

# Workforce Development Board

## *of Eastern Arkansas*

### BOARD AGENDA

Arkansas Workforce Center – 300 Eldridge Road, Suite 2, Forrest City

September 20, 2016 – 10 a.m.

PAGE

**CALL TO ORDER** – Marion Littlejohn, *Chairman*

**EXECUTIVE DIRECTOR'S REPORT** - *Dave Brady, Executive Director*

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- 2. ADWS and WDBEA Quarterly Monitoring.....2
- 3. State of Arkansas - Annual Report.....2
- 4. WIOA State Partners Meeting.....2

**PROGRAM REPORT** – *David Barch, Director of Programs*

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- 3. Activity Report .....3

**FINANCIAL REPORT** – *Calvin Goshen, Finance Director*

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**ACTION ITEMS**

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- 2. WDB Chair Election.....5

**ATTACHMENTS**

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- ATTACHMENT B ACTIVITY REPORT .....8
- ATTACHMENT C WDBEA PERCENT EXPENDED BUDGET TO DATE (BTD) EXPENDITURES .....9
- ATTACHMENT D MINUTES OF PREVIOUS MEETING .....11

**ANNOUNCEMENTS**

- 1. Job Fair, September 27, 9 a.m. – noon, East Arkansas Community College, Fine Arts Center, Forrest City.
- 2. Arkansas Workforce Center Open House, October 18, 2003 West Broadway  
Job Seeker & Employer, 1 p.m. – 4 p.m.  
Employer Info Session, 5 p.m. – 6:30 p.m.

**ADJOURN**

**EXECUTIVE DIRECTOR'S REPORT**  
**Workforce Development Board of Eastern Arkansas**  
**Board Meeting – September 20, 2016**

1. **Local WIOA Plan:** Each region or Workforce Development Board is required to develop a local plan describing partnerships, employment engagement, sector strategies, etc. The date for submittal to the Arkansas Department of Workforce Services (ADWS) is December 31, 2016.

July – September, 2016	Local Plan Developed with Board & Partners
October 15, 2016	Final Draft for Review
November 1, 2016	Beginning of 30 Day Review
December 31, 2016	Submit Board Approved Plan to the State

2. **Arkansas Department of Workforce Services (ADWS) and Local Quarterly Monitoring:** The PY15 ADWS monitoring was conducted on April 4 – 8 and to date we have not been issued a report. The PY15 4<sup>th</sup> quarter took place in June and no findings were identified. The local PY16 quarterly monitoring is being conducted during September and is focusing on participant file review of Adults, DLWs and Youth that consists of eligibility, case notes, exits, supportive services, work experience, and ITAs. The financial review is being conducted using the state Financial Monitoring Instrument.
3. **State of Arkansas – PY15 Annual Report:** It is a requirement that the local WDB's report their workforce activities for inclusion in the state's annual report which is submitted to the U. S. Department of Labor. As required, our information was submitted by the August 30 deadline and included success stories, employer strategies, and a discussion on programs and accomplishments.
4. **Statewide WIOA Partners' Meeting:** The next WIOA Partners' meeting will be held September 29-30, in Little Rock.

Topics to be covered include:

- WIOA Regulations
- WIOA Performance/Accountability
- WIOA Transition Activities
- Local Team Meeting Time
- Continue to learn about our partner programs – this meeting will focus on TANF, Career Pathways and others
- Serving Youth and more

**PROGRAM REPORT**  
**Workforce Development Board of Eastern Arkansas**  
**Board Meeting – September 20, 2016**

1. **Performance:** Performance is monitored and managed on a daily and weekly basis. We met and/or exceeded 7 of the 9 performance measures for PY15. (see Attachment A, page 6)

