

**NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD**

**Wednesday, September 4, 2019, 11:00 a.m.  
Arkansas Workforce Center at Harrison, Harrison, AR**

**Agenda**

Call to Order..... John Dyess

Staff Report ..... Patty Methvin

Agenda Item 1 – Action  
Election of Officers ..... 2

Agenda Item 2  
Executive Committee Meeting Report .....

Agenda Item 3 – Action  
Program Year 2019 Board Budget ..... 3

Agenda Item 4 – Action  
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Agenda Item 5 – Action  
Policy Revisions ..... 6

Agenda Item 6  
One Stop Operator Procurement Task Force Appointments.....

Agenda Item 7  
Approve EO Officer Michelle Ryan - Action .....

Agenda Item 8 – Action  
One Stop Operator Report ..... 11

Agenda Item 9 – Action  
Consent Agenda ..... 15

- Minutes of June 5, 2019 LWDB meeting
- Eligible Training Provider Programs

Announcements/Other Business

Adjourn

Mark your calendars for these upcoming meeting dates:

- Wednesday, December 4, 2019
- Wednesday, March 4, 2020
- National Association of Workforce Boards Forum 2020 March 21-24, 2020, Washington, D.C.
- Wednesday, June 3, 2020
- Wednesday, September 2, 2020

## Election of Officers

The officers of the LWDB shall be the Chairperson, the Vice-Chairperson, and the Executive Secretary. Officers shall be selected by a majority vote of the members. The members of the Board will elect a chairperson annually from among the private sector business representatives. The chairperson serves as the Executive Committee Chair and selects the chairs for all standing committees and taskforces of the Board.

### Private Sector Business Representatives:

Name	Company
John 'Bo' Phillips	Rapid Scale
Johnny Dyes	Altronic Research
David Bell	David Bell, LLC
Bob Largent*	Harrison Regional Chamber of Commerce
Ross Parker	Parker Farms and Rentals
Rich Davis	Black Hills Corp.
Steve Clark*	Fayetteville Chamber of Commerce
Billie Reed*	Reed Consulting and Training, LLC
Sarah Brozynski	Baxter Regional Medical Center

\*Represents more than one category.

### Current Officers:

Johnny Dyess, Chairperson  
Bo Phillips, Vice-Chairperson  
Ross Parker, Secretary

## Northwest Workforce Development Board PY 2019 Estimated Budget

Expenditures	
Staff	
Salaries & Wages	60,000.00
Employer Taxes	4,300.00
Medical, Life, Vision Insurance	11,500.00
Retirement	4,200.00
Advertising/Outreach	350.00
Postage	100.00
Communication – Telephone	800.00
Materials & Supplies	125.00
Membership/Sub/Pro Activity	1,500.00
Printing & Reproduction	50.00
Rent – Building/Storage	1,700.00
Travel – Training & Education	4,000.00
Mileage – Travel	3,500.00
Board	
Meeting Costs	200.00
Consultants	3,500.00
Board Training	2,500.00
Independent Monitor	3,500.00
Board Mileage	1,000.00
Board Travel	4,000.00
<b>Total</b>	<b>106,825.00</b>

## PY 19 Planning Budget

ADMIN REVENUE	TOTAL	Reg. Planning	Sect.Partner	AREA	AREA II	TOTAL FORMULA	YOUTH	ADULT	DLW
FY 17 Allocation	4,350.00			\$ 4,350.00		-			
PY 17 Allocation	708.16	\$ 196.59	\$ 196.57		\$ 315.00				
PY 19 Allocation	71,586.00					71,586.00	56,006.00	7,680.00	7,900.00
FY 20 Allocation	78,284.00			-	-	78,284.00	-	40,826.00	37,458.00
Total Allocation	154,928.16	196.59	196.57	4,350.00	315.00	149,870.00	56,006.00	48,506.00	45,358.00
PY 18 Carryover	27,613.66					27,613.66	27,613.66	-	
FY 19 Carryover	76,538.87			-		76,538.87	-	47,341.59	29,197.28
<b>Total Available Admin</b>	<b>259,080.69</b>	<b>196.59</b>	<b>196.57</b>	<b>4,350.00</b>	<b>315.00</b>	<b>254,022.53</b>	<b>83,619.66</b>	<b>95,847.59</b>	<b>74,555.28</b>
<b>ADMIN BUDGET</b>									
Salaries & Wages	103,891.13	155.00	170.00	3,045.00	242.00	100,449.13	33,066.05	37,901.39	29,481.69
Payroll Expense - Other	1,808.64					1,808.64	595.37	682.43	530.83
Fringe Benefits	27,218.71	41.59	26.57	1,305.00	73.00	25,799.12	8,492.61	9,734.50	7,572.01
P/A-Admin Costs	29,992.18					29,992.18	9,872.89	11,316.63	8,802.67
Outreach	0.00					-	-	-	-
Communication - Telephone	384.91					384.91	126.71	145.23	112.97
Computer Software Maint/Renewals	0.00					-	-	-	-
Depreciation Exp	1,027.42					1,027.42	338.21	387.67	301.55
INTEREST EXPENSE	0.00					-	-	-	-
Motor Pool	119.86					119.86	39.46	45.23	35.18
Maintenance & Repair - Equipment	0.00					-	-	-	-
Bank Service Fees	645.62					645.62	212.53	243.60	189.49
Materials & Supplies	81.24					81.24	26.74	30.65	23.84
Membership/Sub/Pro Activity	1,333.44					1,333.44	438.94	503.13	391.36
Printing & Reproduction	0.00					-	-	-	-
Office Services	0.00					-	-	-	-
Professional Services						-	-	-	-
Rent - Bldg/Storage	779.52					779.52	256.60	294.13	228.79
Travel-Training & Education	7,241.69					7,241.69	2,383.83	2,732.43	2,125.43
Tuition Reimbursement	1,517.50					1,517.50	499.53	572.58	445.38
Mileage - Travel	1,464.67					1,464.67	482.14	552.65	429.88
Total Salaries & Overhead	177,506.53	196.59	196.57	4,350.00	315.00	172,644.94	56,831.62	65,142.26	50,671.06
Carryover July - Sept 2020	81,574.16	-	-	-	-	81,377.59	26,788.04	30,705.33	23,884.22
<b>Total Admin Budget</b>	<b>259,080.69</b>	<b>196.59</b>	<b>196.57</b>	<b>4,350.00</b>	<b>315.00</b>	<b>254,022.53</b>	<b>83,619.66</b>	<b>95,847.59</b>	<b>74,555.28</b>

