



**East Arkansas Planning & Development District
Board of Directors Agenda
Thursday, September 11, 2025
11:00 am**

1. Call to Order
2. Roll Call
3. Chair Comments
4. EAPDD Minutes 06-12-25
5. EAPDD Financial Reports
 - a. Expenditures – July 1, 2024 to June 30, 2025
 - b. Expenditures – July 1, 2025 to July 31, 2025
6. EAPDD Department Reports/Items
 - a. Financial Services
 - b. ECD Services
 - c. WIOA Services
7. EAPDD Board Vacancy – Helena-West Helena Mayor
8. Administrative Update
9. Other Business
10. Adjourn

Next Board Meeting:

Date: Thursday, December 11, 2025

Time: 11 am

Location: EAPDD 2905 King St, Jonesboro, AR 72401

Meeting dates and packets are also available at <https://www.eapdd.org/meetings>.

East Arkansas Planning & Development District
Board Meeting Minutes
06-12-25
11 a.m.
2905 King St, Jonesboro, AR 72401

Agenda Item 1. Call to Order

President Hobbs called the meeting to order.

Agenda Item 2. Roll Call

The Roll Call was as follows:

Name	Present	Absent
Barnhill, Judge Gary	X	
Blake, Judge Lynn	X	
Brick, Mayor Tracy	X	
Bryant, Mayor Larry	X	
Carter, Judge J.C.	X	
Day, Judge Marvin		X
Franklin, Mayor Christopher	X	
Futrell, Mayor Keith	X	
Hicks-Gilbert, Mayor Lisa	X	
Hobbs, Mayor Jennifer	X	
Hunter, Bevin	X	
Johnson, Mayor Danny	X	
Jones, Judge Craig	X	
McCollum, Mayor Charles	X	
McMillon, Judge Rusty		X
Neill, Mayor Dianne		X
Nelson, Judge John A.		X
Patterson, Judge Mike		X
Sandefer, Judge Terry	X	
Shaw, Mayor Dan	X	
Sisco, Mayor Emily		X
Snapp, Mayor Charles	X	
Stevens, Mayor Ora	X	
Wheeless, Judge Woody	X	
Wicker, Judge Ben	X	
Total	19	6

There was a quorum.

Agenda Item 3 – President Comments

President Hobbs welcomed everyone to the meeting.

Agenda Item 4 – EAPDD Minutes – 04-03-25

President Hobbs said the minutes were included in the packet and would entertain a motion to accept the minutes as presented.

Mayor Shaw moved to accept the minutes as presented. Mayor Johnson seconded it. The motion passed unanimously.

Agenda Item 5. EAPDD Financial Reports

President Hobbs asked James Morgan to present. Brent Cassady was out of town visiting family.

Agenda Item 5.a. EAPDD Financial Reports – Expenditures as of April 30, 2025

James gave an overview of the Financial Report – July 1, 2024 to April 30, 2025. The Statement of Activities reflected a positive Revenue/Expense report.

Mayor Snapp moved to accept the expenditures as presented. Judge Barnhill seconded it. The motion passed unanimously.

Agenda Item 5.b. Annual Budget – July 1, 2025 to June 30, 2026

James provided an overview of the annual EAPDD budget for July 1, 2025 to June 30, 2026. The budget was developed based on the average costs of 9 months' actual expenditures and one-time costs. Specific line items were discussed.

Judge Blake moved to accept the annual budget as presented. Mayor Shaw seconded it. The motion passed unanimously.

Agenda Item 5.c. EAPDD Procurement Policy

James provided an overview of the EAPDD procurement policy. Since EAPDD receives funding from Federal, State, and local governments, the procurement policy was developed to adhere to the stricter standards of the Federal and State governments.

Mayor McCollum moved to accept the annual budget as presented. Judge Sandefer seconded it. The motion passed unanimously.

Agenda Item 6. EAPDD Department Reports/Items

President Hobbs recognized each department to make a report.

- a. Financial Services – Mike Willyerd presented on Financial Services. James provided an update on three loans, indicating that they may not have sufficient collateral. One loan is in default and two loans are in or have gone through bankruptcy. EAPDD is working with Mike Cone on possible options.
- b. ECD Services - Sara Stocker presented on ECD Services.
- c. WIOA Services – Mike Willyerd presented on WIOA Services.

