

MINUTES

Little Rock Workforce Development Board
Full Board Meeting
August 22, 2019

PRESENT

Members Present: Bryan Day, James McCarther, Kathy Fulks, Montine McNulty, Cindy Varner, Teresa Knapp Gordon, Robin Hunt, David Stephens, Jo Keegan
LRWDB Staff: W.J. Monagle, Janet Davis, Colleen Lassiter
Rescare Workforce Services: Sheena Fluker
Arkansas Department of Workforce Services: Angela Cook, Bernardo Corcolis, Shenaye Johns
Guest: Rocky Mantooth

CALL TO ORDER/ROLL CALL

Chairman Bryan Day called the meeting to order at 12:00PM. The audience was welcomed and reminded that the meeting was being recorded for assistance in preparing the minutes.

Chairman Day proposed delaying election of officers for a short period to allow resolution of monitoring issues.

Janet Davis reported that a quorum was present.

MINUTES FROM PREVIOUS MEETING

Upon a motion by Kathy Fulks, duly seconded by James McCarther, it was unanimously **RESOLVED:** To approve the minutes of the June 27, 2019 meeting as presented.

COMMITTEE REPORTS

One-Stop Partners Advisory Committee

Jo Keegan reported on the following:

- Job Fairs
- Unemployment and closings
- Job Openings

Services to Persons with a Disability Committee

The Committee is currently seeking a Chairperson and did not meet.

Services to Youth Committee

Kathy Fulks distributed minutes and reported on the July 15, 2019 meeting (Exhibit I)

WIOA SERVICE PROVIDER'S REPORT

Sheena Fluker presented LRWD Briefing Report for the reporting period July 2019 (Exhibit II).

Performance was discussed, the Board noted that for the year ended June 30, 2018 five of the eleven common WIOA Common Performance Measures were met. Ms. Fluker reported as of the report date six WIOA Common Performance Measured had not been met for the year ended June 30, 2019.

Ms. Fluker reported that she expects to meet the majority of the eleven WIOA Common Measures for the year ending June 30, 2019.

EXECUTIVE DIRECTOR'S REPORT

Activity Report

Director Monagle presented the Executive Director's Report dated August 22, 2019 (Exhibit III).

Financial Report

Director Monagle presented the financial report for the period ended July 31, 2019. Upon a motion by James McCarther, duly seconded by Jo Keegan, it was unanimously **RESOLVED:** To approve the financial report as presented.

ADJOURNMENT

Upon a motion made by Kathy Fulks, duly seconded Jo Keegan, it was unanimously **RESOLVED:** To adjourn the meeting at 12:50 PM.

MINUTES

Little Rock Workforce Development Board
Executive Committee Meeting
September 26, 2019

PRESENT

Members Present: Kristi Barr, James McCarther, Susan P. North, Kathy Fulks, Jo Keegan

LRWDB Staff: W.J. Monagle, Janet Davis

Arbor Education & Training: Sheena Fluker

LRWDB Attorney: Steve Riggs

Arkansas Department of Workforce Services: Angela Cook, Rowena Reyes

CALL TO ORDER/ROLL CALL

Kristi Barr called the meeting to order. The audience was welcomed and reminded that the meeting was being recorded. It was determined that a quorum was present.

MINUTES FROM PREVIOUS MEETING

Upon a motion by Jo Keegan, duly seconded by Susan P. North, it was unanimously **RESOLVED**: To approve the minutes of the May 23, 2019 meeting as presented.

EXECUTIVE COMMITTEE AUTHORIZATION

Director Monagle reported that LRWDB staff and contracted servicer provider staff must replace computer equipment that will not be supported by Microsoft, DIS or ADWS-IT beyond December 31, 2019. After discussion upon a motion by Kathy Fulks, duly seconded by Jo Keegan, it was unanimously **RESOLVED**: To authorize the Executive Director to negotiate the specifications, cost and purchase of new computer equipment which will be reflected in a modified budget realized with cost savings from unused rental expenses.

One-Stop Partners Advisory Committee

Jo Keegan reported on the following:

- o ADWS Building Purchase
- o Arkansas Job Link Conference
- o ARS Disability Awareness

Services to Youth Committee

Kathy Fulks distributed minutes and discussed the September 16, 2019 Youth Services Committee Meeting (Exhibit 1)

WIOA SERVICE PROVIDER/ONE STOP OPERATOR'S REPORT

Sheena Fluker presented Rescare Workforce Services August 2019 LRWD Briefing Report (Exhibit II).

EXECUTIVE DIRECTOR'S REPORT

Activity Report

Director Monagle presented the Executive Director's Report dated September 26, 2019 (Exhibit III).

ADWS Monitoring

Director Monagle reported that ADWS final monitoring determination for Program Year 2015 and 2016 has been received. Approximately \$55,000 in disallowed cost were found related to:

1. Procurement of Attorney
2. Procurement of Communications Strategist
3. Procurement of annual audit CPA firm
4. Expense related to Promise Grant end of the year event
5. Expense related to LRWDB Promise Grant Payroll (one pay period)

Director Monagle responded to questions and advised:

- The final determination has not been accepted as of September 26, 2019
- There was no ill intent and/or criminal intent and the disallowed costs are considered reasonable as noted in the final ADWS monitoring determination
- Discussions continue with the Board Chairman, Board Attorney and Director Monagle regarding appealing the determination to the Administrative or Circuit Courts, or submitting a request to ADWS and DOL for waiver of the disallowed costs. If the disallowed costs are not waived or reversed, payment of those costs would fall on the City of Little Rock
- Chairman Day requested that a formal email be sent to the City of Little Rock alerting them to the potential liability risk
- All parties are moving forward and hope to resolve the findings quickly

DOL Monitoring

Director Monagle reported that from September 9-13, 2019 LRWDB and ResCare staff underwent a Department of Labor monitoring visit of the Rock City Reentry Adult Program. Three best practices were identified at the exit interview. The formal DOL report will arrive in 30-45 days.

ANNOUNCEMENTS

Next meetings:

- LRWDB Full Board: October 24, 2019
- LRWDB Executive Committee: December 12, 2019

ADJOURNMENT

Upon a motion made and duly seconded the meeting adjourned at 1:11 pm.


Approved, Kristi Barr, Chair

December 12, 2019

Date

MINUTES

Little Rock Workforce Development Board
Full Board Meeting
October 30, 2019

PRESENT

Members Present: Bryan Day, Kristi Barr, James McCarther, Dr. Bentley Wallace, Montine McNulty, Robin Hunt, Jo Keegan, Beverly Smith, Larry Schleicher, Cindy Varner

LRWDB Staff: W.J. Monagle, Janet Davis, Colleen Lassiter

Abor Education & Training: Sheena Fluker

LRWDB Attorney: Steve Riggs

AWDS: Shenaye Johns, Angela Cook

Guests: Hannah Mery (Regions Bank), Rochelle Brown (RWS)

CALL TO ORDER/ROLL CALL

Bryan Day called the meeting to order at 12:02PM. The audience was welcomed and reminded that the meeting was being recorded for assistance in preparing the minutes. Guests Hannah Mery of Regions Bank and Rochelle Brown of ResCare Workforce Services were introduced and welcomed. Roll was called, and it was determined that a quorum was present.

MINUTES FROM PREVIOUS MEETING

Upon a motion by James McCarther, duly seconded by Robin Hunt, it was unanimously **RESOLVED:** To approve the minutes of the August 22, 2019 meeting as presented.

RATIFY ACTIONS OF THE EXECUTIVE COMMITTEE – APPROVE THE PURCHASE OF COMPUTERS

The Executive Director reviewed the necessity of purchasing new computers for LRWDB and contract staff, and asked the LRWDB to ratify the following directive, approved by the Executive Committee: "The LRWDB staff and contracted WIOA service provider must replace computer equipment that will not be supported by Microsoft, DIS, or ADWS-IT beyond December 31, 2019. Therefore, the Board authorizes the Executive Director to negotiate the specifications, cost and purchase of new computer equipment which will be reflected in a modified budget realized with cost savings from unused rental expenses."

Upon a motion by James McCarther, duly seconded by Cindy Varner, it was unanimously **RESOLVED:** to ratify the committee's directive to purchase new computer equipment as presented.