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2. **Program Overview**

- **WIOA Occupational Skills Training:** The Workforce Development Board of Eastern Arkansas (WDBEA) center staff is focusing on recruitment for Fall enrollments for Adults, Dislocated Workers and Out-of-School Youth for enrollment into Occupational Skills Training. We have spent approximately \$154,000 on 54 Adults and Dislocated Workers for the Fall semester and approximately \$32,000 on 15 Out of School Youth. We also have 10 Out-of-School Youth in Work Experience.
  - **Hino Job Fair:** On August 27 the Arkansas Workforce Center participated in a Job Fair at Hino. Five hundred and fifty-seven jobseekers were allowed to enter the plant (those who were not properly dressed were not allowed to participate), complete applications and have preliminary interviews. Of the 557 applicants, 112 have been hired and the company is still planning on hiring a total of 150 from the event. Those who were not eligible for hire were sent to the Workforce Center table to learn of all the services offered in the center for jobseekers. Partners in the center who participated were Adult Education, Career Pathways, Arkansas Department of Workforce Services (DWS) and WIOA staff. DWS and WIOA Staff from the Forrest City office also participated. The company is very pleased with the results and will continue to partner with the Workforce Center for hiring needs.
  - **Annual Eastern Regional Job and Career Expo –** The annual event will be held on September 27 from 9 a.m. - noon at the East Arkansas Community College Fine Arts Center. Forty exhibitors have registered for the event including, employers, training providers and area agencies. This event is a partnership between the Workforce Development Board of Eastern Arkansas, the Arkansas Department of Workforce Services and East Arkansas Community College.
  - **Open House:** An Open House will be held at the Arkansas Workforce Center in West Memphis, 2003 West Broadway, on October 18 from 1 p.m. – 4 p.m. for jobseekers and then from 5 p.m. until 6:30 p.m. for employers. Employers may register by visiting [www.dws.arkansas.gov/events](http://www.dws.arkansas.gov/events). This event will be for the entire community to learn about the many services that are offered through the center by all partners located either in or out of the center. Informational tables and tours will be available as well as refreshments. The open house also gives us an opportunity to invite employers, jobseekers, community leaders, and elected officials into the facility The Arkansas Department of Workforce Services is sponsoring the event.
3. **Activity Report:** Participant activity reports are submitted to the WDBEA staff each month. The report ending August 31, 2016, reflects the number of participants currently being served at 152. The report is also used to track participant activity as well as for monitoring purposes. (see Attachment B, page 8)

**FINANCIAL REPORT**  
**Workforce Development Board of Eastern Arkansas**  
**Board Meeting – September 20, 2016**

**1. Financial Report:**

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The Workforce Development Board of Eastern Arkansas (WDBEA) serves as the grant recipient of funds in the Eastern Arkansas Local Workforce Development Area. The WDBEA's operating budget for PY16 is \$1,574,233.37. The funds are used for the administration, programmatic oversight and service delivery of Adult, Dislocated Worker and Youth services throughout Eastern Arkansas (Crittenden, Cross, Lee, Phillips and St Francis Counties). The WDBEA program year begins July 1 and goes through June 30.

As of July 31, 2016, the WDBEA has expended 9 percent (\$143,436.42) of its annual budget of \$1,574,233.37 with a remaining balance of \$1,430,796.95 (see **Attachment C**, page 9)

The WDBEA is also administering the Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) grant. The SNAP E&T grant has a total budget of \$88,063.35. As of July 31, 2016, the WDBEA has expended 7 percent (\$6,570.30) of this grant with a remaining balance of \$81,493.05. (see **Attachment C**, page 9)

The WDBEA is also administering the PROMISE Grant. The PROMISE Grant has a total budget of \$390,822.40. As of July 31, 2016, the WDBEA has expended 54 percent (\$210,018.27) of this grant with a remaining balance of \$180,804.13 (see **Attachment C**, page 9).

