

Workforce Development Board

of Eastern Arkansas

MEETING – AGENDA

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

March 23, 2016 – 11 a.m.

PAGE

CALL TO ORDER - *Mr. Marion Littlejohn, WDBEA Chairman*

EXECUTIVE DIRECTOR'S REPORT – *Mr. Dave Brady, Executive Director*

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PRESENTATION - Workforce Initiative Act of 2015 Grant/Arkansas Delta Accelerating Pathways Together (ADAPT)

Dr. Callie A. Dunavin
ADTEC Director
Associate Vice Chancellor
Arkansas State University Mid-South

Tiffany Billingsley
Associate Vice President
for Community and Business Outreach
East Arkansas Community College

ACTION ITEMS

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ANNOUNCEMENTS

- CEO Meeting Thursday, March 24, 2016 at 8:30 a.m., Forrest City Arkansas Workforce Center
- Youth Committee Meeting Wednesday, March 30, 2016 at 10 a.m., Forrest City Arkansas Workforce Center
- Disability Committee Meeting Wednesday, April 6, 2016 at 8:30 a.m., Forrest City Arkansas Workforce Center

ADJOURN

EXECUTIVE DIRECTOR'S REPORT
Workforce Development Board of Eastern Arkansas
Board Meeting – March 23, 2016

1. National and State Meetings/Training:

- The U.S. Departments of Labor, Education, and Health and Human Services jointly planned a WIOA National Convening in Washington, DC on January 26-28, 2016. They invited each state (via the Governor's Office) to send a team of individuals representing the various core and partner programs at the state and local level. Activities included Peer to Peer Learning, Building Partnerships, Leveraging Resources, etc.
- March 8-9 – Monitoring training was provided to local program and financial staff.
- March 8 – WIOA assessment meeting with DOL for Local Board Directors
- April 27, 2016 – The U.S. Department of Labor and the Arkansas Department of Workforce Services (DWS) is providing local board members training and is being facilitated by Maher & Maher (www.mahernet.com), a nationally recognized consulting company. The one-day training is expected to be scheduled from 10 a.m. – 2 p.m. in Little Rock. The U.S. Department of Labor is urging all board members to attend this beneficial orientation and training opportunity.
- May 2-3, 2016 – Case Management Training (open to all partners)
- May 23-24, 2016 – Statewide WIOA Partners Meeting - Core partners include: Adult Education, Arkansas Rehabilitation Services, Division of Services for the Blind and Apprenticeship)

2. WIOA Implementation Activities and State Policy Development:

- State WIOA Plan - The State Plan Development Team met March 17 to review several comments received during the public comment period. On March 22 responses were addressed. The State Plan will be submitted through the federal submission portal no later than April 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 unofficial date for submittal to the Department of Workforce Services (DWS) is December 31, 2016.
- WIOA Title I Eligibility Policy – Each of the regions have submitted comments on the draft eligibility policy issued by the Department of Workforce Services (DWS). Representatives from the local area will be meeting with DWS staff to discuss policy specifics.

- 3. WDBEA Quarterly Monitoring** – The PY15 3rd quarter monitoring is being conducted currently in preparation to the Department of Workforce Services (DWS) monitoring on April 4 – 8. The review 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 WIA Financial Monitoring Instrument.

FINANCIAL REPORT
Workforce Development Board of Eastern Arkansas
Board Meeting – March 23, 2016

1. **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. (see Attachment A, page 6)

- **The Workforce Innovation Opportunity Act (WIOA)** operating budget for PY15 is \$1,274,936.12. The funds are used to provide Title IB WIA Adult, Dislocated Worker and Youth services within the local Workforce Development Area (WDA). The funds are also used to provide administration and programmatic oversight of services provided in Eastern Arkansas by the WDBEA. The WDBEA program year begins July 1 and goes through June 30.

As of February 29, 2016, the WDBEA had expended 60 percent (\$763,779.73) of its PY2015 annual budget of \$1,274,936.12 with a remaining balance of \$511,156.39. (see Attachment A, page 7)

The WDBEA has four discretionary grants that it administers. They are as follows:

- **The Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)** grant has a total budget of \$82,459.48. As of February 29, 2016, the WDBEA has expended 71 percent (\$58,871.82) of this grant with a remaining balance of \$23,587.66. The goal of this employment and training grant is to assist adults, referred by the Department of Human Services (DHS), with the tools they need to gain meaningful employment and/or get their GED or training to become self-sufficient. This grant services Crittenden County residents. (see Attachment A, page 8)
- **The Promoting Readiness of Minors in Supplemental Security Income (PROMISE)** grant has a total budget of \$151,573.00. As of February 29, 2016, the WDBEA has expended 60 percent (\$91,232.37) of this grant with a remaining balance of \$60,340.63. This is a research project open to youth ages 14 to 16 who currently receive SSI benefits. For 1000 youth, PROMISE will provide additional services to youth and their families to support their education and career goals. Services include: intensive case management, two paid competitive work experiences, education and employment training and support for youth and families, health and wellness training, and benefits counseling. (see Attachment A, page 9)
- **The Greater Memphis Alliance for a Competitive Workforce (GMACW)** grant has a total budget of \$206,748.00. As of February 29, 2016, the WDBEA has expended 22 percent (\$46,328.93) of this grant with a remaining balance of \$160,419.07. This grant provides a full-time equivalent employee to be located at both the Greater Memphis Alliance for a Competitive Workforce (GMACW) office in Memphis and the West Memphis Arkansas Workforce Center to provide support in the Eastern Workforce Development Area/region and GMACW with employer and participant engagement strategies. (see Attachment A, page 10)
- **The Arkansas Sector Partnership (ASP)** grant has a total budget of \$7,291.20. As of February 29, 2016, the WDBEA has expended 16 percent of this grant with a remaining balance of \$6,106.59. The WDBEA has agreed to determine program eligibility before individuals are referred to the pre-employment (W.O.R.K) training offered by East Arkansas Community College. (see Attachment A, page 11)