CHAIR AND COMMITTEE REPORTS

Chair Bryan Day used his authority to postpone committee reports – given that Jo Keegan, ADWS Area Manger and Chair of the One Stop Partners Advisory Committee, had not yet joined the meeting and knowing that her committee would meet November 4th and had not been able to meet; and that Ms. Kathy Fulks was not able to be in attendance to present the Services to Youth Committee; and that Director Monagle would have some items related to activities under Services to People with Disabilities in his report.

WIOA SERVICE PROVIDER/ONE STOP OPERATOR'S REPORT

Sheena Fluker presented Rescare Workforce Services report for October 2019 (Exhibit I). Mrs. Fluker provided some updated information on local performance measures: Youth Enrollment 5/20 enrolled, trying to co-enroll them in some of the other programs, such as Reentry, working with their case managers: Adult new enrollment goal is 50, and they already have 31 people enrolled, some of whom are again co-enrolled in the Work Based Learning Program at Our House. The Dislocated Worker (DW) goal of 30 has seen seven enrolled. Community Outreach events is 7/36, but there are probably many more events that have not yet been reported by the case managers. The same is true of the Hiring/Recruiting events, being at 4 of 36. Two new Community Access Points is a local goal; previously they were at Shorter College, AR Community Correction and Jericho Way, but looking to identify new partners such as Our House, since they already do some much with them. The new OJT goal is 1, and they don't have that accomplished yet; the previous goal in PY18 was 2 and that was achieved at UAMS and they are in the finishing stages of those OJT agreements. A new Goal is 12 Onsite Trainings and that will be a great addition to the offerings at the LRWFC. The NDWG AR-30 (flood disaster grant) is a partnership with the City is gearing up well now; the City is referring and hiring persons to help clean debris and repair damage from the historic Arkansas River flooding episode. Sheena reported attending the national Reentry New-Grantee Orientation in Washington, D.C. with Director Monagle and taking back great ideas about new training models with staff and participants. The Success Story for the month is the AAPI Apprenticeship Grant where 36 participants have been enrolled: 30 in Med Linc for CNA+ training program and 6 at Orion Plus, where they were all hired after completion and making \$35/hour. On the back of the report is the Performance Measures for WIOA. Going forward she will be able to provide quarterly reports, providing greater real-time reporting. She is expecting performance goals to keep being made. Bentley Wallace requested that a longer trend line going back 8-10 quarters be generated and that would provide a better picture of improvement and meeting performance over just seeing quarterly changes. Kristi Barr stated that she would like to see trends going back 5 years if possible. After discussion, Chair Bryan Day directed staff to put something together for the Board and its officers to review. Cindy Varner asked if a question at a previous meeting having to do with the renegotiation of performance goals had been further researched, and Director Monagle responded that, yes, it had and that both his and Ms. Fluker's previous understanding about the state's flexibility to negotiate performance levels down for this program year was mistaken. He reported that Kris Jones, Assistant Director of Employment Assistance at ADWS, is trying to reduce the high Arkansas performance goals over time by encouraging areas to target harder-to-serve populations and achieve at least 90% of meeting goals. In that way, goals can be reduced gradually each year.

NOMINATING COMMITTEE

Chair Bryan Day asked the Nominating Committee, chaired by Jo Keegan, to make its report. The Nominating Committee offered the following a slate of nominees for officers of the LRWDB:

Kristi Barr – Chair

James McCarther – Vice Chair

Dr. Bentley Wallace – Secretary Treasurer

Chair Day asked if there were any additional nominations from the floor. Seeing that there were no other nominations and upon a motion by Cindy Varner, duly seconded by Larry Schleicher, it was unanimously **RESOLVED**: to accept the committee's nominations for LRWDB Officers for the remainder of PY19 as presented. The members of the LRWDB then unanimously **VOTED**: to elect the slate of nominated officers as presented. Ms. Kristi Barr then came forward to chair the meeting.

EXECUTIVE DIRECTOR'S REPORT

Activity Report

Director Monagle presented the Executive Director's Report dated October 30, 2019 (Exhibit II). He reported that there were a lot of things to report about, such as new partners and a shift of "Real Estate" among the partners to make room for AR Division of Services to the Blind (DSB), Trade Assistance Act (TAA) under the Governor's Dislocated Workers Task Force (GDLWTF), Additional people from the Main St. office of the Temporary Assistance to Needy Families (TANF) or Temporary Employment Assistance (TEA) as it is known in AR. Eventually, space in the warehouse is being redesigned to accommodate AR Rehabilitation Services (ARS). In exchange for the LRWDB giving up two rooms, ADWS is building us two expanded cubicle office space with walls and lockable doors. The National Disability Awareness month took place in October. We attended job fair activities in NLR and we sponsored a portion of the 2019 Inclusion and Diversity Summit sponsored by HRMA, which Robin Hunt attended to represent the LRWDB. We received a DOL Monitoring Report for the REO-Reentry program. There were 6 findings, but just one instance of a questioned cost of \$3,000 for unsupported invoice. We will respond to that with additional evidence and the LRWDB will be provided updated needed to bolster a few policies. Two Promising Practices were also identified and will be recognized as example of good programming around the country.

This month, staff also took a guided tour of the Rock Region Transit system, providing our staff with better awareness and knowledge of the mobile app advancements in their system so that we can better serve our customers. The LRWDB Executive Director discovered that the Little Rock Workforce Center was not on their map, but it will be included the next time it goes to print. Director Monagle then directed members' attention to the pages in his report referring to Performance – which was provide to members of the AR Workforce Development Board, which he attended. He emphasized the need to bridge relationships to state board members and the local board. Performance results statewide reflected meeting at least 90% of every goal, so the state will not be subject to corrective action. The LRWDB achieved 90% in 9 out of 11 goals, missing Youth Credential Attainment Rate and Youth Placement in the 2nd Quarter after exit. In 5 out of 11 cases, we are meeting 100% of our goals. The Board asked what were the implications of missing goals, what a corrective action would look like, and if any of the goals we missed were the same goals as we missed last year, making it two years in a row and the potential for a corrective action. Staff did not immediately know the answer, but will investigate and produce a response to that question. Director Monagle noted the relationship with Essick Air Products – being the first partnership to be awarded a small Incumbent Worker Training Grant of around \$7,000 under the new Work Based Learning Program. Director Monagle reviewed all current grants and the number of additional customers they allow us to serve:

National Dislocated Workers Grant AR-30 Severe Flooding NEG – 25 persons

AAPI Apprenticeships Program for CNA+ and First Orion – 36 persons

WBLP Work Experience for the homeless with Our House – 45 persons

YB II – served 53 people

YBIII will serve at least 62 people

Rock City Reentry Project served 191 Adults

Rock City Reentry Project for Young Adults will serve at least 188

Incumbent Worker training grant (WBLP) with Essick Air – 4 incumbent workers

WIOA 100-125 over each of three years, so 300 to 375 persons

This amounts to 900 to 1000 additional people that have been or will be served by securing these additional resources to our community. With all of that activity going on, it is time for staff to look inward, create internal controls, do monitoring, and maintain internal system quality.

Financial Report

1. Director Monagle reviewed this month's financial report, noting that some budgets had not yet been entered and asked for approval. The board then directed staff to enter the rest of the budgets. Upon a motion by James McCarther, duly seconded by Cindy Varner, it was unanimously **RESOLVED**: to approve the financial report contingent upon the budgets being entered and the updated financial report sent to the board by the next Executive Committee meeting.
2. Director Monagle explained that a mistake was committed in the formula used by Arbor/ResCare in its initial budgeting process of WIOA funds and therefore a shortfall of \$34,000 exists in its Adult salaries and fringe line items (see pages 33-34). He requested a modification to Arbor's budget by adding \$34,000 from the LRWDB unobligated balance of funds which stood at \$120,000. The LRWDB members discussed that there were many unknown variables including the expense and source of paying for new computers, the unknown expense and potential cost reduction of rent for the building, and the unknown level of future funding. Upon a motion by Bryan Day, duly seconded by James McCarther, it was **RESOLVED by a vote of 9 to 1**: to approve the modification of Arbor/ResCare's budget by providing \$17,000 for the first 6 months, revisiting the issue in January 2020.
3. Director Monagle then explained that to execute the original request above of \$34,000, a transfer of \$40,000 from DW to Adult program would have been needed; therefore, he would ask the LRWDB to approve a transfer of half of that, or \$20,000. Upon a motion by Bryan Day, duly seconded by Montine McNulty, it was **RESOLVED by a vote of 9 to 1**: to transfer 20,000 from the Dislocated to Adult funding stream.