The agenda item was informational only and no motion was required.

Agenda Item 7. EAPDD Local Dues – Population Update with Census Data

President Hobbs recognized James to present. James stated the EAPDD annual local dues were updated with the most recent US census data, and the per capita rate did not change. In the past, counties needed this information in preparation of the annual budgets and EAPDD wanted to ensure that this information was made available in a timely manner.

The agenda item was informational only and no motion was required.

Agenda Item 8. CEDS Survey Flyer – Community Input – 06-09-25 to 07-07-25

President Hobbs recognized James to present. James stated that EAPDD needed the Board's assistance in posting the flyer digitally and physically in the 12-county district. He asked that municipalities please share EAPDD's Facebook post and use the printed flyers to post at their offices and other public locations.

The agenda item was informational only and no motion was required.

Agenda Item 9. EAPDD Administrative Updates

President Hobbs recognized James to present. The board was notified of the following items:

1. Financial Services Department
 - a. Introduction of Mike Willyerd as the new Financial Director.
 - b. Update on the Revolving Loan Fund Plan.
 - c. Recruitment and Developing New Loans for Small Businesses
2. RFP process for Audit Services - To ensure compliance with WIOA and other Federal grants, an RFP will be issued in the near future.
3. EAPDD Financial Outlook - EAPDD's financial position continues to strengthen, reflecting steady progress toward the strategic goal of building a six-month operational reserve. This reserve will serve as a critical buffer against the unpredictability of financial cycles, ensuring organizational stability.

The agenda item was informational only and no motion was required.

Agenda Item 10. Election of Officers

President Hobbs asked the board about the election of officers.

Judge Blake made the motion to keep the current officers for another year as follows:

- **President – Mayor Jennifer Hobbs**
- **1st Vice President – Judge Rusty McMillon**
- **2nd Vice President – Judge Woody Wheelless**
- **Secretary – Mayor Tracy Brick**
- **Treasurer – Mayor Dan Shaw**

Judge Jones seconded the motion. The motion passed unanimously.

Agenda Item 11. Other Business

President Hobbs asked the board if there was any other business.

No other business was discussed.

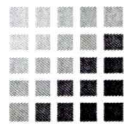
Agenda Item 12. Adjourn

President Hobbs asked if there was a motion to adjourn.

Judge Blake made the motion to adjourn. Judge Wheelless seconded the motion. The motion passed unanimously.

The next Board meeting is currently scheduled for September 11, 2025.

President's Signature & Date



BRENT G. CASSADY

Certified Public Accountant, PLLC

108 E. Huntington, Ave., Jonesboro AR 72401 PH 870.932.1755

East Arkansas Planning & Development District
Board of Directors,

The accompanying financial statements of the East Arkansas Planning & Development District for the period July 1, 2024 through June 30, 2025 were not subjected to an audit, review, or compilation engagement by me and, accordingly, I do not express an opinion, a conclusion, nor provide any assurance on them.

Brent G. Cassidy, CPA, PLLC

August 20, 2025

East Arkansas Planning & Development District
Statement of Financial Position
Modified Cash Basis
As of June 30, 2025

ASSETS

Current Assets	
Checking/Savings	
11100 · EAPDD Operating	\$ 251,129.44
11310 · Revolving Loan Fund	946,661.67
11315 · Revolving Loan Fund - CARES Act	291,503.81
11325 · WIOA Program	315.33
Total Checking/Savings	<u>1,489,610.25</u>
Total Current Assets	<u>1,489,610.25</u>
Fixed Assets	
15000 · Building & Equipment	1,247,153.00
15500 · Accumulated Depreciation	(796,130.00)
Net Fixed Assets	<u>451,023.00</u>
Other Assets	
17310 · N/R - EDA-RLF	519,764.62
17315 · N/R - CARES Act RLF	1,631,797.96
Total Other Assets	<u>2,151,562.58</u>
TOTAL ASSETS	<u><u>\$ 4,092,195.83</u></u>