PROGRAM REPORT
Workforce Development Board of Eastern Arkansas
Board Meeting – March 23, 2016

1. **Performance:** Performance is monitored and managed on a daily and weekly basis. We are meeting and/or exceeding 5 of the 9 performance measures for PY15. (see Attachment B, page 12)
2. **Program Overview**
 - **Occupational Skills Training:** WIBEA center staff continues to enroll Adults and Dislocated Workers into occupational skills training at all of our area community colleges. We are also focusing on Out of School Youth to be in compliance with WIOA on this population. We have enrolled 15 out of school youth into Occupational Skills Training and 12 out of school youth into Work Experience.
 - **Crittenden County Job Fair and Career Expo:** WDBEA will be partnering with the Employer Support of the Guard and Reserve (ESGR) and the City of West Memphis to provide a county wide job fair on April 12th at the Eugene Woods Civic Center in West Memphis.
3. **PROMISE Update:** WDBEA staff met in January with the families and youth eligible for the PROMISE Grant in Crittenden, Lee and St. Francis Counties. WDBEA Career Advisors have been meeting with eligible youth and their parent (s), one on one since determining if they would like to participate in the PROMISE Summer Work Experience. This will be our second year providing this experience and it looks like as many as 60 youth are eligible to participate in the 3 counties.
4. **ACT Work Ready Communities Initiative:** The Delta Regional Authority has funded an initiative to have all Arkansas Delta Counties deemed "ACT Work Ready Communities." WDBEA has been involved in ACT training throughout last year for Phillips and Cross Counties and will be involved with Crittenden, Lee and St. Francis counties this year. Teams have been developed in each county and WDBEA staff will be County Leaders. In St. Francis County, WDBEA member Tiffany Billingsley will be co-leading the team.

Phillips County had a county-wide launch to promote the ACT Work Ready Community Initiative on March 10. Phillips County has until December 2017 to meet all ACT goals and is currently meeting 52 percent of their goals.
- **Activity Report:** Participant activity reports are submitted to the WIBEA staff each month. The report ending February 29, 2016 reflects the number of participants currently being served at 127. (see Attachment C, page 14)

ACTION ITEMS
Workforce Development Board of Eastern Arkansas
Board Meeting – March 23, 2016

1. **Identification of Sectors**

Action: It is recommended that the Board approve the following targeted sectors for the eastern workforce development region:

- Advanced manufacturing
- Transportation, distribution, and logistics

Information/Rationale: A responsibility of the local board is to identify specific sectors based on labor market (LMI) information that are in high demand.

The Workforce Innovation and Opportunity Act (WIOA) stresses the need to focus local workforce strategies on industries and occupations that are in demand and offer substantial current or potential impact. The cornerstone of this rests on the effective use of current labor market information. Based on research and LMI data from "Discover Arkansas" (www.discoverarkansas.net) advanced manufacturing and transportation, distribution, and logistics have been identified as target sectors with high value occupations and credentials.

2. **Minutes of Previous Meeting**

Action Recommended: Approve the minutes from the December 8, 2015 board meeting. (see Attachment D, page 16)

ATTACHMENT A

OVERVIEW OF ALL GRANT EXPENDITURES

WORKFORCE DEVELOPMENT BOARD OF EASTERN ARKANSAS
 BUDGET TO DATE (BTD) EXPENDITURES
 PROGRAM YEAR 2015
 JULY 1, 2015 – FEBRUARY 29, 2016

Workforce Innovation and Opportunity Act (WIOA) Funding

	ADULT	DLW	YOUTH	TOTAL
BUDGET	\$476,837.00	\$359,186.12	\$438,913.00	\$1,274,936.12
EXPENDITURES	\$322,332.63	\$236,171.04	\$205,276.06	\$763,779.73
REMAINING BUDGET	\$154,504.37	\$123,015.08	\$233,636.94	\$511,156.39
PERCENTAGES EXPENDED	68%	66%	47%	60%

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

Discretionary Grants

	SNAP	PROMISE	GMACW	ASP
BUDGET	\$82,459.48	\$151,573.00	\$206,748.00	\$7,291.20
EXPENDITURES	\$58,871.82	\$91,232.37	\$46,328.93	\$1,184.61
REMAINING BUDGET	\$23,587.66	\$60,340.63	\$160,419.07	\$6,106.59
PERCENTAGES EXPENDED	71%	60%	22%	16%

