

NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD
Wednesday, December 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 One Stop Operator Task Force Report - Action.....	Billie Reed
Agenda Item 2 - Action Title 1 Program Provider	
Agenda Item 3 - Action Executive Committee Report.....	Bo Phillips
Agenda Item 4 – Action Updated Workforce Budget	2
Agenda Item 5 - Action Annual Report	Handout
Agenda Item 6 - Action Infrastructure Funding Agreements	3
Agenda Item 7 – Action Policies.....	24
Agenda Item 8 - Action Transfer of Funds from Dislocated Worker to Adult Program.....	26
Agenda Item 9 – Action One Stop Operator Report	27
Agenda Item 10 – Action Consent Agenda	31
• Minutes of September 4, 2019 LWDB meeting	
• Eligible Training Provider Programs	
Announcements/Other Business	
Adjourn	
Mark your calendars for these upcoming meeting dates:	
• 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, 202	

Updated Workforce Budget

	TOTAL	Reg. Planning	Sect.Partner	AREA	AREA II	AAPI	HC Youth	TOTAL FORMULA	YOUTH	ADULT	DLW
ADMIN REVENUE	TOTAL										
FY 17 Allocation	4,350.00			\$ 4,350.00				-			
PY 17 Allocation	708.16				\$ 315.00						
PY 19 Allocation	77,042.03	\$ 196.59	\$ 196.57			\$ 3,300.00	\$ 2,156.03	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	160,384.19	196.59	196.57	4,350.00	315.00	3,300.00	2,156.03	149,870.00	56,006.00	48,506.00	45,358.00
PY 18 Carryover	27,613.66							27,613.66			
FY 19 Carryover	76,538.87	-	-	-	-	-	-	76,538.87	-	47,341.59	29,197.28
Total Available Admin	264,536.72	196.59	196.57	4,350.00	315.00	3,300.00	2,156.03	254,022.53	83,619.66	95,847.59	74,555.28
ADMIN BUDGET											
Salaries & Wages	103,891.13	155.00	170.00	3,045.00	242.00	2,310.00	1,509.23	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	990.00	646.80	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	3,300.00	2,156.03	172,644.94	56,831.62	65,142.26	50,671.06
Carryover July - Sept 2020	87,030.19	-	-	-	-	-	-	81,377.59	26,788.04	30,705.33	23,884.22
Total Admin Budget	264,536.72	196.59	196.57	4,350.00	315.00	3,300.00	2,156.03	254,022.53	83,619.66	95,847.59	74,555.28
PROGRAM REVENUE											
TOTAL	TOTAL										
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	770,399.27					106,700.00	19,404.27	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	1,638,853.22	6,867.60	6,591.46	140,395.10	10,028.79	106,700.00	19,404.27	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
Total Available Program	2,472,119.03	6,867.60	6,591.46	140,395.10	10,028.79	106,700.00	19,404.27	2,182,131.81	627,514.63	828,684.02	725,933.16
Program Budget											
Salaries & Wages	718,528.43	1,337.60	1,356.46	56,145.10	3,440.79	8,356.60		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	3,581.40		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					150.00		1,324.01	380.74	502.80	440.46
Communication -											
Telephone	12,507.32			2,850.00	250.00	500.00		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	500.00		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	3,110.00		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	2,500.00		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	2,000.00		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	20,698.00	-	1,047,445.52	301,213.42	397,776.78	348,455.32
Participant Costs	1,096,757.04			49,500.00	4,035.00	86,002.00	19,404.27	937,815.77	326,301.21	335,260.11	276,254.45
Carryover July - Sept 2020	217,568.52	-	-	-	-	-	-	196,870.52	(0.00)	95,647.13	101,223.39
Total Program Budget	2,472,119.03	6,867.60	6,591.46	140,395.10	10,028.79	106,700.00	19,404.27	2,182,131.81	627,514.63	828,684.02	725,933.16
Total Budget	2,736,655.75	7,064.19	6,788.03	144,745.10	10,343.79	110,000.00	21,560.30	2,436,154.34	711,134.29	924,531.61	800,488.44

ATTACHMENT B
INFRASTRUCTURE FUNDING AGREEMENT

Amendment #1

I. INTRODUCTION

This Infrastructure Funding Agreement (IFA) shall determine how the Local Board and partners will fund the infrastructure costs at the Arkansas Workforce Centers in Harrison, Mountain Home, Fayetteville, Rogers and Siloam Springs, AR. The Northwest Arkansas Workforce Development Board (NWAADB), chief elected officials, and one-stop partners hereby agree to amounts and methods of calculating amounts each partner will contribute for one-stop infrastructure funding as determined herein.

This agreement shall be in effect for the duration of the MOU.

The Northwest Arkansas Workforce Centers coordinate the delivery of services with the following partners:

- NWAADB
- Northwest Arkansas Economic Development District (NWAEDD)
- Arkansas Division of Workforce Services (ADWS)
- Arkansas Division of Services for the Blind (DSB)
- Arkansas Rehabilitation Services (ARS)
- Arkansas Adult Education Services • North Arkansas College
- Arkansas State University, Mountain Home
- Northwest Technical Institute
- Fayetteville School District
- Northwest Arkansas Community College
- Job Corps/ODLE Management
- American Indian Center of Arkansas
- National Caucus and Center on Black Aging, Inc.
- Ozark Opportunities
- Arkansas Human Development Corporation • Goodwill Industries of Arkansas.

See the MOU for a list of services provided by each partner.

