

# Western Arkansas Workforce Development Board Meeting Agenda

7200 Zero, Ft Smith, AR

Ben Geren Safe Room

**June 27, 2023 1:00 PM**

Invitees: Greg Aleshire, Dana Byrum, John Craig, Cathy Creekmore, Melissa Curry, Brandon Fisher, Jeremy Hughes, Debbie Faubus-Kendrick, Rachel Mize, Stacy Muntz, Nathan Price, Zach Sloan, Kendall Ross, Erick Wiggins

Call to order

## I. Attendance

## II. Approval of minutes from 3/14/23 meeting – sent via email

## III. Committee reports

- Executive Committee
- One Stop Committee – approved minutes sent via email

## IV. WIOA Delivery System quarterly report update

- One-stop operator – sent via email
- Title I program report – sent via email

## V. New Business

- Annual WIOA Formula Budget – sent via email
- OSO selection ratification
- Bylaw revisions – sent via email
- Career Connect job fairs
- Virtual center research
- Physical workforce center designs
- Renew board disclosure statements
- Board officer elections

## VI. Adjournment

***Kansas Workforce Development Meeting  
June 27, 2023 – 1:00 PM  
7200 Zero, Fort Smith, AR  
Ben Geren Safe Room***

*Please sign in:*

[illegible]

*June 27, 2023 – 1:00 PM*  
*7200 Zero, Fort Smith, AR*  
*Ben Geren Safe Room*

*7200 Zero, Fort Smith, AR*

### *Ben Geren Safe Room*

[illegible]

**Western Arkansas Workforce  
Development Board**

**Proxy**

Date: 6/23/2023

Due to a conflict in my schedule, I authorize as my proxy on June 27/2023  
(meeting date)

Bryan Spradley

(representative name)

of Arkansas Oklahoma Carpenters Apprenticeship and Training  
(company) Central South Carpenters.

at the Western Arkansas Workforce Development Board meeting.

☐ My proxy represents our organization or group being represented and is an individual with optimum policymaking or hiring authority within the organization represented.

Print Name: Jeremy Hughes

Signature: 

## **WAWDB meeting minutes 3/14/23**

8300 Wells Lake Rd, Fort Smith, AR

Rachel called the board meeting to order.

Board members in attendance Greg Aleshire, Dana Byrum, John Craig, Cathy Creekmore, Melissa Curry, Jeremy Hughes, Debbie Faubus-Kendrick proxy Theresa Baggett, Rachel Mize, Stacy Muntz, Krystal Thrailkill, Erick Wiggins. Other attendees were Shirley McCutchen, Ashlie Ross, Ashley Garris, Dennis Williamson.

Rachel stated the minutes from December 13, 2022, meeting were sent electronically to the board for review. Members were asked for additions or corrections and there were none. She stated since there are no changes the minutes are approved as distributed.

John was asked to report on the One Stop Committee activities. John informed the board that the committee had a team perform recertification review of the workforce center in Fort Smith & Mena on February 23rd. After completing the review by each team member, a consolidated report. The report was presented to the board and John stated it is the recommendation of the review team to recertify both centers. Rachel asked for a motion to accept the reports and recommendation from John. Dana made the motion and Krystal seconded the motion. There were no questions or concerns and the board voted unanimously to approve the motion.

WIOA Delivery System quarterly report updates were sent to the board for review. Rachel asked if anyone had questions on the one-stop operator report or the Title I report. There were no questions.

Rachel shared with the board the award of a high concentration youth grant. She stated that the region was awarded a higher portion of funds because of the aggressive work with barriered youth. The higher barrier counts per participant is a calculation in some of these awards.

Rachel briefly discussed the LMI data that was presented at the state workforce board meeting. the information packet shared is attached.

Rachel told the board that Dennis is responding to the PY21 monitoring from the state. As part of the resolution, we need to review and approve the changed supportive services policy P0002-23 and Grievance & Complaint policy P0001- 23. These were sent to you electronically. Dennis explained the changes required. These are modifications requested by the state. A motion to approve both policies as presented was made by John and seconded by Melissa. Discussion was asked for and there was none. The board unanimously voted to approve the motion. Rachel also presented the CEO/board agreement that was requested by monitors to be made separate from the current governance agreement. There was no discussion, and the board unanimously approved the agreement for ratification by the CEOs.

Rachel shared information on the four career connect job fairs with area high schools coming in April and May. The flyers were provided to board members.

Rachel reviewed local plan changes with the board. Stacy made a motion to approve changes as presented and Cathy seconded the motion. Discussion was asked for and there was none. The board voted unanimously to approve the motion.

