

NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD

Wednesday, March 6, 2019, 11:00 a.m.
Arkansas Workforce Center at Harrison, Harrison, AR

Agenda

Call to Order	Bo Phillips
Staff Report	Patty Methvin
Agenda Item 1 – Action Updated Workforce Budget	2
Agenda Item 3 – Action Measurable Skills Gains Policy	4
Agenda Item 4 – Action Performance Levels for PY2018 and PY2019	5
Agenda Item 5 – Action One Stop Operator Report.....	7
Agenda Item 6 – Action Consent Agenda	11
• Minutes of December 5, 2018 LWDB meeting	
• Eligible Training Provider Programs	

Announcements/Other Business

Adjourn

Mark your calendars for these upcoming meeting dates:

- National Association of Workforce Boards Forum 2019, March 23-26, 2019
- Wednesday, June 5, 2019
- Wednesday, September 4, 2019
- Wednesday, December 4, 2019

ADMIN REVENUE	TOTAL	PROMISE	NEG AR-29	ONE-STOP	YOUTH HC	ASST REG PLNG	ASST SECT PART	AREA	TOTAL FORMULA	YOUTH	ADULT	DLW
FY 17 Allocation	4,350.00							4,350.00	-			
PY 18 Allocation	82,734.00								82,734.00	63,758.00	9,097.00	9,879.00
FY 19 Allocation	95,280.00	-	-	-	-	-	-	-	95,280.00	-	58,505.00	36,775.00
Total Allocation	182,364.00	-	-	-	-	-	-	4,350.00	178,014.00	63,758.00	67,602.00	46,654.00
PY 17 Carryover	106,232.89		63,120.11		3,067.21	450.00	450.00		39,145.57	39,145.57	-	
FY 18 Carryover	78,327.80	-	-	-	-	-	-	-	78,327.80	-	62,228.13	16,099.67
Total Available Admin	366,924.69	-	63,120.11	-	3,067.21	450.00	450.00	4,350.00	295,487.37	102,903.57	129,830.13	62,753.67
ADMIN BUDGET												
Salaries & Wages	192,939.85		24,769.38		2,537.50	418.50	418.50	3,045.00	161,750.97	56,329.83	71,069.53	34,351.61
Payroll Expense - Other	2,601.96								2,601.96	906.13	1,143.24	552.59
Fringe Benefits	68,865.78		12,853.00		529.71	31.50	31.50	1,305.00	54,115.07	18,845.59	23,776.88	11,492.60
P/A-Admin Costs	61,086.90		21,063.40						40,023.50	13,938.20	17,585.37	8,499.93
Outreach	130.00								130.00	45.27	57.12	27.61
Communication - Telephone	960.00		100.00						860.00	299.50	377.86	182.64
Computer Software Maint/Renewals	0.00								-	-	-	-
Contractual-CDC	0.00								-	-	-	-
Depreciation Exp	3,200.40								3,200.40	1,114.54	1,406.18	679.68
INTEREST EXPENSE	61.02								61.02	21.25	26.81	12.96
Motor Pool	71.22								71.22	24.80	31.29	15.13
Maintenance & Repair - Equipment	0.00								-	-	-	-
Bank Service Fees	318.77								318.77	111.01	140.06	67.70
Materials & Supplies	397.40		100.00						297.40	103.57	130.67	63.16
Membership/Sub/Pro Activity	1,045.14								1,045.14	363.97	459.21	221.96
Printing & Reproduction	57.43								57.43	20.00	25.23	12.20
Professional Services	710.00								710.00	247.26	311.96	150.79
Rent - Bldg/Storage	3,612.97		2,531.80						1,081.17	376.52	475.04	229.61
Travel-Training & Education	8,414.88								8,414.88	2,930.48	3,697.30	1,787.10
Mileage - Travel	3,345.52	-	1,702.53	-	-	-	-	-	1,642.99	572.17	721.89	348.93
Total Salaries & Overhead	347,819.24	-	63,120.11	-	3,067.21	450.00	450.00	4,350.00	276,381.92	96,250.09	121,435.65	58,696.18
Carryover July - Sept 2019	19,105.45								19,105.45	6,653.48	8,394.48	4,057.49
Total Admin Budget	366,924.69	-	63,120.11	-	3,067.21	450.00	450.00	4,350.00	295,487.37	102,903.57	129,830.13	62,753.67
PROGRAM REVENUE												
FY 17 Allocation	140,650.00							140,650.00	-	-	-	-
PY 18 Allocation	744,611.00								744,611.00	573,827.00	81,873.00	88,911.00
FY 19 Allocation	857,536.00	-	-	-	-	-	-	-	857,536.00	-	526,554.00	330,982.00
Total Allocation	1,742,797.00	-	-	-	-	-	-	140,650.00	1,602,147.00	573,827.00	608,427.00	419,893.00
PY 17 Carryover	934,109.28	158,903.68	533,279.96	12,075.99	25,825.23	14,550.00	14,550.00		174,924.42	157,056.80	-	17,867.62
FY 18 Carryover	681,153.47	-	-	-	-	-	-	-	681,153.47	-	514,060.47	167,093.00
Total Available Program	3,358,059.75	158,903.68	533,279.96	12,075.99	25,825.23	14,550.00	14,550.00	140,650.00	2,458,224.89	730,883.80	1,122,487.47	604,853.62

