

MINUTES

Little Rock Workforce Development Board
Executive Committee Meeting by Zoom
July 23, 2020

PRESENT

Members Present: Kristi Barr, Kathy Fulks, Robin Hunt, Jo Keegan, Bryan Day

LRWDB Staff: W.J. Monagle, Shannon Rast

LRWDB Attorney: Steve Riggs

Arbor Education & Training: Sheena Fluker, Tera West

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. Initially, there was not a quorum, so non-actionable committee reports were begun. Then, at 1:10.30 enough members joined and it was determined that a quorum was present with 5 members.

MINUTES FROM PREVIOUS MEETING

The minutes from the previous Executive Committee meetings on May 28, 2020 and December 12, 2019 were presented for approval. Upon a motion by Bryan Day, duly seconded by Kathy Fulks, and it was unanimously **RESOLVED**: To approve the minutes as presented for May 28, 2020 and December 12, 2019.

LRWDB CHAIR'S REPORT

Chair Kristi Barr announced that she will not be able to serve another term as Chair, so the Nominating Committee will have to be activated. At the same time the committee could take up the charge of identifying a chair of the Youth Services Committee. She has enjoyed her year as the Chair of the LRWDB but has decided to open that position to another board member and let this opportunity to serve pass on to one of them.

As has become her custom, Chair Barr asked if members would like to provide updates on their experiences and perspectives during the COVID-19 pandemic. For her part, the Chamber is still on Shared Work. She continues to see small but meaningful sparks and hopes of economic return, upticks in business recovery and re-openings, such as their announcement with SCA Pharma of an expansion that it will mean the hiring of about 180 additional folks.

One-Stop Partners Advisory Committee

Jo Keegan reported on the following:

- Soft opening at LRWFC, following CDC for sanitizing, masks and social distancing. Additional dividers have been placed in and around the building and more are on order. Masks are required by everyone in the building until they get to their cubicle, desk or office.
- 2-3 people from the public brought into the resource room at one time, and 5-6 into the lobby area because of heat. They are handing out water; asking for any donations.
- They are also handing out numbers so people do not have to stand in line in the heat, but can wait in their cars until called. Stopping those from forming a line after 3:30pm.

- Fielding lots of call from senator, representatives, directors of agencies, etc.
- This week they have developed a phone line that can access a call center representative at another location which is basically adding a UI expert to our three employees here.
- Adult Ed is starting to open, but they will have to follow the same CDC guidelines.
- She will be out of the facility the first week of August for first vacation in a long time.

Services to Persons with a Disability

Robin Hunt reported on the following:

- Partners meeting took place April 21st and the next meeting will be on August 16th
- The Committee continues sharing resources and helping one another meet the needs of our respective clients.
- The committee is especially interested in the outcome of the Virtual Job Fair as a potential sharing emails and resources now for our clients to be educated and informed of services that are available.

Services to Youth Committee

W.J. Monagle reported on the following:

- Youth programs are still active and working on a number of fronts with different grants.
- Youth case manager was quarantined during the past month for 14 days but was still active in doing online workshops and outreach.
- YouthBuild program still in limbo, both because of recruiting/enrollment obstacles due to COVID, but primarily still responding to the Conditions of Award place on the grant.
- A discussion was held as to how to identify a new chair for the Youth Services Committee. While the committee does not at present have a chair, possibly the nominating committee can identify a candidate with those particular ambitions, concerns and experiences serving the youth population that would make a good LRWDB member, or perhaps can step forward from the current membership.

WIOA SERVICE PROVIDER/ONE STOP OPERATOR'S REPORT

Sheena Fluker presented the ResCare Workforce Services Operator's Report dated June 2020: Telecommuting and reopening continue to be the major themes, as staff are back to telecommuting 3 days per week as opposed to 2.5 discussed in last LRWDB meeting.

LIHEAP assistance is taking place at back employee door from 9am to 12pm. WIOA staff are still taking temps and asking COVID entrance questions on Thursday and Fridays, in coordination with CADC who are taking it Mon-Wed.

Our WIOA-TANF case manager is going to be split between our WIOA Youth Program and the TANF Pre-Apprenticeship program, since both grants serve the same age ranges. Online participation trainings through Linked In are taking place today, in fact, increasing opportunities for both staff and participants

The Virtual Job Fair with City of Little rock is tomorrow. Everyone is very excited about this event. It has been viewed over 2,000 times even before the event has opened. Contract Tracing program is being advertised at \$17 per hour. Over 325 positions are needed.

ResCare Workforce Services is changing its name to Equus Workforce Solutions because of corporate structuring, but nothing will change in term of the amount or quality of services, just a name change.

Two Local Performance Measure that were not met were DW Enrollments (missed by 9) and Youth Enrollments (missed by 7), mainly due to COVID. They were anticipating enrollments exceeding the goals, as they did with Adult enrolments, but have learned and adjusted to new tactics and methods under the changing environment.

In the Rock City Reentry Program they are seeking extensions of Work Experience for when their occupational training participants return to their suspended programs, such as the Our House Culinary program, and will be able to reassign them to worksites.

The June success story is WBL Participant Clifford Simms who was working through Our House as a pick-up and delivery driver at \$10/hour, After completing that program after nine months and saving his money, he applied to purchase a home through Habitat, for which he received approval. He was also hired full time by Habitat and is working with his case manager Debra McGee to obtain his CDL.

EXECUTIVE DIRECTOR'S REPORT

Director Monagle presented the Executive Director's Report dated July 23, 2020.

Director Monagle reported that the DOL has issued a final monitoring report on the Rock City Reentry Program for Adults, which has now ended. The final report accepts all of the LRWB's final responses and has closed the findings with no disallowed costs as a result.