## PY 19 Planning Budget

PROGRAM REVENUE	TOTAL	Reg. Planning	Sect. Partner	AREA	AREA II	TOTAL FORMULA	YOUTH	ADULT	DLW
FY 17 Allocation	140,395.10			140,395.10		-	-	-	-
PY 17 Allocation	23,487.85	6,867.60	6,591.46		10,028.79				
PY 19 Allocation	644,295.00					644,295.00	504,063.00	69,126.00	71,106.00
FY 20 Allocation	704,571.00			-	-	704,571.00	-	367,442.00	337,129.00
Total Allocation	1,512,748.95	6,867.60	6,591.46	140,395.10	10,028.79	1,348,866.00	504,063.00	436,568.00	408,235.00
PY 18 Carryover	123,451.63					123,451.63	123,451.63	-	-
FY 19 Carryover	709,814.18			-	-	709,814.18	-	392,116.02	317,698.16
<b>Total Available Program</b>	<b>2,346,014.76</b>	<b>6,867.60</b>	<b>6,591.46</b>	<b>140,395.10</b>	<b>10,028.79</b>	<b>2,182,131.81</b>	<b>627,514.63</b>	<b>828,684.02</b>	<b>725,933.16</b>
<b>Program Budget</b>									
Salaries & Wages	718,528.43	1,337.60	1,356.46	56,145.10	3,440.79	656,248.48	188,717.07	249,216.21	218,315.20
Payroll Expense - Other	9,441.47					9,441.47	2,715.08	3,585.48	3,140.91
Fringe Benefits	193,852.94	551.00	570.00	16,919.00	1,079.00	174,733.94	50,248.16	66,356.77	58,129.01
P/A-Admin Costs	61,251.09					61,251.09	17,613.95	23,260.65	20,376.49
Outreach	187.29					187.29	53.86	71.13	62.31
Postage	1,324.01					1,324.01	380.74	502.80	440.46
Communication - Telephone	12,507.32			2,850.00	250.00	9,407.32	2,705.26	3,572.51	3,129.55
Computer Software Maint/Renewals	-					-	-	-	-
Depreciation Exp	3,449.95					3,449.95	992.10	1,310.15	1,147.70
IFA Costs	21,504.13					21,504.13	6,183.93	8,166.39	7,153.81
INTEREST EXPENSE	554.16					554.16	159.36	210.45	184.35
Licensing/Titling	0.00					-	-	-	-
Motor Pool	884.37					884.37	254.32	335.85	294.20
Maintenance & Repair - Equipment	0.00					-	-	-	-
Maintenance & Repair - Vehicle	0.00					-	-	-	-
Bank Service Fees	81.82					81.82	23.53	31.07	27.22
Materials & Supplies	9,327.70	315.00		1,546.00	150.00	7,316.70	2,104.06	2,778.58	2,434.06
Membership/Sub/Pro Activity	2,058.76					2,058.76	592.04	781.83	684.89
Printing & Reproduction	2,885.56			956.00	100.00	1,829.56	526.13	694.79	608.64
Office Services	1,459.39					1,459.39	419.68	554.22	485.50
Professional Services/Consultant	8,800.00					8,800.00	2,530.61	3,341.88	2,927.51
Rent - Bldg/Storage	55,053.47			8,719.00	600.00	45,734.47	13,151.84	17,368.07	15,214.56
Travel-Training & Education	23,450.13					23,450.13	6,743.54	8,905.40	7,801.19
Employee Tuition Reimbursement	2,631.51					2,631.51	756.74	999.34	875.43
Mileage - Travel	19,395.97	1,250.00	915.00	3,760.00	374.00	13,096.97	3,766.29	4,973.69	4,356.99
Utilities	0.00					-	-	-	-
Meeting Cost	9,164.00	3,414.00	3,750.00			2,000.00	575.14	759.52	665.34
Total Salaries and Overhead	1,157,793.47	6,867.60	6,591.46	90,895.10	5,993.79	1,047,445.52	301,213.42	397,776.78	348,455.32
Participant Costs	991,350.77			49,500.00	4,035.00	937,815.77	326,301.21	335,260.11	276,254.45
Carryover July - Sept 2020	196,870.52	-	-	-	-	196,870.52	(0.00)	95,647.13	101,223.39
<b>Total Program Budget</b>	<b>2,346,014.76</b>	<b>6,867.60</b>	<b>6,591.46</b>	<b>140,395.10</b>	<b>10,028.79</b>	<b>2,182,131.81</b>	<b>627,514.63</b>	<b>828,684.02</b>	<b>725,933.16</b>
<b>Total Budget</b>	<b>2,605,095.45</b>	<b>7,064.19</b>	<b>6,788.03</b>	<b>144,745.10</b>	<b>10,343.79</b>	<b>2,436,154.34</b>	<b>711,134.29</b>	<b>924,531.61</b>	<b>800,488.44</b>



#### **Addendum to Worksite Agreement**

#### **Dislocated Worker, National Disaster Grant Program**

The Northwest Arkansas Workforce Development Board temporary employment policy/procedures include the State's policy plus the following information.