PROGRAM REVENUE	TOTAL	PROMISE	NEG AR-29	ONE-STOP	YOUTH HC	ASST REG PLNG	ASST SECT PART	AREA	TOTAL FORMULA	YOUTH	ADULT	DLW
FY 17 Allocation	140,650.00							140,650.00	-	-	-	-
PY 18 Allocation	744,611.00								744,611.00	573,827.00	81,873.00	88,911.00
FY 19 Allocation	857,536.00	-	-	-	-	-	-	-	857,536.00	-	526,554.00	330,982.00
Total Allocation	1,742,797.00	-	-	-	-	-	-	140,650.00	1,602,147.00	573,827.00	608,427.00	419,893.00
PY 17 Carryover	934,109.28	158,903.68	533,279.96	12,075.99	25,825.23	14,550.00	14,550.00		174,924.42	157,056.80	-	17,867.62
FY 18 Carryover	681,153.47	-	-	-	-	-	-	-	681,153.47	-	514,060.47	167,093.00
Total Available Program	3,358,059.75	158,903.68	533,279.96	12,075.99	25,825.23	14,550.00	14,550.00	140,650.00	2,458,224.89	730,883.80	1,122,487.47	604,853.62
Program Budget												
Salaries & Wages	763,784.51	81,864.26	7,539.14	8,083.24		4,050.00	4,050.00	56,400.00	601,797.87	178,927.61	274,796.08	148,074.17
Payroll Expense - Other	9,560.58	730.30							8,830.28	2,625.43	4,032.13	2,172.72
Fringe Benefits	199,412.06	18,405.39	2,385.40	2,746.45		1,350.00	1,350.00	16,919.00	156,255.82	46,458.26	71,350.35	38,447.21
P/A-Admin Costs	53,336.90	1,108.89							52,228.01	15,528.52	23,848.63	12,850.86
Postage	1,198.88	172.36							1,026.52	305.21	468.73	252.58
Communication - Telephone	14,024.34	1,460.96						2,850.00	9,713.38	2,888.00	4,435.37	2,390.01
Computer Software Maint/Renewals	250.00								250.00	74.33	114.16	61.51
Depreciation Exp	3,545.85	164.03							3,381.82	1,005.49	1,544.22	832.11
INTEREST EXPENSE	1,139.45	42.50							1,096.95	326.15	500.90	269.91
Licensing/Titling	15.00								15.00	4.46	6.85	3.69
Motor Pool	265.18	16.55							248.63	73.92	113.53	61.18
Maintenance & Repair - Equipment	100.00								100.00	29.73	45.66	24.61
Maintenance & Repair - Vehicle	0.00								-	-	-	-
Materials & Supplies	11,796.82	2,994.66				500.00	500.00	1,546.00	6,256.16	1,860.09	2,856.72	1,539.35
Membership/Sub/Pro Activity	1,642.89	51.06		338.04					1,253.79	372.78	572.51	308.50
Printing & Reproduction	2,278.74	416.98		40.36				956.00	865.40	257.30	395.16	212.93
Professional Services/Consultant	3,250.00						3,250.00		-	-	-	-
Rent - Bldg/Storage	49,588.68	6,239.65						8,719.00	34,630.03	10,296.26	15,812.94	8,520.82
Travel-Training & Education	30,863.81	2,585.22							28,278.59	8,407.84	12,912.72	6,958.03
Employee Tuition Reimbursement	3,000.00								3,000.00	891.97	1,369.88	738.16
Mileage - Travel	23,597.34	2,557.18	1,466.15	867.90		1,650.00	1,650.00	3,760.00	11,646.11	3,462.64	5,317.91	2,865.56
Utilities	16,400.00	-							16,400.00	4,876.08	7,488.65	4,035.27
Meeting Cost	14,950.00	1,948.82	-	-	-	7,000.00	3,750.00	-	2,251.18	669.32	1,027.95	553.91
Total Salaries and Overhead	1,204,001.03	120,758.81	11,390.69	12,075.99	-	14,550.00	14,550.00	91,150.00	939,525.54	279,341.41	429,011.05	231,173.08
Participant Costs	1,760,359.37	38,144.87	521,889.27	-	25,825.23	-	-	49,500.00	1,125,000.00	325,000.00	590,000.00	210,000.00
Carryover July - Sept 2019	393,699.35								393,699.35	126,542.39	103,476.42	163,680.54
Total Program Budget	3,358,059.75	158,903.68	533,279.96	12,075.99	25,825.23	14,550.00	14,550.00	140,650.00	2,458,224.89	730,883.80	1,122,487.47	604,853.62
Total Budget	3,724,984.44	158,903.68	596,400.07	12,075.99	28,892.44	15,000.00	15,000.00	145,000.00	2,753,712.26	833,787.37	1,252,317.60	667,607.29

