

## **MINUTES**

Little Rock Workforce Development Board  
Full Board Meeting – Virtual Meeting  
March 31, 2022 @ 12:00pm

**Members Present:** Bryan Day, Beverly Smith, Kristi Barr, Kathy Fulks, David Stephens, Tad Bohanon, Ron Bara, and Mark Bremer, Markous Jewett, Jo Keegan Larry Schleicher.

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

**LRWDB Attorney:** Randall Bynum

**Abor Education & Training:** Sheena Fluker and Cherisa Price-Wells

**ADWS:** Shenaye Jones, Tom Pittman, and Chad Brown

**Guests:** Becky Parkerson

**CALL TO ORDER/ROLL CALL/WELCOMES:** Chairman Day called the meeting to order at 12:03PM. 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 with nine members.

**MINUTES FROM PREVIOUS MEETING:** The minutes from November 4, 2021 and December 2, 2021 December were reviewed and approved. A Motion was made to approve the November and December 2021 minutes by Mark Bremer, seconded by Kathy Fulks. **RESOLVED:** Board members unanimously were in favor of approval of the November and December 2021 Minutes

### **RATIFY ACTIONS OF THE EXECUTIVE COMMITTEE:**

The LRWDB Chair reviewed the adoption and approval of the single financial audit for PY20 performed and presented by BKD to the Executive Committee at its February 2022 meeting. Upon a motion by Mark Bremer, duly seconded by Kathy Fulks, it was unanimously **RESOLVED:** to ratify the adoption and approval of the single financial audit for PY20 performed and presented by BKD to the Executive Committee at its February 2022 meeting.

### **CHAIR AND COMMITTEE REPORT:**

Chair Bryan Day asked Director Monagle to walk the board through the request for \$55,000 increase to the Equus PY21 WIOA budget. The budget increase is in response to needed funds for additional ITAs to reach enrollment and supportive services. The Adult Program will receive \$20,000 for ITAs; The DW Program will receive \$5,000 for ITAs; The Youth Program will receive \$30,000 for a summer jobs program and supportive services. Upon a motion by Tad Bohannon, duly seconded by Kathy Fulks, it was unanimously **RESOLVED:** to approve the \$55,000 increase to the Equus PY21 WIOA budget.

Chair Bryan Day then discussed the projected timeline and process for the renewal of the 4-Year Local Plan which will be due sometime in the near future when the State has developed its 4-year Plan. The Outreach and Communications contractor has been designated to facilitate.

Chair Day then asked the LRWDB members to review the amendment to the LRWDB Financial and Procurement Policy (see attached) to ensure that grants requiring local matching funds are properly achieving and tracking that requirement on at least a quarterly basis. Upon a motion by Bryan Day, duly seconded by Beverly Smith, it was unanimously **RESOLVED**: to adopt and approve the amendment to the LRWDB Financial and Procurement Policy to ensure that grants requiring local matching funds are properly achieving and tracking that requirement.

**Committee Reports:**

Youth Services Committee - Per Kathy Fulks, Chair, a meeting was held on April 26<sup>th</sup>. The Youth Challenge program currently has 90 cadets on site. Youth Challenge will be graduating in June. They are looking for some resources to send these candidates for job. Some of them will come into Job Core and we will work to place those candidates. There are a lot of opportunities in the construction field for these young candidates.

One Stop Partners Advisory Committee – Sheena Fluker provided the report for WIOA and One Stop Chair, Jo Keegan, who reports that Earnest Merritt is the new POC for the Little Rock Workforce Center. They are working on improving the relationships and partnerships with Arkansas Rehabilitation Services. Goodwill programs are pending. A new call center is being established by ADWS-UI and Central Office is anticipating more phone visits by the public

The Services to Persons with Disabilities Committee did not meet.

**WIOA SERVICE PROVIDER/ONE STOP OPERATOR'S REPORT:** Director Fluker went over the report in regard to their PY21 goals and where they are with those. They are at 41/50 adult enrollments. As to dislocated worker enrollments, they are at 13/30. Youth enrollments are at 23/30. They are still working on getting our on-the-job training placement. They have already met our adult work experience goal of 2/2. The youth occupation skills training, which was new for us, they still have people that are interested. They are 2 out of 6 there. Community outreach, they are at 40/50. Hiring and recruiting events, they are at 20/50 there. Center wide trainings start next month, and they will do 2 a month. In Business Services survey is new and they do have a new business services person. Her name is Roni Cooksey, and she is doing an excellent job already. She is also conducting our *Take Action Tuesday's* now. They are looking good for this year, and she did anticipate reaching all their goals this year. They are a little bit short for the dislocated workers for now but, however, some of the participants in the CDL grant will be co-enrolled in this program. The Annual Performance Reporting was also discussed. It was stated that the 90% requirements have already been met. TANF grants were then discussed and gone over. Project Yield has 178 participants enrolled. CDL grant has 14 participants enrolled and has a waiting list. Re-Entry grant is now in the follow-up phase. They did meet the goal of 188 participants for that program. There is a new Re-Entry grant that has been applied for. They will continue working on our current goals and contact participants to see their current status in the programs.