#### **Purpose:**

To provide policy direction and guidance for the implementation of a Temporary employment program for WIOA eligible Dislocated Worker National Disaster Grant participants.

#### **Policy:**

The geographic area where the worksites are located must be located in the geographic area covered by a FEMA declaration for public assistance or within the area subject to another Federal agency's declaration of an emergency or disaster situation of national significance. Generally, worksites will be limited to public and non-profit facilities.

The Temporary employment worksite may be in the public sector or the non-profit sector.

The Temporary employment is not designed to replace an existing employee or position. Wages are provided by NWAEDD and paid directly to the participant. Labor standards apply as the Fair Labor Standards Act.

Employers are not monetarily compensated.

#### **Policy Guidelines:**

- Temporary employments for National Disaster Grants are limited to 2,080 hours during the grant period.
- Participants will be paid the same hourly rate as other employees at the worksite factoring in the job description and entry level position.

#### **Selection of temporary employment worksites:**

NWAEDD Supervisors will approve all training site locations.

When selecting training sites Career Advisors should be looking for sites that meet the following criteria:

1. The worksite meets federal, state and local labor laws and agrees that the laws will be followed.
2. The worksite has a person designated as the supervisor. There must be alternate personnel to supervise in the absence of the supervisor.
3. Supervisors must be willing and motivated to meet the terms of the worksite agreement.
4. The worksite will provide meaningful and continuous work during working hours.
5. The worksite agrees to cooperate with monitoring efforts as required by WIOA legislation and adhere to all other applicable local, state and federal rules and regulations.
6. The worksite provides a description of the temporary employment activities and will provide the necessary paperwork including time and attendance records.
7. Participants will be provided a work environment that meets health and safety standards.



**Payroll Procedures:**

Participants are employed in temporary employment activities and Northwest Arkansas Economic Development District will be the employer of record, using WIOA Dislocated Worker National Disaster Grant funds.

Time/attendance records will be submitted for payment twice monthly. Upon enrollment participants will be provided a payroll schedule.

The Records Manager will ensure that all enrollment and payroll requirements are completed when participants are entered in the payroll system. Paperwork must be submitted in a timely manner so the Records Manager has time to add participants to the payroll system. Failure to submit information timely could result in the participant not getting paid on schedule.

**Payroll Forms:**

Include AJL Universal Page Printout, Demographic Information Page, and Temporary Employment Service Page. W-4, State Tax Form, I-9 and Backup, Direct Deposit Forms.

**General Conditions for Temporary Jobs:**

1. Worksite Employer must determine and ensure that all temporary workers at all worksites area only performing disaster-relate work activities.
2. Participants shall receive comparable working conditions and non-payroll benefits such as rest breaks, etc. as other employees, including following the state and federal holiday policy of the individual's worksite;
3. There shall be no displacement of regular employees nor replacement of laid-off workers by the temporary job participant(s); and there shall be no infringement of promotional opportunities for regular employees.
4. Participants shall be compensated at the same rates as employees who are similarly situated in similar occupations by the worksite employer and who have similar training, experience, and skills.
5. Participants may work overtime (subject to regulations of the Fair Labor Standards Act with respect to the level of compensation), provided that this is part of the design of the project and regular employees of the employer in question are also working overtime, subject to the limit on duration and level of compensation for workers under this project.

**Timesheets:**

Participants are to record their time on a timesheet provided to them by their Career Advisor. Participants are responsible for signing in and out each day, then signing and dating their timesheet on the last day of the pay period and obtaining their supervisor's signature. Signatures must be in ink with no whiteout. At the discretion of the Records Manager messy timesheets will have to be redone. Timesheets are to be verified for accuracy by the Career Advisor and the Record Manager.

The payroll file will be kept in Harrison by the Records Manager for the time required to meet WIOA file retention.



**Workers Compensation:**

NWAEDD will provide workers compensation coverage for participants. Worksites are required to cover their worksite safety procedures and return the safety orientation form to the Career Advisor. Worksite supervisors must cover the worksite safety procedures with the participant and sign and date the safety orientation form.

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John Dyess, NWAEDD Chair





Northwest Arkansas Economic Development District

Policy Name Referral Policy  
Date Approved by the Board

Purpose: Local WDBs must ensure that WIOA youth service providers meet the referral requirements in WIOA sec. 129(c)(3)(A) for all youth participants, including:

- (1) Providing these participants with information about the full array of applicable or appropriate services available through the Local WDBs or other eligible providers, or one-stop partners; and
- (2) Referring these participants to appropriate training and educational programs that have the capacity to serve them either on a sequential or concurrent basis.

Policy:

Local boards must establish linkages with local educational agencies and partners responsible for services to participants as appropriate.

If a youth applies for enrollment in a program of WIOA and either does not meet the enrollment requirements for that program or cannot be served by that program, the eligible training provider of that program must ensure that the youth is referred for further assessment, if necessary, or referred to appropriate programs to meet the skills and training needs of the youth.

In order to meet the basic skills and training needs of applicants who do not meet the eligibility requirements of a particular program or who cannot be served by the program, each youth provider must ensure that these youth are referred for further assessment, as necessary; and to appropriate programs.

All referrals must be documented in MIS and/or AJL.

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John Dyess, NW WDB Chair



### Northwest Arkansas Workforce Development Board Policy

**Policy Name** Work Experience Policy – Youth Program  
**Date Approved by the Board**

**Purpose:** Local Workforce Development Boards must have a work experience policy that outlines specific details and allowances for the area. Each policy must address the length of time for each work experience, the rate of pay, and the allowances of raises during work.

**Policy:** The Northwest Arkansas Workforce Development Board will not have a set pay for work experience participants. The following will be taken into consideration when determining the pay of Work Experience participants; minimum wage, employer's starting pay wage and the need of each individual participant.

Work Experience participants will not be allowed to work over 80 hours on a bi-weekly pay period basis. No overtime will be allowed. Allowances of raises will not be given to any work experience participant.