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

WORKFORCE DEVELOPMENT BOARD OF EASTERN ARKANSAS PY 2015 BUDGET

General Ledger	Budget Amount	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total Expenses PY 15	Remaining Balance
Salaries	\$ 383,850.55	\$ 30,784.38	\$ 27,437.90	\$ 26,126.54	\$ 27,890.22	\$ 29,552.76	\$ 29,048.76	\$ 40,001.11	\$ 26,788.74	\$ -	\$ -	\$ -	\$ -	\$ 237,630.41	\$ 146,220.14
Fringe	\$ 28,495.84	\$ 3,354.58	\$ 2,208.53	\$ 2,161.55	\$ 2,320.07	\$ 2,254.61	\$ 2,219.12	\$ 4,854.62	\$ 2,204.07	\$ -	\$ -	\$ -	\$ -	\$ 21,587.15	\$ 6,908.69
FICA/Medicare	\$ 4,323.60	\$ -	\$ 12.28	\$ 36.96	\$ -	\$ 40.88	\$ 20.72	\$ 1,962.09	\$ 1,779.98	\$ -	\$ -	\$ -	\$ -	\$ 3,852.91	\$ 470.69
State Unemployment	\$ 745.41	\$ 106.95	\$ (220.13)	\$ 69.56	\$ 69.56	\$ 74.46	\$ 128.72	\$ 128.66	\$ 83.94	\$ -	\$ -	\$ -	\$ -	\$ 441.72	\$ 303.69
Worker's Comp	\$ 68,787.14	\$ 5,480.83	\$ 5,440.83	\$ 5,402.56	\$ 5,402.56	\$ 6,083.09	\$ 5,977.69	\$ 5,977.69	\$ 5,289.71	\$ -	\$ -	\$ -	\$ -	\$ 45,066.19	\$ 23,720.95
Health Insurance	\$ 5,629.15	\$ 489.77	\$ 489.77	\$ 482.97	\$ 483.17	\$ 522.79	\$ 478.15	\$ 478.15	\$ 469.76	\$ -	\$ -	\$ -	\$ -	\$ 3,854.53	\$ 1,734.62
Disability	\$ 3,598.60	\$ 298.19	\$ 298.19	\$ 295.68	\$ 295.68	\$ 337.14	\$ 335.54	\$ 335.54	\$ 291.02	\$ -	\$ -	\$ -	\$ -	\$ 2,487.78	\$ 1,080.82
Dental Insurance	\$ 37,800.92	\$ 3,181.28	\$ 3,181.28	\$ 3,141.36	\$ 3,350.62	\$ 3,409.89	\$ 3,375.08	\$ 3,375.08	\$ 3,082.04	\$ -	\$ -	\$ -	\$ -	\$ 26,096.63	\$ 11,704.29
Retirement Plan	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
Advertising	\$ 12,225.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,225.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,225.00	\$ 2,000.00
Audit	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
Board Materials	\$ 6,000.00	\$ 475.10	\$ 918.00	\$ -	\$ -	\$ -	\$ 495.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,888.70	\$ 4,111.30
Board Travel/Fees	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00
Board Training/Fees	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
Contractual	\$ 20,000.00	\$ -	\$ 528.50	\$ 9.95	\$ 9.95	\$ 9.95	\$ 259.95	\$ 791.11	\$ 4,109.95	\$ -	\$ -	\$ -	\$ -	\$ 5,719.36	\$ 14,280.64
Data Processing	\$ 4,987.41	\$ 289.38	\$ 213.64	\$ 110.04	\$ 183.72	\$ 114.22	\$ 203.12	\$ 248.12	\$ 177.14	\$ -	\$ -	\$ -	\$ -	\$ 1,539.38	\$ 3,448.03
Dues & Subscription	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ 80.00	\$ -	\$ 50.00	\$ 1,217.00	\$ -	\$ -	\$ -	\$ -	\$ 1,347.00	\$ 1,153.00
Equipment-New	\$ 12,000.00	\$ 990.87	\$ (990.87)	\$ -	\$ -	\$ -	\$ -	\$ 948.21	\$ 8,626.77	\$ -	\$ -	\$ -	\$ -	\$ 9,574.98	\$ 2,425.02
Insurance-Lia&Prop	\$ 10,000.00	\$ 4,135.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,135.41	\$ 5,864.59
Maintenance & Rep	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49.39	\$ 450.61
Miscellaneous	\$ 62,564.00	\$ 3,161.93	\$ 23,521.54	\$ 4,430.55	\$ 4,430.55	\$ 4,430.55	\$ 4,681.25	\$ 5,810.55	\$ 4,430.55	\$ -	\$ -	\$ -	\$ -	\$ 54,887.47	\$ 7,686.53
Rent/RISA	\$ 8,456.00	\$ 706.29	\$ 705.96	\$ 720.47	\$ 1,234.42	\$ 723.42	\$ 1,042.86	\$ 795.61	\$ 696.06	\$ -	\$ -	\$ -	\$ -	\$ 6,625.09	\$ 1,830.91
Rent-Equipment	\$ 3,487.50	\$ 683.54	\$ 413.27	\$ 110.85	\$ 710.51	\$ 560.00	\$ 17.37	\$ 253.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,749.11	\$ 738.39
Supplies	\$ 1,200.00	\$ -	\$ 49.00	\$ -	\$ -	\$ 57.75	\$ -	\$ 98.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 204.75	\$ 995.25
Postage	\$ 7,480.00	\$ 549.22	\$ 485.43	\$ 605.19	\$ 546.43	\$ 420.97	\$ 425.47	\$ 411.20	\$ 427.36	\$ -	\$ -	\$ -	\$ -	\$ 3,871.27	\$ 3,608.73
Telephone/Internet	\$ 10,000.00	\$ 1,000.00	\$ -	\$ 60.00	\$ (200.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 660.00	\$ 9,140.00
Staff Training	\$ 24,360.00	\$ 2,469.45	\$ 1,670.65	\$ 2,456.52	\$ 2,180.13	\$ 4,535.54	\$ 1,344.56	\$ 1,886.60	\$ 2,568.46	\$ -	\$ -	\$ -	\$ -	\$ 19,111.91	\$ 5,248.09
Business Services	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
TOTAL ADMIN & PROGRAM	\$ 735,979.12	\$ 58,218.91	\$ 66,447.02	\$ 46,245.55	\$ 48,938.88	\$ 53,245.12	\$ 50,087.19	\$ 78,840.15	\$ 62,292.35	\$ -	\$ -	\$ -	\$ -	\$ 464,376.17	\$ 272,602.95
Adult	\$ 300,000.00	\$ -	\$ 16,395.98	\$ 17,676.98	\$ 40,532.65	\$ 10,230.00	\$ 634.26	\$ 10,498.71	\$ 78,919.74	\$ -	\$ -	\$ -	\$ -	\$ 174,888.30	\$ 125,111.70
DLW	\$ 76,636.00	\$ 5,830.41	\$ 3,527.72	\$ 1,023.52	\$ 9,682.39	\$ -	\$ 1,727.07	\$ 6,820.00	\$ 948.70	\$ -	\$ -	\$ -	\$ -	\$ 29,539.81	\$ 47,096.19
Youth	\$ 161,321.00	\$ 45,048.29	\$ 3,648.50	\$ 292.62	\$ 8,812.50	\$ 1,306.42	\$ 6,044.63	\$ 7,843.24	\$ 21,979.25	\$ -	\$ -	\$ -	\$ -	\$ 94,975.45	\$ 66,345.55
TOTAL PARTICIPANT SERVICES AND TRAINING	\$ 537,957.00	\$ 50,978.70	\$ 22,572.18	\$ 18,993.12	\$ 59,007.54	\$ 11,536.42	\$ 8,405.96	\$ 25,161.95	\$ 101,847.69	\$ -	\$ -	\$ -	\$ -	\$ 299,403.66	\$ 238,553.44
BUDGET TOTAL	\$ 1,274,936.12	\$ 109,097.61	\$ 89,019.20	\$ 65,238.67	\$ 108,006.42	\$ 64,782.54	\$ 58,493.15	\$ 104,002.10	\$ 164,140.04	\$ -	\$ -	\$ -	\$ -	\$ 763,778.73	\$ 511,156.39

