

Western Arkansas Workforce Development Board Meeting Agenda

70 S. 7th St., Suite D, Ft Smith, AR

Bakery District, Center for Business & Professional Development

September 19, 2023

1:00 PM

Invitees: Greg Aleshire, Dana Byrum, Vanessa Caldwell, 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 6/27/23 meeting – sent via email
- III. Approval of minutes from 8/10/23 meeting – sent via email
- IV. WIOA Delivery System quarterly report update
 - One-stop operator
 - Title I program report – sent via email
- V. New Business
 - Monitoring update
 - Virtual center research
 - Physical workforce center designs
- VI. Adjournment

Western Arkansas Workforce Development Meeting
September 19, 2023 – 1:00 PM
The Bakery District, Fort Smith

Please sign in:

	<i>Aleshire, Greg</i>
<i>Dana Byrum</i>	<i>Byrum, Dana</i>
<i>John Craig</i>	<i>Craig, John</i>
<i>Cathy Creekmore</i>	<i>Creekmore, Cathy</i>
	<i>Curry, Melissa</i>
	<i>Faubus-Kendrick, Debbie</i>
<i>Brandon Fisher</i>	<i>Fisher, Brandon</i>
	<i>Hughes, Jeremy</i>
<i>Rachel Mize</i>	<i>Mize, Rachel</i>
	<i>Muntz, Stacy</i>
	<i>Price, Nathan</i>
<i>Kendall Ross</i>	<i>Kendall Ross</i>
	<i>Sloan, Zach</i>
<i>Erick Wiggins</i>	<i>Wiggins, Erick</i>
<i>Vanessa Caldwell</i>	<i>Caldwell, Vanessa</i>
<i>Regi Ochoa, guest</i>	

[illegible]

**Western Arkansas Workforce
Development Board**

Proxy

Date:

Due to a conflict in my schedule, I authorize as my proxy on _____
(meeting date)

(representative name)

of _____
(company)

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: _____

Signature: *B H Li*

WAWDB meeting minutes 6/27/23

7200 Zero, Ft Smith, AR

Rachel called the meeting to order.

Attendees Greg Aleshire, Dana Byrum, John Craig, Cathy Creekmore, Melissa Curry, Jeremy Hughes proxy Bryan Spradley, Debbie Faubus-Kendrick, Rachel Mize, Nathan Price, Zach Sloan, Kendall Ross, Erick Wiggins. Other attendees were Ashley Garriss, Angie Oliver, Kim Bartlett, Ashlie Ross, Dennis Williamson.

Rachel stated the minutes of the March 14, 2023, meeting was sent to you electronically for review and asked for any additions or corrections to the minutes. She said, hearing none the minutes are approved as distributed.

Rachel read the minutes for the June 21, 2023, executive committee meeting for the board. *Executive committee meeting minutes are attached.*

Rachel stated the one stop committee minutes were sent to you electronically for your review. She asked board for any comments or questions and that John would answer them now. There were no questions. *OSO committee meeting minutes are attached.*

Rachel Asked for any questions about the One-stop or Title I report the board reviewed. Cathy asked about the referrals vs the center walk in counts. Dennis stated that the referrals are tracked by partner self-reporting on clients referred to another service and the walk-in traffic is a count of all persons coming into the center, so the counts do not align. Hence the significant difference in numbers with referrals being reported at 91 and the center counts from ADWS being over 2000 for the same period. Rachel stated she would like the reports to be easier and clearer to read. Cathy then brought up the OSO reporting that folks coming to the center were unhappy with the challenges of the unemployment process. She also said the process is not user friendly and has frustrated many clients coming through the center. Debbie added that people were saying they were held up in the unemployment system as long as 3 months. Dennis talked about the challenges to the system due to volume high numbers from the Tyson closure and that a major challenge was language barriers since there UI did not have anyone to interpret. Title I and TANF each had a person that assisted when they could around their clients. Once the need for more interpreters was identified other partners were called on to assist and FSAE and AU sent help as needed. The fact that all UI clients must now use the call center system to apply for and address any issues with UI claims was difficult and slow to work through and language was still often a barrier to service. Rachel asked that at the next partner meeting that each partner be asked about what went wrong and what could be done better as well as the resources they would like to improve the system. She asked that a postmortem report be presented to the board by the December meeting.

WAWDB meeting minutes 6/27/23

7200 Zero, Ft Smith, AR

Rachel stated the annual WIOA formula budget was sent to you electronically for review. She asked for a motion to approve the budget as distributed. John Craig made the motion to approve the budget as distributed and Greg Aleshire seconded the motion. Rachel asked for discussion. There was none. A vote was called, and the motion was approved unanimously.