## **WAWDB meeting minutes 3/14/23**

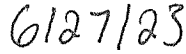
8300 Wells Lake Rd, Fort Smith, AR

Rachel announced to the board that Crawford, Franklin, and Scott County are all now ACT Work Ready certified and that Polk County will be attending the ACT Work Keys boot camp March 28th & 29<sup>th</sup> to begin the process.

Rachel asked if there was any other business and hearing none stated since there is no further business the meeting is adjourned.



Rachel Mize, Board Chair



Date

# Executive Committee Minutes

June 21st, 2023

Rachel called the meeting to order.

Dennis did a roll call and committee attendees were Rachel Mize, Greta Sheldon proxy for Dana Byrum, Cathy Creekmore, John Craig. Others in attendance were Dennis Williamson and Ashlie Ross.

John informed the committee of the review process and meetings leading up to the scoring of the bid proposal received for the one stop operator. Based on the work of the committee John made a motion to accept the committee's recommendation to approve Eckerd as the new one stop operator starting on July 1, 2023. Cathy seconded the motion. No one presented any discussion, and the committee approved the motion unanimously.

Rachel informed the committee that a request for nominations to chair and vice-chair of the board were sent out. Dennis shared with the committee that John Craig offered himself for nomination as chair. Rachel said she would be willing to serve as vice-chair thus providing at least one nominee for each position for the new cycle. Rachel asked to have this added to the agenda for the board meeting on the 27<sup>th</sup> to open for any other nominees.

Rachel presented the suggested changes to the bylaws on page 4 has revisions related to the vice chair position and limit of terms for officer positions to the board. The committee agreed these changes were needed and to add this to the agenda for the coming full board meeting.

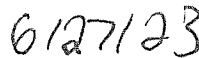
Rachel spoke on the need to improve virtual presence of the workforce system and the possibility of creating an adaptive virtual workforce center. The committee suggested this be added to the agenda to ask for input from board members on this and to create an ad hoc team to research and advise the board and staff on developing this as well as a value-added dashboard of performance.

Rachel spoke to the committee about the need for input and research by board members to provide ideas for customer centric center designs. The committee asked this to be put on the agenda for the coming board meeting.

There was no further business, so Rachel adjourned the meeting.



Rachel Mize, Chair



Date



WAWDB One Stop Committee minutes  
WAPDD conference room 6/14/23

John called the meeting to order.

Attendees were John Craig, Heather Sanders, Tina Shores, Dennis Williamson, Ashlie Ross.

John asked for a motion to approve the minutes from 5/2/23 meeting. Heather made a motion to approve the minutes and Tina seconded the motion. He asked for changes or corrections and none were presented. The minutes were approved unanimously.

John asked Dennis for an overview of the process and the committee was told that over thirty invites to bid were sent out and it was posted in the state/regional newspaper. One proposal was received that had already been sent to each member to review for today.

John restated each member was asked to evaluate the received proposal individually and today we would discuss the evaluations to determine a consensus of the reviews to approve or not this proposal as the one stop operator. Each person discuss their review. John also read Justin Smith's review he had received before the meeting. The staff was asked to compile the data and consolidate it to one committee review of the average and consensus of reviews presented.

The compilation of reviews showed a consensus score of 21 that was stated as an acceptable score based on the evaluation process. Tina made a motion to approve Eckerd as one stop operator under a one year agreement starting July 1, 2023 with the option to extend the agreement for up to 3 additional years. Heather seconded the motion. John asked for discussion and there was none. The committee voted unanimously to approve Eckerd as one stop operator to be presented to the full board for ratification at the June 27<sup>th</sup> board meeting.

John stated Dennis is to draft the new agreement for the OSO and to have it ready for the board meeting on June 27<sup>th</sup> for signature upon approval of the OSO by the board.

The committee had no other business and John adjourned the meeting.

  
\_\_\_\_\_  
John Craig, OS committee chair

  
\_\_\_\_\_  
Date



## **One-Stop-Operator**

### **Board Report**

**June 22, 2023**

#### **Job Fairs**

April 11	Rich Mountain, Mena
April 17 <sup>th</sup>	Howard Elementary School
April 26 <sup>th</sup>	Crawford County Adult Education
May 24	Workforce Center, Fort Smith
June 19 <sup>th</sup>	Workforce Center, Fort Smith, Redline Contractors
July 5 <sup>th</sup> -6 <sup>th</sup> -	Scheduled Camping World for Workforce Center

#### **Presentation on Partner Programs and Workforce Services**

April 10 <sup>th</sup>	ARVAC Inc. Community Action Agency, Mena
April 28 <sup>th</sup>	United Way, Fort Smith
May 17 <sup>th</sup>	"Quality of Life" meeting
May 30 <sup>th</sup>	Community Health Agency, Mena
June 6 <sup>th</sup>	Arkansas College of Health Education