The WDBEA is also administering the GMACW Grant. The GMACW Grant has a total budget of \$206,748.00. As of July 31, 2016, the WDBEA has expended 34 percent (\$69,527.85) of this grant with a remaining balance of \$137,220.15. (see **Attachment C**, page 9)

The WDBEA is also administering the Arkansas Sector Partnership (ASP) Grant. The ASP Grant has a total budget of \$7,291.20. As of July 31, 2016, the WDBEA has expended 57 percent (\$4,163.53) of this grant with a remaining balance of \$3,127.67. (see **Attachment C**, page 9)

**2. Annual Audit:**

The auditing firm of Hudson, Cisne and Co., LLP, will conduct their audit on October 3 - 7, 2016. The WDBEA is collecting the requested auditing documents for the firm's review. After the completion of the audit, the firm will also complete and electronically submit the Non-Profit Form 990 for the WDBEA prior to the November 15, 2016 deadline.

**ACTION ITEMS**  
**Workforce Development Board of Eastern Arkansas**  
**Board Meeting – September 20, 2016**

1. **Minutes of Previous Meetings**

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**Action Recommended:** It is recommended that the board approve the minutes from the June 21, 2016 meeting. (see Attachment D, page 11).

2. **Board Chair Election**

**Action:** The Board must elect its own chairperson annually, who must be a private sector representative.

**Information/Rationale:** The members of the Board will elect a chairperson annually from among the private sector business representatives. The chairperson serves as the Executive Committee Chair and selects the chairs for all standing committees and taskforces of the Board.

# Attachment A

## PERFORMANCE REPORT

<b>PY15 Performance Measures</b>	<b>Negotiated Level</b>	<b>Actual Level</b>
<b>ADULT</b>		
Entered Employment	84%	100%
Employment Retention	88%	88.24%
Average Earnings	\$13,080	\$14,566.22
<b>DISLOCATED WORKER</b>		
Entered Employment	88%	100%
Employment Retention	93%	100%
Average Earnings	\$14,114	\$13,845
<b>YOUTH (14-21)</b>		
Placement in Employment/Education	81.7%	92.86%
Attainment of a Degree or Certificate	81.5%	96.3%
Literacy/Numeracy Gains	77.90%	

<b>Performance Status July 1, 2015 – June 30, 2016</b>	<b>Not Met</b>	<b>Met/Exceeded</b>
	<b>2</b>	<b>7</b>

# Attachment B

## ACTIVITY REPORT

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**ARKANSAS WORKFORCE CENTERS**  
 Bringing People and Jobs Together.™

**Monthly Activity Report**

Aug-16

St. Francis-WM Offices

**General Center Services Activity**

	Crittenden	St. Francis	Total
1st Time Visitor	17	15	15
Adult Program (over 21)	2	1596	1596
Adult Education Programs	568	0	0
Career Pathways	6	0	6
DHHS	0	0	0
DLW	1	4	5
Job Corps	28	0	28
Job Service	507	791	1298
KeyTrain/WorkKeys	35	94	129
Mature Workers	0	0	0
Rehabilitation Services	4	5	9
Resource Roo (Computers, Fax, Copier, Telephone)	18	111	129
Seasonal Farmworkers	0	11	11
Social Security	0	0	0
TAA	0	0	0
TRA	0	10	10
TEA	52	80	132
Unemployment Insurance	789	433	1222
Veterans Programs	3	12	15
WIOA Assistance	46	134	180
WorkPays	16	21	37
Youth	12	1	1
Snap	12	0	12
<b>Totals</b>	2116	3318	4835

**Employer Activity**

	Crittenden	Cross	Lee	Phillips	St. Francis	Total
# of Referrals	25	0	0	0	51	76
# of Job Fairs	8	1	0	0	4	4
# of Jobs posted	4	0	0	0	97	97
# of Placements	10	0	0	0	8	8

**Adult Program Activity**

	Crittenden	Cross	Lee	Phillips	St. Francis	Total
Total Enrollments	22	20	6	14	27	89
Work Experience	0	0	0	0	3	3
Occupational Skills Training	19	20	5	8	25	77

**Dislocated Worker Program Activity**

	Crittenden	Cross	Lee	Phillips	St. Francis	Total
Total Enrollments	1	0	0	0	3	4
Work Experience	0	0	0	0	1	1
Occupational Skills Training	1	0	0	0	3	4