Rachel said as noted during the committee reports Eckerd has been approved as the one stop operator and the executive committee. She asked for discussion and there was none. Since there was none, she asked for a vote to ratify the decision of the Executive committee to approve Eckerd and for Dennis to execute the contract to start July 1st as the one stop operator for Western Arkansas. The board voted unanimously to ratify the executive committee decision to approve Eckerd as the new one stop operator and for Dennis to execute the contract to start July 1, 2023.

Rachel stated the bylaws were sent to you with modifications on page 4 regarding the role of vice-chair and consecutive terms a board member can serve as chair or vice-chair for your review. Cathy Creekmore made a motion to approve the changes as distributed and Melissa Curry seconded the motion. Rachel asked for discussion. There wasn't any discussion and the board voted unanimously to approve the motion.

Rachel said Dennis has provided the data results from the Career connect job fairs. The board discussed in overview the results and was happy with the outcomes.

Rachel shared with the board the need for a stronger virtual option to connect clients to the workforce system and the need to provide research assistance in the form of ideas and examples. She recommends an ad hoc committee be formed and ask for a volunteer to chair it. Rachel suggested the committee begin research. She also asks board members to suggest committee members from outside the board that offer technical input. Melissa agreed to chair this team.

Rachel restated the need to provide more inviting and customer centric workforce center designs to present to the state. She asked board members to research or when traveling to get pictures of customer friendly center designs and get them to Dennis to gather more details to share back to the board. She asked that any ideas or research on this subject be given to Dennis before the December board meeting for board discussion and input.

Rachel asked that all board members sign the disclosure statements Dennis gave so they would be renewed for this year.

Rachel stated John Craig was a nominee for board chair and asked for other nominations. She asked for nominations for vice-chair since there were no other nominations for chair. She stated she was willing to fill the role as vice-chair since there were no nominations. She stated

WAWDB meeting minutes 6/27/23

7200 Zero, Ft Smith, AR

since there is only one nominee for each position that John Craig as Chair and Rachel Mize as vice-chair are declared elected by acclamation.

Rachel asked if there is any other board business. Hearing none, she said since there is no further business the meeting is adjourned.

DRAFT

WAWDB Meeting minutes
Virtual Teams, **August 10, 2023 9:30 AM**

Board attendees were Dana Byrum, John Craig, Cathy Creekmore, Melissa Curry, Brandon Fisher, Debbie Faubus-Kendrick, Stacy Muntz, Kendall Ross, Erick Wiggins. Dennis Williamson, board staff, and Troy Roland, OSO in attendance.

John called the meeting to order.

Dennis was asked to call roll and a quorum was present.

John stated the board was sent the bylaw change to review and asked for a motion to approve the change. Erick the motion to approve the change to the bylaws as presented and Cathy 2nd the motion. John asked for any discussion and there was none. The board voted unanimously to approve the motion.

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

[illegible]

Ashlie Ross

From: Shari Dominguez <Shari.Dominguez@arkansas.gov>
Sent: Thursday, September 7, 2023 4:31 PM
To: Ashlie Ross
Subject: partner numbers for w/e 090923



Number of Clients at Workforce Center

W/E	UI	ES	TANF	AR	WAPDD	AARP	AE	Vet	TAA	TOTAL
7/8/2023	28	35								63
7/15/2023	34	51								85
7/22/2023	23	42								65
7/29/2023	19	75								94
8/5/2023	20	90								110
8/12/2023	22	80								102
8/19/2023	19	74								93
0/25/2023	11	57								68
9/2/2023	10	52								62
9/9/2023	14	47								61
										0

Shari Dominguez
Mena Local Office Manager

WIOA Monthly Funds Report

As of June 30, 2023

Funds Expended:

Award Amount		Current Month Total Exp.	Total Admin Entity Exp.	Total Fiscal Agent Exp.	Total Program Exp	Grant Total	FUR %
\$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	33,581.35	1,964.11	39,066.89	369,281.00	\$410,312.00	100%
\$65,280	Adult PY22	32,649.07	143.28	4,415.68	31,962.00	\$36,520.96	56%
\$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	54,516.33	1,001.18	9,251.76	92,276.50	\$102,529.44	86%
\$48,519	DLW PY22	3,504.37	0.00	3,504.37	0.00	\$3,504.37	7%
\$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	21,314.08	607.51	14,445.62	171,666.91	\$186,720.04	61%
\$15,430	HC Youth PY21	0.00	143.56	1,399.44	13,887.00	\$15,430.00	100%
\$31,168	HC Youth PY22	4,924.59	0.00	607.66	19,381.67	\$19,989.33	64%
\$316,310	TANF Pre-APP	-903.56	0.00	10,354.12	89,289.69	\$99,643.81	32%
\$12,500	Reg. Plan. PY21	-26.81	0.00	370.39	10,030.25	\$10,400.64	83%
\$12,500	Sector Part. PY21	-210.23	0.00	370.39	7,068.14	\$7,438.53	60%
\$2,336,617	Total	\$149,349.19	\$8,656.53	\$130,258.43	\$1,266,287.16	\$1,405,202.12	