II. COST ALLOCATION METHODOLOGY

The One Stop Budget (Budget) and IF-A for the Northwest Arkansas Workforce Centers was prepared under the guidelines established in the OMB Circulars/ Common Rule and the One-Stop Comprehensive Financial Management Technical Assistance Guide. The standards contained in the cost principles budgetary structures and generally accepted accounting principles (GAAP) were combined in order to identify the direct and common characteristics of each expenditure category.

The costs in this IFA are infrastructure costs that are shared jointly with the above partners. The one-stop partner program's proportionate share of funding has been calculated in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200.306 based upon a reasonable cost allocation methodology whereby infrastructure costs are charged to each partner in proportion to relative benefits received, and have been determined to be allowable, necessary, and allocable.

The NWAADB as identified in the Northwest Arkansas Workforce Centers MOU hereby certifies that this plan has been prepared in accordance with these guidelines.

This Plan has identified and equitably distributed Job Center infrastructure costs by cost pools. The infrastructure costs are funded through cash and fairly evaluated in-kind partner contributions and include any funding from philanthropic organizations or other private entities, or through other alternative financing options, to provide a stable and equitable funding stream for ongoing one-stop delivery system operations.

The Budget, attached hereto, was based on historical costs from the previous Fiscal Year expenditures and shall be reconciled against actual costs in the current fiscal year and adjusted accordingly within the first 30 days of the beginning of each next fiscal year. Any overpayment from any partner shall be credited towards that partner's future share of costs. Any underpayment shall be paid within 30 days of receiving a copy of the reconciled budget showing actual costs AND an invoice for the total amount due.

III. DIRECT COSTS

Each partner will pay its own direct costs relating to staff costs such as salaries and benefits. All other direct costs including but not limited to, insurance, furniture, equipment, phones, etc. that are incurred by individual partners are the responsibility of the individual partner agency.

IV. SHARED COSTS

Costs that are common will be allocated based on various allocation methodologies. Shared, or Common costs, are broken down into two categories; Infrastructure Costs and Additional Delivery System Costs. Infrastructure Costs include, for example, rent, utilities, janitorial, supplies, equipment, copiers, and share internet phones. These costs are allocated in this Infrastructure Funding

Agreement Additional Delivery System Costs include salaries and fringe benefits of personnel such as receptionists, Job Center manager, Workforce Development Board Administration. services provided by tech support, outreach marketing, etc. These costs are allocated in the Resource Sharing Agreement.

ADDITIONAL COSTS

WIOA sec. 121 20 CFR 378.760(a)-(b), 34 CFR 361.760(a)-(b), 34 CFR 463.760

- Must include the costs of the provision of career services in WIOA sec. 134©(2) applicable to each program consistent with partner program's authorizing Federal statutes and regulations, and allocable based on Federal costs principals in the Uniform Guidance at 2 CFR part 200. •
- May include shared operating costs and shared services that are authorized for, and may be commonly provided through, the one-stop partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other one-stop partners, and business services.

INFRASTRUCTURE COSTS

WIOA sec. 121 20 CFR 378.700(a)-(b), 34 CFR 361.700(a)-(b), 34 CFR 463.700

- Non-personnel costs
- Costs necessary for the general operation of the one-stop center, including but not limited to:
 - Applicable facility costs (such as rent) including costs of utilities and maintenance
 - Equipment (including assessment-related products and assistive technology for individuals with disabilities)
 - Technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities

- May consider common identifier costs as costs of one-stop infrastructure
- May consider supplies as defined in the Uniform Guidance at 2 CFR 200.94, to support the general operation of the one-stop center.

V. PARTNER PROVISIONS

The allocation of costs will be revised each time a partner begins or terminates delivery of service in the Job Center or at any time a partner agency substantially changes its leased premises or number of employees present at the Job Center. Accordingly, the Resource Sharing Agreement shall be adjusted to reflect changes in the allocations of Additional Delivery System Costs. All partners must agree on the initial allocation and any subsequent changes to the initial allocations.

To ensure equitable benefit among the One-Stop partners, this Infrastructure Funding Agreement shall be reviewed quarterly and modified as necessary. The NAWADB will work with One-Stop partners to achieve consensus and informally mediate any possible conflicts or disagreements among the partners.

VI. SIGNATURES

By signing, you agree to comply with the terms of this agreement. Persons signing the Infrastructure Funding Agreement on behalf of a party swear and affirm that they are authorized to act on behalf of such party and acknowledge that the other Parties are relying on their representations to that effect.

Northwest Arkansas Workforce Development Area

Total Infrastructure Costs for each Partner

Partners	Annual Infrastructure 1 Costs	Quarterly Costs
NWAEDD WIOA Title 1 Staff	\$80,860.44	\$20,215.11
AR Division of Workforce Services	\$311,669.36	\$77,917.34
AR Rehabilitation Services	\$12,187.33	\$3,046.83
AR Division of Services for the Blind	\$819.05	\$204.76
North Arkansas College	\$130.50	\$32.63
Job Corps (ODLE Management)	\$1,532.74	\$383.19
Total	\$407,199.42	\$101,799.86

1

Infrastructure costs based on square footage.

These costs are for 7/1/19 forward and reflect changes at Workforce Centers in Harrison, Fayetteville and Siloam Springs.