**EXECUTIVE DIRECTOR'S REPORT:** Director Monagle went over the Activity Report. It was discussed working with some of the participants in the Youth build program and how great it



was to be able to see it all coming together. He also wanted to commend the Arkansas Construction Education Foundation its help to provide a skilled instructor for that trip.

The sub-grants that LRWDB have been processed and we are currently awaiting to hear about those. LRWDB was also awarded the high concentration of youth funds grant. We will turn that into a Summer Youth Program. LRWDB has also been renewed for regional planning and sector partnership grant. We are working with Our House again in a partnership called, *Pipeline to Employment*, for a program they have been running for a number of years. LRWDB has more projects in the works. Following up about the Youth Build program: We submitted an extension for this grant for an additional 8 months which will be placed at the end of the grant. LRWDB is very hopeful and confident that this requested is granted. That will allow us to recover from the pandemic. Our goal is to get 35 enrollees, but he is hopeful that they will actually have about 40. That will help LRWDB to achieve 60% of our original goal. He has found a great partnership with the University of Arkansas at Little Rock University District Development Corporation. UALR welcomed us with open arms and LRWDB is elated about this partnership.

The discussion topic was changed to financial reporting and current budget. Director Monagle gave a break-down of the budgets between each grant in length and the current status in regard to spending/budgeting. Each grant was discussed at length and what step we will take to stay in budget. Upon a motion by Kathy Fulks, duly seconded by Ron Bara, it was unanimously **RESOLVED:** to approve the 3/31/2022 financial report as presented.

#### **Announcements:**

Ron Bara reported that Canvas Community Church and The Bridge to Work Program is back up and running. Mr. Bara is looking to partner with Jericho Way and Our House. He would like to set up a soft skills training program in partnership with those entities and possibly LRWDB.

**Strategic Planning:** The time has come that we need to update our strategic plan. A committee was formed in order to get this task accomplished. How can the workforce board be more intentional and equitable? How do we approach delivering the best workforce system that we can? Discussion about how we come up with programs and answers to address the needs of those industries. **RESOLVED:** A plan was made for the board members to meet two months consecutively. That meeting will take place on April 28, 2022, and we will try and do that in person in our conference room.

**ADJOURNMENT:** Bryan asked if anyone if they had any questions or concerns. The meeting was adjourned as no one had any questions. Upon a motion made and duly seconded, it was unanimously **RESOLVED:** To adjourn meeting at 12:56pm

Approved by:



Bryan Day, Chair

7-19-27

Date

## **MINUTES**

Little Rock Workforce Development Board  
Executive Committee – Room 150 LRWFDC  
April 28, 2022 @ 12:00pm

### **PRESENT**

**Members Present:** Bryan Day, Beverly Smith, Kristi Barr, Kathy Fulks, Jo Keegan, David Stephens, Sheena Fluker, Tad Bohanon, Ron Bara, and Mark Bremer.

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

**LRWDB Attorney:** Randall Bynum

**Abor Education & Training:** Sheena Fluker

**ADWS:** Tanya Plunkett (by phone)

**Strategic Local Plan Facilitator:** Becky Parkerson

**CALL TO ORDER/ROLL CALL/WELCOMES:** Bryan Day called the meeting to order at 12:00PM and roll call was taken. 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 with nine members.

**MINUTES FROM PREVIOUS MEETING:** The minutes from December were approved. The minutes from March haven't been completed. Motion was made to approve December minutes by Kathy Fulks, seconded by Jo Keegan. **RESOLVED:** Board members unanimously were in favor of approval. March Minutes will be completed and discussed at a future board meeting.

**RATIFY ACTIONS OF THE EXECUTIVE COMMITTEE:** The last meeting was a full board meeting. There were no outstanding actions of the Executive Committee to ratify.

