

**MINUTES**  
**CENTRAL ARKANSAS WORKFORCE DEVELOPMENT BOARD**  
**GoTo Meeting**  
**December 7, 2020**

The Central Arkansas Workforce Development Board of Directors met virtually via GoTo Meeting on Monday, December 7, 2020.

Chairman Michele Allgood called the meeting to order at 4:00 p.m. and Marsha Sebourn conducted the roll call.

Those members in attendance were Michele Allgood, Crystal Aschbrenner, Carlton Billingsley, Sharon Cantrell, Michael Florence, William French, LaRhonda Fulcher, Andrea Gilliam, Jonathon Graham, Melynda Hardin, Michael Hein, Star Jackson, Diana Kirkdoffer, Holly Little, Jimmy McAlister, Gary Padget, Jamie Stires, Joyce Surratt, Clewon Young, and Jim Youngquist.

The members represented by proxy were Sam High, Byrum Kelly and Salina Rivers.

CAPDD staff present were Rodney Larsen, Donna Darby, Marsha Sebourn, Bobby Strobel, Shawntel Robinson and Kira Livingston.

Also present was Shanaye Johns with Arkansas Division of Workforce Services.

Rodney Larsen called for approval of the September 28, 2020, WDB Minutes. After discussion, Joyce Surratt moved to approve the minutes as presented; Gary Padget seconded the motion; Motion carried.

Chairman Allgood presented an update on the One-Stop Operator Request for Proposals (RFP). Chairman Allgood discussed that three (3) proposals were received. The Executive Committee is in the process of evaluating and scoring the proposals received and will soon present a recommendation for the One-Stop Operator.

Chairman Allgood presented an update on the procurement of One-Stop Operator Monitor. Lorri Romero has been selected as the One-Stop Operator monitor. A monitoring report should be available in January 2021.

Rodney Larsen presented the Individual Training Account (ITA) Policy update. The ITA policy has been updated to describe the process for reimbursement of PELL. After discussion, Joyce Surratt moved to approve the revised ITA Policy as presented; Gary Padget seconded the motion; Motion carried.

Rodney Larsen presented the Work Experience (WE) Policy update. The WE Policy has been updated to state that no less than 20% of the youth funds (minus admin costs) must be spent to provide ISY and OSY with paid and unpaid work experiences. After discussion, Jim Youngquist moved to approve the revised WE Policy as presented; Joyce Surratt seconded the motion; Motion carried.

Rodney Larsen presented the Services for Youth Policy update. The Services for Youth Policy has been updated to better describe youth follow-up services. After discussion, Diana Kirkdoffer moved to approve the revised Services for Youth Policy as presented; Jamie Stires seconded the motion; Motion carried.

Rodney Larsen presented the new Monitoring and Oversight Policy and Procedures. After discussion, Joyce Surrat moved to approve the Monitoring and Oversight Policy and Procedures as presented; Gary Padgett seconded the motion; Motion carried.

Rodney Larsen presented the new Referral Policy. After discussion, Jamie Stires moved to approve the Referral Policy as presented; Melynda Hardin seconded the motion; Motion carried.

Rodney Larsen presented an updated list of Eligible Training Provider applications for the Central Arkansas Workforce Development Area. After discussion, Diana Kirkdoffer moved to approve the updated Eligible Training Provider list as presented; Michael Florence seconded the motion; Motion carried.

Applications approved are:

**Arkansas State University – State University** – Civil Engineering and Accounting

**Arkansas Welding Academy** – Master Pipe and Structural Welding Course

**Dr. Emma Kelly Rhodes Education Center** – Phlebotomy, Home Health Aide, Certified Nursing Assistant

**Pine Bluff Truck Driving School** – Truck Driving

**University of Central Arkansas** – Management Information Systems (BBA), Finance, Family and Consumer Sciences Education (BSE), Computer Science, Business Administration, General, Accounting, Social Studies Teacher Ed / History, Nursing RN, Middle Level Education, Management, English w/ Teacher Licensure, Elementary Education, Radiologic Technology