ANNOUNCEMENTS

Bryan Day announced that the company HMS that makes plastic products is moving to the Little Rock Port and will create about 80 jobs. He noted that the Chamber of Commerce was chiefly responsible for attracting this company to Arkansas, led strongly by Kristi Barr's confident assurances that a hardworking and trainable workforce awaits their arrival. Company officials reported that they felt very welcome in Arkansas and that was their reason for moving here.

ADJOURNMENT

Upon a motion made and duly seconded, unanimously **RESOLVED**: To adjourn meeting at 1:26PM.

Approved by:



Kristi Barr, Chair

February 27, 2020

Date

MINUTES

Little Rock Workforce Development Board
Executive Committee Meeting
December 12, 2019

PRESENT

Members Present: Kristi Barr, James McCarther, Kathy Fulks, Robin Hunt, Jo Keegan

LRWDB Staff: W.J. Monagle, Janet Davis, Colleen Lassiter

Arbor Education & Training: Sheena Fluker

LRWDB Attorney: Steve Riggs

Arkansas Department of Workforce Services: Rowena Reyes

CALL TO ORDER/ROLL CALL

Kristi Barr called the meeting to order. The audience was welcomed and reminded that the meeting was being recorded. It was determined that a quorum was present.

MINUTES FROM PREVIOUS MEETING

Upon a motion by James McCarther, duly seconded by Kathy Fulks, it was unanimously **RESOLVED:** To approve minutes of the September 26, 2019 meeting as presented (Exhibit I)

EXECUTIVE DIRECTOR'S REPORT

Activity Report

Director Monagle presented the Executive Director's Report dated December 12, 2019 (Exhibit II).

Director Monagle reported that LRWDB Had received the DOL Monitoring report (Exhibit III) of the Reentry Employment Opportunity (REO) grant, known locally as the Rock City Reentry Project, provided a complete copy of the report within the board packet, and reviewed each of the six findings and two Promising Practices with the board. The Board asked that a copy of the written response Director Monagle intends to send to DOL in response be reviewed and approved before sending, possibly through a special called meeting or teleconference. The LRWDB did receive an extension until 12-19-19 to respond. Next, Director Monagle presented the LRWDB updated financial reports which the board had requested at the October 30, 2019 meeting. All the budgets for each grant had been entered and any expenditures against those budgeted amounts were reflected. After discussion upon a motion by James McCarther, duly seconded by Kathy Fulks, it was unanimously **RESOLVED:** To accept the Financial Report as presented (Exhibit IV).

ADWS Monitoring

Director Monagle reported that the LRWDB had decided to accept the ADWS final monitoring determination for Program Year 2017 and ask for a waiver from the USDOL and ADWS of the approximately \$55,000 in disallowed costs. ADWS Assistant Director Kris Jones has indicated verbally that ADWS would support this request with a written letter of support. At the time of this meeting, there was no further information from ADWS as to the status of this request, but Director Monagle understood that it could take place in January 2020.

Director Monagle reported that 19 computers for approximately \$17,000 were ordered in order to meet the operating system requirements of the new ADWS network.

Director Monagle asked that all members review and sign the Conflict of Interest statements which Office Manager Janet Davis had provided to each member.

Services to Persons with Disabilities Committee

Robin Hunt was welcomed to the Executive Committee as Chair of the committee and reported that she was organizing past emails and surveying past members about their continued interest in serving on the committee. She is planning to bring the committee together once that is done. She also expressed willingness to serve as a co-chair should the representative from AR Services for the Blind be appointed soon.

One-Stop Partners Advisory Committee

Jo Keegan reported on the following:

- o Committee met on Tuesday, December 3, 2019.
- o Updated the LRWFC staff directory
- o Working with the Business Advisory Team on business activity reports provided by ADWS on closings, expansions and new business announcements in Little Rock area.
- o Reminding staff and LRWDB members of Inclement Weather Policy
- o LRWFC Center-wide Christmas Project for Women & Children First and Staff Luncheon

Services to Youth Committee

Kathy Fulks distributed minutes and discussed the November 18, 2019 Youth Services Committee Meeting (Exhibit V), citing that Job Corps is doing an excellent job in working with UA-Pulaski Technical College

WIOA SERVICE PROVIDER/ONE STOP OPERATOR'S REPORT

Sheena Fluker presented ResCare Workforce Services December 2019 LRWDB Briefing Report (Exhibit VI).

ANNOUNCEMENTS

Next meetings:

- LRWDB Full Board: February 27, 2020
- LRWDB Executive Committee: January 30, 2020

ADJOURNMENT

Upon a motion made and duly seconded the meeting adjourned at 1:06 pm.



July 23, 2020

Approved
Kristi Barr, Chair

Little Rock Workforce Development Board Executive Committee Meeting

January 30, 2020

Attendees: Bryan Day, James McCarther, Joe Keegan, Kristi Barr, Randy Bynum, Robin Hunt, Sheena Fluker, WJ Monagle

The meeting was called to order by Kristi Barr.

Roll call was conducted by WJ Monagle.

Minutes were read and the committee decided to be postponed adopting the from the previous committee meeting until the board meets next month.

Committee discussed replacement options for Bentley Wallace.

Nominations Committee members – agree to continue to serve as members:

Bryan Day

Robin Hunt

James McCarther

Committee Reports: Kristi Barr

Committee Reports: Jo Keegan informed the committee on the Little Rock Workforce Center. She stated the roof of the LRWFC had leaks that was most likely caused by bullets as a result gunfire on New Year's night and the Jacksonville Local Office was also affected. She also reported the LRWFC has had high traffic this month resulting from the Low-Income Home Energy Assistance Program (LIHEAP) assistance program began. The LIHEAP program serviced 650 individuals on the first day and approximately 250 individuals per day after the first day. She reported that Patricia Cooper retired from the TANF department. Also, 5 additional counties have been added to the CADC-Little Rock coverage area. Ms. Keegan informed the board that several agencies and components of ADWS have relocated to the LRWFC and Arkansas Rehabilitation Services (ARS) will be moving to the LRWFC within 2 to 3 years.

Sheena Fluker presented her ResCare Monthly Briefing Report covering reporting period December 2019. She also discussed the Emergency Preparedness Plan.

Jo Keegan informed the board that Ms. Debbie Wolf (Unemployment Insurance (UI) Manager is serving as the Local Office Manager (LOM) in the Benton Local Office and is learning multiple programs.

WJ Monagle introduced Laura Grimer as a potential new employee that was invited to attend the meeting as a working interview and also Andre' Rogers from the TANF unit who was assisting with note taking. Both were allowed to introduce themselves to the board.

A **motion** was made by Kristi Barr in reference to the Personnel Committee Executive

The motion was **seconded** by Robin Hunt.

Sheena Fluker reported for Physical Year (PY 19) including four dislocated workers receiving services.

Work Based Learning in partnership with Our House Shelter with 76 individuals receiving or have received services and also referrals for re-employment services.

WIOA Dislocated Worker Program - Outreach

Trade Adjustment Assistance (TAA) - New Referral Process

Baptist Health – Outreach

Ms. Fluker stated enrollment was up from nine to thirteen individuals receiving services and duties for the Little Rock One Stop Shop.

Division of Services for the Blind (DSB) will conduct its first training.

There will be a Fire Marshall/Building safety meeting held on February 12, 2020 and an on-site Participants Safety Training on February 7, 2020 and February 14, 2020 that offers training on resume' writing, customer service skills, interviewing skills, and financial literacy (*No time recorded*). She has reached out to Simmons Nations Bank for possible partnership and plans to release a social media blast.

James McCarther requested that the information be sent to all board members.

Sheena Fluker informed that the youth Build Manager Melissa Mitchel will be vacating her position on February 10, 2020 however, the Youth Build has been awarded a grant.

The Re-entry Program is off to a great start.

The Business Advisory Team is continuing to work with employers

James McCarther asked the status on meeting goals. Ms. Fluker responded:

DOW – 44%

Community Outreach – 70%

Hiring and Retention – 66%

On the Job training was still being worked on

WIOA – Youth is at 45% and expecting new enrollment

Adult is 100%

Kristi Barr reported the Performance Metrics as:

3 @ 90%

7 @ 100%

WJ Monagle reported that the WIAO receive a \$1.8 million grant to continue Youth Build Programs and explained the Answers and Responses to Findings in his report. Programmatic monitoring was conducted but not Fiscal monitoring.