### **CHAIR AND COMMITTEE REPORTS:**

Youth Services Committee - Per Kathy Fulks, Chair, a meeting was held on April 26<sup>th</sup>. Kathy Fulks, Yolanda Carman, Michael Sanders and WJ Monagle were in attendance. Michael, from the City of LR, was reporting that they now have an initiative to intervene with gang members on the streets. They have also added going to High Schools and some Middle Schools intervene on the behalf of these young people with programs such as Youth Build and Youth Challenge and other types of programs that would be to their benefit. He also reported that the COLR Summer Youth Program is up and running. Currently as of this meeting, 340 applicants applied. The extended the deadline to the end of April hoping to get more people to apply. They are looking for more employers to engage with the program. Yolanda added maybe using additional funding that we were granted earlier this year towards the Summer Program. We are currently waiting to hear about the Youth Build extension. Michael also informed the meeting participants of a conference being held on May 4-7 @ the Marriott Hotel. The conference is called Neighborhoods, USA (NUSA), a national nonprofit organization committed

to building and strengthening neighborhood organizations. She announced how much the conference costs and what is going to be presented at the conference.

One-Stop Partners Advisory Committee – Chair Jo Keegan announced that they are conducting a UI transition across the state to online, helpline and call center interaction with the public only. Those functions are being pulled out of local offices and moved to several centralized call centers, of which former training room 189 in the Little Rock Workforce Development Center has been converted.

Services to Persons with Disabilities Committee did not meet.

**WIOA SERVICE PROVIDER/ONE STOP OPERATOR'S REPORT:** Equus Project Director Sheena Fluker talked about her department's goals. She added that they are short of their goal for participants of Dislocated Workers. Currently 13 of 30 are enrolled. Usually, they go out and try to recruit members but with the pandemic, that has had to stop. Two things that they are going to try and combat that is more outreach and to be a little bit more intentional about those referrals. They have met with TAA twice in the past 2 weeks because those referrals are supposed to be high demanding core enrollments. They have also conducted center wide virtual training for employees to learn about the referral process and we can maximize services for participants. They are also falling short of the on-the-job training but as of last week, had secured a location and participant. They are just waiting on contracts to be put in place at Brandon House Cultural Center. They are going to interview the participants. What is known this far, it seems to be working well. She then presented a flyer for an upcoming event and a report of a success program participant. They are meeting with more employers for participants and thinking of providing training courses for employees. Recruiting events, virtual events and in-person events have been planned for the future.

**EXECUTIVE DIRECTOR'S REPORT:** Director W.J. Monagle reported he is very excited to get the Pathway Home III grant submitted. They incorporated Pulaski Technical College with their future fifth program and had a more deliberate and committed partnership with the Pulaski County Detention Center and Sheriff's office to allow that program to come into the jail pre-release. He felt they really put together a great partnership within 9-day period of time. He also mentioned that there were a couple of key new hires in Equus. They have hired a new HR expert and business liaison. Rani Cooksey is just jumping out of the gates with enthusiasm and drive. Speaking of which, he announced a really neat virtual job fair which is taking place on May 18<sup>th</sup>. It's called *Ready, Set, Drive*. This is for all employers, job seekers and providers involved in the transportation industry. It will be provided on the virtual job fair platform, Talentspace. Rani Cooksey is doing a great job working with employers and trainers putting it together. *Ready, Set, Drive* job fair will be an asset to all participants involved in the transportation industry.

**Strategic Planning:** Every 5 years, we update our strategic plan. Becky Parkerson, who has helped the LRWDB in the past, facilitated the discussion and walked the LRWDB through the



designed process efficiently to seek out perspective and opinions about where we are as a community and will ask for some feedback. She will go back with what we provide for her and provide us a final document to look at in the not-too-distant future. She has an overview of the existing plan and wanted the board members opinions as to whether they think it still applies or needs changing. Sectors that we are targeting were discussed. Everyone agreed that our chosen sectors still applied but maybe needed some updating. A handout was given to all members. This is the first step in the process of updating our Strategic Plan. Board members discussed this at length. Discussion was regarding which sectors of the employment industry that needed to be updated or applied to keep up with our plan. Construction, IT industry, transportation and hospitality sectors were in the discussion. Then education and sustainability were brought up by the facilitator. Discussion was then started regarding the vision and mission statements. There is a shift in the work environment that is taking place and discussion was as to how to describe and respond to that issue was talked about at length. Discussion was started regarding the impact of Covid-19 and the pandemic in the global market and how that affects us in what the board is trying to accomplish. The board is seeing a need for training to be offer in a virtual way so that more people can be reached. Diversity, equity, and inclusion was also discussed as the thought point of the mission statement and vision statement. Next steps are for some smaller groups to take what we have done and to further refine it. Volunteers will be needed to accomplish this. There are 3 planning sessions we have in mind. Bryan, Kathy, WJ and Beverly all have already volunteered for this task. This will be accomplished within the next 90 days.