Northwest Arkansas Workforce Development Board

Policy Name: Performance Measurable Skills Gain, calculation of credit hours or their equivalent
Effective Date: March 6, 2019
Date Approved by the Board:

TEGL 10-16, Change 1 recommends that local workforce areas develop policies suitable for the applicable academic system in use by the secondary or postsecondary institutions in which the participant is enrolled including, but not limited to, semesters, trimesters, quarters, and clock hours for the calculation of credit hours (or their equivalent) when documenting progress towards Measurable Skill Gains.

The Northwest Arkansas Workforce Development Board has defined sufficient number of credit hours as meeting the standard whatever the eligible training provider considers an academic standard or a successful period of training.



2 Capitol Mall
P.O. Box 2981
Little Rock, AR 72203
dws.arkansas.gov

Asa Hutchinson
Governor
Daryl E. Bassett
Director

December 26, 2018

Ms. Janie Wheeler
Workforce Board Director – Northwest Arkansas Economic Development District
P.O. Box 190
Harrison, AR 72602

Dear Ms. Wheeler:


This letter finalizes the agreed-upon negotiated performance levels for the Workforce Innovation and Opportunity Act (WIOA) Title I program for Program Year (PY) 2018 and PY 2019. Following a review of the U.S. Department of Labor's statistical adjustment model's outcomes, other related factors, and subsequent discussions with your staff, the enclosed chart summarizes the negotiated performance levels.

As you are aware, WIOA requires that greater emphasis is placed upon serving Individuals with Barriers to Employment. As such, our performance negotiations included your previous years' participant service levels for these populations. Additionally, WIOA allows the State flexibility in defining unsatisfactory performance at the Local level. As such, we have determined that the unsatisfactory performance threshold is an outcome-to-goal ratio of less than 90% per indicator for a program year.

However, please know that the WIOA Regulations provide that sanctions will not be levied until all indicators for the core program have at least 2 years of complete data. Consequently, we are extending this flexibility to the Local Areas.

Should you have any questions, please contact Kris Jones at 501-371-1028.

Sincerely,

Daryl E. Bassett 
Director

DW/ew

Enclosures



Program Year 2018 and 2019
Negotiated Performance Levels for WIOA
NORTHWEST

	STATE PY 2018 & 2019	LOCAL PY 2018 & 2019
WIOA Adult		
Employment Rate 2 nd Quarter after exit	91.1%	92.00%
Employment Rate 4 th Quarter after exit	85.8%	87.00%
Median Earnings in the 2 nd Quarter after exit	\$6,281	\$6,700.00
Credential Attainment Rate	74.2%	75.00%
WIOA Dislocated Worker		
Employment Rate 2 nd Quarter after exit	91.0%	91.00%
Employment Rate 4 th Quarter after exit	85.5%	87.00%
Median Earnings in the 2 nd Quarter after exit	\$7,000	\$7,200.00
Credential Attainment Rate	76.1%	76.10%
WIOA Youth		
Education or Training or Employment in the 2 nd Quarter after exit	75.0%	82.00%
Education or Training or Employment in the 4 th Quarter after exit	78.1%	87.00%
Credential Attainment Rate	75.0%	70.00%