LIABILITIES & NET ASSETS

Liabilities	
Current Liabilities	
Credit Card Payable	\$ 709.97
24000 · Payroll Liabilities	8,849.29
Total Current Liabilities	<u>9,559.26</u>
Total Liabilities	<u>9,559.26</u>
Net Assets	
31000 · Net assets with Donor Restrictions	3,390,043.39
32000 · Net Assets without Donor Restrictions	692,593.18
Net Assets	<u>4,082,636.57</u>
TOTAL LIABILITIES & NET ASSETS	<u><u>\$ 4,092,195.83</u></u>

See Accountant's Disclaimer

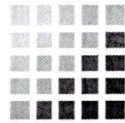
Substantially all disclosures ordinarily included in financial statements prepared in accordance with the modified cash basis of accounting are not included.

East Arkansas Planning & Development District
Statement of Activities
Modified Cash Basis
July 1, 2024 through June 30, 2025

	Operations	E&CD	FS	WIOA	TOTAL
Revenue					
43501 · WIOA Grants	\$ -	\$ -	\$ -	\$ 849,070.00	\$ 849,070.00
43800 · EDA Technical Assistance		78,750.00			78,750.00
43900 · DRA Technical Assistance	-	57,675.93	-	-	57,675.93
44100 · State	60,000.00	-	-	-	60,000.00
44200 · Local Dues	77,076.00	-	-	-	77,076.00
44400 · Interest on RLF Loans	-	-	133,449.46	-	133,449.46
44610 · AEDC Grant Management		164,656.35	2,047.95		166,704.30
44620 · FEMA Grant Administration	-	35,000.00	-	-	35,000.00
44640 · EDA Grant Administration		34,000.00	-		34,000.00
44650 · DRA Grant Administration	-	23,099.95	-	-	23,099.95
44800 · Interest Income	8,404.28	-	37,334.33	0.73	45,739.34
44900 · Miscellaneous Income	615.00	10,074.96	442.01	-	11,131.97
45000 · EARSWMD Costs Recovered	61,078.76	-	-	-	61,078.76
Total Revenue	207,174.04	403,257.19	173,273.75	849,070.73	1,632,775.71
Expense					
60120 · Wages	-	160,330.23	46,445.04	546,493.91	753,269.18
60122 · Payroll Tax Expense	-	13,033.86	3,784.36	43,526.00	60,344.22
60124 · Workers' Comp Insurance	2,113.12	-	-	-	2,113.12
60126 · Insurance - Group Medical	-	43,217.16	7,594.66	57,678.08	108,489.90
60128 · Retirement Plan Expense	(1,543.41)	-	-	-	(1,543.41)
60140 · Travel and Meetings	2,514.43	1,649.72	-	696.04	4,860.19
60142 · Mileage reimbursements	2,174.77	367.08	139.36	9,731.93	12,413.14
60144 · Fuel	-	1,430.19	-	-	1,430.19
60150 · Printing and Copying	2,435.09	637.44	-	98.74	3,171.27
60160 · Supplies	3,622.75	72.74	1,215.18	3,647.19	8,557.86
60170 · Advertising	792.36	-	-	-	792.36
60175 · Bank fees	571.80	-	930.27	509.45	2,011.52
60180 · Dues & Registrations	18,750.00	-	-	-	18,750.00
60190 · Contract Services	-	9,300.00	-	-	9,300.00
60230 · Legal Fees - Other	4,509.85	450.00	29,980.41	-	34,940.26
70120 · Accounting & Auditing	35,273.41	9,358.00	19,415.28	12,775.23	76,821.92
70130 · Insurance - General	13,318.67	-	1,560.92	4,518.80	19,398.39
70140 · Books, Subscriptions, Reference	6,974.94	-	170.00	54.24	7,199.18
70150 · Postage & Shipping	255.54	-	-	-	255.54
70160 · Repairs & Maintenance	12,216.92	393.56	70.53	1,898.18	14,579.19
70170 · Building Repairs & Maintenance	12,969.50	-	10,058.09	698.30	23,725.89
70180 · Telephone, Telecommunications	9,755.14	-	-	1,650.41	11,405.55
70185 · Telephone - Cellular	1,682.07	669.79	-	-	2,351.86
70220 · Utilities	4,681.25	-	683.72	628.90	5,993.87
70230 · Rent - Office Space	-	-	-	8,487.35	8,487.35
70240 · Miscellaneous Taxes & Fees	28.54	-	2,827.28	-	2,855.82
70245 · Miscellaneous Expense	89.00	-	15.00	-	104.00
70250 · Equipment Lease	1,038.37	-	-	-	1,038.37
70260 · Education & Training	-	600.00	450.00	308.45	1,358.45
70270 · Marketing	-	-	5,000.00	-	5,000.00
70275 · Equipment	-	-	-	5,962.08	5,962.08
70290 · System Upgrades	5,085.23	252.00	674.84	167.99	6,180.06
70310 · Individual Training Accounts	-	-	-	127,100.00	127,100.00
70320 · Supportive Services	-	-	-	48,530.86	48,530.86
70500 · Vehicle	-	6,000.00	-	-	6,000.00
70550 · EARSWMD Indirect Cost Adjustment	(6,838.97)	-	-	-	(6,838.97)
Total Direct Expense	132,470.37	247,761.77	131,014.94	875,162.13	1,386,409.21
Net Ordinary Income	74,703.67	155,495.42	9,947.79	9,947.79	250,094.67
60820 · Indirect P/R expense applied	-	19,612.06	5,488.54	65,333.95	90,434.55
60830 · Employee benefits applied	-	2,333.08	683.42	7,593.75	10,610.25
70830 · Indirect costs applied	(132,470.37)	28,505.38	7,565.08	96,399.91	-
Total 70800 · Allocated Indirect Costs	(132,470.37)	50,450.52	13,737.04	169,327.61	101,044.80
Total Expense	-	298,212.29	144,751.98	1,044,489.74	1,487,454.01
YTD Revenue over (under) expense	\$ 207,174.04	\$ 105,044.90	\$ 28,521.77	\$ (195,419.01)	\$ 145,321.70

