

**Southwest Arkansas Workforce Development Special Board Meeting**  
**November 19, 2021 – 10:00 a.m.**  
**Arkansas Workforce Center – Adult Education Classroom/Via Teams**

**Members Present:** The Southwest Arkansas Workforce Development Board convened a special full Board meeting through electronic means on November 19, 2021. The meeting was conducted in-person and remotely utilizing Teams and teleconference. Board Chair, Tammy Waters presided with the following members voicing their presence: Diann Epps, Whitney Peterson, Ophelia Lindsey, Don White, Pam Willis, Barbara Hamilton, Rory Gulick, John Mack, Bentley Wallace, Phoebe Bailey, Julie Roberson, Tracie Lee, Joshua Taylor, and Kensel Green. Southwest Staff attended: Renee Dycus, Annette Hughey, LaToyia Williams, Lisa Stamper, and Shelda Garland. A quorum was declared.

**Welcome:** Tammy Waters welcomed everyone and explained the special meeting was called due to not being able to discuss and approve items at the board meeting scheduled for 11/9/21 (a quorum was not met).

**Action Item #1 – Approval of August 10, 2021, minutes:** Whitney Peterson made a motion to approve, and Dr. Bentley Wallace seconded the motion. Via a roll call vote, the minutes were approved.

**Action Item #2 – Approval of Request for Proposal - Program & Fiscal:** Ms. Garland informed the board about the required monitoring of program and fiscal services from an external monitor. She further stated a notice will be put in the Arkansas Democrat Gazette on 11/21/21 if the Board approves the RFP and schedule. Whitney Peterson made a motion to approve, and Don White seconded the motion. Via a roll call vote, the RFP was approved.

**Action Item #3 – Approval of the Service Provider Procurement Policy & Procedure:** Ms. Garland explained the Service Provider and Procurement Policy as an outline of procedures to outsource a third party. Dr. Bentley Wallace made a motion to approve, and Diann Epps seconded the motion. Via a roll call vote, the Service Provider Procurement Policy and Procedure was approved.

**Action Item #4 – Approval of the Agreement Between the Board and the District:** Ms. Garland informed the Board that during a call with the State Advisory Team, it was brought to our attention that the original agreement did not clearly define the roles and responsibilities of the Board and the District. We drafted a new agreement that outlines the board's roles and responsibilities and it needs to be approved by the Board. Rory Gulick made a motion to approve, and Whitney Peterson seconded the motion. Via a roll call vote, the Agreement was approved.

**Action Item #5 – Approval of Board Meeting Dates for 2022:** Ms. Waters encouraged the Board to review the proposed meeting dates for 2022 to ensure everyone is comfortable with the suggested dates. Dr. Bentley Wallace made a motion to approve, and Julie Roberson seconded the motion. Via a roll call vote, the suggested meeting dates were approved.

**Other Business:** The next board meeting is scheduled for February 8, 2022.

**Adjournment:** There being no further business to discuss, Shelda Garland did a roll call and adjourned the meeting at 10:47 am.

  
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SWAWDB Chair

  
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Date