

**Southwest Arkansas Workforce Development Board**  
**February 27, 2020**  
**10:00 a.m.**  
**Board Meeting/Conference Call**

**Welcome:** Tammy Waters, Board Chair, called the meeting to order at 10:00 a.m.

**Members Present:** Conference Call attendees introduced themselves. Members participating by phone were Tammy Waters, Gerald Castleberry, Julie Roberson, George Chitwood, Charlie Goodwin, James Lee Silliman, Rose Ray, Barbara Hamilton, Rory Gulick, Tracie Lee, Joshua Taylor, Kensel Green, and Jessie Foster. John Mack was present in person. A quorum was declared. Conference Call attendees/guests also introduced themselves. Guests participating by phone were Charles George, Gary Do, Shemekia Hicks, Amy Sturdivant, Tom Pittman, and Bertha Stacker. Staff attending in person were Patrick Carter, Renee Dycus, Lisa Stamper, Christina Tate, Tamara Bowers, and Annette Hughey.

**Action Item #1 - Approval of One Stop Operator:** Since the Board lacked a quorum on the February 18, 2020 meeting, the selection of the One Stop Operator required approval. As a reminder, the Board contracted with Mary Ann Lawrence (PowerNotes) to procure a One Stop Operator for Southwest Arkansas. An RFP was issued, three bids were submitted, and the One Stop Operator Committee reviewed the submittals. After scoring the proposals, Odle Management received the highest score. A motion was made by Barbara Hamilton to select Odle Management as the One Stop Operator effective March 1, 2020 for one year. Tracie Lee seconded the motion and the motion passed. James Lee Silliman abstained.

**Action Item #2 – One Stop Operator Contract:** A draft contract was submitted to the Board for review and approval. Tracie Lee made a motion to approve the One Stop Operator Contract between the Southwest Arkansas Workforce Development Board and Odle Management. George Chitwood seconded the motion and the motion passed. James Lee Silliman abstained.

**Action Item #3 – Policies Approved in December 2018 and November 2019:** Tammy Waters, Board Chair, noted that James Lee Silliman served diligently as Board Chair but based on the federal requirement for business representation, he was determined ineligible to serve as Chair. As a result, several previously approved policies had to be re-approved and signed by the current Chair. The previously approved policies were: Self Sufficiency Policy, Confidentiality Policy, Follow-up Policy, Dislocated Worker Eligibility Definitions, Supportive Services Policy, Work Experience Policy – Adult and DLW, Work Experience Policy – Youth, Co-Enrollment/Co-funding Procedure, and Local Board Grievance Complaint Procedure. Julie Roberson made a motion to adopt the previously approved policies. Rory Gulick seconded the motion and the motion passed. James Lee Silliman abstained.

**Action Item #4 – Review and Approval of New Policies:** The following new policies were discussed and approved:

1. Priority of Services Policy – Rory Gulick made a motion to approve the policy. Julie Roberson seconded the motion and the motion passed. James Lee Silliman abstained.
2. Internal Monitoring Policy – Tracie Lee made a motion to approve the policy. George Chitwood seconded the motion and the motion passed.

3. Youth Incentive Policy – The following changes were made:

- a. Old WIA terminology was removed.
- b. New allowable incentive payments were discussed:
  - i. GED Ready Test – participants who score at least 145 or higher receive \$25.00 for each for each subject.
  - ii. GED Test – Participant receives \$100 for successful GED completion.
  - iii. Contract Completion – Participants who successfully complete their work-based learning contract will receive a \$100 incentive. A “successful completion” will be at the discretion of the Career Planner.
  - iv. Pre-Employability Training – Participants who successfully completed pre-employability training or work readiness training will receive a \$50 incentive.
  - v. Unsubsidized Employment – Out of School youth who are employed within 30 days of completing their contract will receive a \$50 incentive.

Barbara Hamilton made a motion to approve the policy with monetary additions. Tracie Lee seconded the motion and the motion passed. James Lee Silliman abstained.

4. Youth Additional Assistance Barrier Policy – Barbara Hamilton made a motion to approve the policy. Tracie Lee seconded the motion and the motion passed. James Lee Silliman abstained.

**Other Business** – Renee Dycus mentioned that the current One Stop Operator (Southwest) needed monitoring. Renee said that Southwest could not monitor but were looking at options to have this process completed. Renee is looking to DWS for guidance.

**Adjournment:** There being no further business to discuss, Tammy Waters adjourned the meeting at 11:00 a.m.



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SWAWDB Chair

5/28/2020

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Date