

Western Arkansas Workforce Development Board Meeting Minutes - corrected

December 15, 2020 1:00 PM held virtual on WebEx.

Chair Cathy Nesbit called the meeting to order.

Attendance by roll call: Board members - Greg Aleshire, Tom Bonkofsky, Dana Byrum, Nanci Caillouet, John Craig, Michael Lejong, Rachel Mize, Martha Moore, Stacy Muntz, Cathy Nesbit, Erick Wiggins, Annie Palmer proxy for Debbie Faubus-Kendrick

Other's attendees – Dennis Williamson, Michael Rosenberg, Shirley McCutchen, Sasha Grist, Ashley Garris, Rebecca Edwards, and Jana Kindall.

Approval of 9/22/2020 meeting minutes: Cathy asked for any additions or corrections. Nanci Caillouet stated the need to change the heading to read minutes and not agenda. No further changes or additions were offered, and Cathy asked for a motion to approve the presented minutes with the change. Nanci made the motion to approve the minutes with the mentioned change and Rachel seconded the motion. Michael Lejong asked the motion to be restated, it was, and a roll call vote called for and taken. All present voted yes to approve the minutes with the change.

Committee reports: Dana Byrum presented the Disability committee meeting minutes from 12/10/2020. These minutes are attached.

Shirley McCutchen gave a One-stop report starting by introducing herself. She shared information on the referral spreadsheet to track referrals and that partners were using it. She let the board know about the customer survey she was working on. That it will likely be a QR code that clients could scan to their phone and take to keep it simple. She said she now has a view of the front of the center so she can see what is going on. She is putting partner program information out where clients at the center can learn more about available programs. She had a webinar with non-profit partners on TEGE 7-20 about connecting with continuum of care clients. She has set up a training on January 21 for partners with a presentation by a licensed therapist about coping with COVID and how to decompress. Cathy asked about personal information being available on the Google docs referral spreadsheet. Shirley told her there was no client information available on the doc that the partners keep the actual client information.

Dennis was asked to give a title I report. He provided an expenditure report showing expenditure details on each active grant including utilization rates of each. There were no questions on the report. The board was shown a success story on Melissa Cardenas an in-school youth that the program helped encourage her to stay in high school to complete her education while on work study in an assisted living facility. She did go on to get her certification after completing high school, was hired by the company and has been promoted.

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Cathy presented the Bylaw with changes that were sent for review via email. She stated the board has already approved virtual meetings, but it was recommended to move this in the bylaws to provide more clarity to those outside the board. She asked for a motion to approve the bylaws as written. Stacy Muntz made the motion and John Craig seconded. She asked for discussion and there was none. Cathy asked for a vote of yes to approve or no to not approve. All members present voted yes to approve the change to the bylaws.

Cathy then asked all board members to complete the board renewal of responsibility and bylaw acknowledgement form. Erick asked for clarity if it needed to be printed and signed. Dennis said that was correct and to scan it back to him.

Cathy said the plan changes emailed was from the retreat the board participated in asking if there were any questions about it. There were none.

Cathy reminded the board of the Arkansas Governance Training that would be happening in the Spring of 2021. She asked if there were any questions on that and there were none.

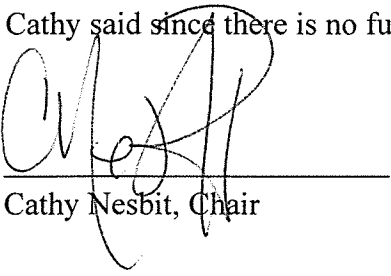
Cathy stated we have received a letter from the director of ADWS letting us know the state's monitoring report for PY18 has been closed.

Cathy stated the board would move on the policies for review and to approve. She stated the policies were policy P0005-20 rev1 Referrals, P0006-20 Work Experience, P0007-20 On-the-Job training, and P0008-20 Registered Apprenticeship were sent to you by email to review. She asked if there were any questions about these policies? Then asked for a motion to approve these three policies as written. Nanci made the motion to approve the four policies as written and Erick seconded the motion. Discussion was asked for and there was none. A roll call vote was taken stating yes to approve and no to not approve the motion. All present voted yes to approve the motion approving the policies.

Cathy presented the meeting dates for 2021 and stated Dennis will send them out after the meeting to each board member. Though we do not know how we will be affected in 2021 I would like to ask for site volunteers for each of the coming meetings. Please let Dennis know if you or your organization are willing to host a meeting, safety allowing next year.

Cathy asked if there is any other business to be discussed and there was none.

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


Cathy Nesbit, Chair

6-22-2021
Date