Unfortunately, the Pathway Home grant application for Reentry Adults was not approved for \$2.5M and will not be forthcoming. However, we have negotiated a TANF-funded \$500K grant to expand pre-apprenticeships and apprenticeships in the construction trades. Additionally, we are seeking re-funding of the WBL grant from ADWS to serve people who are homeless or at high risk of homelessness, in partnership with Our House of also \$450-500K. We continue to put ourselves in a position to be competitive and deliver high-quality, effective services.

The Virtual Job Fair tomorrow is generating a lot of excitement and more interest from groups like the Central AR Human Resource Association (CAHRA) that is leaning toward partnering with us to hold its annual Fall Job Fair.

In other areas, the LRWDB continues to try to be a conduit or clearinghouse of new and current information about federal workforce or other resources being made available.

Budget is being prepared under the cloud of a \$85K reduction in the PY20 allocation, but through the availability of carryover and some reduced costs due to COVID, a budget for the contractor portion of WIOA to Equus Workforce Solutions was presented that fairly evenly matched that of the PY19 budget but not quite, with \$575,000 being negotiated for program services and \$25,000 for the One-Stop Operator contract. Upon a motion by Jo Keegan, duly seconded by Kathy Fulks, and it was unanimously **RESOLVED**: To adopt and approve the budget PY20 WIOA Title I Program Services for the contractor, Equus Workforce Solutions for a fourth and final year as presented.

In addition, due to the lack of a LRWB budget being presented today, Director Monagle asked that a second 1/12th extension of the current WIOA budget be allowed until he can better formulate a PY20 Budget for the LRWDB, which he projected would be a very similar level of funding as in PY19. Upon a motion by Kathy Fulks, duly seconded by Jo Keegan, it was unanimously **RESOLVED**: To approve a second 1/12th extension of the current WIOA budget for the LRWDB.

ANNOUNCEMENTS

Next meetings:

- LRWDB Full Board: August 27, 2020
- LRWDB Executive Committee: September 24, 2020

ADJOURNMENT

Upon a motion made and duly seconded the meeting adjourned at 12:46.53 pm.



September 24, 2020

Approved, Kristi Barr, Chair

Date

MINUTES

Little Rock Workforce Development Board
Full Board Meeting – via Zoom Virtual Meeting
August 27, 2020

PRESENT

Members Present: Kristi Barr, Kathy Fulks, Bryan Day, Jo Keegan, 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

LRWDB Legal Consultant: Steve Riggs

AWDS: Rowena Reyes

Guests: Terrance Boatwright (ADSB), Fred Harris (ARS)

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 nine members.

MINUTES FROM PREVIOUS MEETING

Upon a motion by Jo Keegan, duly seconded by Kathy Fulks, it was unanimously **RESOLVED**: To approve the minutes of the June 25, 2020 meeting via Zoom as presented.

RATIFY ACTIONS OF THE EXECUTIVE COMMITTEE

At its July 23, 2020 meeting, the LRWDB Executive Committee approved \$600,00.00 total for the PY20 WIOA budgets for One-Stop Operator (\$25,000.00) and Title IB Services to Adults, Dislocated Workers and Youth (\$575,000.00) with Arbor E&T, d.b.a. Equus Workforce Solutions. The amount is nearly the equal of the PY19 WIOA budget for the same services. This would be the third and final extension for both WIOA services before the contract is rebid using the appropriate procurement process. The LRWDB Executive Committee also approved a one-month extension of the PY19 Budget for the operations and management of the LRWDB, allowing staff an extra month to formally present the budget. Upon a motion by Kathy Fulks, duly seconded by Robin Hunt, it was unanimously **RESOLVED**: To approve \$600,00.00 total for the PY20 WIOA budgets for One-Stop Operator and Title IB Services to Adults, Dislocated Workers and Youth with Arbor E&T, d.b.a. Equus Workforce Solutions, and approve a one-month extension of the PY19 Budget for the operations and management of the LRWDB.

CHAIR AND COMMITTEE REPORTS

Nominating Committee

The Nominating Committee has met and recommends the following slate of LRWDB Officers for PY20:

Bryan Day – Chair

Beverly Smith – Vice Chair

Kathy Fulks – Secretary/Treasurer

Additional nominations were solicited from those in attendance. Upon a motion by Bryan Day, duly seconded by Kristi Barr, the LRWDB members in attendance unmuted and voted by voice unanimously to be **RESOLVED**: To accept the Nominating Committee's slate of LRWDB Officers for PY20 as: Bryan Day – Chair; Beverly Smith – Vice Chair; and Kathy Fulks – Secretary/Treasurer.

At this time, the LRWDB again entertained a request by the Executive Director to approve a second one-month extension of the PY19 Budget for the operations and management of the LRWDB, noting that staff has had a number of events distracting it from completing the formal budget including the ADWS monitoring visit of the WBL program, the comprehensive center certification process, and DOL Quarterly Reports all due, to name a few. Upon a motion by Jo Keegan, duly seconded by Kathy Fulks, it was unanimously **RESOLVED**: To approve a second one-month extension of the PY19 Budget for the operations and management of the LRWDB.

The LRWDB Executive Director then presented the Americans With Disability Act (ADA) Compliance Checklist – Short Version, which Robin Hunt and members of the Committee on Services to People with a Disability helped to survey and complete, and which will be encompassed by the Comprehensive Center Certification Document. Director Monagle pointed out that the Center in general meets the requirements of the ADA, but the checklist does point out some deficiencies which must be addressed in the near future when COVID-19 passed and the center is fully open again. Upon a motion by Bryan Day, duly seconded by Kathy Fulks, it was unanimously **RESOLVED**: To accept the Americans With Disability Act (ADA) Compliance Checklist – Short Version, and to forward it to the ADWS.