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Brent G. Cassady, CPA, PLLC

August 20, 2025

East Arkansas Planning & Development District
Statement of Financial Position
Modified Cash Basis
As of July 31, 2025

ASSETS	
Current Assets	
Checking/Savings	
11100 · EAPDD Operating	\$ 298,838.26
11310 · Revolving Loan Fund	952,796.64
11315 · Revolving Loan Fund - CARES Act	306,549.21
11325 · WIOA Program	274.47
Total Checking/Savings	<u>1,558,458.58</u>
Total Current Assets	<u>1,558,458.58</u>
Fixed Assets	
15000 · Building & Equipment	1,247,153.00
15500 · Accumulated Depreciation	(796,130.00)
Net Fixed Assets	<u>451,023.00</u>
Other Assets	
17310 · N/R - EDA-RLF	513,641.71
17315 · N/R - CARES Act RLF	1,616,736.49
Total Other Assets	<u>2,130,378.20</u>
TOTAL ASSETS	<u><u>\$ 4,139,859.78</u></u>
LIABILITIES & NET ASSETS	
Liabilities	
Current Liabilities	
Credit Cards Payable	\$ 1,169.52
24000 · Payroll Liabilities	1,192.22
Total Current Liabilities	<u>2,361.74</u>
Total Liabilities	<u>2,361.74</u>
Net Assets	
31000 · Net assets with Donor Restrictions	3,389,998.52
32000 · Net Assets without Donor Restrictions	747,499.52
Net Assets	<u>4,137,498.04</u>
TOTAL LIABILITIES & NET ASSETS	<u><u>\$ 4,139,859.78</u></u>

Agenda Item 5.b.