Equal Opportunity Employer

One Stop Operator Report July 1, 2018 through December 31, 2018

Title 1

Core 4 NWAEDD

(Services Include – In-School Youth, Out-of-School Youth, National Disaster Grants, Dislocated Worker, Adult, Promise)

Location	2nd Quarter Participants	Year to Date Participants
Fayetteville	62	74
Harrison	80	100
Mtn. Home	65	81
Rogers	17	21
Siloam Springs	35	39

Title 2

CORE 4 Adult Education Northwest District

(Services Include - English Language Learners, U.S. Civics preparation, Adult Basic and Secondary Education, Workplace Education, Family Literacy, Intergrade Education and Training)

Location	2nd Quarter Reportable Individuals	2nd Quarter Participants	Year to Date Reportable Individuals	Year to Date Participants
Arkansas State University at Mountain Home	47	39	60	42
Fayetteville Public Schools	129	111	135	115
North Arkansas College	220	179	264	200
Northwest Arkansas Community College	263	90	768	565
Northwest Technical Institute	868	652	1,143	725
Ozark Literacy Council	152	50	206	51

Title 3

Core 4 Department of Workforce Services

(Services Include - Job Service, TANF Clients, Unemployment Insurance)

Location	2nd Quarter Customers	Year to Date Customers
Fayetteville	3,458	6,701
Harrison	1,890	3,396
Mtn. Home	1,524	3,021
Rogers	2,965	5,796
Siloam Springs	1,157	2,509

Title 4

Core 4 Arkansas Rehabilitation Services Northwest

DISTRICT 1 – (Services Include - Case Review, Career & Technical Training and education, transition from to school work or postsecondary, on-the-job training, ancillary support services, and employee performance issues because of a disability in the workplace)

LOCATION	2nd Quarter Applicants	2nd Quarter # Closed	Year to Date Applicants	Year to Date # Closed	Current Active Clients Served
Fayetteville	186	108	385	249	1,049
Harrison	36	11	76	35	159

Title 4

Core 4 Services for the Blind

DISTRICT 1 – (Services Include - Case Review, Career & Technical Training and education, transition from to school work or postsecondary, on-the-job training, ancillary support services, employee performance issues because of a disability in the workplace)

LOCATION	2nd Quarter Referrals	Year to Date Total Referrals	Year to Date Total Served
Benton County	12	20	47
Baxter, Boone, Carroll, Madison, Marion, Newton, and Searcy Counties	12	23	56
Washington County	8	17	63

WIOA Quarterly Meetings

Each quarter meetings are held with all Core 4 Partners at different locations throughout the district. The meetings below of location and dates are listed for this quarter of reporting.

LOCATION	DATE HELD
Mtn. Home	December 10, 2018
Harrison	December 13, 2018
Fayetteville	October 16, 2018
Rogers & Siloam Springs	October 16, 2018

A. Outreach of Services

On October 3, 2018 James Moss and Melba Miller, Fayetteville Title 1 staff, attended an open house at the Cass Job Corps Civilian Conservation Center in Ozark. They toured the facilities and met with instructors and students.

In October, Harrison Title 1 staff, met with Pastor Vanderzwaag, a member of the Steering Committee for Hope Cottages, to discuss services that are available to clients. Hope Cottages is a project of House of Hope that will provide transitional housing for homeless mother and their children in Harrison this spring.

Also, in October Eduardo Lemm, DWS Workforce Target Population, and Fayetteville Title 1 staff, toured homeless shelters in Washington County, including Seven Hills and the Salvation Army.

In December Sharon Wilkinson, Rogers Title 1 Career Advisor, and Sharon Hopper, Fayetteville DWS Veterans Representative, attended the Camp Alliance Career & Health Expo at the Bentonville Armory. The purpose was to provide information and opportunities to service members, veterans, and families.

B. Community Activities

Rogers and Harrison WIOA Title 1 attended Chamber Business after Hours events and ribbon cuttings.

C. Future Activity of the Next Quarter

Partners' Meetings:

Mountain Home – March 10, 2019

Harrison – March 13, 2019

Fayetteville – February 26, 2019

Rogers & Siloam Springs – February 26, 2019

D. Success Story

Beverly Taylor, NWAEDD Title 1 Career Advisor, first met Nikita Fletcher at the North Arkansas College - Boone County Adult Education center. She was a high school dropout and working on her GED. From their first conversation Mrs. Taylor realized this young lady had a plan for her future and had the work ethic and drive to reach her goals.