**Youth Program Activity**

	Crittenden		Cross		Lee		Phillips		St. Francis		Total	
	ISY	OSY	ISY	OSY	ISY	OSY	ISY	OSY	ISY	OSY	ISY	OSY
Total Enrollments	8	4	5	12	3	5	1	10	3	8	20	39
Paid and Unpaid Work Experience	0	1	0	6	0	2	0	3	0	0	0	12
Occupational Skills Training	0	3	0	5	0	0	0	4	0	4	0	16
											20	67

# ATTACHMENT C

## OVERVIEW OF ALL GRANT EXPENDITURES

WORKFORCE DEVELOPMENT BOARD OF EASTERN ARKANSAS  
 BUDGET TO DATE (BTD) EXPENDITURES  
 PROGRAM YEAR 2015  
 JULY 1, 2016 – JULY 31, 2016

### Workforce Innovation and Opportunity Act (WIOA) Funding

	ADULT	DLW	YOUTH	TOTAL
<b>BUDGET</b>	\$705,981.68	\$312,270.01	\$555,981.68	<b>\$1,574,233.37</b>
<b>EXPENDITURES</b>	\$40,661.62	\$31,226.41	\$71,548.39	<b>\$143,436.42</b>
<b>REMAINING BUDGET</b>	\$665,320.06	\$281,043.60	\$484,433.29	<b>\$1,430,796.95</b>
<b>PERCENTAGES EXPENDED</b>	6%	10%	13%	9%

**Note: The percentages expended have been rounded to the nearest whole number.**

### Discretionary Grants

	SNAP	PROMISE	GMACW	ASP
<b>BUDGET</b>	\$88,063.35	\$390,822.40	\$206,748.00	\$7,291.20
<b>EXPENDITURES</b>	\$6,570.30	\$210,018.27	\$69,527.85	\$4,163.53
<b>REMAINING BUDGET</b>	\$81,493.05	\$180,804.13	\$137,220.15	\$3,127.67
<b>PERCENTAGES EXPENDED</b>	7%	54%	34%	57%

**Note: The percentages expended have been rounded to the nearest whole number.**

# **ATTACHMENT D**

## **MINUTES OF PREVIOUS MEETINGS**

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# Workforce Development Board of Eastern Arkansas

## Meeting Minutes

<b>Meeting</b>	WDBEA Meeting
<b>Date/Time</b>	June 21, 2016 – 10 a.m.
<b>Location</b>	Arkansas Workforce Center – 300 Eldridge Road, Suite 2, Forrest City
<b>Board Members Attending</b>	Everett Adamson, Pat Audirsch, Buddy Billingsley, Tiffany Billingsley, Karen Breashears, Wayne Croom, Wane Davis, Callie Dunavin, Dywarn Barden-Dawson, Gillette Drone, John Edwards, Karsten Everett, Donnylle Hampton, Marion Littlejohn, Sandra Lee, Jennifer Martin, Dejanette Smith, Robert Thorne
<b>Absent</b>	Lindsay Brown, Brian Krigbaum, Robert Garmoe, Curtis McFarland, Cynthia Redmon,
<b>Quorum</b>	Yes
<b>WDB Staff Attending</b>	Dave Brady, Calvin Goshen, and David Barch
<b>Others Attending</b>	
<b>Prepared By</b>	Dave Brady

The meeting was called to order at 10 a.m. by Marion Littlejohn, WDBEA Chairman.

Dave Brady, Executive Director for the Workforce Development Board of Eastern Arkansas, began the meeting with his report:

- **WIOA - Program Year 15 vs. Program Year 16:** The WDBEA's PY16 Workforce Innovation and Opportunity Act (WIOA) funding will be decreased by an average of 15 percent from the previous year.

