

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 in 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

Arbor 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 Manager 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 Sheriff 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 telecom 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:

- o Partners meeting took place virtually this week; talked about facility, taking temperatures at front door of facility and issuing masks as well
- o 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
- o 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.
- o 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 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

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

Arbor 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.

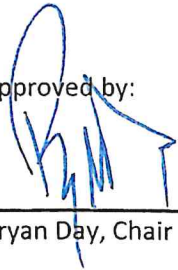
Announcements

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

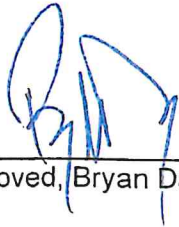
Bryan Day reminded all that the Executive Committee would not meet in November

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 Manger 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. ito 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 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 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