Jo Keegan, ADWS Area Manger and Chair of the One Stop Partners Advisory Committee, reported that the CADC is still operating its LIHEAP program from the back of the building. The center will be participating in the upcoming virtual job fair that Sheena Fluker and her team is putting together. Adult Education is back in our facility now. They provided a limited schedule and will be seeing clients and following CDC protocols and screening requirements. As a whole the Center has had a soft opening and things are running smoothly with no major glitches. There was a major 3-day event at the back of the building to enroll participants into the PUA program (Pandemic Unemployment Assistance) for the self-employed, contract and gig-workers. They saw over 600 people in those three days. She has notified partners and staff that she will be out of the center on vacation from September 4-15, 2020. As a general impression, she notes that UI claims have decreased slightly, people seem a bit more calm and some have returned to work, but there is discussion of another \$300/week UI extension for three weeks, but that has not taken place yet. When the \$600 additional weekly benefit was in place, it was probably more than what many average regular pre-COVID wages were, so there was not an incentive to return to work. They have enacted the "regular UI extension" of benefits program which will allow another 13 weeks of UI, and they can be on "extended benefits" for another 8 weeks after that. This weekend will be the first weekend when some claimants will exhaust their extended benefits eligibility.

Robin Hunt, Chair of the Services to People with Disabilities Committee met with members on Wednesday, 8/12/2020 to complete the Americans With Disability Act (ADA) Compliance Checklist – Short Version and that consisted of its activity for the month.

With the absence of a Chair for the Youth Services Committee, W.J. reported that services to WIOA Youth continue to thrive and be fairly robust and efforts are underway to recruit and enroll virtually for all youth programs: Reentry Young Adult, YouthBuild and the WIOA Youth programs. Darretta Nelson, the Youth Case Manager, continues to be very proactive providing virtual trainings.

WIOA SERVICE PROVIDER/ONE STOP OPERATOR'S REPORT

Sheena Fluker picked up with the Reentry Young Adults Programs recruiting efforts that the ACC has invited the Rock City Reentry staff to attend some of its recruiting events and staff is figuring out a safe way to do that possibly virtually without being exposed to so many at one time.

She presented the new look and format for the Equus Workforce Solutions report (Exhibit I) and invited any input or requests the LRWDB would like to provide to make that a more appealing and informative report. As far as performance in PY19, they met seven out of nine local measures, missing Youth enrollments (13/20) and DLW enrollments (21/30.) That slack was due to COVID-19 but they are taking steps to move those numbers up this program year, and have already enrolled four DLW in the month of July 2020. Adult enrollments far exceeded the goal. All eleven (11/11) of the WIOA Common Measures were met at 90% or above. The RCRP for Adults which ended in June enrolled 191 participants over 150 required, and the recidivism rate was 16%. The grant requires that it be less than 20%. In comparison, the overall rate of recidivism in AR is 54%. The Work Based Learning Program ended with 101 enrollees and over 90% of the funds were expended. Updates and resources are being provided to staff, such as mental health and First Aid training, which was provided by Goodwill to recognize the signs and make proper advances to someone having mental health issues. ResCare Academy has been available for some time but they are trying to make new enrollees more aware of its 24-7 availability for GED Skills prep and virtual career center resources. Linked-in Learning is going to be available to staff and participants – free of charge! – and all staff are preparing to take a professional development course through it. Sibley Crisis Intervention services provides an EAP-like resources to staff and participants. Financial planning and stability resources are available through Steady App Financial Health.

Virtual Job Fair on July 24th was very successful with 76 registered participants, 181 sessions, 129 users and 94 stand visits, which represented about 10 departments at the City of Little Rock. Facebook boosts provided tremendous outreach improvement for the event. We hope to see these virtual events really grow, building upon what was learned from this first event. The next event will be a CAHRA event on 9/11/2020. So far 19 businesses have registered for the event. LRDB member Beverly Smith confirmed that the committee is intentionally keeping the number of employers to about 20.

Success Story: Derrick Clark, referred by Jericho Way and enrolled at Pine Bluff Truck Driving. Despite some personal struggles and a lot of patience by his Career Advisor Debra McGee, he finished his credential and found employment first at 7-11 locally and then in Dallas for a trucking company. So grateful for the opportunity given to him, he came back and donated \$1,000 towards a scholarship for somebody else to receive training, housing or other assistance toward self-sufficiency.

EXECUTIVE DIRECTOR'S REPORT

Director Monagle presented the Executive Director's Report dated August 27, 2020 (Exhibit II), choosing to just highlight certain special events, some of which had already been discussed during the meeting: ADA Compliance Checklist, Comprehensive Center Certification Process, \$500,000 TANF Grant for Construction Pre-apprentice and Apprenticeship Programs in Construction, and elimination of certain WIOA set-aside funds for PY20 due to COVID-19 (but possibly replenishing them using TANF funds, including the possible refunding of the WBLP grant at Our House.) Director Monagle announced the departure of 15-year veteran staffer Stacy Hagan, who is venturing out to become a realtor. He expressed excitement about the success of the virtual job fair and the upcoming potential job fairs. Director Monagle introduced Terrence Boatwright who is being nominated to join the board by the AR Division of Services to the Blind, and Mr. Boatright was welcomed and made remarks that he was looking forward to serving and hearing lots of good things about what is happening in Little Rock.