Nikita was working part time as a clerk at a convenience store and working on cars in her home garage. She indicated to Mrs. Taylor that she would like to start college upon completing her GED and obtain training.

She completed her GED in less than one month and started a work experience at the college in the automotive department. Nikita will graduate in May 2019 with an Automotive Technical Certificate. Kevin Parker, instructor, praises Nikita for her hard work and attitude toward learning.

Nikita has been accepted to start classes in August 2019 at the NASCAR Technical Institute in Mooresville, NC. This is an opportunity that few female mechanics receive, and she is excited about her future. Her goal is to complete the yearlong training there and become a driver on the NASCAR race circuit.

Mrs. Taylor stated it has been a pleasure to work with this young lady, one that is determined to succeed in a male dominated profession.



Kevin Parker (North Arkansas College Instructor), Beverly Taylor (NWAEDD Career Advisor) and Nikita Fletcher (Participant)

One-Stop Operator**7/1/17 to 12/31/18**

	Budget	Expenditures	Balance	%
Personnel Services/Salary	\$53,615.00	\$54,868.80	(\$1,253.80)	102%
Fringe Benefits	12,135.00	11,082.79	1052.21	91%
Travel	3,750.00	736.45	3,013.55	20%
Training & Education	750.00	753.45	(3.45)	100%
Telephone/Internet/Fax/Postage	1,110.00	3,333.88	(2,223.88)	300%
Printing/Reproduction	375.00	470.16	(95.16)	125%
Materials & Supplies	600.00	1,782.69	(1,182.69)	297%
Rent/RSA	2,250.00	1,936.27	313.73	86%
Membership/Subscriptions/ Professional Services	375.00	36.96	338.04	10%
Maintenance/Repairs	75.00	33.55	41.45	45%
Total	\$75,035.00	\$75,035.00	\$0.00	100%

NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD
Minutes of Meeting December 5, 2018

A meeting of the Northwest Arkansas Local Workforce Development Board (LWDB) was held Wednesday, December 5, 2018, at Arkansas Workforce Center at Harrison, 818 Highway 62-65-412 North, Harrison, AR at 11:00 a.m.

Board Members present were:

MR. BEN ALDAMA, NWACC ADULT ED
MR. DAVID BELL, DAVID BELL, LLC.
MS. SARAH BROZYNSKI, BAXTER REGIONAL MEDICAL
MR. RICH DAVIS, BLACK HILLS ENERGY
MR. WALTER HINOJOSA, NWA LABOR COUNCIL
MR. KEVIN ESTES, DHS SERVICES FOR THE BLIND
MS. AMY JONES, ARKANSAS REHABILITATION SERVICES
MR. CLINT MORRIS, LOCAL 155 PLUMBERS AND PIPEFITTERS
MR. ROSS PARKER, PARKER FARMS AND RENTALS
MR. BO PHILLIPS, RITTER COMMUNICATIONS
MS. BILLIE REED, NAPHE
MR. KELLEY SHARP, UNIVERSITY OF ARKANSAS FAYETTEVILLE
MR. RICKY TOMPKINS, NWACC

Board members not present, but represented by proxy were:

MR. JOHN DYESS, ALTRONIC RESEARCH, INC. – proxy Bo Phillips
MS. JANA KINDALL, AR DEPARTMENT OF WORKFORCE – proxy Aaron Johnson

Board Members absent and excused were:

MR. STEVE CLARK, FAYETTEVILLE CHAMBER OF COMMERCE

Others present were:

Mr. Joe Willis, NWAEDD
Mr. Jeremy Ragland, NWAEDD
Ms. Susan Sangren, NWAEDD
Ms. Donna Carney, NWAEDD
Ms. Janie Wheeler, NWAEDD
Mr. Joe Berry, North Arkansas College
Ms. Patty Methvin, NWAEDD
Mr. James Moss, NWAEDD
Ms. Karen Henry, NWAEDD
Ms. Susan Daniel, NWAEDD
Mr. Elijah Snow, Senator John Boozman's Office

The meeting was called to order at 11:03 a.m. by VICE CHAIR BO PHILLIPS. VICE CHAIR PHILLIPS welcomed the Board and guests.