Operating Costs 70.96%

Funds Remaining:

Remaining Admin Entity	Fiscal Agent Entity	Remaining Program	Remaining Totals	Grant End Date
Adult FY21 (Reallocation)	0.00	0.00	0.00	12/31/2022
Adult PY21	\$0.00	\$0.00	\$0.00	6/30/2023
Adult FY22	\$2,816.89	(\$2,816.89)	\$0.00	6/30/2023
Adult PY22	\$378.72	\$1,590.32	\$26,790.00	6/30/2024
Adult FY23	\$6,710.00	\$22,462.00	\$262,554.00	6/30/2024
DLW PY21	\$0.00	\$0.00	\$0.00	6/30/2023
DLW FY22	\$635.82	\$1,060.24	\$15,265.50	6/30/2023
DLW PY22	\$388.00	\$958.63	\$43,668.00	6/30/2024
DLW FY23	\$4,433.00	\$14,842.00	\$173,482.00	6/30/2024
Youth PY21	\$2,004.11	-\$2,004.11	\$0.00	6/30/2023
Youth PY22	\$2,080.49	\$13,657.38	\$105,453.09	6/30/2024
HC Youth PY21	\$0.00	\$0.00	\$0.00	2/28/2023
HC Youth PY22	\$155.84	\$2,353.21	\$8,669.62	3/31/2024
TANF Pre-APP	\$0.00	\$6,880.88	\$209,785.31	9/30/2023
Reg. Plan. PY21	\$0.00	\$4.61	\$2,094.75	1/31/2024
Sector Part. PY21	\$0.00	\$4.61	\$5,056.86	1/31/2024
Total	\$19,602.87	\$58,992.88	\$852,819.13	\$931,414.88

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

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

Youth PY21 (25% IS)-vs-(75% OS):	
\$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

PY22 Youth YTD % - Expended:			
ISY	\$22,176.50	12.92%	25% Max.
OSY	\$149,490.41	87.08%	75% Max
Total	\$171,666.91		

PY22 Youth Work Experience % - Expended:			
ISY	\$2,732.60		
OSY	\$29,108.38		
Total	\$31,840.98	18.55%	20% Min.