Member Reports

Bryan Day reported that at the Port of LR, industries are still hiring and still having difficulty finding the right people that want to work. The manufacturing Industry sector is strong and will continue to be strong, and we should focus upon and support that industry with the resources that the LRWDB can bring to its aid. He further thanked Kathy Fulks for her continued willingness to serve as Secretary/Treasurer, and Beverly Smith for her agreeing to serve as Vice Chair, but he especially wanted to thank Kristi Barr for her tenure as Chair over the last year, with all of the weirdness and challenges of the pandemic, and organizing all of the Zoom calls, she has done an amazing job.

Chair Barr thanked the incoming Chair for his remarks and expressed excitement about working for the LRWDB under his vision again.

Beverly Smith from Career Staffing Services (CSS) reported seeing a major uptick in people looking for positions that started in mid-July and through August, and also in being able to place them with employers that were also ready to seek and find critical employees. She reported restoring their numbers to pre-COVID levels, so she was excited and optimistic about that. They are seeing a lot of good, strong candidates and are anxious to start working with them in finding re-employment. She also thanked the LRWDB members for giving her the honor and opportunity to serve as Vice Chair. She was looking forward to working with Bryan Day and fulfilling that role in the coming year.

Announcements

There were no additional announcements

ADJOURNMENT

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

Approved by:



Bryan Day, Chair

October 22, 2020

Date

MINUTES

Little Rock Workforce Development Board
Executive Committee Meeting by Zoom
September 24, 2020

PRESENT

Members Present: Bryan Day, Beverly Smith, Kristi Barr, Robin Hunt

LRWDB Staff: W.J. Monagle, Shannon Rast

Arbor Education & Training/Equus Workforce Solutions: Sheena Fluker, Rochelle Brown

LRWDB Attorney: Steve Riggs

Arkansas Department of Workforce Services: Shenaye Johns, Rowena Reyes

CALL TO ORDER/ROLL CALL

Bryan Day called the meeting to order. Chair Day announced that he was taking the position of Chair again for just one year, to grow the board and put a succession plan in place. Chair Day thanked Kristi Barr for steering the LRWDB through the crazy pandemic year of 2020. The audience was welcomed and reminded that the meeting was being recorded. It was determined that a quorum of four was present.

MINUTES FROM PREVIOUS MEETING

Upon a motion by Kristi Barr, duly seconded by Beverly Smith, it was unanimously **RESOLVED:** To approve the minutes of the July 23, 2020 meeting as presented. (Exhibit I)

WIOA SERVICE PROVIDER/ONE STOP OPERATOR'S REPORT

Sheena Fluker presented the Equus Workforce Solutions September 24, 2020 LRWD Briefing Report (Exhibit II). The WIOA and other grant team members are still not seeing participants face to face, but they are seeing some on a very limited basis. The LIHEAP program is out of utility assistance, but they are seeing limited numbers for rental assistance, about 10 people a day. In the front of the building, ADWS staff is still seeing ten people at a time for UI but it is dwindling down quite a bit. Body temperatures are still being taken at back door by WIOA and partner staff. ResCare Staff are still working three days a week from home. The LWA program will begin and we will see them at back door and room, using the same space and table setup as LIHEAP in the hours not I use by them. We expect 40 persons a day.

Strategic reopening plan has been shared with LRWDB, in pace with the State plan for reopening. Having enough PPE and safe enrollments is a key strategic priority. New enrollment goals were presented. New case manager training efforts will take place. All performance goals remain the same and are practically on target, with a small gap to be made up due to COVID-19. The next six months look like we will be meeting goals, so it looks like we will be opening things up gradually. Equus providing tools and PPE in a very proactive way, enabling the sharing of some materials with all building staff.

Social Media and community outreach hiring events have been seeing an uptick in interest and more participants are joining career and occupational training courses with the online Participant Training sessions.

Equus value added resources include: virtual training, service planning in a virtual state, meeting and regaining your goals, improving quality controls, Linked-In learning, among others. All staff

are taking the Linked-In sessions and encouraging participants to take them as well. They even have CDL training, women in leadership roles, reengaging employer during economic downturn and keeping pace with and thriving in challenging times. They have even been able to invite partners to these roundtables, The CAHRA job fair went great thanks to everybody and all partners. 20 employers participated, 225 pre-registrants, 1,042 stand visits, and over 10,000 people were reached on Facebook. She drew attention to the growth from the CLR job fair to the CAHRA job fair. Yolanda Carman has been a key coordinator of the virtual job fair planning and software issues. She has been promoted to the Operations Manager position.

Success Story:

Eric K. joined the WBL program at Our House, where he indicated early in his IEP that he wanted to work in the restaurant industry, so they placed him At Black Swan Catering. He began his OJT there on June 8th, and he has now completed that commitment. He has been hired full time and is working out great for our employer partner – who has asked for more OJT placements.

EXECUTIVE DIRECTOR'S REPORT

Activity Report

Director Monagle presented the Executive Director's Report dated September 26, 2019 (Exhibit III). TANF has become major partner, opening their funding doors to us to fund the WBL program at Our House. All programs funded through discretionary grants by ADWS were cancelled this year due to COVID-19 and the redirection of state resources. At ADWS suggestion, the LRWDB pivoted and turned in an application for WBL funds to TANF, and that grant has been funded for \$782,000. The participants will need to be TANF eligible. An additional \$500K grant with TANF for apprenticeship and pre-app in construction has also been received.

A third TANF grant called NRSTBP is being rolled out for those NOT eligible for the federal LWA, earning less than \$100 per week, and numbering perhaps 700 individuals that might qualify. We are going to open our doors in the back of the building, working through appointment, add an additional 4 case managers – to be managed by Equus – and try to see about 40 people per day, qualifying them from August 1, 2020 forward, for a maximum of 8 weeks or \$2,400. This total grant is for \$1.9M and we will have about \$350,000 for operational expenses. Additional TANF policy approvals are required for Transportation and Childcare for TANF participants in this program only. Upon a motion by Kristi Barr, duly seconded by Beverly Smith, it was unanimously **RESOLVED**: To adopt the TANF policies for Transportation and Childcare for the participants of the NRSTBP LWA-Ineligible Grant only, as presented.