#### **Community Involvement**

April 11 <sup>th</sup>	Salvation Army Strategic Planning
April 12 <sup>th</sup>	Next Step Day Shelter Meeting
April 24 <sup>th</sup>	Salvation Army Board Meeting
April 28 <sup>th</sup>	Poverty Panel Participant-United Way, Van Buren
May 22nd	Single Parent Scholarship Fund Zoom meeting
June 20 <sup>th</sup>	Chamber Breakfast, Fort Smith

Number of new business contacts for job fairs and the Arkansas Job Link: 24

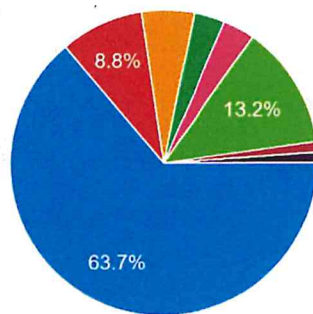
## Surveys:

Surveys are going well. Each quarter we are receiving surveys, and they all are quite complementary on all the program and staff services. The only area that seems to be troubling concerns the long wait time on the hotline calls, and the hotline process. This area has received even more attention lately, and especially since Tysons went out. The unemployment process is not user friendly, and is has frustrated many of the clients that are coming into the center. The Workforce Center staff is doing a great job working with some very frustrated clients, and I commend them on their ability to defuse many situations that could escalate into a bigger problem. Because my desk is located at the front, I am able to see and hear all that is happening at the front desk, and some of our surveys compliment the staff on their assistance.

## Referrals from January 2023-June 22, 2023- 91 responses since January 1, 2023

Agency that is making the referral:

91 responses

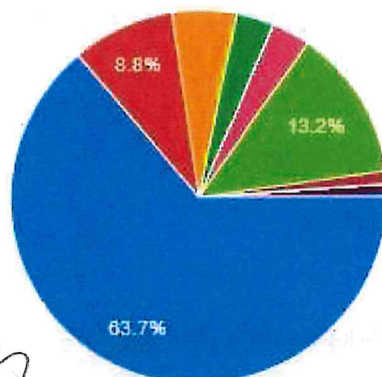


- Title 1 Services
- Vocational Rehabilitation
- Crawford County Adult Education
- Fort Smith DWS
- AARP-SCEP
- Job Corps
- Arkansas Tech University-Ozark Cam...
- Adult Education Sebastian County

1/3

Agency that is making the referral:

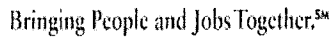
91 responses



- Mena TANF
- Adult Education-Polk and Montgomery
- Trio-Polk, Montgomery, Scott
- Career Pathways-Mena
- SNAP-E&T Program Rich Mountain
- Services for the Blind
- Adult Education-Polk, Montgomery, Scott

2/2

*CSC phase meeting  
local partners meeting →  
talk about challenges at UI  
center - what solutions at well.*