**RESOLVED:** Becky will take all the information discussed from today's meeting, compile that new information for the plan and present it to the board at a future meeting.

**Announcements:** Chairman Day announced that Randy Bynum with Wright, Lindsey & Jennings will be taking Steve Riggs place as the attorney position for the board. A job fair was announced that had 90 applicants and every position needed was filled.

**ADJOURNMENT:** Chairman Day asked if anyone if they had any questions or concerns. The meeting was adjourned as no one had any questions. Upon a motion made and duly seconded, unanimously.

**RESOLVED:** To adjourn meeting at 1:20pm

Approved by:



Bryan Day, Chair



Date

# MINUTES

Little Rock Workforce Development Board

Executive Committee Meeting

May 26, 2022

**Members Present:** Bryan Day, Beverly Smith, Kathy Fulks, Kristi Barr, Fred Harris, Dollie Fountain (proxy for Jo Keegan)

**LRWDB Staff:** W. J. Monagle, Shannon Rast, Tanisha Lawson & Lisa Myers

**LRWDB Attorney:** Randy Bynum

**Arbor Education & Training:** Sheena Fluker

**ADWS:** Tonya Plunkett (by phone)

**Guests:** Fred Harris, Arkansas Rehabilitation Services

Zach Sloan, Arkansas Construction Education Foundation

**Strategic Local Plan Facilitator:** Becky Patterson

## **Call to order/Roll Call/Welcomes:**

Bryan Day started the roll call. It was determined that that a quorum was present with 7 members. Bryan asked Director Monagle if he had any introductions he wanted to make. Director Monagle announced that Shannon Rast will be going from a full-time employee to a part-time employee. Shannon will remain part-time until the new office manager is properly trained. Lisa Myers was then announced as the new Office Manager. Everyone welcomed Lisa at that time.

## **Minutes from previous meeting:**

It was announced by Bryan Day that the minutes from last meeting, April 28<sup>th</sup>, were not ready.

**Resolved:** LRWDB will work to get those minutes completed and presented to the Board for approval.

**Ratify Actions of the Executive Committee:** Director Monagle asked for a verbal review regarding the High Concentration of Youth, \$67,000 grant. LRWDB had received an additional amount of funding from the state and the thought was it would be combined with our current

Youth grant funds. At the state level, LRWDB must track this and report it separately with our youth funds even though the money can be spent exactly accordingly to the parameters of the rules in our youth funding. What I would like to do is receive your approval and, the board can discuss this, but receive your approval to enter into a contract with Arbor Education and Training doing business as Equus Workforce Solutions up to \$67,000 but it will not be \$ 67,000 because our we need some for our organization. We want to enter a contract to be used to provide expansion our provision WIOA Youth Services. Since they have already won the contract to be our Youth Services provider, this is simply a separate contract. They have cleared the hurdle in terms of us contracting a Youth Services Provider. Dollie asked to get LRWDB to approve before we proceed forward in contracting with them up to \$ 67,000, it will be retroactive as of March 1, 2022. The other thing that is different about these funds, we only have one year to spend it, instead of the normal 2 years of our youth funding. They will be spending on this before the new fiscal year starts and then they will have until end of February 2023 to spend the funds. Any questions about that? Bryan asked WJ a question about funding sources. W.J. responded with a yes, we do have that accomplished.

**RESOLVED:** Kathy Fulks made a motion to approve as recommended by W.J. I'll second by Beverly Smith. All board members were in favor.

**Executive Director Report:** Director Monagle began the director report. As you can tell, the last part of April and May have been rough months. LRWDB has received a lot of bad news that is almost all the things that are listed regarding the important accomplishments and notices of bad news. LRWDB did receive a monitoring report back to which 13 of our 19 responses were rejected. The monitoring department wants LRWDB to go back to the drawing board and figure out how we are going to answer those findings to satisfaction of our state monitoring unit. LRWDB also, at that time, received notice that our program would be monitored again this year. At the same time, LRWDB is trying to respond to those 13 open findings, we are also preparing to be monitored again the first week of June. And then the other piece of bad news is that we received notice that our request for extension of the Youth Build grant was denied. That perplexed us as well because we have been working with our federal project officer very closely and intimately. LRWDB thought everything was on track to do that but when it was looked at by upper management of the Department of Labor, they denied the request. LRWDB has had to make some changes to our Youth Build programing because that ended the period of time, we had to provide program services as opposed to follow up services. Director Monagle stated, I do want to say a little bit of good news, in the second paragraph in terms of the Outreach Training and Attendance paragraph, LRWDB still does not have our federal allocations for next year. LRWDB can't do anything officially until the money we will be receiving. However, they did provide us, in our technical assistance session this month, with a presentation of projected income. The projected income looks good for us. As in my notes, statewide WIOA took another hit of 10% across the state. We received as a state 10% less



funds than we did last year. However, our area and it had to do with the formula they are using to look at our Youth. We actually did better than the other areas. We had \$115,000 more in youth funds to come our way this year. Which was a 34.9% increase. LRWDB took a little bit of a decrease in our adult funds. That was about \$ 5,000 decrease in adult funds. We increased our DLW funds by about \$15,000 or 15.2%. All in all, the Little Rock Workforce area did a little better than the rest of the state. I do want to say one thing also. Sheena, I will not steal your thunder too much about the Job Fair.