Executive Director Monagle presented and explained the PY20 LRWDB Budget (Exhibit IV), noting that for the first time the income from competitive and grant s fund a greater percentage (53%) of the LRWDB Financial Budget than WIOA funds. Bryan Day asked what is predicted for next June when new allocations are out. Monagle projected a possible bump due to COVID-19, if Congress acts to respond accordingly. Upon a motion by Beverly Smith, duly seconded by Robin Hunt, it was unanimously **RESOLVED**: To adopt the PY20 LRWDB budget, as presented.

STANDING COMMITTEE REPORTS

One-Stop Partners Advisory Committee

There was no report

Services to Youth Committee

There was no report

Services to Persons with Disabilities Committee

Robin Hunt did not have a report because the committee did not meet.

ANNOUNCEMENTS

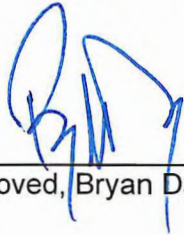
Bryan Day reminded all that the Executive Committee would not meet in November

Next meetings:

- LRWDB Full Board: October 24, 2019
- LRWDB Executive Committee: Cancelled due to Thanksgiving
- LRWDB Full Board: first week of December 2020 TBA

ADJOURNMENT

Upon a motion made and duly seconded the meeting adjourned at 12:59 pm.



January 28, 2021

Approved, Bryan Day, Chair

Date

MINUTES

Little Rock Workforce Development Board
Full Board Meeting – via Zoom Virtual Meeting
October 22, 2020

PRESENT

Members Present: Bryan Day, Kristi Barr, Kathy Fulks, Robin Hunt, Beverly Smith, Larry Schneider, Montine McNulty, Mark Bremer,

LRWDB Staff: W.J. Monagle, Shannon Rast

Abor Education & Training: Sheena Fluker, Cherisa Price-Wells, Rochelle Brown

LRWDB Legal Consultant: Steve Riggs

AWDS: Rowena Reyes, Shenaye Johns, Shirley

Guests: Jolla Robinson (PCSSD)

CALL TO ORDER/ROLL CALL/WELCOMES

Bryan Day 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 nine members.

MINUTES FROM PREVIOUS MEETING

Upon a motion by Mark Bremer, duly seconded by Kathy Fulks, it was unanimously **RESOLVED:** To approve the minutes of the August 27, 2020 meeting via Zoom as presented.

RATIFY ACTIONS OF THE EXECUTIVE COMMITTEE

At its September 24, 2020 meeting, the LRWDB Executive Committee approved a \$408,506.71 total for the PY20 LRWDB budget, which included \$228,154.72 of WIOA combined funds from the Adult, Youth and Dislocated Worker funding streams and the rest from a combination of discretionary and competitive grant funds. The total amount is nearly the equal of the PY19 WIOA, however, the WIOA amount is more than \$53,000 less, as outside grant sources have taken a larger percentage of the overall operating expenses. Upon a motion by Kathy Fulks, duly seconded by Larry Schleicher, it was unanimously **RESOLVED:** To approve \$408,506.71 total for the PY20 LRWDB budget.

Also approved at its September 24, 2020 meeting was adoption of the TANF NRSB/LWA-Ineligible policies regarding Transportation and Childcare for this grant only. Upon a motion by Kathy Fulks, duly seconded by Larry Schleicher, it was unanimously **RESOLVED:** To approve and adopt for the TANF NRSB/LWA-Ineligible Grant only the TANF policies regarding Transportation and Childcare as presented.

CHAIR AND COMMITTEE REPORTS

The Chair and Executive Director remembered the life and contributions of Dr. James McCarther Sr. to the LRWDB and the broader community. He touched the lives of many people, always with kindness and genuine support for their efforts. He will be missed but remembered fondly through the McCarther-South Conference Room, co-named in his honor on October 23, 2014.

At this time, the LRWDB Chair asked if any members wished to provide updates and/or announcements about their companies or organizations. Chair Day started by saying that the Port of Little Rock, in partnership with CHI St. Vincent would be holding a FREE Flu Shot and Hamburger Event on Tuesday,

October 27, 2020 from 3-6pm. Kristi Barr reported that Revolution has announced a \$20M expansion that will create 60 new jobs at The Port of Little Rock.

Committee Reports

Jo Keegan, ADWS Area Manager and Chair of the One Stop Partners Advisory Committee, could not be at the meeting, so W.J. reported the One Stop Center continues to operate in a “soft opening” mode: general services are closed to the public, but staff is accepting UI claimants into the front of the building on a highly regulated basis, still abiding by all CDC protocols and screening requirements. The CADC rental assistance program is seeing a decreasing number of candidates at the back entrance. The LRWDB has also begun its TANF-funded NRSB/LWA-Ineligible program at the back of the building and has approved about 15 applicants. Scheduled appointments with another 20 applicants will round out this week. As a whole, the numbers for that grant are not what were anticipated.

Robin Hunt, Chair of the Services to People with Disabilities Committee was not yet on the line, so W.J. Monagle reported that the committee met on Tuesday, 10/20/2020 and responded to a DOL request to provide feedback for the Ticket to Work Program. The committee also revisited the possibility of hosting a virtual event targeted towards employers and services providers to people with disabilities. It completed the Americans With Disability Act (ADA) Compliance Checklist – Short Version and that consisted of its activity for the month.