Adult and Dislocated Workers will be allowed to participate in the work experience program for up to 6 months. Exceptions to the length of participation must be approved by management.

Out of School Youth who are attending GED classes will be allowed to work up to 1040 hours. Which is the equivalent of six months of work experience at 40 hours a week. Career Advisors are responsible for assuring hours are not exceeded. Exceptions to the length of participation must be approved by management.

\*Youth must attend GED classes full time and show monthly progression in grades to participate in work experience.

Out of School Youth who are not attending GED classes can work up to 6 months. Exceptions to the length of participation must be approved by management.

In School youth can work up to 8 weeks each summer they are participating with WIOA. In School Youth will also have an option to work throughout each school year until graduation. Exceptions to the length of participation must be approved by management. Career Advisors will conduct orientation with each supervisor at the worksite to assure sign-in-sheets are completed accurately and participants are not exceeding hours permitted by the LWDB policy. Orientation will also be conducted with participants to assure their understanding of the policy.

\*Documentation will be timesheets signed by supervisor, participant and Career Advisor.

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John Dyess, NW WDB Chair

One Stop Operator Report July 1, 2018 through June 30, 2019

**Title 1**

**Core 4 NWAEDD**

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

Location	4 <sup>th</sup> Quarter Participants	Year to Date Participants
Fayetteville	62	99
Harrison	94	139
Mtn. Home	40	93
Rogers	32	46
Siloam Springs	38	56

**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, Integrated Education and Training)

Location	4th Quarter Reportable Individuals	4th Quarter Participants	Year to Date Reportable Individuals	Year to Date Participants
Arkansas State University at Mountain Home	60	45	120	74
Fayetteville Public Schools	143	119	235	174
North Arkansas College	226	179	448	318
Northwest Arkansas Community College	283	136	1602	1123
Northwest Technical Institute	639	524	1610	996
Ozark Literacy Council	186	87	372	109

**Title 3**

**Core 4 Department of Workforce Services**

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

Location	4th Quarter Customers	Year to Date Customers
Fayetteville	3354	13335
Harrison	1875	7359
Mtn. Home	1226	6064
Rogers	2806	11767
Siloam Springs	510	3170

**Title 4**

**Core 4 Arkansas Rehabilitation Services Northwest**

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

LOCATION	4th Quarter Applicants	4th Quarter # Closed	Year to Date Applicants	Year to Date # Closed	Current Active Clients Served
Fayetteville	225	108	773	463	1946
Harrison	18	23	126	82	286

**Title 4**

**Core 4 Services for the Blind**

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

LOCATION	4th Quarter Referrals	Year to Date Total Referrals	Year to Date Total Served
Benton County	14	30	77
Baxter, Boone, Carroll, Madison, Marion, Newton, and Searcy Counties	12	49	65
Washington County	4	29	90

**WIOA Quarterly Meetings**

Quarterly meetings are held with all Core 4 Partners at different locations throughout the district. However, this quarter we planned a Quarterly Partners meeting that combined all the partners for one large meeting in Eureka Springs. Due to scheduling conflicts the meeting was postponed until July 30, 2019. The purpose of the meeting was to discuss in-demand sectors in the nine (9) counties of our district. The featured speaker was Mary Ann Lawrence, CEO of PowerNotes, and who has 40 years of experience on workforce development issues. Several institutions of Higher Education also shared their current programs with the in-demand sectors.

**A. Outreach of Services**

**Rogers** – On June 14, 2019 Carole Shaver, Rogers Title 1 Career Advisor, and Sarah Phares, Rogers DWS Employment Services Specialist, attended the Citizen Soldier for Life (CSFL) Career Expo at the Armed Forces Reserve Center in Bentonville. The event was open to veterans, transitioning services members, military spouses, reservists, and guardsmen who were seeking meaningful employment. Job seekers had the opportunity to network with employers who were seeking to fill their open positions. Employers recruited for positions in healthcare, hospitality, customer service, retail, communications, transportation, manufacturing and more.

**Fayetteville** – On June 15, 2019 NWAEDD staff in Fayetteville and NWACC-Adult Ed staff in Bentonville participated in a Convoy of Hope event in Springdale, Arkansas along with 288 other volunteers. Over 3,500 guests attended. Some of the free items given out were groceries, shoes, backpacks with school supplies, haircuts and family portraits. Job and career services, veteran services and community services were also provided. Convoy of Hope is a faith-based nonprofit organization located in Springfield, Missouri. They provide assistance and hope to the low-income by partnering with churches, businesses, government agencies and other non-profits.



*Nadine Sewell and Melba Miller, NWAEDD Career Advisors*



*Ben Aldama, Dean of Adult Education, NWACC, and Vicki Gamez-Montero, Adult Education Examiner, NWACC*

## **B. Employers**

On April 25, 2019 NWAEDD staff attended an informational forum on apprenticeship for local employers in Springdale that was hosted by the Arkansas Department of Workforce Services (ADWS). There was a panel discussion featuring executives from Tyson Foods, Simmons Bank, UAMS- College of Nursing, the Arkansas Center for Data Sciences, and the National Apprenticeship Training Foundation. Attendees also heard testimonials from employers currently implementing apprenticeship programs and participating apprentices.

## **Future Activity of the Next Quarter**

The Fall 2019 WIOA Partners meeting is scheduled for September 5-6, 2019 at the Embassy Suites by Hilton Little Rock in Little Rock, Arkansas. Mike Preston, Arkansas Secretary of Commerce, will speak on the state government transformation.