**WIOA SERVICE PROVIDER/ONE STOP OPERATOR'S REPORT:** Sheena Fluker gave the presentation for her department. WIOA did do a virtual job fair for CDL and job transportation industry. It was titled *Ready, Set, Drive*. We did have moderate success with that considering it was the first time we got back up and did a virtual fair. I thought it went off very well. We had 11 employers and providers. We had 28 people show up. But the good thing about it is that those 28 people really spent time with the employers. The average time spent with each employer was 11 minutes per job seeker. WIOA felt like that was a good connection for those participating. We are getting ready to do another one and we are trying to see if we can maybe make that our market niche of virtual job fairs. We will keep doing them bombastically like with the *Ready, Set, Drive*. Jazz up them of them so that we have some people coming online. I felt it was successful. I want to compliment Roni Cooksey, who is our new business advisory team liaison lead. She did a wonderful job setting that up. We are just looking to make upward progress from there. Director Monagle concluded his items of discussion.

Chairman Day asked Kathy Fulks for any reports today. Kathy responded, "she left all her information. She asked for the boards forgiveness and asked to report back next month." Chairman Day responded with, "No worries at all."

Dollie Fountain made a presentation regarding the One Stop Program. Several things Dollie wanted the committee to recognize. Since you know the unemployment process has changed with our facility, we have the service center within our facility, the walk-in traffic is not as massive as normal. There will be an open house for anyone who would like to attend our tour of the service center. It is Friday, June 3, 2022. Copies of the flyers have been provided for those who are interested. We were averaging 350 walk-ins per week. As we started back up from the pandemic with job fairs in our facility, we have had an 18 of households contacting us to get assistance, we have had a total of 71 people. One employer in particular, Bank of OZK, is having 143 positions that they are asking us to assist them in hiring. Therefore, we are looking at resumes and trying to refer those legible job seekers to those jobs. Bank of OZK has multiple positions that they have available for people who would like to be a part of that. Finally, I want to share with the Career Readiness Certification, year-to-date we have had a total of 67 successful certifications that were issued to applicants. And with that group, it is increasing total on a weekly basis thanks to referral from our WIOA group. Expanding that total anyone to anyone that has individuals coming in, we would be happy to have them be a part of our

program. Dollie ended her presentation. Bryan asked, "Anyone have any questions for Dollie"? No questions were asked.

At this time, WIOA does not have an official report. WIOA had some other agenda items today but wanted to share with the LRDWB that WIOA completed our OTJ for the year. A partnership has been formed with Brandon House, that is a youth community group. Currently, we have a young adult working there that is getting on the job training. Other partnerships with Carters Crew and Push Realty have been formed. They are looking for some young adults to participate and get some type of on-the-job training. WJ mentioned the job fair, which was great. Seeing more participants join this program would be exciting. It was very well put together. There has been a good quality of people who have joined, so I am excited for the next one. That one is being planned for August. It is going to be a little bit bigger. It's going to be called, *The \$50,000 Job Fair*. The goal is to try and find at jobs with benefits included that will pay people, at least, around those wages. We are excited to see what type of people we draw in with that. It is still in the planning phase. With Director Monagle's help and Roni's help (she is actually putting it together), she has been an amazing addition to our team. We also are joining Juneteenth. A table will be set up at that event. It's on June 18<sup>th</sup> from 5-9pm. Our team did go to the Trio event last week and they have gotten a lot of people that are interested in our program. There were more people come in this year than in previous years showing interest in our programs. So far, the program is currently over-enrolled for our youth, there are 33 out of 30 enrolled with a few pending. There are 57 out of 50 adults enrolled. As far as the annual goals, currently 8 out of 11 goals are accomplished and expectations to meet the other goals all by the end of June. The only one we are on the fence about is our dislocated workers. It is proving to be trouble locating dislocated workers, again because of unemployment not coming in. They are physically outside, so we are trying to figure out how we can tap into those individuals in. A center wide employee training was conducted with everyone in the building. There were 2 sessions last month and the one that was recently held. All the partners were joining in talking about their services and we have a spotlight at the end. This month it was about youth suicide prevention. Which we thought was great to incorporate situations about mental illness. Other than that, that's all I have at this time. Chairman Day asked if anyone had any questions for Sheena. No one had any questions at that time.