With the absence of a Chair for the Youth Services Committee, W.J. reported that services to WIOA Youth continue as they have been in previous months. He deferred to Sheena Fluker to include a report about those efforts in her overall report.

WIOA SERVICE PROVIDER/ONE STOP OPERATOR’S REPORT

Sheena Fluker presented the Equus Workforce Solutions report (Exhibit I), which included reviews of the local performance goals, the WIOA Common Goals for the first reporting quarter of the program year, the Youth TANF apprenticeship Grant, the Lost Wages Assistance (LWA)-Ineligible grant, the Work Based Learning updates and a success story. As far as WIOA enrollment performance in PY20, they have enrolled seven out of fifty (7/50) Adults with several pending, Youth enrollments are two out of twenty (2/20) but expecting more by the end of the month and DLW enrollments are (4/30.) On the Job training provider from last month is asking for another worker since she hired full-time the previous person assigned to her business. The Community Outreach events are nine out of thirty-six (9/36), while Hiring Events – due to the large number of virtual events either attended or hosted – are 23/36. All fourteen Elements of Youth Programming are available at any time, and they keep track of those made available and/or accessed each month. Social Media postings are at 9/72 and looking to increase those with the help of case managers’ input with flyers, participant training sessions, etc. Our LWA-Ineligible program provides \$300/week for up to 8 weeks for as many as 700 person/families that meet the requirements. So far, we are not seeing the numbers that were anticipated, but four staff have been hired and are ready to assist. The Work Based Learning Program has also moved over to be TANF-funded, so the kinks are being worked out, and case managers located in the Our House facility as well as the LRWFC are preparing and coordinating enrollment issues ahead of time to enroll those participants when allowed.

EXECUTIVE DIRECTOR’S REPORT

Director Monagle reported that he has sent by email to all the LRWDB members, appropriate financial staff at the City of Little Rock and State of Arkansas the BKD-prepared Single Audit for PY19. It was submitted on time to the federal audit clearinghouse and is presented this year as the independent

audit it is. The audit reflected no reportable or significant or material deficiencies in our accounting practices. We continue to be a no-risk auditee. The LRWDB managed to push more than \$2M in federal funds into the community and workforce delivery system.

Chair Day asked that the action item needed to amend the local travel policy be discussed and voted upon, since he would need to leave and turn the meeting over to Vice Chair Beverly Smith. Director Monagle explained that the ADWS has announced an issuance requiring local areas to adopt a travel policy that reflects either the federal or the state travel policy, but will not allow each area to have unique travel policies, unless they are more strict than either one of those policies. Since the travel policy of the federal government is more flexible, generous and will align more easily with our current travel policy, Director Monagle asked the LRWDB to direct staff to create a local policy based upon the federal model. Upon a motion by Mark Bremer, duly seconded by Larry Schleicher, it was unanimously **RESOLVED**: To direct staff to create for LRWDB approval a Travel Policy based upon the federal model.

Director Monagle next referred to the Executive Director's Report dated August 27, 2020 (Exhibit II), choosing to just highlight the major increase in TANF funding for our operational and programmatic expenses. Director Monagle then introduced Cherisa Price-Wells, the new Regional Director for Equus Workforce Solutions, who provided the LRWDB with a background of her experiences, including a long history of working with TANF and TANF-related programs, as well as Reentry Programs – two types of programs which will really benefit our local efforts with these targeted populations.

Member Reports

Beverly Smith shared that her company, Career Staffing Services (CSS), has acquired a couple of new large accounts and they are conducting open interviews for candidates M-TH 9-11am for skilled labor positions or forklift drivers, or production experienced workers, or those wanting to work in production. Positions starting at \$11/hr. They can also go online and apply at www.cssar.com Sheena asked that the flyer be shared about these interviews and we would post on our social media pages.

Announcements

There were no additional announcements

ADJOURNMENT

Upon a motion made and duly seconded, unanimously **RESOLVED**: To adjourn meeting at 12:41PM.

Approved by:



Bryan Day, Chair

December 10, 2020

Date

MINUTES

Little Rock Workforce Development Board
Executive Committee Meeting by Zoom
January 28, 2021

PRESENT

Members Present: Bryan Day, Beverly Smith, Kristi Barr, Kathy Fulks
LRWDB Staff: W.J. Monagle, Shannon Rast, Tanisha Lawson
Arbor Education & Training/Equus Workforce Solutions: Sheena Fluker, Cherisa Price-Wells
LRWDB Attorney: Steve Riggs
Arkansas Department of Workforce Services: Jenn Pierce

CALL TO ORDER/ROLL CALL

Bryan Day called the meeting to order at 12pm. The audience was welcomed and reminded that the meeting was being recorded. It was determined that a quorum of four was present.

MINUTES FROM PREVIOUS MEETING

Upon a motion by Kathy Fulks, duly seconded by Kristi Barr, it was unanimously **RESOLVED**: To approve the minutes of the September 24, 2020 meeting as presented. (Exhibit I)

CHAIR'S REMARKS

Calling the year 2020 "unsettled", Chair Day thanked all of the board members, staff and attendees for their service and continued commitment to the LRWDB throughout such an "unsettled" time. We don't know when it will stop being "unsettled" – some say in the spring, but it could be well into the fall of the year – but we will all get through it.

STANDING COMMITTEE REPORTS

One-Stop Partners Advisory Committee

There was a meeting that took place on January 27th, but Director Monagle did not have information on it since he could not attend due to illness.