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East Arkansas Planning & Development District
Statement of Activities
Modified Cash Basis
July 1, 2025 through July 31, 2025

	Operations	E&CD	FS	WIOA	TOTAL
Revenue					
43501 • WIOA Grants	\$ -	\$ -	\$ -	\$ 95,134.80	\$ 95,134.80
43900 • DRA Technical Assistance	-	98.00	-	-	98.00
44100 • State	11,250.00	-	-	-	11,250.00
44400 • Interest on RLF Loans	-	-	9,687.12	-	9,687.12
44410 • RLF - Other Income	-	-	216.07	-	216.07
44610 • AEDC Grant Management	-	37,898.50	-	-	37,898.50
44800 • Interest Income	774.59	-	3,841.56	0.03	4,616.18
Total Revenue	12,024.59	37,996.50	13,744.75	95,134.83	158,900.67
Expense					
60120 • Wages	-	12,455.12	5,761.18	49,439.84	67,656.14
60122 • Payroll Tax Expense	-	944.59	436.94	3,767.14	5,148.67
60124 • Workers' Comp Insurance	(724.76)	0.00	-	-	(724.76)
60126 • Insurance - Group Medical	-	4,174.49	648.92	6,359.05	11,182.46
60142 • Mileage reimbursements	-	-	39.20	1,180.90	1,220.10
60144 • Fuel	-	125.37	-	-	125.37
60150 • Printing and Copying	172.14	-	-	-	172.14
60160 • Supplies	330.28	-	-	-	330.28
60170 • Advertising	282.72	-	-	-	282.72
60175 • Bank fees	50.95	-	82.36	40.89	174.20
70120 • Accounting & Auditing	2,100.50	250.00	1,060.50	895.50	4,306.50
70130 • Insurance - General	1,378.25	-	-	-	1,378.25
70140 • Books, Subscriptions, Reference	663.87	-	-	-	663.87
70170 • Building Repairs & Maintenance	547.65	-	-	-	547.65
70180 • Telephone, Telecommunications	802.52	-	-	80.28	882.80
70185 • Telephone - Cellular	0.00	31.76	-	-	31.76
70220 • Utilities	456.47	-	44.63	-	501.10
70290 • System Upgrades	144.31	-	-	-	144.31
70320 • Supportive Services	-	-	-	835.00	835.00
Total Direct Expense	6,204.90	17,981.33	8,073.73	62,598.60	94,858.56
Net Ordinary Income	5,819.69	20,015.17	9,947.79	9,947.79	45,730.44
60820 • Indirect P/R expense applied	-	1,728.32	799.43	6,860.39	9,388.14
60830 • Employee benefits applied	-	346.19	160.13	1,374.19	1,880.51
70830 • Indirect costs applied	(6,204.90)	1,142.30	528.37	4,534.23	-
Total 70800 • Allocated Indirect Costs	(6,204.90)	3,216.81	1,487.93	12,768.81	11,268.65
Total Expense	-	21,198.14	9,561.66	75,367.41	106,127.21
YTD Revenue over (under) expense	\$ 12,024.59	\$ 16,798.36	\$ 4,183.09	\$ 19,767.42	\$ 52,773.46

Agenda Item 5.b.

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Financial Services

July 2025

Summary

➤ **Active Cares Act RLF Loans**
Total **\$1,616,736**



89 CARES ACT RLF
DIRECT JOBS
CREATED

➤ **Active Original RLF Loans**
Total **\$513,641**

➤ **Loan Applications Received**
Total **2**

➤ **CARES RLF Available for Lending**
Total **\$306,549**



22 REGULAR RLF
DIRECT JOBS
CREATED

➤ **Original RLF Available for Lending**
Total **\$984,928**

East Arkansas Planning & Development District is dedicated to be a source of funding for start-up and growth of small businesses throughout Northeast Arkansas. EAPDD is dedicated to providing assistance to existing small businesses and cultivating a supportive culture for new startup businesses. The development of businesses owned by minorities and women is at the forefront of our initiative.

The Financial Services Division of the East Arkansas Planning & Development District is the home of the U.S. Economic Development Administration (EDA) funded Revolving Loan Fund (RLF). The RLF exists for the purpose of lending to business entities who are unable to obtain financing through traditional means at competitive interest rates and flexible terms, in turn, creating or retaining jobs across our region.