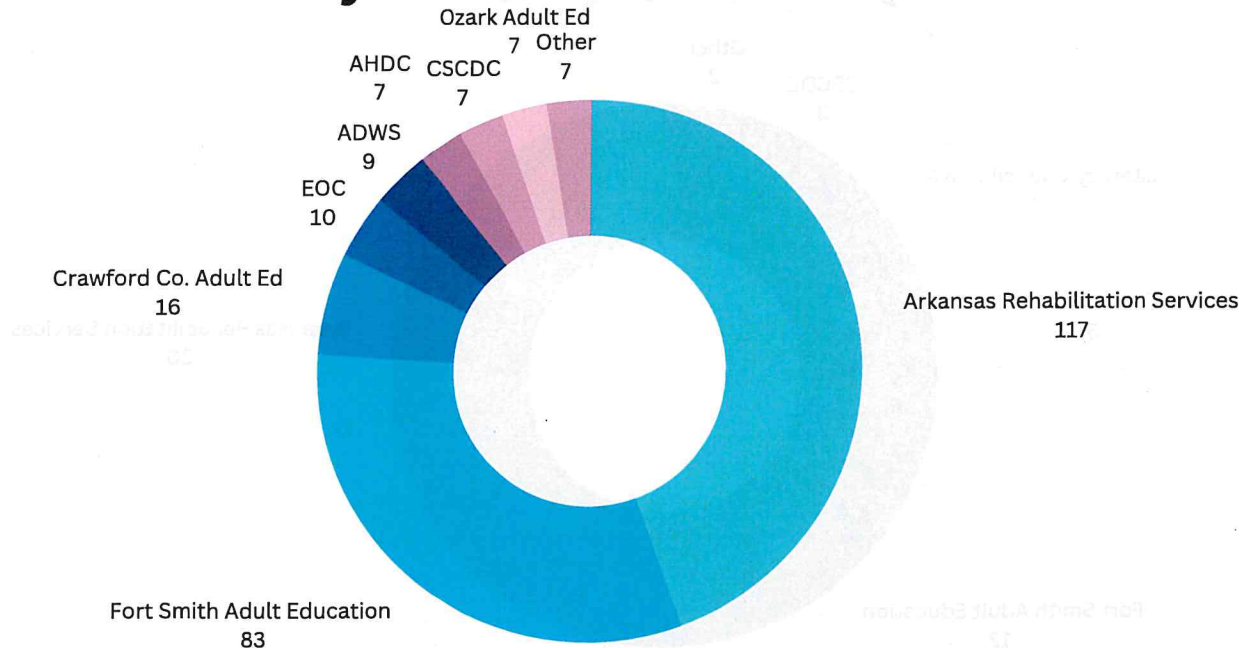
ARKANSAS DEPARTMENT OF VETERANS AFFAIRS

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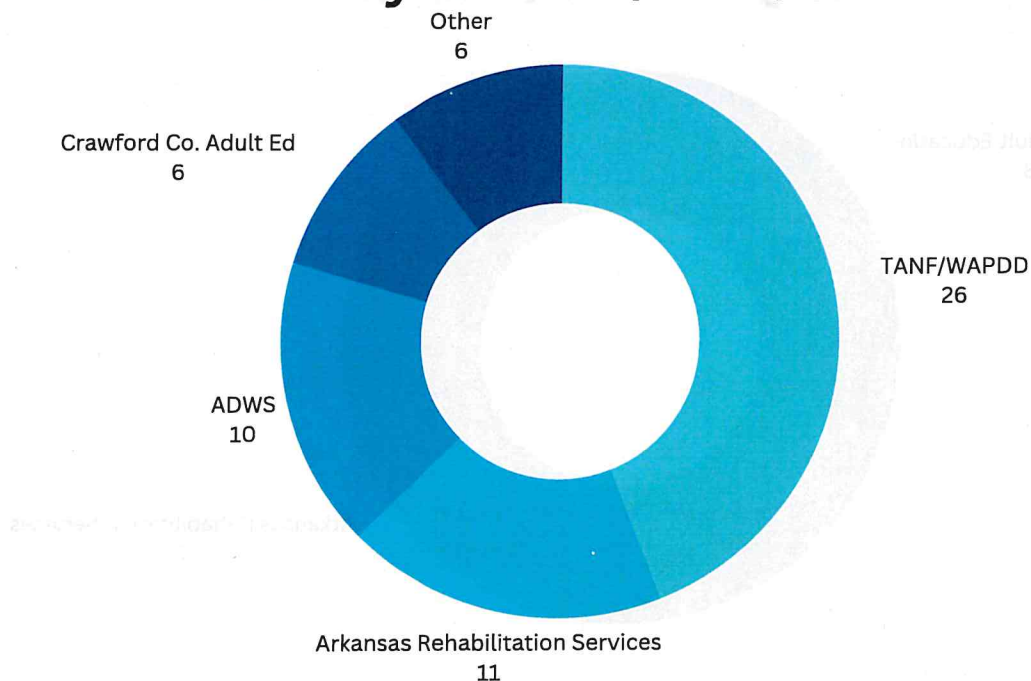
# Referral Tracker

Quarters 1-3 (07/01/2022-05/31/2023)