Ms. Janie Wheeler provided the staff report. Ms. Wheeler introduced Patty Methvin as the new Workforce Administrative Director, and James Moss and Karen Henry as Operation Managers. She shared that the Infrastructure Funding Agreement was completed with signatures. Several budget and

strategy meetings were held due to reduction in funding and staffing/personnel changes. This includes consolidation of Siloam Springs Center and downsizing of the Fayetteville Center. Ms. Wheeler notified the Board that the Arkansas Expands Apprenticeship Grant (AREA) has been submitted. She also shared that performance negotiations with Arkansas Department of Workforce Services will be renegotiated in the near future.

MR. ROSS PARKER gave the following report of the Executive Committee meetings held since the last full Board meeting:

Friday, September 7, 2018 at 9:00 a.m.

The Committee approved the minutes of September 5th meeting. A motion was made to go into Executive Session to discuss personnel matters. After leaving Executive Session the Committee voted to give Joe Willis complete authority to carry out the Committee's directions concerning personnel matters.

Wednesday, September 10, 2018 at 4:30 p.m.

The Committee approved the minutes of the September 7th meeting. A motion was made to go into Executive Session to discuss personnel matters. After leaving Executive Session there was no other action taken.

Wednesday, September 12, 2018 meeting was called and then canceled.

Wednesday, November 7, 2018 at 2:30 p.m.

The Committee approved minutes from September 10th meeting. Ms. Wheeler presented the staff report. Ms. Wheeler informed the Committee about the budget reductions and the need for consolidation of offices. The Executive Committee was presented with a plan to reduce the footprint in Northwest Arkansas and approved it. A motion was made to go into Executive Session to discuss personnel matters. After leaving Executive Session the Committee recommended that, as the employer of record, the Northwest Arkansas Economic Development District (NWAEDD) Executive Director make the hiring decision for the position of Workforce Administrative Director.

Ms. Wheeler presented the updated Program Year 2018 Workforce budget for review. A Sector Partnership grant of \$15,000 and a Regional Planning grant of \$15,000 had been added to the budget. Motion to accept the updated Workforce budget as presented was made by MR. KELLEY SHARP and seconded by MR. RICH DAVIS. Motion carried.

Ms. Wheeler presented revisions to the Youth Incentive Policy. Motion to accept the revisions as presented was made by MR. DAVIS and seconded by MR. RICKY TOMPKINS. Motion carried.

Ms. Wheeler presented the request for transfer of funds between Dislocated Worker to the Adult Program. NWAEDD is requesting that up to 50% of the funds from Program Year 2018 (FY19) be transferred from the Dislocated Worker Funding stream to the Adult funding stream. This is requested because there are many more Adult participants requesting services than individuals from the Dislocated Worker group. There will be adequate funds to serve dislocated workers with this transfer. The current transfer is for 21% (\$100,000), additional transfers may occur if additional funds become available or is deemed necessary. Motion to approve up to 50% of the funds to be transferred was made by MR. PARKER and seconded by MR. SHARP. Motion carried.

Ms. Wheeler presented the Annual Report for Program Year 2017. Motion to accept the report as presented was made by MR. TOMPKINS and seconded by MR. PARKER. Motion carried.

Motion to accept the One Stop Operator report as presented was made by MR. TOMPKINS and seconded by MR. PARKER. Motion carried. MR. PARKER expressed appreciation for the information in this report.

MR. PARKER moved to approve the Consent Agenda that included the minutes of the September 5, 2018 Board meeting and the Eligible Training Provider Programs as listed in the Agenda packet. Motion was seconded by MR. DAVID BELL. Motion carried. MR. TOMPKINS abstained from the vote since some of his programs are on the Eligible Training Provider Programs listed.

Motion to adjourn was made by MR. PARKER and seconded by MR. BELL. Motion passed, and the meeting adjourned at 11:55 a.m.

John Dyess, Chair

Program Name	CIPCode	Training Level	Application Date	Certification Date
Northwest				
Petra Allied Health (Springdale) - Springdale				
Phlebotomy Technician	51.1009	Certificate of Proficiency	2/22/2019 8:59:50 AM	2/25/2019 to 2/24/2020
University of Arkansas Global Campus Rogers - Rogers				
Administrative Assistant Program	52.0408	Certificate of Proficiency	2/1/2019 7:05:31 PM	2/20/2019 to 2/19/2020