Northwest Arkansas Infrastructure Funding Agreement

Northwest Arkansas Infrastructure Funding Agreement

Manufactured Capital For Public Finance

Project	Project's Metrics										IS Fees			Spendable				Spend				Spendable				Spend				Total Debt									
	YTD	W	QTD	YTD	QTD	YTD	QTD	YTD	QTD	YTD	QTD	YTD	QTD	YTD	QTD	YTD	QTD	YTD	QTD	YTD	QTD	YTD	QTD	YTD	QTD	YTD	QTD	YTD	QTD	YTD	QTD	YTD	QTD	YTD	QTD				
WATER	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	
Administration of Northwest Water																																							
Capital Budgeting	5,177	19,710	5,177	19,710	5,177	19,710	5,177	19,710	5,177	19,710	5,177	19,710	5,177	19,710	5,177	19,710	5,177	19,710	5,177	19,710	5,177	19,710	5,177	19,710	5,177	19,710	5,177	19,710	5,177	19,710	5,177	19,710	5,177	19,710	5,177	19,710	5,177	19,710	
Construction of Water for the Future	1,111	1,011	1,111	1,011	1,111	1,011	1,111	1,011	1,111	1,011	1,111	1,011	1,111	1,011	1,111	1,011	1,111	1,011	1,111	1,011	1,111	1,011	1,111	1,011	1,111	1,011	1,111	1,011	1,111	1,011	1,111	1,011	1,111	1,011	1,111	1,011	1,111	1,011	1,111
Administration of Northwest Water																																							
Northwest Water																																							
Subtotal	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	
Total	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	1,219	82,000	

This table is for informational purposes only and does not constitute an offer of securities. For more information, please contact the issuer.

Infrastructure Budget

Budget	Comprehensive Harrison					Mt. Home	Fayetteville	Rogers	Siloam Springs	Annual Total	Quarterly Costs
	NWAEDD - A	DWS - B									
Rent/Lease	\$26,245.08	\$34,509.96	\$42,933.60	\$98,460.60	\$80,937.00	\$4,800.00			\$287,886.24	\$71,974.56	
DWS Janitorial (includes shredder)			\$9,455.76	\$13,800.84	\$11,783.88				\$35,040.48	\$8,760.12	
DWS Utilities			\$9,882.68	\$13,086.88	\$8,173.64	\$907.20			\$32,050.40	\$8,012.60	
DWS Resource Room phones & Internet per Jo Ann			\$16,116.00	\$15,696.00	\$16,332.00				\$48,144.00	\$12,036.00	
NWAEDD Resource Room - Century Link Internet, fax, computer line			\$1,800.00						\$1,800.00	\$450.00	
DWS Copier			\$358.80	\$154.80	\$368.28				\$881.88	\$220.47	
DWS General Building Maintenance			\$974.88	\$64.02	\$312.08				\$974.88	\$243.72	
			\$45.46						\$45.46	\$105.39	
Total Costs	\$26,245.08	\$34,509.96	\$81,567.18	\$141,263.14	\$117,906.88	\$5,707.20			\$407,199.44	\$101,799.86	

This budget is for 7/1/19 forward and reflects changes at Workforce Centers in Harrison, Fayetteville and Siloam Springs.

Funding Agreement

Amendment #1

Adult Education and Family Literacy (WIOA Title II)
Wagner-Peyser Employment Services (WIOA Title III)
Jobs for Veterans State Grants (JVSG)
Migrant and Seasonal Farmworker Program
Temporary Assistance for Needy Families
(TANF)
Trade Adjustment Assistance (TAA)
Unemployment Insurance
Vocational Rehabilitation (WIOA Title IV)

Division of Workforce Services
Division of Services for the Blind
Adult Education Services
Rehabilitation Services
Division of Services for the
Blind Arkansas Department of
Commerce Charisse Childers,
Ph.D.
Director

Signature



Date

8/20/19

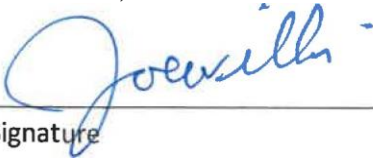
Northwest Arkansas Infrastructure Funding Agreement

Amendment #1

Adult, Dislocated Worker and Youth Programs (WIOA Title I)

Northwest Arkansas Economic Development District, Inc.

Joe Willis, Executive Director



Signature



Date

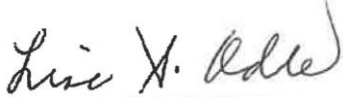
Northwest Arkansas Infrastructure Funding Agreement

Amendment#1

Job Corps

Odle Management

Lisa Ode, President and CEO



August 26, 2019

Signature

Date

Job Corps

Odle Management

Omoniyi Amoran, Center Director, Little Rock Job Corps Center



August 26, 2019

Signature

Date

Northwest Arkansas Infrastructure Funding Agreement

Adult Education and Family Literacy (WIOA Title II) Career
and Technical Education

North Arkansas College

Dr. Randy Esters, President



8/28/19

Date

Adult Education and Family Literacy (WIOA Title II)

North Arkansas College

Cherie Conner



8/27/19

Signature

Date

Career and Technical Education North Arkansas College

Nell Bonds



8/27/19

Signature

Date

Northwest Arkansas Infrastructure Funding Agreement

Amendment #2

ATTACHMENT B

INFRASTRUCTURE FUNDING AGREEMENT

Amendment #2

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been prepared in accordance with these guidelines.

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III. DIRECT COSTS

Each partner will pay its own direct costs relating to staff costs such as salaries and benefits. All other direct costs including but not limited to, insurance, furniture, equipment, phones, etc. that are incurred by individual partners are the responsibility of the individual partner agency.