## Referrals Given by WAPDD (Title I) (Total 263):



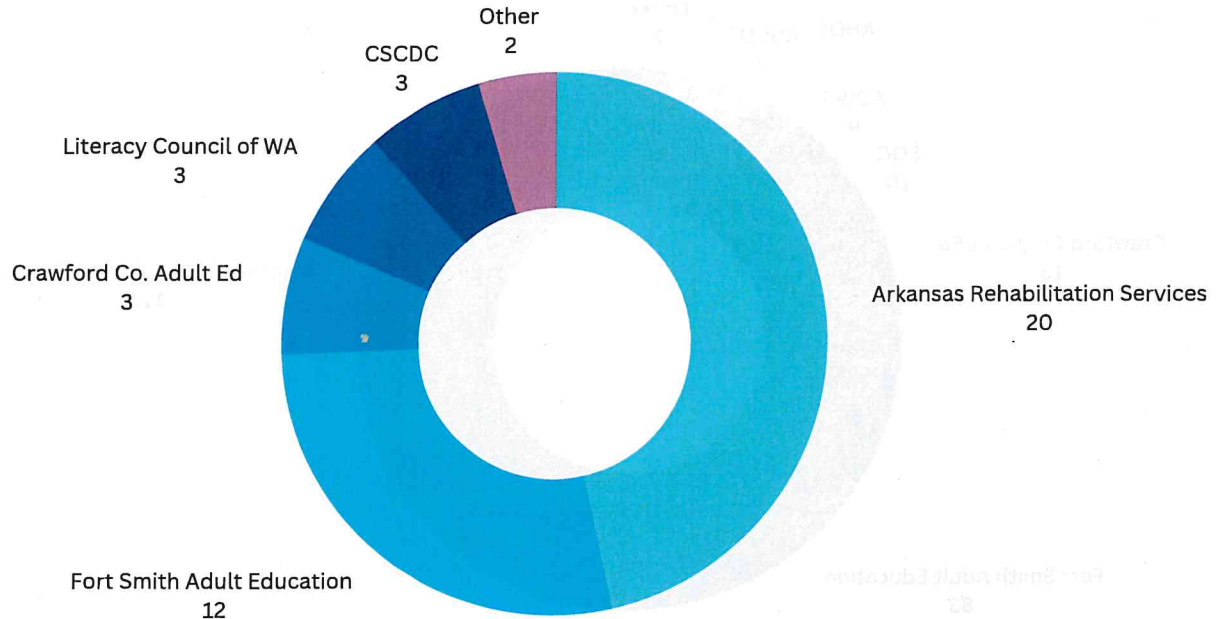
## Referrals Received by WAPDD (Title I) (Total 59):