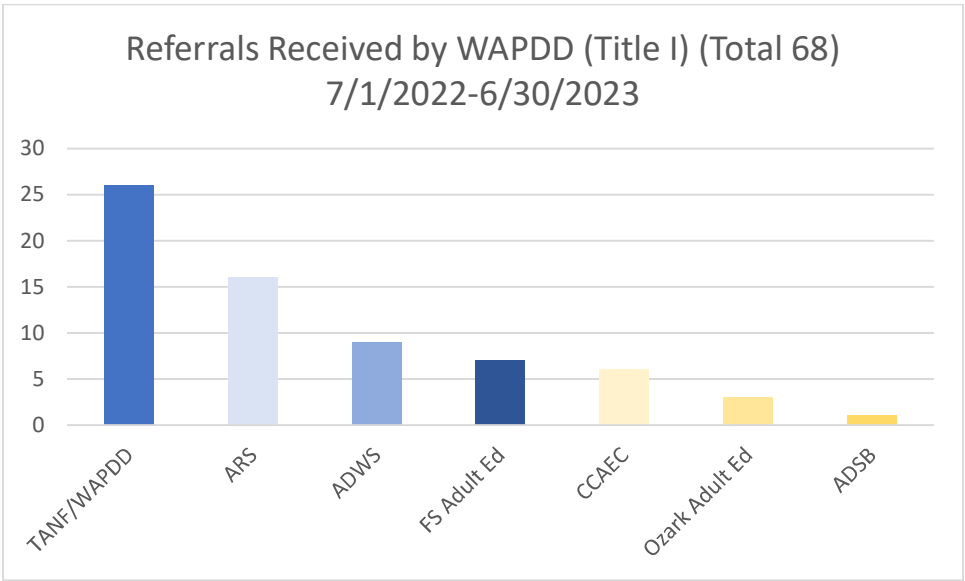
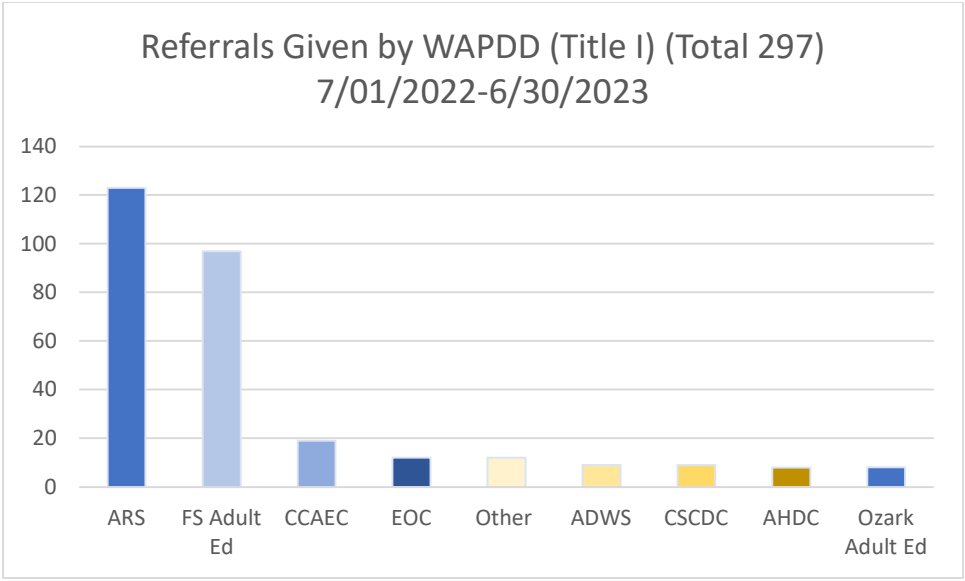
Youth PY22 (25% IS)-vs-(75% OS):	
\$307,911.00	Total Youth Grant
\$30,791.00	Admin Budget
\$277,120.00	Total Program Budget
\$69,280.00	25% Max In-School Budget
\$207,840.00	75% Max Out of School Budget
\$277,120.00	Total Program Budget
\$47,103.50	Remaining In-School Funds
\$58,349.59	Remaining Out of School Funds
\$105,453.09	Total Remaining Program Funds

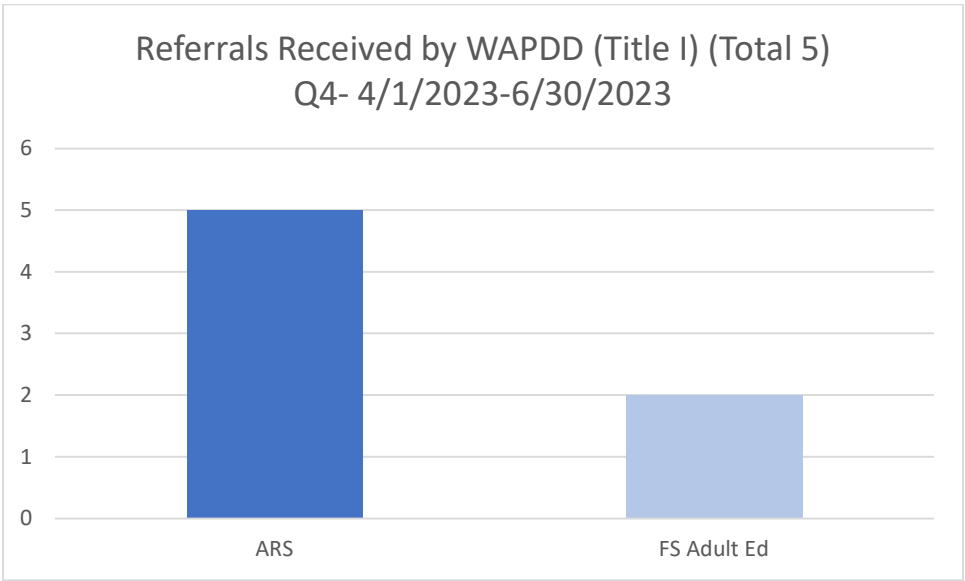
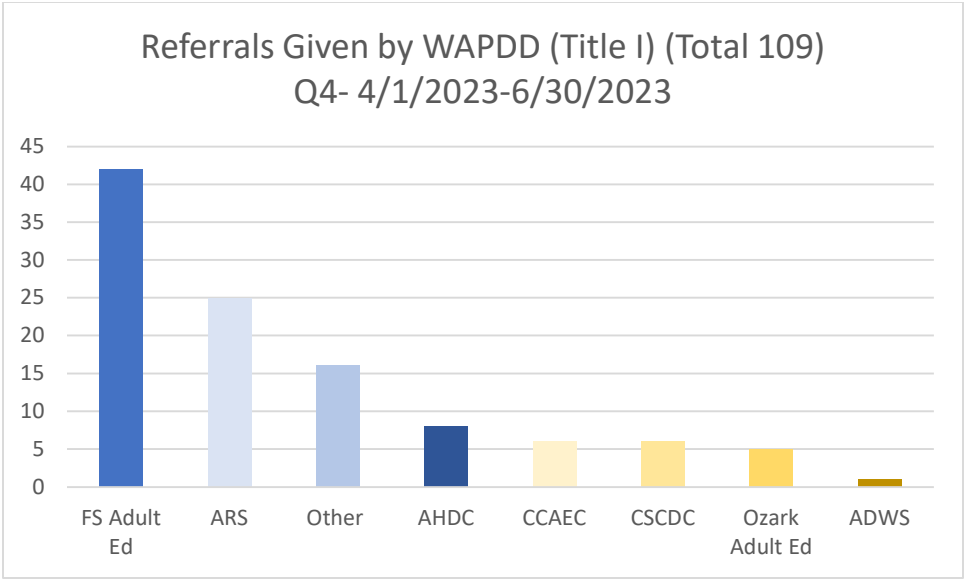
HC Youth PY22 YTD % - Expended:			
ISY	\$4,251.80	21.94%	25% Max.
OSY	\$15,129.87	78.06%	75% Max
Total	\$19,381.67		