IV. SHARED COSTS

Costs that are common will be allocated based on various allocation methodologies. Shared, or Common costs, are broken down into two categories; Infrastructure Costs and Additional Delivery System Costs. Infrastructure Costs include, for example, rent, utilities, janitorial, supplies, equipment, copiers, and share internet/phones. These costs are allocated in this Infrastructure Funding Agreement. Additional Delivery System Costs include salaries and fringe benefits of personnel such as receptionists, Job Center manager, Workforce Development Board Administration, services provided by tech support, outreach marketing, etc. These costs are allocated in the Resource Sharing Agreement.

ADDITIONAL COSTS

WIOA sec. 121 20 CFR 378.760(a)-(b), 34 CFR 361.760(a)-(b), 34 CFR 463.760

- Must include the costs of the provision of career services in WIOA sec. 1340(2) applicable to each program consistent with partner program's authorizing Federal statutes and regulations, and allocable based on Federal costs principals in the Uniform Guidance at 2 CFR part 200.
- May include shared operating costs and shared services that are authorized for, and may be commonly provided through, the one-stop partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other one-stop partners, and business services.

INFRASTRUCTURE COSTS

WIOA sec. 121 20 CFR 378.700(a)-(b), 34 CFR 361.700(a)-(b), 34 CFR 463.700

- Non-personnel costs
- Costs necessary for the general operation of the one-stop center, including but not limited to:
 - Applicable facility costs (such as rent) including costs of utilities and maintenance
 - Equipment (including assessment-related products and assistive technology for individuals with disabilities)
 - Technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities
 - May consider common identifier costs as costs of one-stop infrastructure
- May consider supplies as defined in the Uniform Guidance at 2 CFR 200.94, to support the general operation of the one-stop center.

V. PARTNER PROVISIONS

The allocation of costs will be revised each time a partner begins or terminates delivery of service in the Job Center or at any time a partner agency substantially changes its leased premises or number of employees present at the Job Center. Accordingly, the Resource Sharing Agreement shall be adjusted to reflect changes in the allocations of Additional Delivery System Costs, All partners must agree on the initial allocation and any subsequent changes to the initial allocations.

To ensure equitable benefit among the One-Stop partners, this Infrastructure Funding Agreement shall be reviewed quarterly and modified as necessary. The NAWADB will work with One-Stop partners to achieve consensus and informally mediate any possible conflicts or disagreements among the partners.

I. SIGNATURES

By signing, you agree to comply with the terms of this agreement. Persons signing the Infrastructure Funding Agreement on behalf of a party swear and affirm that they are authorized to act on behalf of such party and acknowledge that the other Parties are relying on their representations to that effect.

Northwest Arkansas Infrastructure Funding Agreement

Amendment #2

Total Infrastructure Costs for each Partner

Partners	Annual Infrastructure 1 Costs	Quarterly Costs
NWAEDD WIOA Title 1	\$80,860.44	\$20,215.11
AR Division of Workforce Services	\$360,162.49	\$90,040.62
AR Rehabilitation Services	\$12,187.33	\$3,046.83
AR Division of Services for the Blind	\$819.05	\$204.76
North Arkansas College	\$130.50	\$32.63
ODLE Management - Job Corps	\$1,532.74	\$383.19
National Caucus and Center on Black Aging - SCSEP	\$2,312.36	\$578.09
Total	\$458,004.90	\$114,501.23

1 Infrastructure costs based on square footage.

These costs are for 9/1/19 forward and reflect changes at Workforce Centers in Harrison and Fayetteville.

Northwest Arkansas Infrastructure Funding Agreement Amendment #2

Northwest Arkansas Infrastructure Funding Agreement
Amendment #2

NWAC/AR/2023/10/02/01/001/0000/0000/0000/0000
 FUNDING AGREEMENT (AMENDMENT #2)

Item #	Description	Term			Maturity			Frequency			Period			Date		
		Start	End	Rate	Start	End	Rate	Start	End	Rate	Start	End	Rate	Start	End	Rate
1	...	01/01/2023	01/01/2028	4.5%	01/01/2023	01/01/2028	4.5%	
2	...	01/01/2023	01/01/2033	5.5%	01/01/2023	01/01/2033	5.5%	
3	...	01/01/2023	01/01/2038	6.5%	01/01/2023	01/01/2038	6.5%	
4	...	01/01/2023	01/01/2043	7.5%	01/01/2023	01/01/2043	7.5%	
5	...	01/01/2023	01/01/2048	8.5%	01/01/2023	01/01/2048	8.5%	

This schedule is subject to the provisions of the Northwest Arkansas Infrastructure Funding Agreement and its amendments.

Northwest Arkansas Workforce Development Area

Infrastructure Budget

Budget	Comprehensive Harrison		Mt. Home	Fayetteville	Rogers	Siloam Springs	Annual Total	Quarterly Costs
	NWAEDD - A	DWS - B						
Rent/Lease	\$26,245.08	\$34,509.96	\$42,933.60	\$98,460.60	\$80,937.00	\$4,800.00	\$287,886.24	\$71,971.56
DWS Janitorial (includes shredder)		\$25,526.88	\$9,455.76	\$13,800.84	\$11,783.88		\$60,567.36	\$15,141.84
DWS Utilities			\$9,882.68	\$13,086.88	\$8,173.64	\$907.20	\$32,050.40	\$8,012.60
DWS Resource Room phones & Internet		\$24,216.00	\$16,116.00	\$15,696.00	\$16,332.00		\$72,360.00	\$18,090.00
NWAEDD Resource Room - Century Link Internet, fax, computer line			\$1,800.00				\$1,800.00	\$450.00
NWAEDD Resource Room DIS fax and telephone line			\$358.80	\$154.80	\$368.28		\$881.88	\$220.47
DWS Copier		\$1,062.60	\$974.88				\$2,037.48	\$509.37
DWS General Building Maintenance			\$45.46	\$64.02	\$312.08		\$421.56	\$105.39
Total Costs	\$26,245.08	\$85,315.44	\$81,567.18	\$141,263.14	\$117,906.88	\$5,707.20	\$458,004.92	\$114,501.23

This budget is for 9/1/19 forward and reflects changes at Workforce Centers in Harrison and Fayetteville.