## **C. Success Story**

### **Raven Leggett, North Arkansan College - Adult Ed, 2018 Top GED Scorer in Arkansas**

Raven Leggett of Eureka Springs earned the top score on the General Educational Development exam in 2018, announced by the Arkansas Department of Career Education Adult Education Division on Friday, April 26, 2019. Raven attended GED classes at North Arkansas College Carroll County Center in Berryville. She stated that she was influenced by her personal hopes and dreams. "I've always had dreams that were centered around higher education. I could not imagine a future for myself that did not involve academia, nor could I let a bump in the road strip that future away from me," Leggett said in a statement. "Eventually I would love to have an occupation in evolutionary biology and conservation, preferably in the field. I also like the idea of being a professor and performing research for a university." Besides attending GED classes at Carroll County Center, Raven prepared for her High School Equivalency Test (GED) by personally pursuing studies in science and writing using the home school option.



*State Senator Jane English; Raven Leggett; Dr. Charisse Childers (Former Director of Arkansas Career Education – currently Director of Arkansas Division of Workforce Services); Dr. Trenia Miles (Deputy Director of Adult Education)*

**One-Stop Operator****1/1/19 to 6/30/19**

	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>	<b>%</b>
Personnel Services/Salary	\$28,594.00	\$27,956.83	\$637.17	98%
Fringe Benefits	6,472.00	4,048.77	2,423.23	63%
Travel	2,000.00	686.33	1,313.67	34%
Training & Education	750.00	605.86	144.14	81%
Telephone/Internet/Fax/Postage	3,184.00	1851.10	1,332.90	58%
Printing/Reproduction	500.00	34.92	465.08	7%
Materials & Supplies	1,000.00	12.62	987.38	1%
Rent/RSA	2,000.00		2,000.00	0%
Membership/Subscriptions/ Professional Services	400.00	25.56	374.44	6%
Maintenance/Repairs	100.00		100.00	0%
<b>Total</b>	<b>\$45,000.00</b>	<b>\$35,221.99</b>	<b>\$9,778.01</b>	<b>78%</b>

**NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD**  
**Minutes of Meeting June 5, 2019**

A meeting of the Northwest Arkansas Local Workforce Development Board (LWDB) was held Wednesday, June 5, 2019, at Arkansas Workforce Center in Harrison, 818 Highway 62-65-412 North, Harrison, AR at 11:00 a.m.

Board Members present were:

MR. BEN ALDAMA, NWACC ADULT ED  
MS. SARAH BROZYNSKI, BAXTER REGIONAL MEDICAL  
MR. JOHN DYESS, ALTRONIC RESEARCH, INC.  
MR. WALTER HINOJOSA, NWA LABOR COUNCIL  
MS. JANA KINDALL, AR DEPARTMENT OF WORKFORCE SERVICES  
MR. BOB LARGENT, HARRISON REGIONAL CHAMBER OF COMMERCE  
MR. CLINT MORRIS, LOCAL 155 PLUMBERS AND PIPEFITTERS  
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. STEVE CLARK, FAYETTEVILLE CHAMBER OF COMMERCE – proxy Chung Tan  
MS. AMY JONES, ARKANSAS REHABILITATION SERVICES – proxy Wade Tibbits

Board Members absent and excused were:

MR. DAVID BELL, DAVID BELL, LLC.  
MR. RICH DAVIS, BLACK HILLS ENERGY  
MR. KEVIN ESTES, DHS SERVICES FOR THE BLIND  
MR. ROSS PARKER, PARKER FARMS AND RENTALS  
MR. BO PHILLIPS, HARRISON

Others present were:

Mr. Tom Anderson, Arkansas Workforce Investment Board Chair  
Mr. Joe Willis, NWAEDD  
Mr. Jeremy Ragland, NWAEDD  
Ms. Susan Sangren, NWAEDD  
Mr. Joe Berry, North Arkansas College  
Ms. Patty Methvin, NWAEDD  
Mr. James Moss, NWAEDD  
Ms. Karen Henry, NWAEDD  
Mr. Taff Grice, NWAEDD  
Ms. Melba Miller, NWAEDD  
Ms. Kelsey Kelton, AEDC  
Ms. Nell Bonds, North Arkansas College  
Mr. Elijah Snow, Senator Boozman  
Mr. Stetson Painter, Congressman Crawford  
Dr. Melinda Bolinger, NWACC

The meeting was called to order at 11:05 a.m. by CHAIR JOHN DYESS. CHAIR DYESS welcomed the Board and guests. MR. TOM ANDERSON, Arkansas Workforce Investment Board Chair gave his welcome on behalf of the State Board.

MS. PATTY METHVIN gave the staff report. Joe Willis, Janie Wheeler and Patty Methvin attended the National Association of Workforce Boards annual meeting in Washington, D.C. on March 23-26, 2019. MS. METHVIN informed the Board that the Arkansas Department of Workforce Services annual monitoring was held during the week of April 22nd. There has not been an exit interview to date. MS. METHVIN reminded the Board that Northwest received \$50,000 in additional National Emergency Grant funding as well as a time extension to June 30<sup>th</sup>. Those funds will be spent by the end date. MS. METHVIN explained that she worked with ADWS to help connect with the area Chambers of Commerce to help promote the Northwest Arkansas Employers Growing Talent Through Apprenticeships. MS. METHVIN shared with the Board the Arkansas Expands Apprenticeship (AREA) grant training will begin in August. The goal is to enroll 50 participants into training by October 2020. MS. METHVIN shared that Northwest has also received a small AREA Round 2 apprenticeship grant working with Rockin' Baker in Fayetteville to train participants on the autism spectrum. MS. METHVIN informed the Board that she and Susan Sangren attended the Department of Labor SMART training May 29-31, 2019 in Dallas.

MS. METHVIN presented the updated Program year 2019 Workforce budget for review. An AREA Round 2 grant of \$10,500 was added to the budget. Motion to accept the updated Workforce budget as presented was made by MR. RICKY TOMPKINS and seconded by MR. BEN ALDAMA. Motion carried.