HC Youth PY22 Work Experience % - Expended:			
ISY	\$1,356.96		
OSY	\$8,845.36		
Total	\$10,202.32	52.64%	20% Min.

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%	\$48,005.65	0
Adult FY22	\$0.00	\$0.00	\$0.00	0.00%	\$48,005.65	0
Adult PY22	\$28,759.04	\$0.00	\$28,759.04	5.35%	\$53,524.85	1
Adult FY23	\$291,726.00	\$58,345.20	\$233,380.80	43.38%	\$53,524.85	4
DLW PY21	\$0.00	\$0.00	\$0.00	0.00%	\$12,677.26	0
DLW FY22	\$16,961.56	\$0.00	\$16,961.56	3.15%	\$12,677.26	1
DLW PY22	\$45,014.63	\$0.00	\$45,014.63	8.37%	\$17,512.32	3
DLW FY23	\$192,757.00	\$38,551.40	\$154,205.60	28.67%	\$17,512.32	9
Youth PY21	\$0.00	\$0.00	\$0.00	0.00%	\$25,127.19	0
Youth PY22	\$121,190.96	\$61,582.20	\$59,608.76	11.08%	\$26,903.37	2
Totals	\$696,409.19	\$158,478.80	\$537,930.39	100.00%		

Participants Served July 1, 2022 - June 30, 2023					
	Adult	DLW	OSY	ISY	Totals:
Total Enrolled	72	7	42	5	126
Services Ended	44	2	22	4	72
Current Totals	28	5	20	1	54





WAWDB meeting minutes 6/27/23

7200 Zero, Ft Smith, AR

Rachel called the meeting to order.

Attendees Greg Aleshire, Dana Byrum, John Craig, Cathy Creekmore, Melissa Curry, Jeremy Hughes proxy Bryan Spradley, Debbie Faubus-Kendrick, Rachel Mize, Nathan Price, Zach Sloan, Kendall Ross, Erick Wiggins. Other attendees were Ashley Garris, Angie Oliver, Kim Bartlett, Ashlie Ross, Dennis Williamson.

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Rachel said as noted during the committee reports Eckerd has been approved as the one stop operator. She asked for discussion and there was none. She asked for a vote to ratify the decision of the Executive committee to approve Eckerd and for Dennis to execute the contract to start July 1st as the one stop operator for Western Arkansas. The board voted unanimously to ratify the executive

WAWDB meeting minutes 6/27/23

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committee decision to approve Eckerd as the new one stop operator and for Dennis to execute the contract to start July 1, 2023.

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John Craig, Chair

9/19/2023

Date

WAWDB Meeting minutes
Virtual Teams, **August 10, 2023 9:30 AM**

Board attendees were Dana Byrum, John Craig, Cathy Creekmore, Melissa Curry, Brandon Fisher, Debbie Faubus-Kendrick, Stacy Muntz, Kendall Ross, Erick Wiggins. Dennis Williamson, board staff, and Troy Roland, OSO in attendance.

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Dennis was asked to call roll and a quorum was present.

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John Craig, Chair

9-19-2023

Date