WORKFORCE INVESTMENT BOARD OF EASTERN ARKANSAS PY 2015 - SNAP

General Ledger	Budget Amount	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total Expenses PY 15	Remaining Balance
Salaries	\$ 48,391.45	\$ 4,401.11	\$ 3,864.32	\$ 4,055.04	\$ 4,019.46	\$ 4,019.46	\$ 4,019.46	\$ 6,029.19	\$ 4,019.46	\$ -	\$ -	\$ -	\$ -	\$ 34,427.50	\$ 13,963.95
Fringe	\$ 22,345.44	\$ 2,128.89	\$ 2,001.20	\$ 2,036.63	\$ 1,977.29	\$ 2,037.29	\$ 2,137.82	\$ 2,340.52	\$ 2,239.39	\$ -	\$ -	\$ -	\$ -	\$ 16,899.03	\$ 5,446.41
Staff Travel	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42.94	\$ 257.06
Rent	\$ 5,436.00	\$ 505.50	\$ 453.00	\$ 453.00	\$ 453.00	\$ 453.00	\$ 453.00	\$ 590.67	\$ 453.00	\$ -	\$ -	\$ -	\$ -	\$ 3,814.17	\$ 1,621.83
Network/Internet/Email,Tel,Fax	\$ 880.00	\$ 36.57	\$ 29.75	\$ 29.47	\$ 29.98	\$ 29.80	\$ 23.30	\$ 29.28	\$ 29.39	\$ -	\$ -	\$ -	\$ -	\$ 237.54	\$ 642.46
Postage	\$ 1,875.00	\$ 197.64	\$ 3.40	\$ -	\$ 2.74	\$ 149.74	\$ 150.18	\$ 150.18	\$ 150.62	\$ -	\$ -	\$ -	\$ -	\$ 804.50	\$ 1,070.50
Copy Services	\$ 744.00	\$ 61.67	\$ 62.00	\$ 62.00	\$ 62.00	\$ 62.00	\$ 62.00	\$ 62.00	\$ 62.00	\$ -	\$ -	\$ -	\$ -	\$ 485.67	\$ 248.33
Expendable Office Supplies	\$ 1,000.00	\$ 386.02	\$ -	\$ 297.72	\$ -	\$ -	\$ -	\$ 89.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 772.96	\$ 227.04
Data Processing	\$ 512.59	\$ 45.92	\$ 34.02	\$ 38.96	\$ 51.03	\$ 36.90	\$ 34.02	\$ 125.27	\$ 36.39	\$ -	\$ -	\$ -	\$ -	\$ 402.51	\$ 110.08
Audit	\$ 975.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 975.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 975.00	\$ -
TOTAL ADMIN & PROGRAM	\$ 82,459.48	\$ 7,763.32	\$ 6,447.69	\$ 6,972.82	\$ 6,595.50	\$ 6,788.19	\$ 6,922.72	\$ 10,391.33	\$ 6,990.25	\$ -	\$ -	\$ -	\$ -	\$ 58,671.82	\$ 23,587.66
Expenses through 2/29/2016															
Updated 3/16/2016															

WORKFORCE DEVELOPMENT BOARD OF EASTERN ARKANSAS PY 2015 - PROMISE

Budget Categories	Budget Amount	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Total Expenses PY 15	Remaining Balance
Participant Wages	\$ 65,600.00	\$ -	\$ -	\$ 14,894.00	\$ 20,644.00	\$ 4,612.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,150.00	\$ 25,450.00
Participant Fica	\$ 5,018.40	\$ -	\$ -	\$ -	\$ 2,718.66	\$ 352.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,071.49	\$ 1,946.91
Participant Workers Comp	\$ 3,280.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,280.00
Job Coach Salaries & Fringe	\$ 42,384.12	\$ -	\$ 2,194.17	\$ 3,957.06	\$ 3,934.52	\$ 3,559.93	\$ 3,561.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,207.56	\$ 25,176.56
Travel/Training	\$ 2,172.84	\$ -	\$ -	\$ 377.78	\$ 593.45	\$ 429.82	\$ 448.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,849.75	\$ 323.09
Local Admin Services	\$ -	\$ -	\$ 1,551.49	\$ 2,098.72	\$ 1,787.78	\$ 1,554.60	\$ 1,554.60	\$ 2,598.70	\$ 1,830.50	\$ 1,905.99	\$ 5,656.36	\$ 4,884.50	\$ -	\$ 25,423.24	\$ 2,861.90
Salaries and Fringe	\$ 28,285.14	\$ -	\$ 2.24	\$ 387.54	\$ 0.75	\$ 243.23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 613.76	\$ (101.26)
Supplies	\$ 512.50	\$ -	\$ -	\$ -	\$ 250.70	\$ -	\$ -	\$ -	\$ -	\$ (250.70)	\$ -	\$ -	\$ -	\$ -	\$ -
RENT-----	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payroll Processing Fees	\$ 1,500.00	\$ -	\$ 4.80	\$ 4.50	\$ 229.65	\$ 128.31	\$ 6.18	\$ -	\$ 3.60	\$ -	\$ 504.71	\$ -	\$ -	\$ 881.75	\$ 618.25
Audit Fees	\$ 1,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00	\$ -
Postage	\$ 80.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80.00
Copier	\$ 800.00	\$ -	\$ 40.76	\$ 65.48	\$ 41.61	\$ 41.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189.46	\$ 610.54
Telephone/VOIP/Fax/Email	\$ 140.00	\$ -	\$ -	\$ 28.07	\$ 9.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7.94	\$ -	\$ -	\$ 45.36	\$ 94.64
TOTAL ADMIN & PROGRAM	\$ 151,573.00	\$ 2.24	\$ 4,156.76	\$ 21,428.36	\$ 30,452.95	\$ 10,679.10	\$ 5,571.36	\$ 2,598.70	\$ 1,834.10	\$ 1,655.29	\$ 7,969.01	\$ 4,884.50	\$ -	\$ 91,232.37	\$ 60,340.63
Expenses through 2/29/2016															
Updated 2/16/2016															