Services to Persons with Disabilities Committee

Chair of the Committee Robin Hunt has emailed Director Monagle to inform him of her necessary resignation from the LRWDB due to a transfer of her responsibilities to the North Little Rock and Pulaski County areas. In the meantime, Terrence Boatwright has offered to guide the committee as well as Brian Sanders, also with the Division of Services for the Blind. They did not have a report because the committee did not meet.

Services to Youth Committee

Yet to identify a chairperson for the committee, so that is still being worked upon. We will allow Sheena Fluker's update on the WIOA Youth Programs serve as the report on Youth activities.

WIOA SERVICE PROVIDER/ONE STOP OPERATOR'S REPORT

Sheena Fluker presented the Equus Workforce Solutions January 28, 2021 LRWD Briefing Report (Exhibit II). The WIOA and other grant team members are expressing more the need of seeing participants face to face, so many are donning face shields and other PPE to go out to the UI lines, but some are still not comfortable doing so. They are continuing to make progress toward

achieving their goals. At this time, Adult Enrollment is 11 out of 50, with one staff member going outside with UI Team and working with the Re-EMP group, so they are seeing an uptick there this month. Our Dislocated Workers enrollment is 9 out of 30. Youth Enrollment is 3 out of 20, so they are working on co-enrolling more there once the TANF Apprenticeship program is up and rolling. OJT has not secured a participant, but they do have two openings that are seeking a good fit for the employer. The Community Outreach measure is at 18 out of 36 for December – doing a lot of social media events on Facebook. The Hiring & Recruiting Events measure is 28 out of 36, having hosted several virtual events, but also participating in those of the partners and state. Social Media Post is 21 out of 72, and that was for the month of December; they have done quite a few for the month of January already. Participant Training Sessions are 7 out of 12. We are starting a new event called “Take Action Tuesday” for social media participant training, which launches next week on Facebook Live and will include not only outreach for program enrollment but training sessions available to the public.

The TANF Work Based Learning program at Our House has enrolled 13 participants and is beginning to gain momentum. The TANF Youth Apprenticeship grant had a virtual kick-off event earlier this month for potential participants and their parents. The TANF Lost Wages Assistance Grant has been closed now. It did not generate the number of anticipated enrollments or referrals from UI, but over \$160,000 was expended helping around 50 low-income families. The Reentry Program released its flyers last month with a scan code which goes directly to its website for more information. They also ran a series of radio ads to boost enrollment and it is at about 40 now. Our OJT partner Black Swan is also looking to hire six new staff, particularly those that have already gone through our Reentry Culinary program.

Success Story:

There were two December graduates in Nursing – one LPN and one RN who are both waiting to take the licensing exams but able to work at Baptist Hospital due to the shortage of nurses created by COVID-19. Lavon Slay is our success story from January. Lavon worked at the LRWFC under the WIOA WEX program and did a great job helping with taking temperatures and greeting people; he was noticed by CADC and was offered full-time employment increasing his pay from \$10 to \$13/hour.

EXECUTIVE DIRECTOR'S REPORT

Activity Report

Director Monagle presented the Executive Director's Report dated January 28, 2021 (Exhibit III). Grant updates: the Conditions of Award that were in place on the YouthBuild grant have been lifted, so we will be bringing partners and providers together to launch that \$1M program again; TANF Discretionary grants have made available the Construction Apprenticeship Grant and talks are under way with TANF to fund a Youth Programming and IT Apprenticeship Grant in partnership with the AR Human Development Corporation; getting acclimated to the different culture within TANF. We have also been active responding to monitoring reports and resolving those findings. The interest in our virtual event platform has increased: CAHRA Spring Job Fair; City of Little Rock Rights After Wrongs; The Consulate of Mexico's Latino Bilingual Job Fair; the potential of a Job fair for People with Disabilities. Monagle reported that he attended a virtual workshop with Federal reserve of St. Louis CEO Jim Bullard who said that in terms of emerging from this recession, we are fours ahead of where we were in comparison to the 2008 recession. Monagle thanked LRWDB member Jo Keegan who has gone above and beyond to answer questions and help individuals struggling with the UI system who have contacted him for help. Chair Day seconded that praise for Ms. Keegan's helpfulness. The RFP for the WIOA Title I Provider Services is out on the street and has been sent out to no less than eight interested

organizations. The LRWDB review panel consists of Bryan Day, Beverly Smith, Terrence Boatwright and Ron Bara. Proposals are due to the LRWDB office by March 2nd at 3pm.

ANNOUNCEMENTS

Bryan Day reminded all that the Full Board would meet on Thursday, February 25, 2021, probably again by Zoom, and we will get the information out to everyone.

Next meetings:

- LRWDB Full Board: February 25, 2021
- LRWDB Executive Committee: March 25, 2021

ADJOURNMENT

Upon a motion made and duly seconded the meeting adjourned at 12:28 pm.



January 28, 2021

Approved, Bryan Day, Chair

Date

MINUTES

Little Rock Workforce Development Board
Full Board Meeting – via Zoom Virtual Meeting
February 25, 2021

PRESENT

Members Present: Bryan Day, Kristi Barr, Kathy Fulks, Terrence Boatwright, Ron Bara, Beverly Smith, Larry Schleisher, Teresa Knapp Gordon, Jo Keegan, Marla Strecker, Markous Jewett, Tad Bohannon

LRWDB Staff: W.J. Monagle, Shannon Rast, Tanisha Lawson

Abor Education & Training: Sheena Fluker, Cherisa Price-Wells

LRWDB Legal Consultant: Steve Riggs

AWDS: Rowena Reyes, Shenaye Johns, Tom Pittman

Guests: Marsha Guffey (Port of LR – Host/Facilitator)

CALL TO ORDER/ROLL CALL/WELCOMES

Bryan Day 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 nine members.

