

Western Arkansas Workforce Development Board

Meeting Minutes

September 22, 2020 1:00 PM

Community Center
23 E Main St. Paris, AR

Call to order: Chair Cathy Nesbit called the meeting to order.

Attendance by roll call: Board members - Greg Aleshire, Tom Bonkofsky, Dana Byrum, Nanci Caillouet virtual, Michael Lejong virtual, Rachel Mize, Martha Moore virtual, Stacy Muntz, Cathy Nesbit, Erick Wiggins virtual, Jeremy Hughes proxy for Dwayne Young. Others in attendance – Dennis Williamson, Michael Rosenberg, Danielle Lyle virtual, Sasha Grist virtual, Rebecca Edwards virtual.

Approval of 6/23/2020 meeting minutes: Chair Nesbit asked for amendments or corrections to the 6-23-2020 board members sent out. There were no changes presented. Cathy stated since there are no corrections the minutes are approved as distributed.

Committee reports:

- Youth Committee:

Stacy reported on the meeting of August 13, 2020. During the meeting, the 14 youth elements, mentoring and how we can get business involved, ACT Work Ready, and job fairs, with an emphasis on reverse job fairs, were discussed. Discussed possibly tracking mentors in Salesforce. Stacy talked on challenges to getting volunteers to mentor youth. Flyers were created to share with employers on how to become a mentor. Stacy asked the board to reach out to potential mentors and for them to contact Dennis or her. Dennis discussed work experience and inclusion of some mentoring with work site employee to teach value of work experience. Further explained extent and expansion of work experience opportunities for youth. Jeremy mentioned the mentoring program that the union has started.

- One-Stop Committee:

Nanci Caillouet reported that the precertification of one stop centers has been done, but may not be fully certified until 2021, the One-Stop ADA compliance was completed, and all requirements were met. Nanci encouraged board members to visit the centers. The One-Stop Center was open to public with limited capacity. Tom stated the Fort Smith center is now open to partners and up to 15 clients in center at a time. Tom Bonkofsky did report a COVID case identified in the Fort Smith Center, but the center has been disinfected to allow continued open operations.

WAPDD requested the board to approve reducing their (Title I) physical space to 51% to meet the WIOA requirements at the Mena One stop center. This request was made due to the lower amount of activity at this center, limitations of funding and

staff. Rachel asked if there would be a fixed time of staff in Mena. Dennis explained that the program staff currently use appointments to make sure we are reaching the people in the outlying. She asked that communications be clearly communicated for assistance locations. Dennis did commit to get the program flyers to the board. Tom also spoke on the Mena site having a virtual conference room capability. Dennis did inform the board of the virtual contact capability that is always available for clients at the Mena center. It is set up to be very simple instructions to connect to a Title I person during business hours of the center. Stacy Muntz made a motioned to meet request to reduce space 51% physical presence at the Mena center and Dana Byrum seconded the motion. A roll call vote was taken, and all board members present voted to approve the change.

WIOA Delivery System quarterly report update:

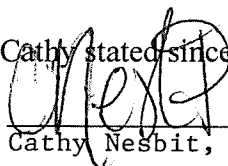
- One-Stop Operator did not have much to report. Danielle discussed the referral forms being used by partners, she was breaking up, Dennis said she was not getting many. He also spoke to the need to get Referral forms from all of the partners to improve client support among partners. Partners have been asked to have clients complete a survey, which is on survey monkey. This survey is to get feedback on experience with one stop. Dennis discussed the value of the surveys to continuous improvement. The OSO will provide the survey link.
- Title I program presented financial monthly report created to keep track of expenditures. Dennis was asked to send the report out to the board after the meeting. He shared the utilization rates of each formula grant. The slower rate of DLW spending was explained and Dennis stated under WIOA that funds can be moved from the dislocated workers to the adult funds and vice versa. There was some discussion as to when this should take place and Dennis committed to informing the executive committee if it would be necessary before December so the board could act. Dennis discussed the TANF GAP Assistance Grant to assist families and explained some of the qualifications. He stated we are still waiting to hear if we received the grant and expect to start October 1.

New Business:

Cathy suggested the board form a Performance Committee and asked if anyone would volunteer to chair. With no volunteers, Cathy said she would chair the committee. She asked for committee members.

Cathy asked for any other business, there was none.

Cathy stated since there is no further business the meeting is adjourned.


Cathy Nesbit, Chair

12/15/2020
Date