**Chairman Day:** Alright, if you remember our last meeting, we started our conversation about our updated plan. Becky was introduced to present Phase II.

**Becky Parkerson/Strategic Local Partner:**

**Vision Statement Discussion:** Becky provided handouts for everyone. The goal of this presentation was to get the mission, vision, and strategic objective portion. So, if you will look for your handout and find the page that has mission and vision, below there should be some



notes from board members from last meeting. This is our vision and mission statement, as written, which is the updated plan for 2019. These notes below are what we said last time. I suggest that we start with the current mission and vision statement, we use those notes, and we just make any changes we want to make unless you guys want to start over. I would like to suggest let us use what we have because it is worked pretty well. What are your thoughts around that? Is anyone for starting over? No one wanted to start over.

The mission will now read: To support and cultivate a talent/workforce development environment.

Discussion was started as to whether we should call it great Little Rock metropolitan area or greater Little Rock region. Everyone agreed it should be Little Rock region.

Another phrase was discussed, and members agreed upon: The opportunity for economic mobility.

Becky finished up by reading the newly adopted mission statement:

**New Mission Statement:** Support and cultivate a talent/workforce environment that offers employers, job seekers and community stakeholders in the Little Rock region, the opportunity to realize and sustain upward economic mobility.


**Objectives/Goals to discuss:** There are 4 main objective areas. We would like to start with those. Are there any categories missing that we need to add? It was decided that in Goal # 1, efficient needed to be switched out with effective. Goal # 3 was discussed, and it was determined that point # 2 in the goal needs some updating. That will be done. Goal # 4 was opened for discussion; it was determined it will become a lot more about the soft skills needed.

**Adjournment:**

Upon a motion made and duly seconded, unanimously

**RESOLVED:** To adjourn meeting at 1:19pm.

Approved by:

  
Bryan Day, Chair

1-19-22

Date



## **MINUTES**

Little Rock Workforce Development Board  
Full Board Meeting – Room 150 LRWFDC  
June 23, 2022 @ 12:00pm

### **PRESENT**

**Members Present:** Bryan Day, Beverly Smith, Kathy Fulks, Ron Bara, Tonya Plunkett, and Earnest Merritt (proxy for Jo Keegan).

**LRWDB Staff:** W.J. Monagle, Lisa Myers, Tanisha Lawson

**LRWDB Attorney:** Randall Bynum

**Arbor Education & Training:** Sheena Fluker

**ADWS:**

**CALL TO ORDER/ROLL CALL/WELCOMES:** Bryan Day called the meeting to order at 12:15pm and roll call was taken. 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 not present with only 5 members present.

**MINUTES FROM PREVIOUS MEETING:** Minutes could not be approved due to not enough members present for a quorum.

**CHAIR'S REPORT:** The Board members were asked to complete a conflict-of-interest statement for the current year. As you know in 2017, State of Workforce services found there were non-compliance issues with some of the actions that were taken, and they wanted LRWDB to repay some money for bidding out services. Audit services, legal services, and marketing services. The Board has been working to provide information to warrant these decisions. This has been in the works for 5 years now. About 3 months ago, the Board convinced the State of Arkansas that the actions were appropriate, and that they would support the Board's decision. They then turned it over to the Department of Labor. The Department of Labor did not agree since the State of Arkansas did not have a formal appeals process in place at that time. The Mayor of LR didn't not agree with this decision and told LRWDB to appeal it. The State is putting together a formal appeal process and the Board will then appeal the decision. Randy Bynum, our attorney representative, will be assisting with this process also. There isn't an established timeline of when this will happen. Information will be provided to the Board as soon as it is available.

**COMMITTEE REPORTS:** Board member, **Kathy Fulks** provided an update regarding the programs. In May, Little Rock Community programs were in the middle of hiring employees for the summer youth program. It was a good turnout, and it is expected to be even better next year. There was a meeting on held June 21<sup>st</sup> with Wesley Cooper, with Youthbuild, Brittany Fernandez with Dislocated Located Workers, Willa Merriman and Ursula Shorter with ReEntry Program and Andrea Wing with Job Core joined us. Wes Cooper gave the Youthbuild update. They are currently in the follow up period of the grant. They met their goals for the current program. Mr. Cooper also talked about a young woman who complete her CNA training with some advanced patient certified technician. Good for her and she is currently employed but she is wanting to gain employment though the Veterans Administration

Hospital. There are hopes the committee would love to see happen for her due to the fact that they can provide her with additional training to help her climb the career ladder.