James McCarther raised questions about the continuous delay from contractors in the submission of invoices for payment. He suggested letters to contractors inform them they would not be paid if they submitted receipts after 60 days.

Randy Bynum informed that board that he did not believe that to be a good idea or legal.

WJ Monagle stated there were not Standard Operating Procedures in place to address this issue and James McCarther suggested SOP's be developed.

A motion was made to approve the report with corrections

James McCarter suggested sending the corrected report to the board via email prior to the vote.

Randy Bynum interjected and informed the board that the email process may violate the "open meeting" law. The board reconsidered and opted for a conference vote offered by Jo Keegan.

A motion for the conference vote was made by James McCarther and **seconded** by Jo Keegan. The motion was approved to approve the policies with corrections as identified and policies will be approved and sent off by Monday February 3, 2023.

The state will pay for the \$17K Infrastructure Funding Agreement for additional computers. The initial request for was \$67K however, with the deduction of a staff members salary and reallocation of expenses the total is now \$19K.

The discussed approving the second half of the budget for ResCare at \$17K.

A motion was made by James McCarther to approve the budget.

The motion was **seconded** by Jo Keegan.

The committee discussed the full board meeting schedule reflecting even months of the year and the executive meeting schedule (no discernable response recorded).

A motion was made by Kristi Bar motioned for adjournment.

The motion was **seconded** by James McCarther.

MINUTES

Little Rock Workforce Development Board
Full Board Meeting
February 27, 2020

PRESENT

Members Present: Kristi Barr, James McCarther, Kathy Fulks, Bryan Day, Montine McNulty, Robin Hunt, Jo Keegan, Beverly Smith, Larry Schleicher, Cindy Varner, Mark Bremer, David Stephens

LRWDB Staff: W.J. Monagle, Shannon Rast, Laura Grimmer

Abor Education & Training: Sheena Fluker

LRWDB Attorney: Steve Riggs

AWDS: Shenaye Johns, Romina Reyes

Guests: Corey Jennings & David Pollard (BKD, Inc.); Rochelle Brown & Tera West (ResCare)

CALL TO ORDER/ROLL CALL/WELCOMES

Kristi Barr called the meeting to order at 12:00PM. The audience was welcomed and reminded that the meeting was being recorded for assistance in preparing the minutes. Roll was called, and it was determined that a quorum was present. The members welcomed new temporary LRWDB staff Shannon Rast and Laura Grimmer, who introduced themselves and provided a brief background. ResCare Workforce Services Regional Managers Rochelle Brown and Tera West attended the meeting. Guests Corey Jennings and David Pollard of BKD, Inc., and Rowena Reyes and Shenaye Johns of ADWS also attended and were welcomed.

MINUTES FROM PREVIOUS MEETING

Upon a motion by Bryan Day, duly seconded by Kathy Fulks, it was unanimously **RESOLVED:** To approve the minutes of the October 30, 2019 meeting as presented.

RATIFY ACTIONS OF THE EXECUTIVE COMMITTEE – APPROVE THE PURCHASE OF COMPUTERS

The LRWDB Chair reviewed the decision of the Executive Committee to approve the necessity of conducting a Request for Proposals (RFP) to contract with an employment staffing agency to provide those services to the LRWDB as required, and, contingent upon following the proper procurement procedures, to follow the regular position announcement and interview process at the end of 13 weeks. In addition to herself, Chair Barr asked for volunteers to serve on the RFP review panel, receiving affirmative responses from Jo Keegan and Kathy Fulks. Upon a motion by Kathy Fulks, duly seconded by Bryan Day, it was unanimously **RESOLVED:** to ratify the committee's directive to conduct an RFP for employment staffing services as presented.

Chair Barr then asked members to review and approve the Executive Committee's action to approve policy amendments in response to the DOL Rock City Reentry Project monitoring report. Upon a motion by Kathy Fulks, duly seconded by Bryan Day, it was unanimously **RESOLVED:** to ratify the committee's directive to amend the LRWDB Financial & Procurement Policy in response to the DOL Rock City Reentry Project monitoring report, as presented.

Chair Barr combined two additional actions by the Executive Committee into one since they were tandem and inter-dependent, which was to approve an additional \$17,000 to the Arbor/ResCare budget, and to approve a transfer of \$20,000 from DW to Adult to cover the above modification. Upon a motion by Montine McNulty, duly seconded by Jo Keegan, it was unanimously **RESOLVED:** to ratify the committee's directive to conduct an RFP for employment staffing services as presented.

CHAIR AND COMMITTEE REPORTS

Chair Barr acknowledged the visitors from the independent financial auditing firm BKD, Inc., and asked Partner Corey Jennings to report, who explained that they were not ready to provide an audit, management letter, or recommendations at this time, due to there being some unresolved issues of disallowed costs resulting from the PY17 ADWS monitoring report. Former Chair Bryan Day provided background and history about the attempts to work with the state and resolve these issues, however, to date there is still a potential of \$55,000 of disallowed costs that are pending. The Mayor of Little Rock has been informed and updated as the negotiations continue to make progress.

The Chair announced the resignation of Dr. Bentley Wallace from the LRWDB and therefore from the officer position of Secretary/Treasurer of the LRWDB. Fortunately, Kathy Fulks was willing to accept nomination from the floor and unanimous election followed.

Rochelle Brown, Regional Director of ResCare Workforce Services, presented and made it known that a little corporate restructuring would take place and she would be focusing her attention more on the South Carolina area where she resides, but that Tera West would gradually transition to be the Regional Director over the contracts they have in New Orleans and Little Rock. Ms. West is currently working from Louisville, Kentucky and has actually been on the board staff in Lorraine Co. Ohio, and Louisville, Kentucky.

Committee Reports

Jo Keegan, ADWS Area Manager and Chair of the One Stop Partners Advisory Committee, reported that her committee did meet on February 24, 2020. Working and focusing on internal building responses in an emergency, given the increase in the number of people in the building. A 2-day ADWS manager's meeting will take place in the building during the week of March 2nd. CADC is operating LIHEAP and had over 650 people on day one and has been serving a cap of 200 people every day, trying to get done by 2pm daily. Ten workshops have been delivered in the last month. The NPWR Program is working with the Office of Child Support Enforcement and non-custodial parents on job-readiness and job search. ARS-VR counselors are working on three six-week pre-apprentice programs for certified nurse assistants and environmental sciences starting up. Division of Services for the Blind (DSB) is now in our facility, and they have approximately 450-500 consumers that they help with their employment needs. Chair Keegan has developed and disseminated a center wide staff directory with all of the new occupants in the building. The Little Rock Workforce Center is currently housing 122 employees.

Chair Robin Hunt of the Services to Persons with a Disability Committee, reported that her committee did meet on February 25, 2020 at the LRWFC and had excellent attendance. They talked about meeting with different employers in the community that have an interest in hiring people with disabilities. They actually have a meeting scheduled with the manager of Larry's Pizza on April 21, 2020, who in the past has hired several ARS clients. They also discussed having a job fair here at the LRWFC for people with disabilities, looking at sometime in the summertime. They are making plans to tour the ICAN office in Little Rock sometime in March, which helps all Arkansans find assistive technology and tools they can

use at their home school and work. Also, they are going to coordinate another tour with the Division of Services to the Blind to visit their tech lab later in the year.

Chair Kathy Fulks was not able to call together a meeting of the Services to Youth Committee.

WIOA SERVICE PROVIDER/ONE STOP OPERATOR'S REPORT

Sheena Fluker presented Rescare Workforce Services report for January 2020 (Exhibit I). Mrs. Fluker provided some updated information on local performance measures:

Arbor has enrolled 83 participants in Our House WBL program. That grant serves the Homeless and near homeless, and those already receiving services at Our House. The Dislocated Worker (DW) program is working more closely with TAA to identify and refer more, so six (6) new enrollments since last month have been added.

One Stop Operator contract obligations– center wide trainings set for next month. Sheena has been working with Jo Keegan on the Transition and Safety Training Committee last month – her first training as they prepare to assume those duties as the OSO.

Onsite participant training started in February, with topics such as resume writing, customer service training, professional training, what to wear, etc. There has not been a large response yet, but word is getting out. They have been sharing it on LRWDB website, Facebook page and other social media platforms. A goal of 12 Onsite Trainings has been set as an addition to the offerings at the LRWFC.