Funding

Adult, Dislocated Worker and Youth Programs (WIOA Title I)

Northwest Arkansas Economic Development District, Inc.

Joe Willis, Executive Director



4/23/1?

Signature

Date

Adult Education and Family Literacy (WIOA Title II)
Wagner-Peyser Employment Services (WIOA Title III)
Jobs for Veterans State Grant (JVSG)
Migrant and Seasonal Farmworker Program
Temporary Assistance for Needy Families (TANF)
Trade Adjustment Assistance (TAA)
Unemployment Insurance
Vocational Rehabilitation (WIOA Title W)

Division of Workforce Services Division of Services
for the Blind
Adult Education Services
Rehabilitation Services
Division of Services for the Blind Arkansas Department
of Commerce
Charisse Childers, Ph.D.
Director



Signature




Date

Amendment #2

Adult Education and Family Literacy (WIOA Title II)
Career and Technical Education

North Arkansas College

Dr. Randy Esters, President


Signature

9/23/19
Date

Adult Education and Family Literacy (WIOA Title II)

North Arkansas College

Cherie Conner


Signature

9/23
Date

Career and Technical Education

North Arkansas College

Nell Bonds


Signature


9/20/19
Date

Amendment #2

Job Corps

Odle Management Group, LLC

Lisa Odle, President and CEO





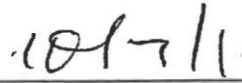
Signature

Date

Little Rock Job Corps Center

Omoniyi Amoran, Center Director





Signature

Date

Senior Community Service Employment Program

National Caucus and Center on Black Aging, Inc.

Rheanna Maxwell, Program Manager



10-17-19

Signature

Date

Linda Appleby, Program Manager



10-12-19

Signature

Date

Northwest Arkansas Workforce Development Board

Northwest Arkansas Workforce Development Board Policy

Policy Name	Youth Incentives
Effective Date	June 7, 2017
Date Approved by the Board	June 7, 2017
	September 5, 2018 revised
	December 5, 2018 revised
	September 4, 2019 revised
	December 4, 2019 revised

Incentives will be paid for eligible youth programs based on the availability of funds. 20 CRF 681.640 states that “incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. Payment will be in the form of a gift card if \$50.00 and under. Payment will be in the form of a check if amount is over \$50.00.

In School Youth Program:

- 1) Showing Improvement in Grades
 - a) Studies show that ninety-five percent of students who receive Bs or better and have a GPA of 3.0 in the 9th grade go on to graduate from high school. Since completing high school is a priority of the youth program it is important to recognize students for this achievement. An incentive will be paid to youth who show improvement in grades from the first nine weeks each semester to the second nine weeks. In order to receive this incentive, the participant must raise their grade point by .50. An incentive of \$25.00 each nine weeks will be awarded for grade improvement.
OR
 - b) Participants with a grade point average of 3.5 at semester will receive an incentive of \$25.00.

Acceptable Documentation:

- Copy of school records such as report card

- 2) Graduating High School

It is the overall arching goal of the ISY program to help individuals become successful wage earners. Labor Bureau Statistics show that individuals with a high school diploma have the potential to earn \$30,627 annual compared to high school dropouts at \$20,241. Rewarding individuals for this very important academic achievement is important. An incentive will be awarded to ISY participants who graduate high school.

Participants who graduate high school will receive \$250.00.

Acceptable Documentation:

- Verification from the school that student has graduated

Out of School Youth Program:

Incentives for participants enrolled in a GED program:

- 1) Increasing one (1) educational functioning level (EFL); most students enter the program at a Level 3 there is the opportunity for them to increase their level 3 times in 3 different subjects: Offer \$25 per level per subject – for a total of \$225 possible.
- 2) Scoring at least 145 on a GED Ready test (Social Studies, Science, Mathematics, Language Arts) – this test is administered to determine if the student is ready to take the GED test. Offer \$50 per test for a total of \$200.
- 3) Passage of another test – such as Civics. Any student (age 16-18) that hasn't passed a Civics class in school before dropping out are required to take a test at entrance. If the student doesn't pass the Civics test they will have to take a 4 week class and then retest. Offer \$75 for the completion of this class upon passing the test.
- 4) Completion of Financial Literacy, Ready to Work, WAGE or other comparable programs. Offer \$100 for the completion with documentation from the GED center.
- 5) Participants who receive their GED while enrolled in the program or within first quarter after they exit the program will receive an incentive of \$250.00 for their achievement.

Acceptable Documentation:

- Copy of GED records
- Test scores showing increase in educational functioning levels.
- Copies of program certificate
- GED test results
- Documentation from training provider.