WORKFORCE DEVELOPMENT BOARD OF EASTERN ARKANSAS PY 2015 - GMACW

General Ledger	Budget Amount	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total Expenses PY 15	Remaining Balance
Salaries-GMACW Personnel	\$ 120,333.00	\$ -	\$ -	\$ 4,623.41	\$ 3,068.94	\$ 3,076.94	\$ 3,132.40	\$ 4,467.84	\$ 3,132.40	\$ -	\$ -	\$ -	\$ -	\$ 21,501.93	\$ 98,831.07
Fringe	\$ 25,303.00	\$ -	\$ -	\$ 349.26	\$ 357.15	\$ 1,424.97	\$ 821.82	\$ 1,022.69	\$ 1,062.19	\$ -	\$ -	\$ -	\$ -	\$ 5,038.08	\$ 20,264.92
Travel	\$ 14,287.00	\$ -	\$ -	\$ 60.00	\$ 842.30	\$ 1,126.67	\$ 2,100.00	\$ 83.56	\$ 471.70	\$ -	\$ -	\$ -	\$ -	\$ 4,684.23	\$ 9,602.77
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 26,151.00	\$ -	\$ -	\$ 1,190.87	\$ 329.90	\$ 259.80	\$ 299.89	\$ 362.65	\$ 263.30	\$ -	\$ -	\$ -	\$ -	\$ 2,706.41	\$ 23,444.59
Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration	\$ 20,674.00	\$ -	\$ -	\$ 1,062.34	\$ 838.60	\$ 891.43	\$ 476.63	\$ 4,350.51	\$ 4,778.77	\$ -	\$ -	\$ -	\$ -	\$ 12,398.28	\$ 8,275.72
TOTAL ADMIN & PROGRAM	\$ 206,748.00	\$ -	\$ -	\$ 7,285.68	\$ 5,435.69	\$ 6,779.81	\$ 6,830.74	\$ 10,287.25	\$ 9,708.35	\$ -	\$ -	\$ -	\$ -	\$ 46,328.93	\$ 160,419.07
Expenses through 2/29/2016															
Updated 3/18/2016															

WORKFORCE DEVELOPMENT BOARD OF EASTERN ARKANSAS PY 2015 - ASP

General Ledger	Budget Amount	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total Expenses PY 15	Remaining Balance
Salaries-ASP Personnel	\$ 4,526.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 592.41	\$ 394.94	\$ -	\$ -	\$ -	\$ -	\$ 987.35	\$ 3,539.59
Fringe	\$ 1,438.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12.45	\$ 184.81	\$ -	\$ -	\$ -	\$ -	\$ 197.26	\$ 1,241.38
Travel	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00
Equipment	\$ 115.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115.00
Supplies	\$ 710.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 710.62
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ADMIN & PROGRAM	\$ 7,291.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 604.86	\$ 579.75	\$ -	\$ -	\$ -	\$ -	\$ 1,184.61	\$ 6,106.59
Expenses through 2/29/2016															
Updated 3/16/2016															

ATTACHMENT B

PERFORMANCE REPORT

Generated March 1, 2016

PY15 Performance Measures	Negotiated Level	Actual Level
ADULT		
Entered Employment	84%	100%
Employment Retention	88%	88.24%
Average Earnings	\$13,080	\$13,842.65
DISLOCATED WORKER		
Entered Employment	88%	***
Employment Retention	93%	***
Average Earnings	\$14,114	***
YOUTH (14-21)		
Placement in Employment/Education	81.7%	92.86%
Attainment of a Degree or Certificate	81.5%	96.30%
Literacy/Numeracy Gains	77.90%	***

Performance Status July 1, 2014 – December 3, 2014	Not Met	Met/Exceeded
	4	5

ATTACHMENT C

ACTIVITY REPORT


ARKANSAS WORKFORCE CENTERS
 Bringing People and Jobs Together.™

Monthly Activity Report

West Mphs-FC offices

Month: Feb 2016

General Center Services Activity

	Crittenden	St. Francis	Total
1st Time Visitor	11	20	31
Adult Program (over 21)	1	1209	1210
Adult Education Programs	355	0	355
Career Pathways	3	0	3
DHHS	1	0	1
DLW	1	2	3
Job Corps	22	0	22
Job Service	203	498	701
KeyTrain/WorkKeys	30	50	80
Mature Workers	1	0	1
Rehabilitation Services	4	6	10
Resource Roo (Computers, Fax, Copier, Telephone)	22	69	91
Seasonal Farmworkers	0	40	40
Social Security	0	0	0
TAA	0	0	0
TRA	0	13	13
TEA	31	57	88
Unemployment Insurance	676	435	1111
Veterans Programs	2	17	19
WIA Assistance	20	39	59
WorkPays	14	29	43
Youth	5	2	7
Snap	16	0	16
Totals	1418	2486	3904