Mayor has been made aware of these and he has now asked that some of his City staff attend some of the customer service trainings, so they are working out how to best make that happen. They have already been working with the City of Little Rock on the NDWG- Disaster AR-30 Severe Flood Grant, and there are 10 currently enrolled in it.

YouthBuild (YB) is still in the planning stage, working with Director Monagle and the DOL to meet preliminary conditions of award. Unfortunately, Melissa Mitchell, the former YB program manager has moved on, and they are getting ready to announce and look for her replacement.

24 individuals are currently enrolled in the new Rock City Reentry Project for Young Adults. That grant was just commenced in October, so that is now moving quickly. Four individuals are in Work Experience and two are commencing training to receive a CDL.

Youth Enrollment: 10/20 enrolled, please correct the handout. Adult new enrollment goal is 50, and they already have exceeded that goal with 52 people enrolled, some of whom are again co-enrolled in the Work Based Learning Program at Our House. The Dislocated Worker (DW) goal of 30 has nineteen (19) enrolled. Community Outreach events is at 30/36, where they perform outreach within the LRWFC or in different locations outside the LRWFC. The Hiring/Recruiting events goal is at 28 out of 36. Two new Community Access Points is a local goal that has been accomplished. The new OJT goal is 1, and they had a company interested but that company pulled out two weeks ago, so they are looking for another business to fulfill that goal – possibly still with UAMS, but contract talks can take a while with them. Their goal by the end of January was to be over 50%, and they are over that on each goal, so they are on track to meet all of their goals for the year. Please see page 4 of the monthly performance reporting brief where they are meeting 7 out of 11 common measures.

EXECUTIVE DIRECTOR'S REPORT

Activity Report

Director Monagle presented the Executive Director's Report dated February 27, 2020. (Exhibit II). He reported again on the complete change in staff and the help he has received from the state, the federal level, other LWDA colleagues around the state, and especially the two new staff persons that have come on board and handled a strange and awkward situation with grace and speed. He reported that the newest monitoring report from the ADWS has also arrived.

He asked the Board to understand that a financial report would not be possible at the time of his report due to the newness and unfamiliarity for new staff. He asked the board to consider two new policies, the Youth Incentive Policy and the Travel Policy.

The Youth Incentive Policy is a required and necessary policy that establishes parameters and expectations for providing incentives to young people to achieve certain goals while they participate in the programs. After explanation and discussion, and, upon a motion by Bryan Day, duly seconded by Kathy Fulks, it was unanimously **RESOLVED**: to approve the Youth Incentive Policy as presented.

The Travel Policy is another local policy requiring updates and establishing rules and limitations on purchases and reimbursements related to staff travel. While this document adopted in large part the basic concepts of the previous travel policy, it deviated chiefly with the addition of allowing the executive director to obtain and begin charging travel costs to a credit card issued in the name of the LRWDB, which had previously been prohibited by the financial policy. Therefore, the financial and procurement policy would be likewise amended by deleting that prohibition. The LRWDB members present recommended: there would be only one credit card and it will be in Director Monagle's name only; it will only be used for travel and be paid immediately upon return or before if possible; internal controls will be established regarding another staff or officer signing off on credit card invoices; there will be a reasonable limit of \$5,000 to \$7,000; all federal regulations will be researched and observed relating to use of mileage, points or cash-back; and personal use or benefit is not allowed. After explanation and discussion of these issues, and, upon a motion by Kathy Fulks, duly seconded by Mark Bremer, it was unanimously **RESOLVED**: amend the Financial & Procurement Policy by striking the language prohibiting the use of a credit card in the name of the LRWDB; Also, upon a motion by Jo Keegan, duly seconded by Kathy Fulks, it was unanimously **RESOLVED**: to approve the Travel Policy as presented, including the addition of language allowing the use of a credit card for travel only, and incorporating the recommendations and safeguards above.

The Executive Director then asked the LRWDB to amend the by-laws in the appropriate section describing the notification and nomination of new board members by the CEO. The second consideration in amending the by-laws is to eliminate language prohibiting voting by proxies, and describing a procedure whereby proxies are allowed to take the place of the appointed member. After explanation and discussion, and, upon a motion by James McCarther, duly seconded by Jo Keegan, it was unanimously **RESOLVED**: to amend the LRWDB By-Laws as presented.

The Executive Director asked the LRWDB to approve the Dislocated Worker eligibility definitions required of a local area to further define the phrases "Unlikely to return to a previous industry or occupation," "General announcement of a plant closing," and "Unemployed as a result of general economic conditions in the community in which the individual resides, or as the result of a natural

disaster.” After explanation and discussion, and, upon a motion by Kathy Fulks, duly seconded by Jo Keegan, it was unanimously **RESOLVED:** to approve and accept the local dislocated worker eligibility definitions as presented, and to be inserted into the Dislocated Worker Service Policy at the appropriate places.

Director Monagle asked that the LRWDB allow him to explore the potential of securing A VISTA or other part-time, short-term temporary staff to assist with the office and administrative responsibilities in the upcoming budget and program year. The LRWDB recommended he look within the pool of people coming into the LRWFC as well. Upon a motion by Kristi Barr, duly seconded by Kathy Fulks, it was unanimously **RESOLVED:** to approve the Executive Director explore options of securing a VISTA volunteer, or other part-time staff for the PY20 program year.

ADJOURNMENT

Upon a motion made and duly seconded, unanimously **RESOLVED:** To adjourn meeting at 1:34PM.

Approved by:



April 23, 2020

Kristi Barr, Chair

Date

MINUTES

Little Rock Workforce Development Board
Full Board Meeting – via Zoom Virtual Meeting
April 23, 2020

PRESENT

Members Present: Kristi Barr, Kathy Fulks, Bryan Day, Robin Hunt, Beverly Smith, Cindy Varner, Theresa Knapp-Gordon, David Stephens

LRWDB Staff: W.J. Monagle, Shannon Rast

Abor Education & Training: Sheena Fluker, Tera West, Rochelle Brown

LRWDB Communications Consultant: Becky Parkerson

AWDS: Rowena Reyes

CALL TO ORDER/ROLL CALL/WELCOMES

Kristi Barr called the meeting to order at 12:02PM. The audience was welcomed to the Zoom virtual format and reminded that the meeting was being recorded for assistance in preparing the minutes. Roll was called, and it was determined that initially a quorum was not present, but a member joined while the meeting was in progress and members returned to voting on action items. The members welcomed ADWS staff Rowena Reyes and ResCare Workforce Services Regional Managers Rochelle Brown and Tera West, who introduced themselves and provided a brief background.

MINUTES FROM PREVIOUS MEETING

Upon a motion by Kathy Fulks, duly seconded by David Stephens, it was unanimously **RESOLVED:** To approve the minutes of the February 27, 2020 meeting as presented.

RATIFY ACTIONS OF THE EXECUTIVE COMMITTEE

The LRWDB Executive Committee did not meet due to the COVID-19 pandemic.

CHAIR AND COMMITTEE REPORTS

Chair Barr asked W.J. Monagle to first give a report about activities going on at the LRWFC. He reported that the UI Claims system had been overwhelmed, both the online and 1-800 Call-in systems had experienced a deluge of claimants, sometimes crashing the systems. That situation has improved greatly as well as the online and 1-800-number systems have seen State action being taken to expand capacity of both systems to improve responsiveness. At the LR Workforce Center there is still the option to physically drop off your application or have questions answered, so staff is seeing 300 people a day or more doing that. Most of those were new filers, now they are persons with issues or questions concerning their applications. A high level of expertise in UI is required, so it takes time, effort and running down the right person or piece of information to get them on their way.

LRWDB and Arbor/ResCare staff have felt safe in the building with this sort/level of exposure. Everyone is taking precautions, cognizant of exposure risk and using PPE and social distancing when engaged with the public. Now there is talk and discussion of the reopening – or a “soft” opening – and what it is going

to take to reopen – this being a fairly high priority of buildings to reopen, especially in preparation of PUA, which is going to create another wave of UI claimants. Each partner will have to reassess their level of comfort, practices and procedures to limit exposure, by working from home, etc. All staff have donned PPE while working with the Public. While direct service to the public has been reduced, we have been trying to be a good conduit of information to the public, extend communication and think of creative ways to stay in contact with customers, help getting them unstuck in the systems, referring them to the appropriate programs.