MS. METHVIN informed the Board of the WIOA Title 1 allocations for 2019. Northwest allocations are \$281,425 less than they were in 2018.

MS. METHVIN presented the updated Northwest Arkansas Workforce Development Area Regional and Local Plan. Changes to the local plan includes adding to the list of key planning meeting dates and replacing statistical charts with current information. MS. BILLIE REED shared updated information on the Health Care Sector in the local plan. Motion to approve the updated local plan with the additional Health Care Sector information was made by MS. REED and seconded by MR. KELLEY SHARP. Motion carried.

MS. SUSAN SANGREN highlighted the Success Story in the One Stop Operator report. MS. SANGREN introduced MS. MELBA MILLER the Career Advisor who worked with the participants in the success story. Motion to accept the One Stop Operator report as presented was made by MS. JANA KINDALL and seconded by MR. BOB LARGENT. Motion carried.

MS. METHVIN presented the Consent Agenda and responded to Eligible Training Provider questions posed at the last meeting. MS. METHVIN will work with the staff to ensure they understand the difference in the levels of training by the different training providers. Motion to accept the Consent Agenda was made by MS. REED and seconded by MR. SHARP. Motion carried.

Motion to adjourn was made by MR. SHARP and seconded by MR. BEN ALDAMA. Motion passed, and the meeting adjourned at 11:45 a.m.

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John Dyess, Chair



Program Name	CIPCode	Training Level	Application Date	Certification Date
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**Northwest**

**Arkansas State University - State University**

Associate Degree Physical Therapy	51.2308	Associate Degree	7/11/2019 9:41:16 AM	7/17/2019 to 7/16/2020
Nursing AAS (LPN to RN)	51.3801	Associate Degree	7/11/2019 9:12:16 AM	7/17/2019 to 7/16/2020
Early Childhood K-6 BSE	13.1202	Baccalaureate Degree	7/11/2019 8:58:20 AM	7/17/2019 to 7/16/2020
Criminology - Bachelor of Arts	43.0107	Baccalaureate Degree	7/11/2019 8:53:58 AM	7/17/2019 to 7/16/2020
Business Administration BS	52.0201	Baccalaureate Degree	7/11/2019 8:52:30 AM	7/17/2019 to 7/16/2020
Accounting BS	52.0301	Baccalaureate Degree	7/11/2019 8:50:45 AM	7/17/2019 to 7/16/2020
Nursing-AAS	51.3801	Associate Degree	7/11/2019 8:45:12 AM	7/17/2019 to 7/16/2020

**Arkansas State University-Mountain Home - Mountain Home**

Mechatronics	15.0303	Technical Certificate	6/27/2019 3:28:28 PM	7/9/2019 to 7/8/2020
Business Technology	52.0401	Associate Degree	6/26/2019 5:24:20 PM	6/27/2019 to 6/26/2020
AAS Programming/Mobile Development	11.0202	Associate Degree	6/26/2019 5:21:48 PM	6/27/2019 to 6/26/2020
Information Systems Technology	11.0401	Technical Certificate	6/26/2019 5:20:18 PM	6/27/2019 to 6/26/2020

Information Systems Technology Networking Specialist	11.0401	Associate Degree	6/26/2019 5:18:41 PM	6/27/2019 to 6/26/2020
Associate of Applied Science in Welding Gas Metal ARC Welding Emphasis	48.0508	Associate Degree	6/26/2019 5:16:27 PM	6/27/2019 to 6/26/2020
Associate of Applied Science in Welding Technology Pipe Welding Emphasis	48.0508	Associate Degree	6/26/2019 5:15:28 PM	6/27/2019 to 6/26/2020
Associate of Applied Science in Welding Technology Gas Tungsten Arc Welding Emphasis	48.0508	Associate Degree	6/26/2019 5:14:33 PM	6/27/2019 to 6/26/2020
Nursing-AAS	51.3801	Associate Degree	6/26/2019 5:12:45 PM	6/27/2019 to 6/26/2020
Licensed Practical Nurse	51.3901	Technical Certificate	6/26/2019 5:10:30 PM	6/27/2019 to 6/26/2020
Paramedic Technology	51.0904	Technical Certificate	6/26/2019 5:08:37 PM	6/27/2019 to 6/26/2020
Paramedic Technology	51.0904	Associate Degree	6/26/2019 5:06:24 PM	6/27/2019 to 6/26/2020
General Business	52.0201	Technical Certificate	6/26/2019 5:04:48 PM	6/27/2019 to 6/26/2020
<b>Indian Capital Technology Center-Stilwell Campus - Stilwell</b>				
Licensed Practical Nursing	51.3901	Industry Recognized Certification	8/13/2019 2:04:46 PM	8/16/2019 to 8/15/2020
<b>Level One Driving Academy - Beebe</b>				
Professional Truck Driver Training	49.0205	Certificate of Proficiency	7/12/2019 9:31:33 AM	7/23/2019 to 7/22/2020