Employer Activity

	Crittenden	Cross	Lee	Phillips	St. Francis	Total
# of Referrals	15	0	0	0	56	71
# of Job Fairs	7	0	0	0	3	10
# of Jobs posted	15	0	0	0	138	153
# of Placements	13	0	0	0	28	41

Adult Program Activity

	Crittenden	Cross	Lee	Phillips	St. Francis	Total
Total Enrollments	24	12	6	13	12	67
Work Experience	0	0	0	0	1	1
Occupational Skills Training	21	12	4	10	11	58

Dislocated Worker Program Activity

	Crittenden	Cross	Lee	Phillips	St. Francis	Total
Total Enrollments	1	1	0	1	4	7
Work Experience	0	0	0	0	1	1
Occupational Skills Training	0	1	0	0	4	5

Youth Program Activity

	Crittenden		Cross		Lee		Phillips		St. Francis		Total	
	ISY	OSY	ISY	OSY	ISY	OSY	ISY	OSY	ISY	OSY	ISY	OSY
Total Enrollments	9	3	7	9	4	1	1	7	5	7	26	27
Paid and Unpaid Work Experience	0	1	0	6	0	1	0	3	0	2	0	13
Occupational Skills Training	0	2	0	3	0	0	0	4	0	5	0	14

ATTACHMENT D

MINUTES OF PREVIOUS MEETINGS

Workforce Development Board

of Eastern Arkansas

Meeting Minutes

Meeting	WDBEA Meeting
Date/Time	December 8, 2015 – 10 a.m.
Location	Arkansas Workforce Center – 300 Eldridge Road, Suite 2, Forrest City
Board Members Attending	Everett Adamson, Pat Audirsch, Buddy Billingsley, Karen Breashears, Lindsay Brown, Dywarn Barrden-Dawson, Karsten Everett, Sandra Lee, Marion Littlejohn, Jennifer Martin, Curtis McFarland, Cynthia Redmon, Robert Thorne
Absent	Tiffany Billingsley, Wayne Croom, Wane Davis, Callie Dunavin, Gillette Drone, John Edwards, Donnylle Hampton, Brian Krigbaum, Robert Garmoe, Dejanette Smith
Quorum	Yes
WDB Staff Attending	Dave Brady, Calvin Goshen, and David Barch
Others Attending	Charlie Clark, AWDB Chair; LaJoy Montgomery, DWS Monitor; Benita Bosier-Ingram, DWS (Monitor); Amber Jackson, DWS Monitor
Prepared By	Dave Brady

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

Charlie Clark, Arkansas Workforce Development Board Chair, began the meeting by discussing the importance of serving on the board and specific responsibilities. He also discussed the various state WIOA workgroups and the state strategic planning meeting held in November 2015.

Executive Director's Report – Dave Brady

- **Workforce Development Board Waiver Request:** On August 31, the CEOs unanimously approved the Workforce Development Board of Eastern Arkansas (WDBEA) as the entity that provides Workforce Innovation and Opportunity Act (WIOA) Title I Career and One-Stop Operator services and to submit the required waiver request to the Governor for final approval. The CEOs request was approved on November 17, 2015 by the Governor's Administrative Entity for the WIOA.

WIOA Section 107 (g)(2) *Career Services; Designation or Certification as One-Stop Operators* states that a Local Board may provide career services through a one-stop delivery system or be designated as the One-Stop operator only with the agreement of the Governor and the Chief Elected Official in the local area. It is not the intent or the decision for the Local Board to provide training services but to use the demand occupation list and trainers in the Arkansas Consumer Report System (ACRS).

The designation of a One-Stop Operator is important because it establishes the structure under which workforce services will be strategically developed and delivered within our Workforce Development Area. It is the intent of the WDBEA to take responsibility for the One-Stop Operator functions and to coordinate and oversee the program services (i.e. Adult, DLW and Youth) in the Arkansas Workforce Centers.

The Governor approved the last waiver request in May 2013.

- **Workforce Development Board Organizational Structure** – Each Local Board is required to establish and define their organizational structure for clarity and monitoring purposes. The organizational chart was disseminated and discussed among the board members.
- **Workforce Development Board Committee Assignments** – The WDBEA Chair is responsible for appointing members to the four committees (Executive, Youth, One Stop, and Disability) and to match those appointments with interests expressed by the members. A committee assignment preference form was presented to the board members on September 1 for members to complete. The Board Chair took those preferences into consideration and determined committee assignments.

The Executive Director discussed each committee and presented the members with their committee assignment.

Executive Committee - The Executive Committee shall have the authority of the Board to act on behalf of the Board during the interim between Board meetings but shall defer to the board, whenever practical, on matters of major policy implications. The Executive Committee, however, shall have the responsibility for acting on the broad range of personnel issues related to Board staff. Executive Committee decisions will be implemented immediately and will be ratified at the next full Board meeting. Between Board meetings the Executive Committee shall review and coordinate the work of the other committees. All Board functions not specifically enumerated and assigned to another committee by these by-laws shall be the responsibility of the full Board and the Executive Committee, unless the function is assigned by the Chair to another standing or ad hoc committee.

Youth Committee - The Youth Committee will provide information and assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.

One Stop Operations Committee - The One Stop Operations Committee will provide information and assist with operational and other issues relating to the one-stop delivery system and may include as members representatives of the one-stop partners.