John Dyess, NW WDB Chair

Date



TO Northwest Workforce Development Board
Northwest Chief Elected Officials

FROM Patty Methvin, Workforce Administrative Director

DATE December 4, 2019

SUBJECT Request to Transfer Funds

The Workforce Innovation and Opportunity Act of 2014 allows for the transfer of up to 100% of funds to be transferred between the Adult and Dislocated Worker Programs.

The Northwest Arkansas Economic Development District is requesting that 50% of the funds from Program Year 2019 (FY20) 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.

Program	FY2020 allocation	Transfer Amount	FY2020 after transfer
Adult	\$409,668.00	\$187,515.00	\$597,183.00
Dislocated Worker	\$375,030.00	<\$187,515.00>	\$187,515.00

One Stop Operator Report July 1, 2019 through September 30, 2019

Title 1

Core 4 NWAEDD

(Services Include – In-School Youth, Out-of-School Youth, Adults and Dislocated Workers)

Location	1st Quarter Participants	Year to Date Participants
Fayetteville	45	45
Harrison	63	63
Mtn. Home	32	32
Rogers/Siloam Springs	53	53

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	1st Quarter Reportable Individuals	1st Quarter Participants	Year to Date Reportable Individuals	Year to Date Participants
Arkansas State University at Mountain Home	71	46	71	46
Fayetteville Public Schools	154	118	154	118
North Arkansas College	237	141	237	141
Northwest Arkansas Community College	796	592	796	592
Northwest Technical Institute	851	544	851	544
Ozark Literacy Council	173	45	173	45

Title 3

Core 4 Department of Workforce Services

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

Location	1st Quarter Customers	Year to Date Customers
Fayetteville	3163	3163
Harrison	2079	2079
Mtn. Home	1631	1631
Rogers	2998	2998
Siloam Springs	530	530

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	1st Quarter Applicants	1st Quarter # Closed	Year to Date Applicants	Year to Date # Closed	Current Active Clients Served
Fayetteville					
Harrison					

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	1st Quarter Referrals	Year to Date Total Referrals	Year to Date Total Served
Benton County	4	4	55
Baxter, Boone, Carroll, Madison, Marion, Newton, and Searcy Counties	10	10	37
Washington County	8	8	52

WIOA Partner Meetings

Quarterly meetings are held with all Core 4 Partners at different locations throughout the district. However, this quarter we had a Partners meeting that combined all the partners for one large meeting in Eureka Springs on 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.



Bi-Annual State Partners Meeting

The Northwest Core Four Partners participated in the Bi-annual State Partners meeting in Little Rock, Arkansas in September. During the two-day conference participants attended breakout sessions, heard speakers on various programs and had a great time networking with partners from all over the state. Partners from each area met and created an update to their SWOT analysis. Each area then presented a report to the conference attendees about the results of their meeting.

Future Activity of the Next Quarter

ADWS has contracted with Thomas P. Miller & Associates (TPMA) to assist with the implementation and expansion of the state's work-based learning program and ongoing registered apprenticeship expansion activities working with the Local Workforce Development Area's (LWDA's), employers, and project partners. The TPMA Team will be leading regional business services workshops across the state to provide information, best practices, and applied applications to increase the utilization of the work-based learning program options and registered apprenticeship as potential workforce development solutions working with employers. The Business Services Training Workshop for Northwest Arkansas will be held in Harrison on October 9, 2019.

North Arkansas College will have their 2020 Career Fair on March 12, 2020 in Harrison.

Teaching Skills that Matter

Arkansas was one of 5 states chosen for a national pilot program with a goal of improving the effectiveness of adult education instruction in the areas of civics education, digital literacy, financial literacy, health literacy and workforce preparation. Cherie Connor, Director of Adult Education at North Arkansas College (NAC), Ben Aldama, Dean of Adult Education at Northwest Arkansas Community College (NWACC) and Robbie Cornelius, Director of Adult Education from the Fayetteville School District were three of the four teachers selected to participate in Arkansas.



Outreach of Services - Rogers Sharon Wilkinson (Career Advisor), Sarah Phares (Employment Services Specialist) and Jason Spicer (Program Supervisor) from the Arkansas Workforce Center participated in the NWA Emergency Preparedness Fair on September 21st, 2019. Hosted by The Church of Jesus Christ of Latter-day Saints, there were over 45 informational booths featuring local experts on various forms of safety and preparedness that came out in strong support. Demonstrations on how to keep your family, pets, home and community safe in emergency situations were among the many classes and services provided. There were over 1500 attendees at NWA Emergency Preparedness Fair this year!

Sharon Wilkinson Visits Adult Education Center

NWACC Adult Education student Dakota Bush visits with Sharon Wilkinson, Career Advisor from the Arkansas Workforce Center in Rogers, during a break between classes. Wilkinson is at the Adult Education Center every two weeks to meet with students.” Ben Aldama, Dean of Adult Education, expressed appreciation for the valuable partnership between Adult Education and NWAEDD.



Employers



Harrison – On June 18, 2019 Flexsteel Industries announced the closing of the Harrison plant that effected 108 employees. On July 20th Ann McDaniel, Workforce Specialist, Wade Hillis, UI/ES Supervisor, Karen Henry, Operations Manager, Michelle Ryan, Career Advisor, and Jana Kindall, Area Operations Chief, from the Workforce Center, along with approximately 25 employers, participated in a Job Fair that was coordinated by the Harrison Regional Chamber of Commerce. The Governor’s Dislocated Worker Task Force held a Worker Assistance Workshop on August 5 and Harrison Workforce staff discussed resources available at the Workforce Center.