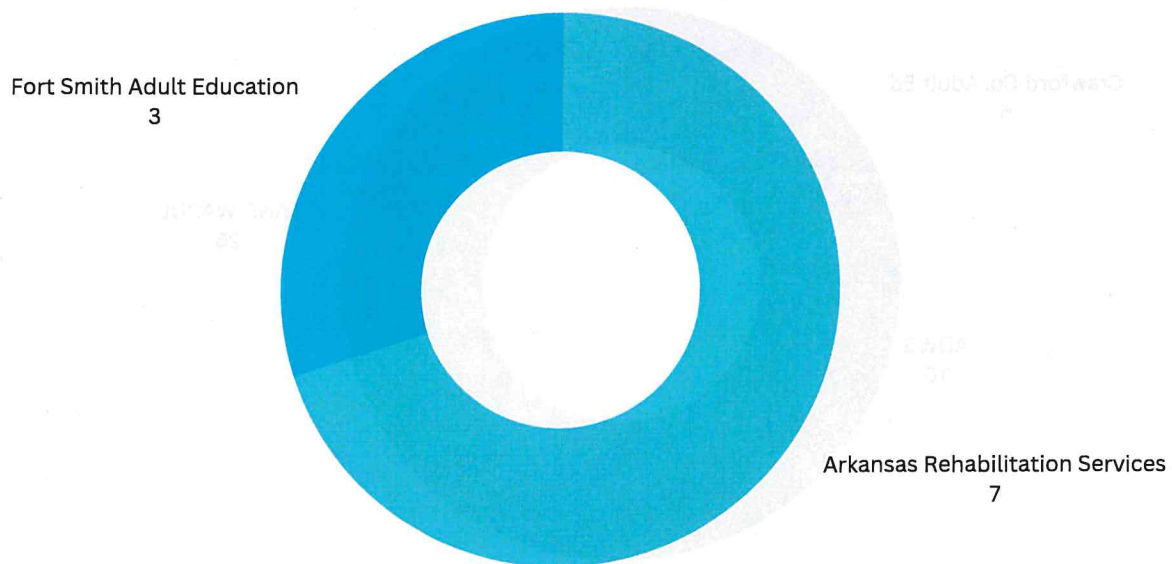
# Referral Tracker

## Quarter 3 (01/01/2023-03/31/2023)

### Referrals Given by WAPDD (Title I):



### Referrals Received by WAPDD (Title I):





## Workforce Funding vs Expenditure Monthly Report

### Funds Expended as of March 31, 2023 :

Award Amount		Current				Total Program Exp	Grant Total	FUR %
		Month Total Exp.	Total Admin Entity Exp.	Total Fiscal Agent Exp.				
\$18,935.00	Adult FY21 (Reallocation)	0.00	0.00	1,893.00	17,042.00	\$18,935.00		100%
\$66,901	Adult PY21	0.00	937.00	5,753.00	60,211.00	\$66,901.00		100%
\$410,312	Adult FY22	60,335.77	1,779.98	36,353.22	270,990.85	\$309,124.05		75%
\$65,280	Adult PY22	0.00	0.00	0.00	0.00	\$0.00		0%
\$291,726	Adult FY23	0.00	0.00	0.00	0.00	\$0.00		0%
\$50,409	DLW PY21	0.00	706.00	4,334.00	45,369.00	\$50,409.00		100%
\$119,491	DLW FY22	6,034.71	699.32	6,033.13	6,996.11	\$13,728.56		11%
\$48,519	DLW PY22	0.00	0.00	0.00	0.00	\$0.00		0%
\$192,757	DLW FY23	0.00	0.00	0.00	0.00	\$0.00		0%
\$376,468	Youth PY21	0.00	3,153.89	34,492.11	338,822.00	\$376,468.00		100%
\$307,911	Youth PY22	38,081.45	525.41	12,614.51	113,745.47	\$126,885.39		41%
\$15,430	HC Youth PY21	0.00	143.56	1,399.44	13,887.00	\$15,430.00		100%
\$316,310	TANF Pre-APP	1,072.38	0.00	10,617.71	88,910.36	\$99,528.07		31%
\$12,500	Reg. Plan. PY21	0.00	0.00	375.00	8,385.77	\$8,760.77		70%
\$12,500	Sector Part. PY21	150.82	0.00	375.00	6,878.29	\$7,253.29		58%
\$2,305,449	Total	\$105,675.13	\$7,945.16	\$114,240.12	\$971,237.85	#####		

Operating Costs 77.53%

### Funds Remaining as of March 31, 2023:

	Remaining Admin Entity	Fiscal Agent Entity	Remaining Program	Remaining Totals	Grant End Date
Adult FY21 (Reallocation)	0.00	0.00	0.00	0.00	12/31/2022
Adult PY21	\$0.00	\$0.00	\$0.00	\$0.00	6/30/2023
Adult FY22	\$3,001.02	-\$103.22	\$98,290.15	\$101,187.95	6/30/2023
Adult PY22	\$522.00	\$6,006.00	\$58,752.00	\$65,280.00	6/30/2024
Adult FY23	\$6,710.00	\$22,462.00	\$262,554.00	\$291,726.00	6/30/2024
DLW PY21	\$0.00	\$0.00	\$0.00	\$0.00	6/30/2023
DLW FY22	\$937.68	\$4,278.87	\$100,545.89	\$105,762.44	6/30/2023
DLW PY22	\$388.00	\$4,463.00	\$43,668.00	\$48,519.00	6/30/2024
DLW FY23	\$4,433.00	\$14,842.00	\$173,482.00	\$192,757.00	6/30/2024
Youth PY21	\$2,004.11	-\$2,004.11	\$0.00	\$0.00	6/30/2023
Youth PY22	\$2,162.59	\$15,488.49	\$163,374.53	\$181,025.61	6/30/2024
HC Youth PY21	\$0.00	\$0.00	\$0.00	\$0.00	2/28/2023
TANF Pre-APP	\$0.00	\$6,617.29	\$210,164.64	\$216,781.93	6/30/2023
Reg. Plan. PY21	\$0.00	\$0.00	\$3,739.23	\$3,739.23	1/31/2024
Sector Part. PY21	\$0.00	\$0.00	\$5,246.71	\$5,246.71	1/31/2024
Total	\$20,158.40	\$72,050.32	\$1,119,817.15	\$1,212,025.87	

<u>PY21 Youth YTD % - Expended:</u>			
ISY	\$86,571.61	25.96%	25% Max.
OSY	\$246,959.60	74.04%	75% Max
Total	\$333,531.21		

<u>PY21 Youth Work Experience % - Expended:</u>			
ISY	\$30,889.48		
OSY	\$46,956.27		
Total	\$77,845.75	22.98%	20% Min.

<u>Youth PY21 (25% IS)-vs-(75% OS):</u>	
\$376,468.00	Total Youth Grant
\$37,646.00	Admin Budget
\$338,822.00	Total Program Budget
\$84,720.00	25% Max In-School Budget
\$254,102.00	75% Max Out of School Budget
\$338,822.00	Total Program Budget
-\$1,851.61	Remaining In-School Funds
\$7,142.40	Remaining Out of School Funds
\$5,290.79	Total Remaining Program Funds

<u>PY22 Youth YTD % - Expended:</u>			
ISY	\$14,343.55	12.61%	25% Max.
OSY	\$99,401.92	87.39%	75% Max
Total	\$113,745.47		

<u>PY22 Youth Work Experience % - Expended:</u>			
ISY	\$638.07		
OSY	\$17,627.86		
Total	\$18,265.93	16.06%	20% Min.