Disabilities Committee - The Disabilities Committee will provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including without limitation issues relating to compliance with Section 188 of the Workforce Innovation and Opportunity Act, Pub. L. No. 113-128, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq., regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on finding employment opportunities for individuals with disabilities, including providing the appropriate supports and accommodations to employment for individuals with disabilities.

- **Local Workforce Development Board Orientation/Training** – The U.S. Department of Labor and the Arkansas Department of Workforce Services is providing local board training in the later part of January and is being facilitated by Maher & Maher (www.mahernet.com), a nationally recognized consulting company. The one-day training is expected to be scheduled from 10 a.m. – 2 p.m. in Little Rock. The U.S. Department of Labor is urging all board members to attend this beneficial orientation and training opportunity.
- **Eligibility Certification Process** - The U.S. Department of Labor is permitting the Governor to extend the period for WIA Eligible Training Providers (ETPs) to remain eligible under WIOA until June 30, 2016, or an earlier date as determined by the Governor. This one-time extension will provide States and eligible training providers additional time to establish and implement continued eligibility application procedures, and reduce potential disruption to participants due to changes in the State list of Eligible Training Providers and programs in the midst of an academic year.
- **WDBEA Quarterly Monitoring** – The PY15 2nd quarter monitoring is being conducted during December 2015. The review 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 WIA Financial Monitoring Instrument.
- **State WIOA Policy Work Groups** – The Department of Workforce Services has asked each required state WIOA partner agency to identify a contact person to work as a team to bring a draft policy before the overall committee for consideration. The initial meeting was scheduled December 4 to review expectations and guidance for policy development. Thereafter, each of these workgroups will meet to begin their work on the draft policies they have been assigned. Participating partners: Arkansas Department of Workforce Services, Arkansas Career Education, Arkansas Rehabilitation Services, Division of Services for the Blind, and two Local Workforce Development Areas (Eastern and Northwest).

Eastern's Committee assignments include: Customer Flow/Customer Engagement, Sector-Based Strategies, Employer Engagement, Cost Allocation Plan, Continuous Improvement of Workforce Centers, High Impact Boards, and Arkansas Workforce Certification.

- **State Strategic Planning Meeting** – The Arkansas Workforce Development Board and the Arkansas Career Education and Workforce Development Board met November 30 – December 1 in Little Rock to discuss the specific role of state agency partners', development of a new vision and mission, and goal setting. This meeting was held in preparation for the development of the State Five-Year Plan.
- **WDBEA Annual Report Presentation at AWDB Meeting** – Dave Brady, WDBEA Executive Director, delivered Eastern's annual report data to the Arkansas Workforce Investment Board on October 13. The presentation included success stories, performance measures, employer strategies, and a discussion on programs and accomplishments. It is also 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.
- **State-Wide Arkansas Workforce Center Partners' Meeting** – The semi-annual Arkansas Workforce Center Managers' meeting was held on September 17-18, 2015 on the campus of Arkansas State University Mid-South, in West Memphis. Attendees also visited the Arkansas Workforce Center located on the campus.

At this meeting, the other core partners (Adult Education, Arkansas Rehabilitation Services, Division of Services for the Blind and Apprenticeship) attended along with the U.S. Department of Labor regional staff from Dallas.

Discussion topics included: Empowering Persons with Disabilities, Partnerships to Career Pathways, Workforce Education and Economic Development, Coordinating Employer Engagement in Arkansas, What do Employers Need from the Workforce Development System?, and Partnership Opportunities with Registered Apprenticeships.

FINANCIAL REPORT – Calvin Goshen, Finance Director

- **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 **Workforce Innovation Opportunity Act (WIOA)** operating budget for PY15 is \$1,274,936.12. The funds are used to provide Title IB WIA Adult, Dislocated Worker and Youth services within the local Workforce Development Area (WDA). The funds are also used to provide administration and programmatic oversight of services provided in Eastern Arkansas by the WDBEA. The WDBEA program year begins July 1 and goes through June 30.

As of October 31, 2015, the WDBEA had expended 29 percent (\$372,361.90) of its PY2015 annual budget of \$1,274,936.12 with a remaining balance of \$902,574.22.

The WDBEA has three discretionary grants that it administers. They are as follows:

- The **Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)** grant has a total budget of \$82,459.48. As of October 31, 2015, the WDBEA has expended 34 percent (\$27,779.33) of this grant with a remaining balance of \$54,680.15. The goal of this employment and training grant is to assist adults, referred by the Department of Human Services (DHS), with the tools they need to gain meaningful employment and/or get their GED or training to become self-sufficient. This grant services Crittenden County residents.
- The **Promoting Readiness of Minors in Supplemental Security Income (PROMISE)** grant has a total budget of \$151,573.00. As of October 31, 2015, the WDBEA has expended 49 percent (\$74,638.77) of this grant with a remaining balance of \$76,934.23. This is a research project open to youth ages 14 to 16 who currently receive SSI benefits. For 1000 youth, PROMISE will provide additional services to youth and their families to support their education and career goals. Services include: intensive case management, two paid competitive work experiences, education and employment training and support for youth and families, health and wellness training, and benefits counseling.
- The **Greater Memphis Alliance for a Competitive Workforce (GMACW)** grant has a total budget of \$206,748.00. As of October 31, 2015, the WDBEA has expended 6 percent (\$12,722.77) of this grant with a

remaining balance of \$194,025.23. This grant provides a full-time equivalent employee to be located at both the Greater Memphis Alliance for a Competitive Workforce (GMACW) office in Memphis and the West Memphis Arkansas Workforce Center to provide support in the Eastern Workforce Development Area/region and GMACW with employer and participant engagement strategies.

▪ **Annual Audit:**

The auditing firm of Hudson, Cisne and Co., LLP, conducted its audit field work for the year ending June 30, 2015 audit on September 28 – October 2, 2015. The auditing firm submitted the final audit document to the WIBEA office on November 16, 2015. The Non-Profit Form 990 was submitted on November 16, 2015.