The grant allocations for PY15 vs. PY16 are as follows:

	Adult	DLW	Youth	Total
<b>PY15 Allocations</b>	\$492,694.00	\$566,562.00	\$438,913.00	\$1,498,169.00
<b>PY16 Allocations</b>	\$442,779.00	\$3278,227.00	\$421,350.00	\$1,142,356.00
<b>Difference (+)(-)</b>	- \$49,915.00	- \$288,335.00	- \$17,563.00	- \$355,813.00
<b>% Difference (+)(-)</b>	- 10 Percent	- 51 Percent	- 20 Percent	- 24 Percent

**Note: Percentages are rounded to nearest whole number.**

- **PROMISE - Program Year 15 Youth Allocation vs. Program 16 PROMISE Youth Allocation:** The PY16 PROMISE Youth funding allocation was increased by approximately 110 percent from last year's funding.

PY15	PY16	Difference
\$151,573.00	\$318,082.93	+\$166,509.93

- **WIOA One-Stop Operator Procurement:** The Workforce Innovation and Opportunity Act (WIOA) requires that all one-stop operators be designated or certified through a competitive process no later than June 30, 2017. Local Workforce Development Boards (LWDBs) must have general procurement requirements in place when competitively procuring items or services such as the one-stop operator.

Local workforce development boards shall develop a written plan and send an electronic copy to the Arkansas Department of Workforce Services at [wioa@arkansas.gov](mailto:wioa@arkansas.gov) no later than June 30, 2016. The plan at a minimum should include:

- How will the local board be involved in the procurement and selection process?
- What committee or committees of the board will be involved?
- How will your partners be involved in the procurement and selection process?
- Who will prepare the request for proposal or request for qualifications document?
- Who will issue the request for proposal or request for qualifications document?
- What is your tentative timeline for procurement of the one-stop operator?
- How will you prevent any conflict of interest in the procurement and selection process?

Once the final rule is issued, it will contain further guidance for implementation of the WIOA one-stop operator competition requirements, and the U.S. Department of Labor will provide further written guidance and technical assistance. The plan can be updated, if necessary, once the final WIOA federal regulations have been issued.

- **Local WIOA Plan:** Each region or Workforce Development Board is required to develop a local plan describing partnerships, employment engagement, sector strategies, etc. The date for submittal to the Department of Workforce Services (DWS) is December 31, 2016.

July – September, 2016	Local Plan Developed with Board & Partners
October 15, 2016	Final Draft for Review
November 1, 2016	Beginning of 30 Day Review
December 31, 2013	Submit Board Approved Plan to the State

David Barch, Program Director, discussed the following information.

- **Performance:** Performance is monitored and managed on a daily and weekly basis. We are meeting and/or exceeding 7 of the 9 performance measures for PY15.

**Program Overview**

- **WIOA Occupational Skills Training:** The Workforce Development Board of Eastern Arkansas (WDBEA) center staff is focusing on recruitment for Fall enrollments for Adults, Dislocated Workers and Out-of-School Youth for enrollment into Occupational Skills Training. Training must be in occupations that are on the Occupation Demand List and the training providers are approved through the Arkansas Consumer Reporting System (ACRS).
- **WIOA Summer Work Experience:** The summer work experience program will be June 20, 2016 – July 22, 2016 and provides employment opportunities for 20 youth throughout the 5 counties we serve (Crittenden, Cross, Lee, Phillips and St. Francis). The rate of pay will be \$8.50 per hour and if a youth works all available hours during the summer they will earn approximately \$1,632.
- **PROMISE Grant - Summer Work Experience:** Our second summer of working with PRPMISE youth began with a 2 day work readiness training on June 6 & 7, 2016. All youth who wanted to work this summer are required to attend and they will be paid for the training. Actual summer work experience will begin June 20 and all youth will have the opportunity to complete 200 hours of work experience including the 12 hours of work readiness training. The rate of pay will be \$8.50 per hour. The PROMISE grant includes incentive pay for completing different levels of working hours and the maximum incentive that can be earned for working all 200 hours is \$440.
- **SNAP E&T –** From July 2015 - May 2016 we have had 1,327 referrals from DHS to the E&T program. Two hundred twenty-seven referrals (16.5%) have completed intake forms and have started job search; 51 have been referred to GED classes; 31 have earned a Career Readiness Certificate; 48 are working and earning an average wage of \$8.50 per hour.