Applications pending a satisfactory ADA review are:

**Forge Institute** – Cyber Training Bootcamp – Fundamental, Cyber Training Bootcamp

**Northwest Arkansas Community College** – Networking, Mastering Project Management with PMP Prep, Maintenance Technician, Six Sigma Black Belt, Lean Six Sigma Black Belt, Java Programmer, Introduction to Power BI, Intermediate Power BI, HRCI Certification Program, Human Resources Professional, Google Analytics Certificate, Google Analytics, Front End Web Developer, Food and Consumer Service Skills & Certified Professional Food Manager (CPFM), Financial Analysis and Planning for Non-Financial Managers, Entrepreneurship, Engineering Technician, Digital Marketing Strategist, Dental Office Manager, CPC Certified Medical Admin Assistant w/ Medical Billing and Coding w/ Exam Voucher, CPC Certified Medical Admin Assistant w/ Medical Billing and Coding, Computer Information Systems – Cyber Technology, Help Desk Analyst: Tier Support Specialist, Comp TIA Security+ Certification Training w/ Exam Voucher, Comp TIA Security+, Comp TIA Project+, Comp TIA Network+ Certification Training, Comp TIA Linux+ w/ Exam Voucher, Comp TIA Advanced



Security Practitioner (CASP), Comp TIA A+ Certification, Composite Technician, Commercial Driver License (CDL) Written Exam Training, CNC Machinist, Clinical Dental Assistant, CIS – Cyber Technology, Certified Paralegal, Certified Nursing Assistant, Certified Medical Administrative Assistant (CMAA), Certified Internal Auditor, Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM), Certified Clinical Medical Assistant w/ Certified Electronic Health Records Specialist, Certified Clinical Medical Assistant for Experienced CMAA, Certified Clinical Medical Assistant (CCMA), Cash is King, Call Center Representative, C++ Programmer, Biofuel Production Operations, AWS System Operations Certification Bundle, ASQ Certified Quality Improvement Associate (CQIA), Administrative Assistant Suite, ASQ Certified Quality Engineer, ASQ Certified Quality Auditor, ASQ Certified Lean Six Sigma Green Belt, Advanced Power BI, Advanced Google Analytics, Advanced Data Analytics, Adobe Certified Associate, Accounts Payable Specialist Certification, Accounts Payable Manager Certification, Pharmacy Technician

Applications NOT Leverage Approved and rejected are:

**Cosmetology Career College, Inc.** – Cosmetology Instructor Trainee

**Northwest Arkansas Community College** – Retail Sales Associate, First Line Retail Sales Supervisor

**Searcy Beauty College, Inc.** – Instructor, Cosmetology

**University of Central Arkansas** – Psychology (BA, BS), Mathematics

Rodney Larsen presented the Customer Service Report.

Shawntel Robinson presented the Business Service Report.

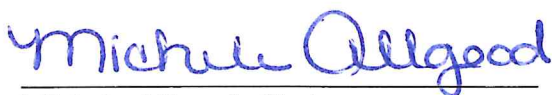
Rodney Larsen presented the Financial Report. After discussion, Joyce Surratt moved to approve the Financial Report as presented; Jim Youngquist seconded the motion; Motion carried.

Rodney Larsen called for Old Business. There was no discussion for old business.

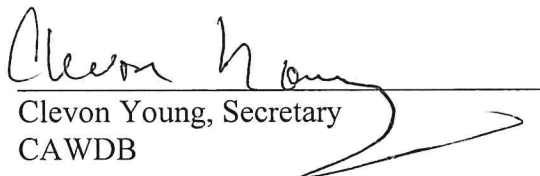
Rodney Larsen called for New Business.

The next meeting date will be March 8, 2021. at 4:00 p.m.


Being no other business, the meeting was declared adjourned at 5:08 p.m.



Michele Allgood, Chairman  
CAWDB



Clevon Young, Secretary  
CAWDB

Attest:   
Rodney Larsen  
CAPDD

Dated: 3/8/2021