Chair Kristi Barr reports that the Chamber is mainly remotely working from home, and not in office very much at all. They have conducted a number of Zoom conferences and informational Meetings with Cong. French Hill concerning the CARES act and SBA programs like PPP, etc. They hope to keep as much business open as possible and keep them from closing. Concerned about the number of people on UI.

Cindy Varner from Goodwill Industries of AR reports that when ADWS closed their offices initially, there was a momentary uptick in people using their services, computers, etc., so they stayed open considerably longer, but when CARES act was passed and people started receiving the additional \$600 a week, their traffic dropped off dramatically. They then closed all their centers and furloughed staff. The Adult HS, The Excel Academy, is still open but completely transformed to online only, implementing an existing online instructional system.

Beverly Smith of Career Staffing Services, an employment business, is still open behind locked doors, onboarding only by appointment, or by online means. She reports a huge downsize in her clients working. They too are challenged by getting client documents submitted to UI in order to have their people receive sustaining help during this crisis. Business is optimistic. Businesses like hers will be part of the front to reopen in March. Manufacturing clients are still working but scaling down

David Stephens reports that the construction industry has been kept going. Some workers are staying home for safety and exposure concerns, and a few projects have shut down, but most are still working, noting the Ft. Smith, Pine Bluff, and Russellville manufacturing firms.

Committee Reports

W.J. Monagle reporting for Jo Keegan, ADWS Area Manger and Chair of the One Stop Partners Advisory Committee, reported that the committee did meet on March 24, 2020 – one of the last times any group or committee has dared to meet in person. They did discuss a lot of things, including if CADC could continue operating LIHEAP, as it was generating 150-200 every day, but since then Entergy suspended execution of the shut-off notice. The Pulaski County Sherriff Department personnel were singled out for compliment, as was the staff of all ADWS agencies responding to the onslaught of UI applications, causing many of them to work 10-hour days and on the weekends to try to get caught up.

Robin Hunt, Chair of the Services to People with Disabilities Committee met on Tuesday, 4/21/2020 and members discussed ways of making sure basic resources for food and other financial assistance was available to the community of people with disabilities. They heard about ICAN currently being open and offering free donations of walkers, canes, wheelchairs and other assistive devices if available by calling 501-666-8868 to schedule a time to pick up. One client/member mentioned issues with seeing their physicians during this period in a timely manner; Medic Express is able to see patients within an hour. Several businesses still hiring such as Kroger's, CVS, Lowes, and several nursing homes and long-term

care or rehab facilities are hiring CNAs, even without a CNA certificate. One member also gave a personal testimony about her challenges applying for UI as a person with a disability

With the absence of a Chair for the Youth Services Committee, it did not meet in March or April.

WIOA SERVICE PROVIDER/ONE STOP OPERATOR'S REPORT

Sheena Fluker provided the report (Exhibit I) by saying that her staff is assisting UI in many areas as well, reviewing applications and calling customers as well to cut down on ADWS time spent on correcting errors, etc. Staff partially telecomm 2.5-3 days per week: Tuesday and Thursday everyone is on site; MWF is on a rotational basis. Each staff member keeps weekly telecommunication logs being approved and checked by supervisors. A log is also kept of all files checked in and out – verifying that staff place and keep them in a safe and locked location. Other telecommuting and online efforts include: asking for VPN access, which has been submitted for managers and Reentry staff that can only access certain systems on computers with software that has been approved for only that machine, etc.; Google contact number and list for all staff; ResCare has also made possible access to virtual job fair software; W.J. has taken that forward and going to make that available.

The LRSD is discussing opening office, saving two slots per day to LRWFC participants, to maintain capacity to TABE test individuals, the lack of which has had an especially negative impact on new Youth enrollments; but that should change with this partnership development.

ResCare Academy is always available: case managers are referring customers to virtual communication etiquette; or if they are looking for other financial literacy platforms; staff is priming itself to be resource and referral ready.

Monthly reporting has not changed: WBL learning program is still taking place at Our House, enrolling 8 new participants this month; the Work Experience program taking place in the culinary arts program has been transferred to the Clinton Library Food Bank. They still have worksites open at Mosaic Templars Museum, which has agreed to take three positions.

Annual Performance Measures – still at 9 out of 11 achieving 90% or better.

EXECUTIVE DIRECTOR'S REPORT

Director Monagle presented the Executive Director's Report dated April 23, 2020. (Exhibit II). The only thing Director Monagle wished to note in addition to what he had already reported was that he engaged with a company called Easy Virtual Fair, a software company which will aid and host your virtual job fairs and other potentially large online events on its software platform. Because of our association with ResCare, the LRWDB received a 40% discount before prices were raised 4/15/20. For \$10,800 dollars, an unlimited 1-year license for as many events as possible or desired. He has reached out to CAPDD, TANF, TAA – possibly to use to conduct plant layoff workshops.

Announcements

Before discussing the Amazon Project, Bryan Day talked about a number of other projects happening at the Little Rock Port, such as HMS, a plastics company out of MI intending to hire 100-150 people in June; there is also the start-up CZ USA, which is still pulling permits, but will start production later this year; even in light of the LM Wind Power announcement to layoff 400 and consolidate in North Dakota, which caught us by surprise but was not virus related, another manufacturing firm will no doubt move into that facility.

Amazon came to The Port, the Chamber, and the City last fall wanting to build a large distribution center, possibly the biggest building in LR, with the potential for the largest job announcement in recent history. While local reporters and the potential for misinformation caused by speculation made the acknowledgement and announcement that Amazon was building this facility a bit premature, and he still cannot say a lot about what to expect, he did report that starting wages would be \$15 per hour.

ADJOURNMENT

Upon a motion made and duly seconded, unanimously RESOLVED: To adjourn meeting at 12:49PM.

Approved by:



Kristi Barr, Chair

June 25, 2020

Date

MINUTES

Little Rock Workforce Development Board
Executive Committee Meeting by Zoom
May 28, 2020

PRESENT

Members Present: Kristi Barr, Bryan Day, Kathy Fulks, Robin Hunt, Jo Keegan
LRWDB Staff: W.J. Monagle, Shannon Rast
Arbor Education & Training: Sheena Fluker, Tera West, Rochelle Brown
Arkansas Department of Workforce Services: Rowena Reyes, Shenaye Johns

CALL TO ORDER/ROLL CALL

Kristi Barr called the meeting to order. The audience was welcomed and reminded that the meeting was being recorded. It was determined that a quorum was present with 5 members.

MINUTES FROM PREVIOUS MEETING

The previous meeting scheduled for March 26, 2020 was cancelled due to COVID-19

LRWDB CHAIR'S REPORT

Chair Kristi Barr asked if members would like to provide updates on their experiences and perspectives during the COVID-19 pandemic. For her part, she is seeing business slowly starting an uptick in business recovery and re-openings after calling several businesses. For example, even some hotels are going from 4% to a 14% occupancy and use rate. Good news is also coming with the announcements about Amazon and HMS. In addition to the hard-hit hospitality and restaurant industries, there are also some manufacturing companies closing such as LMI, however, not to COVID-19 reasons but variables in the oil and gas industry. Really talented workers will be displaced and could be redirected to HMS and other new industries moving in.

One-Stop Partners Advisory Committee

Jo Keegan reported on the following:

- Partners meeting took place virtually this week; talked about facility, taking temperatures at front door of facility and issuing masks as well
- Unofficially, Monday may be the date when we allow clients to come back into the building; she will email all partners; only ten coming in at a time; they must practice social distancing, use a mask and also use other forms of PPE such as gloves and employees will be provided face shields; sanitizing procedures and practice are in force; only 4 customers in any lab or room at any time; will depend on staff to sanitize as well since they cannot provide enough
- ADWS has ordered 50 plastic cleanable guards that hang between staff and public, and 100 "Keegan Sneeze Guards" based upon a model Jo built in her garage, which are portable and cleanable.
- ADWS-UI staff will be taking temperatures from 6am since they have to be in the building to and then Sheena's has offered to have her staff take temperatures from 7:30 to 9am

Services to Persons with a Disability

Robin Hunt reported on the following:

- o Partners meeting took place April 21st and scheduled another for June 16th. The committee is sharing emails and resources now for our clients to be educated and informed of services that are available.