Willa Merriman and Ursula Shorter talked about the ReEntry Program; these programs are also in the follow-up period. Participants are encouraged to get their GED's completed during this time. There have been 199 out of 188 completed. AMAZING!!!!!! There were also two participants that just completed their CDL training. One will be getting employed with Trans Am and the other with Western Trucking. These Participants are in the process of vying for the next round of funding which that program will be open to any adult re-entry participant. Andrea Winn with Job Corp informed us that their group is currently accepting enrollees for both residential and non-residential. There are 50+ residents right now. The capacity is 159 and that is hoped to reach by September. There were a few career enrollment events in June and will also be holding an event in July. There is a community relations committee, and that committee needs more employer involvement. Please let Kathy Fulks know of anyone that is interested and she will get you the contact information. There is a partnership being formed with a group called *Supply Chain* on Nation Hub. The pre-apprenticeship program with supply programs involving logistics, transportation, warehousing, and facility maintenance. There will be a pathway for participants developed so that when participants graduate out of job corp they can go into an apprenticeship with one of those employers.

**EXECUTIVE DIRECTOR REPORT:** Director Monagle presented his report to the Board. Currently, there are several monitoring visits, responses, and appeals happening at this time. There is a lot happening in terms with our relationship with the monitoring unit at DWS. Director Monagle asked that the board to approve moving forward with 2/12 of the current budget. The budget will be presented to the Board and be in place for July 1, 2022. Therefore, when the Board meets in August the Executive Committee will at least be able to approve the budget. At the end of this fiscal year, there will be a rebid and some of our contracts will need to be renewed. The contract for our Community Liaison will need to be renewed. The contract for our virtual space will need to be renewed which ends in August. Time to redo our audit bid is coming up soon, that usually happens in October or November. It is also time to renew the RFP, legal services, and outreach communication services. Is there anyone interested today in would care to serve on one of those RFP committees. Your participation is very much appreciated. Just going forward, at the end of the year, it's always about getting back to basics to get everything ready for the next physical year. This process will happen within the next month or two. From the States instance, in-direct costs are track in one of two ways. One option is to claim 10% de minimis or actually work with the federal agency to give an indirect cost rate after a full examination of the grant. Grants are currently being working on to include the 10% de minimis in the budget.

There will be a meeting of the Executive Committee by Zoom, it will be to approve the 10% de minimis if there are enough for a quorum. By time the full board meets in August, the Executive Committee will have a chance to see it also.

**PERFORMANCE OUTCOME REPORT:** Sheena Fluker made the presentation for the WIOA report. A document with the status of goals met or exceeded for program year 2021 was presented to the Board Members. There was an internal goal to over enroll dislocated workers and youth. The youth goal was met but WIOA fell short of the dislocated worker number's goal. A new procedure is being put into place with regards to restructuring the process with dislocated workers and how WIOA can reach them better. Center wide training was a new goal for the department this year. This was a really

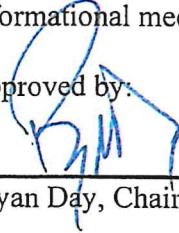


good year, and there is an awesome team in place to handle this workload. There are some good things happening for WIOA next year. Included in this report is the status as to where WIOA is currently with the common measures goal. There will be some information that will be received soon, so September's goal may go up. Right now, 90% rate of our common measure goals being achieved. You will also see included updates for the TANF funded grant in regard to Work Base Learning. There were 94 enrolled out of the 40 initial participants discussed. All of those participants do not work the full 9 months and WIOA will replace them with another participants. Our House has been an asset for helping in this area. Project YIELD grant ended May 31, 2022. There were 184 participants enrolled. In regard to the CDL grant, so far there have 28 participants enrolled. This grant isn't due to end until December, but WIOA has completed all most all of our enrollments. The team did a really great job there. Youthbuild Re-Entry grant is in the follow-up phase. Giving participants some additional training if necessary. WIOA now has a Re-Entry Manager. Her name is Courtney Darrow. You will also see information about our One-Stop Operation center wide training taking place June 28, 2022, to help WIOA employment services and TANF services. They will also have a training regarding Emergency Preparedness for all groups. A booth was set up at Juneteenth this weekend. It was a great turnout, and WIOA reached a lot of people.

**ANNOUNCEMENTS:** WJ announced to the Board members in attendance that Lisa Myers will be taking Shannon Rast position as Office Manager.

**ADJOURNMENT:** Upon a motion made and duly seconded, unanimously to adjourn the meeting. The informational meeting of the LRWDB was adjourned at 1:12pm.