C. Success Story

Dawning of a new day

Dawn Bissell became a displaced worker on May 31, 2019, when her previous employer, Sister's Health Boutique of Mercy Health permanently closed. Dawn loved helping women as a Certified Mastectomy Fitter. She was very disappointed when notice was given the company would be closing. Dawn began job searching all over Northwest Arkansas and the surrounding cities to find an employer who needed her skills and expertise but found none.



She finally came to grips and realized that she needed a plan of action to gain employment using a new set of work skills. Dawn believed going back to school to receive training and education in a demand occupation would help her be more marketable in the workplace and get a job with comparable wages to the \$17.62 an hour, she was making in her previous position.

After meeting and discussing training options available with WIOA Career Advisor, Ms. Wilkinson, Dawn was encouraged to find it was very possible for her to get a job close to her previous wages earned in a 9-week short term program. Dawn and Ms. Wilkinson developed an Individual Employment Plan for Dawn to reach her employment goal. The plan of action was Dawn pursuing an Administrative Assistant Certificate through the U of A Global Campus, update her resume and apply

for jobs. The Administrative Assistant Program was a perfect fit for Dawn because it was a short term-9-week program and she already possessed some administrative skills. The 9-week course would afford Dawn to refresh and upskill her knowledge in business administration and find a great paying job right away.

Thanks to WIOA support, Dawn completed the program and was able to achieve her employment goal and obtain a job with self-sufficient wages making \$16.70 an hour as a Help Desk Representative for National Cash Registers. Her new wages came very close to the previous employer with a .92 cent difference. Dawn was very pleased with WIOA program and thanked Ms. Wilkinson for going above and beyond as a Career Advisor.

Expenditure Report 7/1/19 to 9/30/19

	Budget	Expenditures	Balance	%
Personnel Services/Salary	\$28,594.00	\$4,822.11	\$23,771.89	17%
Fringe Benefits	6,472.00	781.23	5,690.77	12%
Travel	2,000.00		2,000.00	0%
Training & Education	750.00	189.46	560.54	25%
Telephone/Internet/Fax/Postage	3,184.00		3,184.00	0%
Printing/Reproduction	500.00		500.00	0%
Materials & Supplies	1,000.00	73.72	926.28	7%
Rent/RSA	2,000.00		2,000.00	0%
Membership/Subscriptions/Professional Services	400.00	8.52	391.48	2%
Maintenance/Repairs	100.00		100.00	0%
Total	\$45,000.00	\$5,875.04	\$39,124.96	13%

NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD
Minutes of Meeting September 4, 2019

A meeting of the Northwest Arkansas Local Workforce Development Board (LWDB) was held Wednesday, September 4, 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
MR. DAVID BELL, DAVID BELL, LLC.
MR. JOHN DYESS, ALTRONIC RESEARCH, INC.
MR. KEVIN ESTES, DHS SERVICES FOR THE BLIND
MR. WALTER HINOJOSA, NWA LABOR COUNCIL
MR. BOB LARGENT, HARRISON REGIONAL CHAMBER OF COMMERCE
MR. CLINT MORRIS, LOCAL 155 PLUMBERS AND PIPEFITTERS
MR. ROSS PARKER, PARKER FARMS AND RENTALS
MR. BO PHILLIPS, COX – RAPID SCALE, HARRISON
MS. BILLIE REED, NAPHE
MR. KELLEY SHARP, UNIVERSITY OF ARKANSAS FAYETTEVILLE
MR. RICKY TOMPKINS, NWACC

Board members not present, but represented by proxy were:

MS. SARAH BROZYNSKI, BAXTER REGIONAL MEDICAL – proxy Billie Reed
MR. STEVE CLARK, FAYETTEVILLE CHAMBER OF COMMERCE – proxy Zane Chenault
MS. AMY JONES, ARKANSAS REHABILITATION SERVICES – proxy Wade Tibbits
MS. JANA KINDALL, AR DIVISION OF WORKFORCE SERVICES – proxy Wade Hillis

Board Members absent and excused were:

MR. RICH DAVIS, BLACK HILLS ENERGY

Others present were:

Mr. Joe Willis, NWAEDD
Mr. Jeremy Ragland, NWAEDD
Ms. Susan Sangren, NWAEDD
Dr. Randy Esters, North Arkansas College
Ms. Patty Methvin, NWAEDD
Mr. James Moss, NWAEDD
Ms. Karen Henry, NWAEDD
Mr. Taff Grice, NWAEDD
Ms. Kelsey Kelton, AEDC
Mr. Elijah Snow, Senator Boozman
Mr. Stetson Painter, Congressman Crawford
Ms. Janel Cotter, ASU Mountain Home
Mr. Bernardo Corolis, Arkansas Division of Workforce Services
Ms. Teri Garrett, Congressman Womack
Ms. Hannah Henderson, Senator Boozman
Ms. Michelle Ryan, NWAEDD

The meeting was called to order at 11:05 a.m. by CHAIR JOHN DYESS. CHAIR DYESS welcomed the Board and guests.