<u>Youth PY22 (25% IS)-vs-(75% OS):</u>	
\$307,911.00	Total Youth Grant
\$30,791.00	Admin Budget
\$277,120.00	Total Program Budget
\$69,280.00	25% Max In-School Budget
\$207,840.00	75% Max Out of School Budget
\$277,120.00	Total Program Budget
\$54,936.45	Remaining In-School Funds
\$108,438.08	Remaining Out of School Funds
\$163,374.53	Total Remaining Program Funds

Funding	Remaining	20% Carry Over	Adjusted Total	%	Average per Month	Months Remaining Based on Avg per Month
Adult PY21	\$0.00	\$0.00	\$0.00	0.00%	\$42,049.11	0
Adult FY22	\$101,187.95	\$0.00	\$101,187.95	12.22%	\$42,049.11	2
Adult PY22	\$65,280.00	\$0.00	\$65,280.00	7.89%	\$42,049.11	2
Adult FY23	\$291,726.00	\$58,345.20	\$233,380.80	28.19%	\$42,049.11	6
DLW PY21	\$0.00	\$0.00	\$0.00	0.00%	\$9,820.21	0
DLW FY22	\$105,762.44	\$0.00	\$105,762.44	12.78%	\$9,820.21	11
DLW PY22	\$48,519.00	\$0.00	\$48,519.00	5.86%	\$9,820.21	5
DLW FY23	\$192,757.00	\$38,551.40	\$154,205.60	18.63%	\$9,820.21	16
Youth PY21	\$0.00	\$0.00	\$0.00	0.00%	\$22,262.23	0
Youth PY22	\$181,025.61	\$61,582.20	\$119,443.41	14.43%	\$22,262.23	5
Totals	\$986,258.00	\$158,478.80	\$827,779.20	100.00%		

Participants Served July 1, 2022 - Mar. 21, 2023					
	Adult	DLW	OSY	ISY	Totals:
Total Enrolled	57	3	37	5	102
Services Ended	35	1	20	4	60
Current Totals	22	2	17	1	42

**Western Workforce Development Board Budget**  
**July 2023 - June 2024**

	<u>Adult</u>	<u>DLW</u>	<u>Youth</u>	<u>Totals</u>
<b><u>Budgeted Formula Funding</u></b>				
PY23 Estimated Funding	\$ 298,862.00	\$ 238,125.00	\$ 289,614.00	\$ 826,601.00
PY22 Estimated Funding Carry Forward	\$ 340,144.00	\$ 241,276.00	\$ 130,320.00	\$ 711,740.00
Total Funding	<u>\$ 639,006.00</u>	<u>\$ 479,401.00</u>	<u>\$ 419,934.00</u>	<u>\$ 1,538,341.00</u>

**Budgeted Expenditures**

**Budgeted Administrative Expenditures**

Administration	\$ 60,564.00	\$ 47,938.00	\$ 41,993.00	\$ 150,495.00
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**Budgeted Program Expenditures**

Participant Training	\$ 108,091.28	\$ 41,624.18	\$ 35,240.28	\$ 184,955.74
Career Services/Support Services	\$ 201,220.15	\$ 91,598.95	\$ 119,528.88	\$ 412,347.98
Other Program Activities	\$ 269,130.57	\$ 298,239.87	\$ 127,048.29	\$ 694,418.73
Participant Work Experience	-----	-----	\$ 96,123.55	\$ 96,123.55
	<u>\$ 639,006.00</u>	<u>\$ 479,401.00</u>	<u>\$ 419,934.00</u>	<u>\$ 1,538,341.00</u>



# Western Arkansas Workforce Development Board

## Bylaws

- A. Officers of the Board shall be the Chair and Vice-chair.
  - a. Chair shall have the following duties:
    - i. Shall preside at meetings of the full board as excepted under duties of Vice-chair.
    - ii. Act as Chair on the Executive Committee.
    - iii. Act as the signatory for the Board.
    - iv. Shall approve regular board agendas.
  - b. Vice-chair shall have the following duties:
    - i. Shall fill the role of the Chair in the absence of the Chair.
    - ii. Shall serve on all committees to preside in the absence of a committee chair.
    - iii. If the Chair board position is vacated during a current term the Vice-chair shall assume the Chair position for the remainder of the current term.
- B. Elected officers shall be selected by a majority vote of Board Representatives present.
- C. Elected officers shall be selected from the private sector Board Representatives.

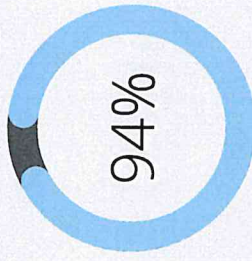
### Section 2. Officer Terms:

- A. Officers shall serve one (1) year and be selected each term.
- B. As Chair a representative may serve up to 3 consecutive terms if reselected. After 3 terms this representative must serve at least one year in a non-officer capacity.