MINUTES FROM PREVIOUS MEETING

Preparation of the minutes of the December 10, 2020 meeting were delayed by the severe winter storm event recently experienced and therefore postponed until a future meeting.

RATIFY ACTIONS OF THE EXECUTIVE COMMITTEE

There were no actions taken at the January 2021 meeting by the LRWDB Executive Committee that required approval.

CHAIR AND COMMITTEE REPORTS

The Chair and Executive Director asked members to provide reflection on the ADWS Governance Training on Feb. 2-4, 2021. New members Ron Bara and Tad Bohannon expressed that they felt the training was very useful, especially as new members, but that it further impressed upon them the vast learning required by WIOA.

Committee Reports

Jo Keegan, ADWS Area Manger and Chair of the One Stop Partners Advisory Committee, reported that the committee was not able to meet in February due to the severe weather event, which closed the Center for eight working days. Other than that, the One Stop Center continues to operate in a “soft opening” mode: general services are closed to the public, but staff is accepting UI claimants into the front of the building on a highly regulated basis, still abiding by all CDC protocols and screening requirements.

Robin Hunt, Chair of the Services to People with Disabilities Committee, has been reassigned to the North Pulaski County division of ARS and thus tendered her resignation from the LRWDB. For that reason and the winter weather event, W.J. Monagle reported that the committee did not meet.

With the absence of a Chair for the Youth Services Committee, W.J. reported that services to WIOA Youth continue as they have been in previous months. He deferred to Sheena Fluker to include a report about those efforts in her overall report.

WIOA SERVICE PROVIDER/ONE STOP OPERATOR'S REPORT

Sheena Fluker presented the Equus Workforce Solutions report (Exhibit I), which included a review of the WIOA performance goals from an annual basis. At this time, Equus is meeting or exceeding 2 of the 11 WIOA Common Goals for the program year. They are also meeting five of the goals at 90% or better. They are waiting for the data to materialize on the goals having to do with employment retention and median earnings. The TANF Work Based Learning program has already enrolled its mandated twenty participants for the year. They are using a participant tracking tool called Works, provided by Equus, to keep up with case management and financial obligations since this particular grant cannot use AJL to enter participants. They have also submitted paperwork to use the Wisely Pay Cards, also an Equus-provided product, and are expecting to provide those to participants soon. The TANF-funded Skilled Trades Apprenticeship Program is still off to a slow start, but discussions are underway to adjust the TANF eligibility requirements. The Rock City Reentry Grant Team is still in the process of writing and putting together a proposal for the Pathway Home grant. There are two new work experience sites for the reentry program: Baucum Nursery of the AR Forestry Commission; Pulaski County Detention Facility. Sixty-seven reentry participants have been enrolled. Updates and a success story. Equus is working on more fillable applications where customers can complete it on their phone and return it to Equus that way. Training sessions are going really well through Facebook Live. They are available to anyone, not just WIOA or other enrolled participants, with such topics as "Customer Service with a Heart" on how to communicate effectively in a professional environment. The social media goals are being met with this more proactive approach and they are paying to boost these events as well as the virtual job fairs coming up.

Take Action Tuesdays are being implemented as an outreach measure and they take place every Tuesday at 10am on Facebook Live, to promote all of the programs on different weeks and sessions, which has produced a lot of virtual foot traffic, inquiries, reposts, etc., so that interest, awareness and enrollments are increasing.

Equus has passed its Data Validation review for WIOA programs. During the severe winter event, Equus staff did their annual Equus training and a lot of LinkedIn training RE: communication, public speaking and leadership development.

Success Story for the Month is Steve Long, who was enrolled and participated in the National Dislocated Worker Grant - Natural Disaster Program. He was subsequently hired full-time by the City of Little Rock after the grant ended and has been pursuing additional opportunities through WIOA – such as CDL training – as his new work schedule permits.

EXECUTIVE DIRECTOR'S REPORT

Director Monagle submitted in his report (Exhibit II) that he has received three letters of Intent to Submit proposals for the WIOA Title I Adult, Youth and Dislocated Services and One-Stop Operator Services. He also reported that a further response by the LRWDB to the ADWS PY17 Monitoring Report is required by ADWS, including a written request of repayment sent to the CEO and his response. Director Monagle reported that the virtual event software platform has been a useful and popular product to attract employer and partner interest for conducting virtual job fairs and events. He and the Equus Team have received interest from CAHRA, Consulate of Mexico, City of Little Rock, Racial and

Cultural Diversity Commission/Rights After Wrongs, and the Rock City Reentry Program as possible event partners. He also discussed that the contract for these virtual platform services would need to be procured again and that there was a team working on that, including volunteers Beverly Smith and Kathy Fulks from the LRWDB. Kristi Barr provided some information about their search for a virtual provider, and possibly going with a multi-year commitment to get a better price. Because of the winter storm event and the closure of the Little Rock Workforce Center during the period of the month when invoices are due and processed, there was no financial report.

Chair Day asked that the action item needed to amend the local travel policy base upon recent requirements and review by the ADWS. Since the travel policy of the federal government is more flexible, generous and will align more easily with our current travel policy, Director Monagle asked the LRWDB to approve the amended Travel Policy Upon a motion by Beverly Smith, duly seconded by Tad Bohannon, it was unanimously **RESOLVED**: To approve the amended LRWDB Travel Policy based upon the federal model.

Announcements

There were no additional announcements, except that Girl Scout cookies have arrived!

ADJOURNMENT

Upon a motion made and duly seconded, unanimously **RESOLVED**: To adjourn meeting at 12:48PM.

Approved by:



Bryan Day, Chair

April 22, 2021

Date