<b>MedLinc Medical Training &amp; Education - Little Rock</b>				
CNA/Phlebotomy Combination Course	51.3902	Certificate of Proficiency	7/19/2019 12:46:01 PM	7/23/2019 to 7/22/2020
MedLinc Phlebotomy Training	51.3902	Certificate of Proficiency	7/19/2019 12:38:39 PM	7/23/2019 to 7/22/2020
MedLinc CNA Training	51.3902	Occupational Skills Certificate/Credential	7/19/2019 12:33:42 PM	7/23/2019 to 7/22/2020
CNA Classes	51.3902	Certificate of Proficiency	7/19/2019 12:29:56 PM	7/23/2019 to 7/22/2020
<b>Mid-America Truck Driving School, Inc - Springdale</b>				
Truck & Bus Driver/Commercial Vehicle Operator & Instructor	49.0205	Industry Recognized Certification	7/10/2019 2:55:20 PM	7/10/2019 to 7/9/2020
<b>North Arkansas College (South Campus and North Campus) - Harrison</b>				
MSSC Certified Production Technician (CPT)	15.0699	Industry Recognized Certification	8/1/2019 11:55:14 AM	8/9/2019 to 8/8/2020
Electronics Technology	15.0303	Technical Certificate	8/1/2019 9:35:40 AM	8/9/2019 to 8/8/2020
Automation and Systems Integration (emphasis Manufacturing Technology)	15.0303	Associate Degree	8/1/2019 9:34:04 AM	8/9/2019 to 8/8/2020
Automation and Systems Integration (emphasis Electronics Technology)	15.0303	Associate Degree	8/1/2019 9:33:27 AM	8/9/2019 to 8/8/2020
<b>Northeast Technology Centers - Kansas</b>				
Electrical Technician in Industry and Manufacturing	46.0302	Certificate of Proficiency	7/16/2019 1:44:46 PM	7/17/2019 to 7/16/2020
Industrial Metal Fabricator	48.0511	Certificate of Proficiency	7/16/2019 1:40:55 PM	7/17/2019 to 7/16/2020

Multi Process Pipe Welder	48.0508	Certificate of Proficiency	7/16/2019 1:39:53 PM	7/17/2019 to 7/16/2020
Motion Graphics Artist	10.0304	Certificate of Proficiency	7/16/2019 1:38:33 PM	7/17/2019 to 7/16/2020
Electrical Technician in Construction, Industry & Mfg	46.0302	Certificate of Proficiency	7/16/2019 1:36:32 PM	7/17/2019 to 7/16/2020
Electrical Technician in Construction	46.0302	Certificate of Proficiency	7/16/2019 1:35:21 PM	7/17/2019 to 7/16/2020
Structural Welder	48.0508	Certificate of Proficiency	7/16/2019 1:18:13 PM	7/17/2019 to 7/16/2020
SMAW Structural Welder	48.0508	Certificate of Proficiency	7/16/2019 1:16:57 PM	7/17/2019 to 7/16/2020
SMAW Pipe Welder	48.0508	Certificate of Proficiency	7/16/2019 1:15:44 PM	7/17/2019 to 7/16/2020
Clinical Lab Asst./Phlebotomist	51.0802	Certificate of Proficiency	7/16/2019 1:13:46 PM	7/17/2019 to 7/16/2020
Residential/Commercial Electrician's Asst	46.0302	Certificate of Proficiency	7/16/2019 1:12:21 PM	7/17/2019 to 7/16/2020
Practical Nursing	51.3901	Certificate of Proficiency	7/16/2019 1:08:24 PM	7/17/2019 to 7/16/2020
Residential Electricians Assistant	46.0302	Certificate of Proficiency	7/16/2019 1:06:38 PM	7/17/2019 to 7/16/2020
Pipe Welder	48.0508	Certificate of Proficiency	7/16/2019 1:05:34 PM	7/17/2019 to 7/16/2020
Pharmacy Technician	51.0805	Certificate of Proficiency	7/16/2019 1:04:30 PM	7/17/2019 to 7/16/2020

Office Information Specialist	52.0411	Certificate of Proficiency	7/16/2019 1:03:09 PM	7/17/2019 to 7/16/2020
Medical Office Assistant	51.0710	Certificate of Proficiency	7/16/2019 1:01:48 PM	7/17/2019 to 7/16/2020
Nursing Assistant	51.3899	Certificate of Proficiency	7/16/2019 1:00:33 PM	7/17/2019 to 7/16/2020
Industrial Electricians Assistant	46.0302	Certificate of Proficiency	7/16/2019 12:56:53 PM	7/17/2019 to 7/16/2020
Graphic Design Specialist	10.0305	Certificate of Proficiency	7/16/2019 12:55:29 PM	7/17/2019 to 7/16/2020
Electrician's Assistant Complete	46.0302	Certificate of Proficiency	7/16/2019 12:53:18 PM	7/17/2019 to 7/16/2020
Desktop Publishing/Graphic Designer	10.0305	Certificate of Proficiency	7/16/2019 12:51:44 PM	7/17/2019 to 7/16/2020
Cosmetologist	12.0401	Certificate of Proficiency	7/16/2019 12:49:41 PM	7/17/2019 to 7/16/2020
Commercial Electricians Assistant	46.0302	Certificate of Proficiency	7/16/2019 12:48:10 PM	7/17/2019 to 7/16/2020
CNA	51.2602	Adult Education	7/16/2019 12:47:14 PM	7/17/2019 to 7/16/2020
Certified Billing and Coding Specialist	51.0713	Certificate of Proficiency	7/16/2019 12:44:39 PM	7/17/2019 to 7/16/2020
Automotive Service Technician	47.0604	Certificate of Proficiency	7/16/2019 12:43:08 PM	7/17/2019 to 7/16/2020
Administrative Assistant	52.0401	Certificate of Proficiency	7/16/2019 11:43:40 AM	7/17/2019 to 7/16/2020

<b>Northwest Arkansas Community College - Bentonville</b>				
Food Studies - Artisinal Food	12.0503	Technical Certificate	8/16/2019 8:20:03 AM	8/16/2019 to 8/15/2020
CAD - Mecanical Design	15.1302	Technical Certificate	8/16/2019 8:19:03 AM	8/16/2019 to 8/15/2020
CAD Architecture	15.1301	Certificate of Proficiency	8/16/2019 8:16:55 AM	8/16/2019 to 8/15/2020
Food Studies - Artisanal Food	12.0503	Associate Degree	8/16/2019 8:11:08 AM	8/16/2019 to 8/15/2020
Respiratory Therapy	51.0908	Associate Degree	8/8/2019 3:07:44 PM	8/9/2019 to 8/8/2020
Paramedic-Associate	51.0904	Associate Degree	7/22/2019 4:59:26 PM	7/23/2019 to 7/22/2020
Emergency Medical Technology - Paramedic	51.0904	Technical Certificate	7/22/2019 4:58:20 PM	7/23/2019 to 7/22/2020
Graphic Design	50.0409	Technical Certificate	7/22/2019 4:57:26 PM	7/23/2019 to 7/22/2020
Food Studies - Culinary Arts	12.0503	Technical Certificate	7/22/2019 4:56:05 PM	7/23/2019 to 7/22/2020
Food Studies - Culinary Arts	12.0503	Certificate of Proficiency	7/22/2019 4:55:14 PM	7/23/2019 to 7/22/2020
Food Studies - Culinary Arts	12.0503	Associate Degree	7/22/2019 4:54:19 PM	7/23/2019 to 7/22/2020