Staff Contact:
Mike Willyerd
Financial Services Director
mwillyerd@eapdd.com

For more information visit:
www.eapdd.com/financialservices





Economic & Community Development

September 2025

PROJECT TOTALS BY AGENCY

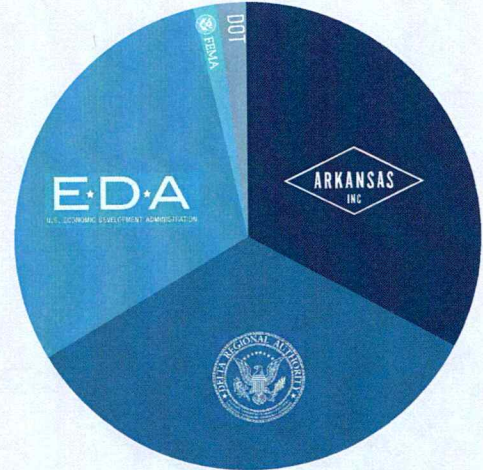
AEDC	29	\$14,106,301
DRA	14	\$14,458,538
EDA	6	\$12,835,402
DOT	2	\$865,241
FEMA	3	\$691,342

54

TOTAL PROJECTS

\$42,956,824

TOTAL AGENCY INVESTMENTS



LATEST NEWS

- AEDC's Community Development Block Grant Program will have one round of funding. That deadline is 10/17/25.
 - For LMI eligible applicants only
 - Minimum - \$75,000 / Maximum - \$500,000
- Arkansas Rural Community Grant Program
 - Cycle 2 deadline 3/12/26
 - For communities with a population of 3,000 or less
 - Can apply up to \$15,000 with a 50% matching requirements
- The Rural Services Block Grant application deadline is 10/17/25.
 - For LMI eligible applicants with a population of 3,000 or less
 - Can apply up to \$100,000 with a 10% match requirement
- U.S. Economic Development Commission (EDA) now open
 - For the counties that received major disaster declarations in 2023 and 2024. Eligible counties: Randolph, Poinsett, and Cross

IMPORTANT INFORMATION

- Any city, county, or eligible entity applying for any federal or state funds MUST be registered in [Sam.gov](https://sam.gov).
- Arkansas Act 605: All Water Service Providers must complete a rate study a minimum of every 5 years prior to any major development project. Completion deadlines are:
 - July 1, 2024 - Providers that serve 500 or fewer customers
 - July 1, 2025 - Providers that serve 500-1000 customers
 - July 1, 2026 - Providers that serve more than 1,000 customers

LATEST AWARDS

Delta Regional Authority

- Helena - West Helena Landfill - \$508,995
- Forrest City - Drainage - \$1,852,250

Arkansas Economic Development Commission

- Paragould - Storm Sirens - \$314,455
- Pocahontas - Economic Development - \$2,000,000
- Blytheville - Economic Development - \$725,000

Arkansas Department of Energy and Environment Energy Efficiency & Conservation Block Grant (EECBG)

- Etowah - HVAC Units - \$51,700

\$5,452,400

Newly Awarded Projects

STAFF CONTACTS

Sara Stocker

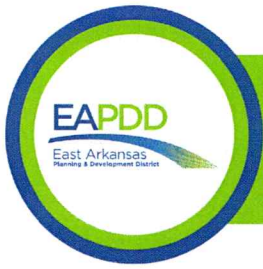
Economic & Community Development Manager
sstocker@eapdd.com

Courtney Nance

Economic & Community Development Coordinator
cnance@eapdd.com

Miranda Sullens

Economic & Community Development Coordinator
msullens@eapdd.com



WIOA Services

June 2025

Participants Served - July 2024 to June 2025



73 Participants in
Occupational
Skills Training



Adults - 66
Dislocated Workers - 7
Youth - 0



65 Participants in
Supportive
Services



Adults - 58
Dislocated Workers - 7
Youth - 0



58 Participants in
Work Experience



Adults - 21
Dislocated Workers - 2
Youth - 35

The Northeast Arkansas Workforce Development Area (NEAWDA) comprises the following seven (7) counties: Clay, Craighead, Greene, Lawrence, Mississippi, Poinsett, and Randolph.

WIOA Application for services - <https://www.neaworks.com/application.html>

Contact Information:

Charlotte Rose
870-930-2165
crose@neaworks.com

Teresa McDonald
870-203-7186
tmcdonald@neaworks.com

Jennifer McFarland
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jmcfarland@neaworks.com

Tanya McMillen
870-239-6531
tmcmillen@neaworks.com

