. Greg asked for discussion and there was none, so he asked for a roll call vote. It was unanimous approval.

- **One-Stop Committee**

Nanci Caillouet reported on the committee meeting held virtually on March 14, 2020. She stated at the request of the Board during the March 14, 2020 meeting the committee discussed two forms, the need and value of having a unified form and system of referral for the one-stop system. Michael Lejong motioned to use the form referred to as the Partner Referral Ticket with the removal of the birth date and social security boxes and to review the use in 6 months. Justin Smith seconded the motion. Nanci asked for further discussion, there was none so she called for a roll call vote. Justin voted to approve the motion, John voted to approve the motion and Michael voted to approve the motion so Nanci announce the motion approved. The committee discussed a One-stop operator evaluation form Dennis presented to the group. Suggested to look it over to make recommendations at a later date. Dennis was asked to find more examples for the committee to look at and compare before the next meeting. There was a discussion on the need to recertify the one-stop centers this year and Dennis shared the application for certification used before. It was discussed that this committee could be involved in the certification process and Michael Lejong stated when it is time, he would be able to assist with Mena. There was no other business and the meeting was adjourned.

WIOA Delivery System quarterly report update:

Greg asked if there were any questions about the negotiated performance numbers for the coming cycle. These were distributed electronically. There were no questions.

New Business:

- Greg asked for a motion to approve the bylaws as written that were distributed via email. Doug Kinslow made the motion and Dana Byrum seconded the motion to approve the bylaws as written. He asked for discussion and there was none. He called for a roll call vote and the motion was passed with Jeremy Hughes abstaining.
- The board was provided electronically a 2020-2021 budget for review. Greg asked for a motion to approve the budget presented. Dana Byrum made the motion to approve the budget presented and Stacy Muntz seconded. Discussion was asked for and there was none. A roll call vote was called, and the motion approved with Jeremy Hughes and Doug Kinslow abstaining.
- The executive committee had the roles and responsibilities sent out to all board members to review and as a reminder of their duties. Greg asked if anyone had

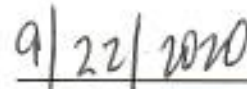
questions regarding the roles and responsibilities as a member of the board. There were no questions or discussion.

- Nominations for Board Chair and Vice Chair were called for. Cathy Nesbit was the only nomination for Chair. Greg asked if anyone opposed her nomination and there were none. So, Cathy will continue as Chair for this next year. Greg Aleshire was the only nomination for Vice Chair and asked if anyone opposed the nomination. There were none so he will continue as Vice Chair for the coming year.
- Greg asked if there was any other business of the members present and asked Dennis to verify the same of those joining electronically. There was none.

Vice Chair Greg Aleshire stated since there is no further business the meeting is adjourned.



Cathy Nesbit, Chair



Date