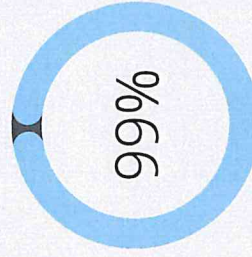
### Section 3. Required standing committees: There shall be a minimum of four (4) standing committees.

- A. The Executive committee shall be comprised of the Chair, Vice-chair, and the Committee Chair of the three (3) standing committees.
  - a. this committee shall have the authority of the Board to act during the interim between full board meetings.
  - b. decisions made on issues by this committee will have a majority of Representatives.
  - c. Actions of the executive committee shall be reported at the convening of the next board meeting for ratification and will become part of the minutes of that meeting.
  - d. this committee does not have authority to make decisions on funding or changes in funding of any proposal or contract.
  - e. The executive committee will recommend to the sitting Committee Chairs of the Board committees any work to be performed to report at full board meetings.
  - f. the Chair acting as executive Committee Chair shall exercise the power of vote during executive committee meetings as required to constitute a quorum or break a tie vote.
- B. The One-Stop committee shall be comprised of at least one Board Representative as Committee Chair and three or more knowledgeable Representatives.
  - a. The committee will participate in the selection process, provide information to the Board, and assist with operational and other issues relating to the one-stop delivery system.
  - b. The committee will monitor one-stop partners and assist in establishing performance criteria of each partner, according to their performance requirements.
  - c. Will be responsible for the one-stop center certification process.

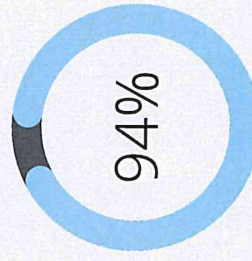
## Business Feedback



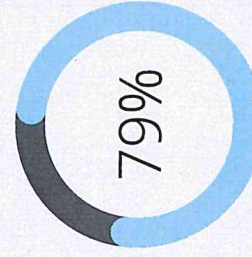
Organization/Quality  
Marked as Excellent



Would Attend Again



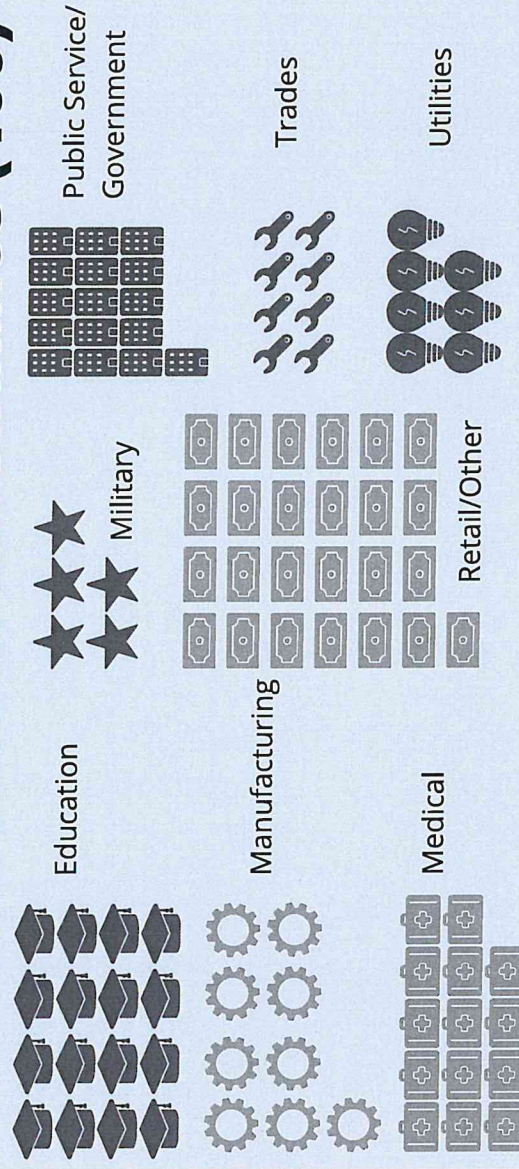
Presentation of Event  
Marked as Excellent



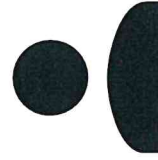
Appearance and Professionalism  
of Students Marked as Excellent

## 2023 Career Connect Events

### Businesses In Attendance (100)



## Student Feedback



172  
Students



231 Follow-Up  
Interviews Offered



Preparedness  
Level



Learned About  
New Opportunities



Would Recommend  
This Event To Peers