Services to Youth Committee

While the committee does not at present have a chair, W.J. Monagle reported that staff is doing quite a bit to address issues concerned with Youth Work Experience; they are active in enrolling and assigning work experience. One exception is the YouthBuild Program which has suffered because of it occurring right as the pandemic hit; we have talked with FPO and are working through the start-up issues being experienced with that program.

WIOA SERVICE PROVIDER/ONE STOP OPERATOR'S REPORT

Sheena Fluker presented the ResCare Workforce Services Operator's Report, restating that staff are telecommuting 2.5 days per week as discussed in last LRWDB meeting. They will continue to do that during this imminent soft reopening, which we think may be this Monday. Staff continue to be ramping up their contacts and management of their participant cases. Meetings with staff have been increased to bi-weekly instead of monthly, and they are meeting with their supervisors weekly in some cases. Several shipments of PPE have been provided by ResCare including 2000 gloves, both disposable masks for clients and washable masks for every employee in the center, and two remote digital thermometers, to help take temperatures at the doors. Sheena has been having conversations with partners and contractors about what is needed to assist partners and other clients through this pandemic.

Online Retail Trainings are taking place for retail-placed participants working at the Habitat ReStore, Our House resale shops or TJ Maxx.

WIOA youth have enrolled 3 new participants this month. Six (6) Youth have graduated and are being additional follow-up services to determine what they may need to continue on their pathways to success.

The WBL Our House program has enrolled 99 participants to date and most recently have enrolled 12, which allows them to be working on their process for reopening of their stores. OJT with UMS has been placed on hold, but Our House has indicated interest in developing in a possible OJT

EXECUTIVE DIRECTOR'S REPORT

Director Monagle presented the Executive Director's Report dated May 28, 2020.

Director Monagle reported that participant which were enrolled in work experience at the several training programs have been allowed to continue to be paid for work that was scheduled ahead of the pandemic. This federal regulation interpretation has allowed these participants to continue to receive income, whereas if they had simply been laid off, they would not have qualified for benefits under UI or PPP.

The second thing he wanted to highlight is that Work experience participants at Our House have been allowed to redirect their work experience training to take place on Campus or behind the close doors of their resale shops readying inventory and cleaning. Those participants in the

Culinary Program have been redirected to the Clinton Presidential Center to help out with the feeding and food distribution food taking place there.

Monitoring : Past, Present and Future.

Past: PY17 Monitoring Report. The State has waived the disallowed costs associated with the Promise Grant and the letter requesting the waiver of WIOA disallowed costs was sent to the DOL Regional Office on March 2, 2020.

Present: We received the ADWS 2nd response to the PY18 WIOA Monitoring Report. Using a new resolution method, the LRWDB Has been able to work with the ADWS Monitoring and Compliance team once a week and resolve 4 out of 5 remaining program issues and 5 out of 10 Financial findings. The LRWDB has resolved these issues by having a T/A session with Monitoring and Compliance each week to resolve the other findings instead

Future: the PY19 Monitoring visit has been taking place in a virtual monitoring visit since May 4, 2020, so the LRWDB is still technically in that visit.

We have not received our official PY20 WIOA allocation, but we have received projections from ADWS and over all funding streams we have been decreased \$85,871, mainly due to a \$94,000 decrease in DLW funds. We are going to work with these projections and challenges coming up in PY20 budget, which will be presented at next month's LRWDB meeting.

Performance measures are increasing from 11 to 15, with the addition of a Measurable Skills Gain for each of the three WIOA funding streams and an additional Average Earnings measure for the Youth program, we learned from a meeting with ADWS. We were able to negotiate some of the measures down in exchange for accepting higher measures in areas we have historically performed well and over-achieved our goals, such as Average Earnings.

Monagle asked that the LRWDB extend the Arbor/ResCare WIOA services contract for an additional 4th and final year. He cited their exceptional willingness to partner. He reported that they have always been ready to step up and partner with us on many grant partnerships such as YouthBuild, Our House, Reentry, and others. Bryan Day expressed that he was in agreement to extend the contract, but to begin RFP process earlier than we have in the past. Upon a motion by Bryan Day, duly seconded by Jo Keegan, a roll call vote was taken, and it was unanimously **RESOLVED**: To extend the WIOA Contract with Arbor E&T, d.b.a. ResCare Workforce Services for a fourth (4th) and final year.

ANNOUNCEMENTS

Next meetings:

- LRWDB Full Board: June 24, 2019
- LRWDB Executive Committee: July 23, 2020

ADJOURNMENT

Upon a motion made and duly seconded the meeting adjourned at 12:48 pm.



Approved, Kristi Barr, Chair

July 23, 2020

Date

MINUTES

Little Rock Workforce Development Board
Full Board Meeting – via Zoom Virtual Meeting
June 25, 2020

PRESENT

Members Present: Kristi Barr, Kathy Fulks, Kailyn Bostic (proxy for Larry Schleicher), Robin Hunt, Beverly Smith, Cindy Varner, Theresa Knapp-Gordon, David Stephens, Jo Keegan, Mark Bremer

LRWDB Staff: W.J. Monagle, Shannon Rast

Abor Education & Training: Sheena Fluker, Tera West, Rochelle Brown

LRWDB Legal Consultant: Steve Riggs

AWDS: Rowena Reyes

CALL TO ORDER/ROLL CALL/WELCOMES

Kristi Barr called the meeting to order at 12:00PM. The audience was welcomed to the Zoom virtual format and reminded that the meeting was being recorded for assistance in preparing the minutes. Roll was called, and it was determined that a quorum was present with ten members.

MINUTES FROM PREVIOUS MEETING

Upon a motion by Kathy Fulks, duly seconded by David Stephens, it was unanimously **RESOLVED**: To approve the minutes of the April 23, 2020 meeting via Zoom as presented.

RATIFY ACTIONS OF THE EXECUTIVE COMMITTEE

At its May 28, 2020 meeting, the LRWDB Executive Committee approved the one-year contract extension with Arbor E&T, d.b.a. ResCare Workforce Services to provide WIOA Title I Program Services and WIOA One-Stop Operator Services. This would be the third and final extension for both WIOA services before the contract is rebid using the appropriate procurement process. Upon a motion by Kathy Fulks, duly seconded by David Stephens, it was unanimously **RESOLVED**: To approve one-year contract extension with Arbor E&T, d.b.a. ResCare Workforce Services to provide WIOA Title I Program Services and WIOA One-Stop Operator Services.

CHAIR AND COMMITTEE REPORTS

Chair Barr reported that the Chamber of Commerce is allowing the public to come into their building again by calling at the front door to be let in, taking their temperature, signing in and asking the COVID-19 protocol questions, and following all of the CDC guidelines related to social distancing, etc. They are keeping in touch with their members and a lot of the Chamber members report doing the same kinds of things to maintain safe workplaces. She asked if other LRWDB members would like to report about their industries and workplaces. Beverly Smith offered that her staff of six at Career Staffing Services has resumed normal operations for the most part, seeing quite a few applicants looking for employment, despite some delays and reluctance at first due to wanting to remain on UI. She has seen an increase in the number of her employer customers as well, but not nearly at the level of pre-COVID-19 levels. She is

encouraged and glad to be part of the frontline in helping Arkansans get back to work, but sees the rebuilding of the workforce as a slow process.

Robin Hunt with AR Rehabilitation Services resumed face-to-face client engagement on June 22nd. They encourage staff to conduct any other meetings virtually and are also screening all clients and staff coming into their offices.

Mark Bremer of Dassault Falcon Jet has maintained the facility open during the pandemic, but they have taken a number of precautionary steps such as splitting shifts, expanding the time distances between shifts so they do not cross contaminate, separated break rooms, moved people to other parts of the facility to distance them, have people working remotely that are not production-related. They have also requested employees to wear masks, installed sanitizing stations, and clean the facility 3 times daily. Meetings are almost non-existent – as everything is done through Skype. The challenge now is maintaining the momentum to wear masks, maintain social distance, and not let peoples' endurance and opinions dictate the safety precautions and efforts to keep the spikes from occurring in the community. Their global supply chain has been a huge issue, in terms of trying to obtain the imported materials needed to finish an airplane.

Cindy Varner with Goodwill AR reports that all retail stores are fully open, with retail staff coming back to work even though some stores are having to reduce some hours. Their Mission Program staff are still on furlough, however, they are planning to bring back their Mission Delivery staff and system on July 5, 2020. The Excel Center Adult High School, within a brand-new building, received its Certificate of Occupancy the day before, though plans to increase capacity from 125 students to 350 have been postponed. They will be focusing on Reentry, Adult High School (Excel Center) and the Goodwill Academy, which is the state-licensed trade school. They will continue to provide internal services to their employees with disabilities.