- **ASP Grant:** Forty applications have been completed for the W.O.R. K. program offered at EACC through the ASP Grant. Applications are reviewed by WIOA staff and information is recorded in Arkansas JobLink for those that are eligible to enroll them in the grant program. Thirty-one applications are eligible for ASP services as either Long Term Unemployed or Dislocated Workers (grant eligibility requirements). Nine applications did not meet grant eligibility requirements.
- **Activity Report:** Participant activity reports are submitted to the WDBEA staff each month. The report ending May 31, 2016, reflects the number of participants currently being served at 124. The report is also used to track participant activity as well as for monitoring purposes.

Calvin Goshen, WDB Finance Director, discussed his financial report, as follows:

### **Financial Report:**

The Workforce Development Board of Eastern Arkansas (WDBEA) serves as the grant recipient of funds in the Eastern Arkansas Local Workforce Development Area. The WDBEA's operating budget for PY15 was \$1,274,936.12. The funds are used for the administration, programmatic oversight and service delivery of Adult, Dislocated Worker and Youth services throughout Eastern Arkansas. The WDBEA program year begins July 1 and goes through June 30.

As of April 30, 2016, the WDBEA has expended 73 percent (\$935,025.38) of its annual budget of \$1,274,936.12 with a remaining balance of \$339,910.74.

The WDBEA is also administering the Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) grant. The SNAP E&T grant has a total budget of \$82,459.48. As of April 30, 2016, the WDBEA has expended 81 percent (\$67,162.74) of this grant with a remaining balance of \$15,296.74.

The WDBEA is also administering the PROMISE Grant. The PROMISE Grant has a total budget of \$151,573.00. As of April 30, 2016, the WDBEA has expended 64 percent (\$96,261.04) of this grant with a remaining balance of \$55,311.96. This grant period for this grant extends through September 30, 2018.

The WDBEA is also administering the GMACW Grant. The GMACW Grant has a total budget of \$206,748.00. As of April 30, 2016, the WDBEA has expended 23 percent (\$46,710.44) of this grant with a remaining balance of \$160,037.56. The grant period for this grant extends through September 30, 2018.

The WDBEA is also administering the (Arkansas Sector Partnership) ASP Grant. The ASP Grant has a total budget of \$7,291.20. As of April 30, 2016, the WDBEA has expended 24 percent (\$1,746.56) of this grant with a remaining balance of \$5,544.64. The grant period for this grant extends through June 30, 2017.

### **ACTION ITEMS**

- **Minutes of Previous Meetings**

**Action Recommended:** It is recommended that the board approve the minutes from the March 23, 2016 meeting.

**Action:** Dejanette Smith made a motion to approve the March 23, 2016 board meeting minutes. **Motion was seconded and approved unanimously.**

- **Cost of Living (COL)**

**Action Recommended:** Ratify the Executive Committee's vote to provide a 3 percent cost of living (COL) increase to the WDBEA staff and recommend to the CEOs for ratification.

**Information/Rationale:** It has been three to five years since staff has received a cost of living increase. The employees of the State of Arkansas have received cost of living increases and merit bonuses the last several years which was voted on and approved by the Arkansas legislature.

**Action:** Wane Davis made a motion to approve a 3 percent cost of living (COL) increase to the WDBEA staff and recommend to the CEOs for ratification.. **Motion was seconded and approved unanimously.**

- **WDBEA/WIOA Proposed Line Item PY15 Budget**

**Action Recommended:** Ratify the Executive Committee's vote and approve the WDBEA/WIOA PY16 budget and recommend to the CEOs for ratification.