Approved by:

  
Bryan Day, Chair

  
Date



## **MINUTES**

Little Rock Workforce Development Board  
Full Board Meeting – Room 150 LRWFDC  
September 22, 2022 @ 12:00pm

### **PRESENT**

**Members Present:** Bryan Day, Ron Bara, Tammy Wheaton, Larry Schleicher, Kristi Barr, Jo Keegan, Tad Bohannon

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

**LRWDB Attorney:** Randall Bynum

**Arbor Education & Training:** Sheena Fluker

**ADWS:** Tanya Plunkett, Chad Brown

**CALL TO ORDER/ROLL CALL/WELCOMES:** Bryan Day called the meeting to order at 12:02 pm and roll call was taken. 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 not present. Tad Bohannon and Larry Schleicher joined the meeting shortly after making it a quorum with seven members present.

**MINUTES FROM PREVIOUS MEETING:** The minutes from June 23, 2022 were reviewed and approved. A Motion was made to approve the minutes by Kristi Barr and seconded by Ron Bara. The minutes from June 28, 2022 were reviewed and approved. A Motion was made to approve the minutes by Ron Bara and seconded by Jo Keegan. **RESOLVED:** board members unanimously were in favor of approval of the June 2022 Minutes.

### **RATIFY ACTIONS OF THE EXECUTIVE COMMITTEE:**

The LRWDB Board reviewed and approved 2/12<sup>th</sup>'s PY21 Budget Extension. A Motion was made to approve the budget extension by Jo Keegan and seconded by Ron Bara. **RESOLVED:** Also reviewed, and approved E,D. explore TANF Restore Hope Grant. Upon a motion by Tad Bohannon, duly seconded by Larry Schleicher, it was unanimously in favor of approval. **RESOLVED:** to ratify the adoption and approval of 2/12<sup>th</sup>'s Budget Extension and explore TANF Restore Hope Grant.

### **CHAIR AND COMMITTEE REPORT:**

The LRWDB Chair announced that the newest board member, Tammy Wheaton, is present at the meeting. Chad Brown, State Board Director, is attending the meeting via phone.

Chair Day announced that the board is looking for volunteers to review RFP proposals for auditing and communications. Also, he stated that the City of Little Rock paid the state \$44,000.00 for the Department of Labor fine handed down on a previous year's audit.

One-Stop Partners Advisory Committee - Jo Keegan, Area Operations Chief, gave an update on the recommitting of the LRWFC. The moving of UI over to the central office function and call centers are slowing down. The number of walk-in clients has decreased and is being tracked. The total number of clients and the different services they are requesting will be reported to the board at the end of the year.

The local office managers meeting is coming the third week of next month (October), which will be held at the Embassy Suites. All the managers across the state as well as the partners will be in attendance.

Youth Services Committee – Board member Kathy Fulks was not in attendance. Director Monagle gave an update of the items he knew about. He stated that they had a representative from Job Corps present at the meeting and discussed the mutual mission and their ongoing programs.

Persons with a Disability Service Committee – No update given

**WIOA SERVICE PROVIDER/ONE STOP OPERATOR'S REPORT:**

Director Fluker stated that the PY22 goals are still in discussion and pending. A document with the status of goals met or exceeded were for program year 2021 and was presented to the Board Members. They are measuring the metrics by using last year goals. Adult enrollments are at 45/50 in just two months into the year. Dislocated worker enrollments are still a bit slow at 5/30. The enrollments are trending low. To combat the issue, they are looking to target dislocated women and children who depended on someone to take care of them and no longer has that income. Youth enrollments are at 15/30 and are expected to go over last year's goals due to the CDL training. Hiring and recruiting efforts are increasing and going well. A job fair was held at the Mosaic Church last month and had over 150 people signed up and 27 signed into the online version. Several community outreach events were held such as Lunch & Learn and Right After Wrong (RAW). As for the common measures 8/15 have been achieved. Equus did a great job with capturing barriers, so the state was able to lower the target rate. Due to this, they were able to serve a higher demographic.

**EXECUTIVE DIRECTOR REPORT:** Director Monagle provided a synopsis of the PY22 WIOA Budget (see attached budget for details).

**EXECUTIVE SESSION:** Chair Day called an executive session to discuss a personnel matter. Once the meeting was concluded, the board decided that a vote did not need to be held because the change proposed was already in the budget and the budget was approved by the board.

**ADJOURNMENT:** Upon a motion made and duly seconded, unanimously to adjourn the meeting. The informational meeting of the LRWDB was adjourned at 1:00 pm.

Approved by:

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Bryan Day, Chair

Date