Committee Reports

Robin Hunt, Chair of the Services to People with Disabilities Committee met on Tuesday, 5/16/2020 and several members were able to attend the Go To meeting. ASB Program Manager, Brian Sanders, co-chaired the meeting. The members discussed several trainings that were being made available across the state, as well as job openings. They discussed Toast Masters as a way for people in the community to build confidence and skills in communicating with the public. They addressed an issue concerning one of the clients of the AR Services to the Blind regarding the lack of access to a braille writing/reading machine, and it was suggested he contact the World Services for the Blind. Some of the employers in the area that are offering jobs to persons with disabilities include Lowes, Home Depot, TJ Max, Burlington, Marshall's, and Kroger's – having new positions cleaning carts and the shelves, etc. they have had to create due to COVID-19. Cost Co, Amazon are coming to Little Rock and Heart Hospital in Bryant is expanding and scheduled to open later this year. More information will be forthcoming when these employers begin hiring.

Jo Keegan, ADWS Area Manger and Chair of the One Stop Partners Advisory Committee, reported that the committee was set to meet on Tuesday June 23, 2020 – but there was a power outage here at the LRWFC facility, and the building was shut down about 2pm – so they were unable to meet. We are continuing to order and stock enough PPE, such as mask and face shields, as well as installing screens, but there is no soft open date yet. Just 2 individuals are allowed in at a time to meet with UI. This happened when another power outage occurred, knocking out the wifi at the front door and we

discovered that it was so much easier to allow a small contingent inside to get help by using the networked computers in the Resource room. CADC is bringing in 5 persons from the public at a time to provide LIHEAP energy assistance. A couple of CRC classes have taken place, but as far as the general public is concerned, the building is not yet open to the public, nor are any other of the offices or workforce centers at this time. She thanked the partners for sharing the PPE supplies that they had on hand. They are assisting with the PUA program (Pandemic Unemployment Assistance), albeit that program is run by ADF&A, by trading information that is not available except between the agencies to determine eligibility. The quarter change is also approaching which will cause an influx. No positive cases have been reported at the LRWFC. Staff are working the July 4th weekend, working the hotlines, as well as the holidays and the rotating Saturday schedule into the future. They have been able to change their schedule from working 12 hour days, 7 days a week to 5 days a week, Monday-Friday, 10 hours a day and alternating weekends 8am to 4:30pm. The public is not allowed in the building on Saturdays, only hotline calls are being answered then. Chair Kristi Barr asked, with such an intense work schedule, how are team members doing with morale? ADWS staff are tired, frustrated, and worn out, and are being cursed daily by frustrated claimants. They have also been told they will not be receiving their merit pay increases, so management is trying to lift them up with praise and gratitude to support and reassure them, but it is a difficult time period. Chair Kristi Barr: If the LRWDB can do anything to support, please let us know what we can do.

With the absence of a Chair for the Youth Services Committee, W.J. reported that services to WIOA Youth continue to be robust and Darretta Nelson, the Youth Case Manager, is doing a great job recruiting and providing virtual gatherings and trainings around a variety of soft skill topics. She is close to achieving the enrollment goals set for them. The Young Adult Reentry program is also going very well.

WIOA SERVICE PROVIDER/ONE STOP OPERATOR'S REPORT

Sheena Fluker provided the report (Exhibit I) which has a new format and they will continue to improve upon its appeal and readability.

Staff are still telecommuting. They are up to 3 days per week, instead of 2.5 days per week: Tuesday and Thursday everyone is on site; their additional day is spread out so that someone is at the LRWFC every day, and a manager is on-site every day. Staff is also assisting with the taking of employee temperatures at the employee entrance, keeping logs and tracking temperatures. There have not been any exposures to positive cases in the WIOA group. They have helped in the past with cleaning up UI claims, and offer to do whatever they are allowed, in order to help Jo Keegan and her staff cope with the situation. Their online participant enrollments and trainings have been awesome under Darretta Nelson's leadership; she has been aided in this effort by the willingness of the LRSD to commit two slots per day to LRWFC participants for TABE testing individuals, so thank you went out to Larry Schleicher. In terms of the online trainings, she has led other staff to explore and develop other available trainings. They have covered topic such as customer service, career assessments, professionalism in the virtual setting, resume writing, and recently joined up with UALR and its Youth Conference for a Youth Drug Prevention Program, which was then free and available to all of our participants and shared on the [lworkforce.com](https://www.lworkforce.com) Facebook page. Youth participants are required to attend at least one of these trainings to ensure participation. They have also conducted several employee trainings through ResCare: Infection Control as related to COVID-19 and MTP preparation; How to Best Serve and Support our Families; Swerving Participants Virtually. Feedback is that these are really informative and help them to prepare the participant trainings. Another workshop – this one focused on the racial tensions that are happening here and around the country – sought to have an open and frank discussion about what people are

rarely able to talk about and each team member said they enjoyed that session and it was very well received.

The WBL program update is 101 enrollments for that program, 14 new enrollments since the beginning of COVID. We are gearing up for the new grant to begin next month. Our House has reopened its stores, so there is no concern with our enrollment momentum continuing there.

There are two new Work Experience worksites that have been secured: Rock Region Metro and Black Swan Catering. Black Swan has also hired one of our Adult participants under an OJT contract, and that has been going very well and the participant has been very helpful. We have sent funds to eligible Work Experience participants impacted by COVID-19 who lost wages due to the pandemic. For our Rock City Reentry Program participants in a Culinary Work Experience, the program had to close, however, they were diverted to the crisis food delivery program at the Clinton Presidential Center where they continued to earn wages. Minimum wage is also increasing next year, so program preparations are taking place proactively. Mental Health/First Aid training offered by Goodwill AR will be attended by five WBL staff, both ResCare and Our House staff.

Annual Performance Measures – we are achieving the 90% mark or better for all but one of 11 measures, and that is the Youth Credential measure. We are still working to determine if there are any system errors or other means to correct that. For the local performance levels, we are achieving four out of nine required goals.

Success Story: Baptist Health Nursing School. Debra McGee renewed our partnership with training provider, which produced many referrals to our WIOA program and eight (8) Nursing Graduates – five (5) of them are RNs and three (3) are LPNs – all of whom have been employed and are working at Baptist Health Systems. Sheena will provide average hourly and income data when that is available.

EXECUTIVE DIRECTOR'S REPORT

Director Monagle presented the Executive Director's Report dated June 25, 2020. (Exhibit II).

The one thing Director Monagle wished to repeat from his report to the Executive Committee was that the PY20 WIOA funding allocation was again cut by roughly \$85,000.00. Once again, the LRWDB is being asked to do more with less and struggle to create a budget that balances direct services with overhead costs. He announced that the WIOA LRWDB and Arbor/ResCare budget is not yet prepared, but that he projects a very similar budget to what was prepared last year. Therefore, he asked the LRWDB for a one month, or 1/12th extension of the current budget, and he will come back with a PY20 budget proposal in August. Upon a motion by Kathy Fulks, duly seconded by Robin Hunt, it was unanimously **RESOLVED**: To approve a one month extension of the current budget to allow the Executive Director additional time to assess how carryover and other grant sources will improve our PY20 operating budget. He highlighted a grant in partnership with TANF for \$500,000 and other grant submissions with the DOJ and the State. The second topic he asked the LRWDB to review and approve is the LRWDB's FUR COVID-19 report, which all local boards are required to produce in order to explain how it plans to maintain delivery of services to the public and its Funds Utilization Rate (FUR). This plan was developed by staff with input from the State and our contractor, but the plan has not been seen by the LRWDB itself and will require a policy update, for instance, to the LRWDB Supportive Services Policy to enumerate the inclusion of internet access to our list of Supportive Services. Upon a motion by Kathy Fulks, duly seconded by Cindy Varner, it was unanimously **RESOLVED**: To approve the LRWDB's FUR COVID-19 report.

Announcements

There were no announcements

ADJOURNMENT

Upon a motion made and duly seconded, unanimously **RESOLVED:** To adjourn meeting at 1:08PM.

Approved by:



August 27, 2020

Kristi Barr, Chair

Date