**Information/Rationale:** The proposed WDBEA/WIOA budget amount includes both administrative and program costs. This budget is also based on projections and may require a modification during the year.

**Action:** Wayne Croom made a motion to approve the WDBEA/WIOA PY16 budget and recommend to the CEOs for ratification. **Motion was seconded and approved unanimously.**

- **Supplemental Nutrition Assistance Program (SNAP) Employment and Training Grant**

**Action Recommended:** Ratify the Executive Committee's vote and approve the \$88,063.35 SNAP Employment and Training budget and recommend to the CEOs for ratification.

**Information/Rationale:** The Arkansas Department of Human Services (DHS) awarded the Workforce Investment Board of Eastern Arkansas (WDBEA) with a Supplemental Nutrition Assistance Program (SNAP) Employment and Training grant for \$88,063.35 to serve Crittenden County residents. The goal of the grant is to assist adults referred by the DHS office with the tools they need to gain meaningful employment and/or get their GED or training to become self-sufficient.

This is the third round of funding for the SNAP grant. The grant period is July 1, 2016 through June 30, 2017 with funding of \$88,063.35. At the end of the initial 12 month contract term the professional services contract may be extended for up to six additional years, in one year increments, contingent upon approval by the Division of County Operations, review by the legislature, approval by the Arkansas Department of Finance and Administration, appropriation of necessary funding, and all necessary federal reviews and approvals.

**Action:** Pat Audirsch made a motion to approve the \$88,063.35 SNAP Employment and Training budget and recommend to the CEOs for ratification. **Motion was seconded and approved unanimously.**

- **Insurance Renewal**

**Action Recommended:** Ratify the Executive Committee's vote and approve the renewal of all insurances for PY16 (July 1, 2016 – June 30, 2017) and recommend to the CEOs for ratification.

**Information/Rationale:** The WDBEA staff requested competitive quotes from area insurance agents for the insurance coverage as listed below.

**Action:** John Edwards made a motion to approve the renewal of all insurances for PY16 (July 1, 2016 – June 30, 2017) and recommend to the CEOs for ratification. **Motion was seconded and approved unanimously.**

- **Workforce Innovation and Opportunity Act (WIOA) Implementation Assistance Funding**

**Action Recommended:** Ratify the Executive Committee's vote and approve the \$50,000 WIOA Implementation Assistance funding and recommend to the CEOs for ratification.

**Information/Rationale:** PY 2015 rapid response set-aside funds have been identified as available for allocation to our local workforce development areas to assist with WIOA implementation. Each local area will receive an allocation of \$50,000.00 for: 1.) Outreach to assist with recruiting additional out-of-school youth to meet the new WIOA 75 percent expenditure rate for the youth program and 2.) Expenses incurred to convene planning meetings, partner meetings, and meetings of the local board and chief elected officials, and for other expenses relative to planning activities associated with developing and implementing the local workforce development plan.

The period of performance will be from June 30, 2016 through June 30, 2017. Budget categories for funding allocation will be:

- Personnel/Fringe (Program Related)
- Outreach to Out-of-School Youth
- Planning Activities

**Purposed Budget**

Personnel/Fringe	Wages/Fringe for program staff	\$20,000.00
Outreach to Out-of-School Youth	Outreach efforts, outreach materials and supplies, recruiting events, etc.	\$15,000.00
Planning Activities	Expenses incurred for facilitating and holding meetings and training opportunities for staff, partners, board and committee members, chief elected officials, conference attendance expenses, meeting expenses and other cost associated with convening meetings for developing the local workforce development plan, meeting expenses and other cost associated with convening meetings for developing partnerships, travel associated with these activities, other allowable unforeseen opportunities as they arise, etc.	\$15,000.00
<b>Total</b>		<b>\$50,000.00</b>

**Action:** Buddy Billingsley made a motion to approve the \$50,000 WIOA Implementation Assistance funding and recommend to the CEOs for ratification. **Motion was seconded and approved unanimously.**

**Meeting adjourned at 12:05 p.m.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date