There were no concerns or findings presented in the audit.

PROGRAM REPORT – David Barch, Director of Programs

- **Performance (Adult/Dislocated Worker/Youth):** Performance is monitored and managed on a daily and weekly basis. We are meeting and/or exceeding 4 of the 9 performance measures for PY15.
- **Program Overview:**
 - **Occupational Skills Training:** WDBEA staff continues to enroll Adults and Dislocated Workers into occupational skills training at all of our area community colleges. We are also focusing on Out of School Youth to be in compliance with WIOA on this population.
 - **Annual Eastern Job Fair and Career Expo:** This event was held October 28th at the Fine Arts Center on the East Arkansas Community College Campus in Forrest City. We had 56 vendors consisting of employers, training providers and agencies with services to help those who are unemployed. Despite the rain we had 268 jobseekers who signed in. This event is a great collaboration between our local Workforce Investment Board, the Arkansas Department of Workforce Services and East Arkansas Community College.
 - **Eastern AR Regional Job Fair and Career Expo:** Our Eastern Regional Job Fair was held October 27 at the East Arkansas Community College (EACC) Campus in the Fine Arts Center in Forrest City. Despite the rain, 301 jobseekers signed in and 62 vendors participated. Our partners for the event included EACC, Arkansas Department of Workforce Services and Arkansas Human Development Corporation. Comments from employers and jobseekers were extremely favorable.
 - **ACT Work Ready Communities Initiative:** The Delta Regional Authority (DRA) is funding an initiative to have all Arkansas Delta Counties deemed as an “ACT Work Ready Community.” The regional launch for this initiative is December 15 at 3:30 p.m. at the Arkansas State University Cooper Alumni Center in Jonesboro. Keynote Speakers invited are Arkansas Governor Asa Hutchinson and DRA Federal Co-Chairman Chris Masingill.

To be a Work Ready Community, a county must have a specific number of jobseekers (calculated by ACT) that will address business and industries current and future hiring needs. The categories for jobseekers include emerging (in high school or college), transitional (unemployed), and current (underemployed). Also a certain percentage of businesses in the county must agree to recognize the Career Readiness Certificate (CRC) in the hiring process.

Arkansas has offered the CRC in the Arkansas Workforce Centers free to jobseekers since 2008. The initial counties to be in the certification process are Craighead, Cross, Mississippi, Phillips and Randolph Counties. In 2016 all other Delta counties will be in the training process to form teams to help those counties become “Work Ready.” This will also be a major draw to new business and industry to have a region deemed “Work Ready.”

The Workforce Development Board of Eastern Arkansas has been involved in the ACT Work Ready Community Training throughout the year and instrumental in the development of regional strategies

- **Activity Report:** Participant activity reports are submitted to the WDBEA staff each month. The report ending reflects the number of participants currently being served at 126.

ACTION ITEMS

- **Minutes of Previous Meeting**

Action Recommended: Approve the minutes from the September 1, 2015 board meeting.

Action: Buddy Billingsley made a motion to approve the September 1, 2015 board meeting minutes. **Motion was seconded and approved unanimously.**

- **Election of Vice Chair and Secretary**

Action: It is recommended that the Board elect its own Vice Chair and Secretary, who must be a private sector representative.

Information/Rationale: The members of the Board will elect a Vice Chair and Secretary from among the private sector business representatives.

Action: Robert Thorne made a motion to elect Curtis McFarland as the Vice Chair of the WDB. **Motion was seconded and approved unanimously.**

Action: Lindsay Brown made a motion to elect Buddy Billingsley as the Secretary of the WDB. **Motion was seconded and approved unanimously.**

- **Workforce Development Board Policies**

Action Recommended: It is recommended that the Board grandfather and/or adopt the current operating policies until the Workforce Innovation and Opportunity Act (WIOA) regulations are issued.

Information/Rationale: The Departments of Labor (DOL) and Education (ED) originally announced that the implementation regulations for the Workforce Innovation and Opportunity Act (WIOA) would be released in Spring 2015. WIOA statutorily requires DOL and ED to issue implementation regulations 180 days after the law's July 22, 2014 enactment. By statute, the final regulations must be in place by January 22, 2016 – 18 months after enactment but the most recent notice indicates that the final rules will not be published until later in 2016, though a specific date is not given.

Action: Lindsay Brown made a motion to grandfather and/or adopt the current operating policies until the Workforce Innovation and Opportunity Act (WIOA) regulations are issued. **Motion was seconded and approved unanimously.**

- **Arkansas Sector Partnership (ASP) Grant**

Action Recommended: Accept and approve the Arkansas Sector Partnership (ASP) \$7,291.20 Subgrant award issued by the Department of Workforce Services.

Information/Rationale: The Workforce Development Board of Eastern Arkansas has been notified by the Department of Workforce Services that the board is eligible for an Arkansas Sector Partnership Subgrant award in the amount of \$7,291.20. The ASP grant targets dislocated workers and long-term unemployed individuals. It will be the responsibility of the board staff to determine program eligibility before individuals are referred to the pre-employment (W.O.R.K) training offered by East Arkansas Community College. The W.O.R.K training begins January 12, 2016. The ultimate goal is to provide eligible individuals with the tools, skills and training to become self-sufficient.

Depending on the date of execution, this grant shall be in effect through June 30, 2017 unless superseded by a U.S. Department of Labor change in funding and project period.

Action: Pat Audirsch made a motion to accept and approve the Arkansas Sector Partnership (ASP) \$7,291.20 Subgrant award issued by the Department of Workforce Services. **Motion was seconded and approved unanimously.** Let the minutes reflect Buddy Billingsley abstained.

Meeting was adjourned at 11:20 a.m.

Signature

03-23-16

Date