**Southwest Arkansas Workforce Development Board**

**November 19, 2019 – 10:00 a.m.**

**SWAPDD, Inc. – Magnolia, AR**

**Members Present:** Tammy Waters (proxy), Julie Roberson (phone), Tom Galbraith (proxy), Charlie Goodwin(phone), Tracie Lee (phone), Kensel Green (phone), Josh Taylor (phone), James Lee Silliman (phone), Barbara Jones (phone), Rory Gulick, George Chitwood, Barbara Hamilton (phone)

James Lee Silliman, called the Southwest Arkansas Workforce Development Board meeting to order at 10:00.

At 10:12, a quorum was attained.

**Minutes of August 20, 2019 Meeting:**

The minutes from the August 20, 2019 meeting were reviewed, George Chitwood made a motion and Barbara Hamilton second, minutes were approved.

**Report from Staff:**

Patrick Carter reported the following:

* PY 17 Monitoring Review (Discussion relating to the 2nd response from the state was mostly regarding policy and AJL changes, Rory ask for the changes to be highlighted, to ensure the board is aware of the new changes)
* Policy Review and Approval (Discussion of the confidentiality policy correction, which will be reviewed later to make sure changes are correct: youth work experience policy with corrections, out-of-school youth, follow- up, and self-sufficiency policy with reference and signatures and the local board grievance and compliant policy which is established for board only, a motion was made by Rory , second by Tracie Lee, policies approved )
* OSO Procurement Update (Update: Mary Ann Lawrence emailed out confidentiality statement and those that received them should sign and submit back to her as soon as possible deadline is January 1, 2020, once she receives all will work on RFI)
* Apprenticeship Grants (Discussion regarding additional grant received by Lockheed Martin in the amount of $214,000, which Canfor has previously received a grant in the amount of $114,000, bringing the total to $328,000 for apprenticeships grants for SW region)

**Report from Title I Provider, One-Stop Operator, and Financial Report:**

Tamara Bowers (Title 1 Provider) reported on active number and follow up of participants, updates currently working on AJL data entry, transitional services, and data validation. Discussion followed.

Annette Hughey (One Stop Operator) reported on Core 4 Partners participation, prior visitation with local agencies, upcoming meetings with industries and business service teams, and dates for future partner meetings and business service teams. Also, she reported that Division of Services for the Blind is now located in the Eldorado, Hope, and Texarkana workforce centers, and Experience Works are no longer in workforce centers. Discussion followed regarding Salesforce and using Jazz HR, which is a great tool for business service teams. The Jazz HR program was recommended to use for business service teams, which the cost for this program is up to $3000 and not to exceed this amount for a one-year contract, Rory Gulick made a motion, second by Josh Taylor, board approved.

Lisa Stamper (Finance) reported the finance report. Discussion followed.

**Open Discussion:**

Rory Gulick made a recommendation for at a two weeks board meeting reminder via email.

Patrick Carter reminded all board members to send resumes to the state for board information.

**Adjournment:**

There being no further business to discuss, and James Lee Silliman adjourned the meeting at 10:50.