MS. PATTY METHVIN gave the staff report. MS. METHVIN reported that the 2017 Monitoring Report was received. A response from NWAEDD was sent in within the 30-day time frame. There has been no further response since then. The 2018 Monitoring Report letter was received, and the staff is working on a response that is due September 11. Several of the modifications to policies and agreements that will be discussed in this meeting are a result of those monitoring reports. MS. METHVIN and MR. JOE WILLIS participated in the WIN (Workforce Innovation Network) event put on by the Boone County Economic Development Corporation, North Arkansas College, OUR Co-op, and the Harrison Regional Chamber of Commerce. The focus of the event was round table discussions between industry and educators. Staff has also participated in all the meetings and Worker Assistant Workshops due to the closing of Flexsteel in Harrison. MS. METHVIN told the Board about the joint Partners meeting in Eureka Springs in July. Mary Ann Lawrence facilitated the meeting and led the group in discussion on Sector Partnership Models and Integrated Business Services. Representatives from North Arkansas College, Northwest Arkansas Community College and ASU Mountain Home shared new classes and certifications that they have to offer. MS. METHVIN and MR. WILLIS attended the Arkansas Economic Developers and Chamber Executives conference. MS. METHVIN serves on the Board of AEDCE serving on the Scholarship, Program and Door Prize committees. MS. METHVIN and MS. SUSAN SANGREN attended the Sales Force training held in Little Rock. Sales Force is a database that has been set up to document Business Services. MS. METHVIN and MS. JANIE WHEELER attended the Quad State quarterly meeting. Oklahoma, Kansas, Missouri and Arkansas Workforce Administrators meet to discuss best practices at these meetings. MS. METHVIN told the Board about the AAPI (Arkansas Apprenticeship Initiative) grant that NWAEDD applied for. This grant is a CNA+ grant for 30 participants. The CNA training will be front loaded. Once the participant passes the CNA test they will be employed as an apprentice. Medlink, the training provider, will provide additional training throughout the year. MS. METHVIN invited the Board and guests to attend the Arkansas Community Development Society Conference in October. MS. METHVIN is President of ACDS.

MR. ROSS PARKER made the motion to elect the following slate of officers: Chair – MR. JOHN DYESS, Vice-chair – MR. BO PHILLIPS, Secretary – MR. KELLEY SHARP. The motion was seconded by MR. DAVID BELL. The motion carried.

MR. BO PHILLIPS gave the Executive Committee meeting report. The Executive Committee voted to approve the changes to the One Stop Operator Procurement Policy as presented. These changes are in response to items in the Monitoring Report. CHAIR DYESS appointed the following Board members to serve on the One Stop Operator Procurement Task Force: MR. JOHN DYESS, MR. BO PHILLIPS, MR. ROSS PARKER, MR. KELLEY SHARP, and MS. BILLIE REED. The Executive Committee voted to give the One Stop Operator Procurement Task Force the authority to hire a consultant for the procurement process.

MS. METHVIN presented the 2019 Board Budget. The budget amount was lower this year due to a reduction in staff. MR. BELL made the motion to accept the budget. MR. PHILLIPS seconded the motion. The motion carried.

MS. METHVIN presented the Program year 2019 Workforce budget for review. Motion to accept the Workforce budget as presented was made by MR. PARKER and seconded by MS. REED. Motion carried.

MS. METHVIN went over the new policies and the modifications to current policies.

- Addendum to Worksite Agreement for Dislocated Worker, National Disaster Grant Program – needed Board approval. Motion to approve made by MR. RICKEY TOMPKINS, second by MR. BOB LARGENT. The motion carried.
- Referral Policy – new policy. Motion to approve made by MR. BOB LARGENT, second by MR. WALTER HINOHOSA. The motion carried.
- Work Experience Policy – previously was a procedure. Needed approval by the Board. Motion to approve made by MR. ROSS, second by MR. PHILLIPS. The motion carried.
- One Stop Operator Agreement – paragraph added to show the One Stop is a sub-recipient of federal funds per monitoring report. Motion to approve made by MR. SHARP, second by MR. LARGENT. The motion carried.
- Youth Incentives Policy – remove the paragraph that included pay for participation in GED classes per monitoring report. Motion to approve made by MR. PHILLIPS, second by MR. PARKER. The motion carried.

CHAIR DYESS appointed the following Board members to serve on the One Stop Operator Procurement Task Force: MR. JOHN DYESS, MR. BO PHILLIPS, MR. ROSS PARKER, MR. KELLEY SHARP, and MS. BILLIE REED.

A motion was made by MR. PHILLIPS to approve Michelle Ryan as the Equal Opportunity Officer replacing Tina Hopkins and seconded by MR. KEVIN ESTES. The motion carried.

MS. SANGREN presented the One Stop Operator report. MR. PARKER had questions about the amount of traffic in the Rogers Office compared to other offices. MS. SANGREN shared with the Board that Raven Leggett a North Arkansas College Adult Education student earned the top score on the General Educational Development exam in 2018. Fayetteville Workforce staff and NWACC- Adult Education staff in Bentonville participated in a Convoy of Hope event in Springdale, Arkansas. Motion to accept the One Stop Operator report was made by MS. REED and seconded by MR. BELL. Motion passed.

MS. METHVIN presented the Consent Agenda and Eligible Training Provider list. Motion to accept the Consent Agenda was made by MR. BELL and seconded by MR. PHILLIPS. Motion carried.

Motion to adjourn was made by MR. SHARP and seconded by MR. BEN ALDAMA. Motion passed, and the meeting adjourned at 12:05 p.m.

John Dyess, Chair

Program Name	CIPCode	Training Level	Application Date	Certification Date
Northwest				
PRN Medical Services - Fort Smith				
Nursing Assistant Training	51.3902	Certificate of Proficiency	11/6/2019 3:32:12 PM	11/19/2019 to 11/18/2020