Food Studies - Baking and Pastry Arts	12.0503	Associate Degree	7/22/2019 4:49:54 PM	7/23/2019 to 7/22/2020
Food Studies - Baking and Pastry Arts	12.0501	Certificate of Proficiency	7/22/2019 4:48:25 PM	7/23/2019 to 7/22/2020
Physical Therapist Assistant	51.0806	Associate Degree	7/22/2019 4:47:19 PM	7/23/2019 to 7/22/2020
Paralegal Studies	22.0302	Associate Degree	7/22/2019 4:46:01 PM	7/23/2019 to 7/22/2020
Health Information Management	51.0707	Associate Degree	7/22/2019 4:45:09 PM	7/23/2019 to 7/22/2020
Graphic Design	50.0402	Associate Degree	7/22/2019 4:44:13 PM	7/23/2019 to 7/22/2020
Electronics Technology	15.0303	Associate Degree	7/22/2019 4:43:07 PM	7/23/2019 to 7/22/2020
Criminal Justice	43.0104	Associate Degree	7/22/2019 4:42:12 PM	7/23/2019 to 7/22/2020
Construction Technology	15.1001	Associate Degree	7/22/2019 4:41:17 PM	7/23/2019 to 7/22/2020
Computer Information Systems	11.0101	Associate Degree	7/22/2019 4:40:09 PM	7/23/2019 to 7/22/2020
CAD - Architectural Design	15.1301	Associate Degree	7/22/2019 4:39:04 PM	7/23/2019 to 7/22/2020
Business Management Accounting Option	52.0201	Associate Degree	7/22/2019 4:37:42 PM	7/23/2019 to 7/22/2020

Business Management - Logistics Management	52.0201	Associate Degree	7/22/2019 4:35:12 PM	7/23/2019 to 7/22/2020
Business Management - Banking and Finance	52.0201	Associate Degree	7/22/2019 4:31:18 PM	7/23/2019 to 7/22/2020
Agriculture, Food and Life Science	01.0104	Associate Degree	7/22/2019 4:27:02 PM	7/23/2019 to 7/22/2020
Nursing	51.3801	Associate Degree	7/22/2019 4:20:00 PM	7/23/2019 to 7/22/2020

**Northwest Technical Institute - Springdale**

Network/Computer Technician	11.0101	Certificate of Proficiency	7/16/2019 12:48:57 PM	7/17/2019 to 7/16/2020
HVAC	47.0201	Certificate of Proficiency	7/16/2019 12:47:23 PM	7/17/2019 to 7/16/2020
Medium Heavy Truck Technology	47.0605	Technical Certificate	7/16/2019 12:46:00 PM	7/17/2019 to 7/16/2020
Surgical Technology	51.0909	Technical Certificate	7/16/2019 12:44:22 PM	7/17/2019 to 7/16/2020
Practical Nursing	51.3901	Technical Certificate	7/16/2019 12:43:17 PM	7/17/2019 to 7/16/2020
Phlebotomy	51.1009	Certificate of Proficiency	7/16/2019 12:42:26 PM	7/17/2019 to 7/16/2020
Information Systems	11.0101	Technical Certificate	7/16/2019 12:41:10 PM	7/17/2019 to 7/16/2020
Certified Nursing Assistant	51.3902	Certificate of Proficiency	7/16/2019 12:39:54 PM	7/17/2019 to 7/16/2020



Industrial Maintenance Technology	47.0303	Technical Certificate	7/16/2019 12:38:49 PM	7/17/2019 to 7/16/2020
Electronics Technology	15.0303	Technical Certificate	7/16/2019 12:37:28 PM	7/17/2019 to 7/16/2020
Automotive Service Technology	47.0604	Technical Certificate	7/16/2019 12:36:00 PM	7/17/2019 to 7/16/2020
Ammonia Refrigeration Maintenance Technology	15.0501	Technical Certificate	7/16/2019 12:34:53 PM	7/17/2019 to 7/16/2020
<b>Petra Allied Health (Springdale) - Springdale</b>				
Veterinary Assistant	51.0808	Certificate of Proficiency	7/31/2019 3:15:51 PM	8/9/2019 to 8/8/2020
<b>TriState Career Tech - Arkoma</b>				
Class A CDL Training (With Housing)	49.0205	Technical Certificate	6/25/2019 2:13:12 PM	7/9/2019 to 7/8/2020
Class A CDL Training (No Housing)	49.0205	Technical Certificate	6/25/2019 2:11:05 PM	7/9/2019 to 7/8/2020
<b>University of Arkansas at Fort Smith - Fort Smith</b>				
Criminal Justice	43.0103	Associate Degree	7/22/2019 9:50:29 AM	7/23/2019 to 7/22/2020
Commercial Driver Development - CDL	49.0205	Industry Recognized Certification	7/18/2019 1:41:30 PM	7/19/2019 to 7/18/2020
<b>University of Central Arkansas, Outreach and Community Engagement - Conway</b>				
Arkansas Coding Academy	11.0202	Certificate of Proficiency	8/9/2019 10:24:10 AM	8/9/2019 to 8/8/2020