

## **NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD**

### **Minutes of Meeting December 2, 2020**

A meeting of the Northwest Arkansas Workforce Development Board (LWDB) was held Wednesday, December 2, 2020, via Zoom.

Board members present on the Zoom meeting were:

MR. BEN ALDAMA, NWACC ADULT ED.  
MR. EDDIE BARTLETT, BARTLETT FAMILY DENTISTRY  
MR. DAVID BELL, DAVID BELL, LLC.  
MS. SARAH BROZYNSKI, BAXTER REGIONAL MEDICAL CENTER  
MS. CHERYL DAVENPORT, ADVANCED MARINE PERFORMANCE  
MR. JOHN DYESS, ALTRONIC RESEARCH, INC.  
MR. KEVIN ESTES, DHS SERVICES FOR THE BLIND  
MR. WALTER HINOJOSA, NWA LABOR COUNCIL  
MS. AMY JONES, ARKANSAS REHABILITATION SERVICES  
MS. JANA KINDALL, AR DIVISION OF WORKFORCE SERVICES  
MR. ROSS PARKER, PARKER FARMS AND RENTALS  
MR. BO PHILLIPS, COX-RAPID SCALE, HARRISON  
MS. BILLIE REED, REED CONSULTING  
MR. KELLEY SHARP, UNIVERSITY OF ARKANSAS FAYETTEVILLE  
MR. RICKY TOMPKINS, NWACC

Board members absent and excused were:

MR. CLINT MORRIS, LOCAL 155 PLUMBERS AND PIPEFITTERS  
MS. ERIN POE, TEC STAFFING

Others present were:

Ms. Susan Sangren, NWAEDD  
Ms. Patty Methvin, NWAEDD  
Ms. Karen Henry, NWAEDD  
Mr. Joe Willis, NWAEDD  
Mr. Jeremy Ragland, NWAEDD  
Ms. Chelsey Weaver, NWAEDD  
Mr. James Moss, NWAEDD  
Ms. Beverly Taylor, NWAEDD  
Ms. April Turner, NWAEDD  
Ms. Rebecca McWilliams, NWAEDD  
Ms. Julie Smith, NWAEDD  
Mr. Taff Grice, NWAEDD  
Ms. Ashley Giles, NWAEDD  
Ms. Joyce Akidi, ADWS  
Dr. Megan Bolinder, NWACC  
Ms. Cherie Conner, Adult Education North Arkansas College  
Mr. Robbie Cornelius, Fayetteville Adult Education  
Dr. Rick Massengale, North Arkansas College  
Mr. Nicholas Ryburn, Adult Education

Ms. Melissa Bray, North Arkansas College  
Mr. Tom Ginn, Arkansas Economic Development Commission

The meeting was called to order at 11:00 a.m. by CHAIR JOHN DYESS. CHAIR DYESS addressed the need for the Zoom call meeting due to the on-going concern from COVID-19. Roll call of the members present on the call was conducted by MS. PATTY METHVIN. MS. METHVIN confirmed to CHAIR DYESS that a quorum was present on the call.

MS. METHVIN gave the quarterly staff report. MS. METHVIN welcomed new NWAEDD staff members. She and the three new staff members will be attending the National Association of Workforce Development Professionals (NAWDP) virtual Youth Symposium.

MS. METHVIN informed the Board that NWAEDD had received the 2019 monitoring response from Arkansas Division of Workforce Services (ADWS) in August and sent back a response to ADWS in September. In addition, all 2020 monitoring documentation was due to ADWS in October. That documentation was uploaded to the AWS Sharepoint sight which included accounting and fiscal documents, participant files, policies and procedures and more.

MS. METHVIN informed the Board that ADWS requested that the local areas help manage TANF (Temporary Assistance for Needy Families) funds for people who receive less than \$100 per week on unemployment. Eligible participants would receive an addition \$300 per week for 8 weeks. The estimated number of eligible participants for Northwest was 700.

MS. METHVIN shared with the Board that ADWS had also asked the local areas to help update the Eligible Training Provider information in Arkansas Job Link. This required a lot of staff time to accomplish this task.

Ms. METHVIN bragged on the WIOA staff for all of their work on these special projects.

**Agenda Item #1:**

CHAIR DYESS appointed the following Board members to the One Stop Operator (OSO) Procurement Task Force:

John Dyess  
Bo Phillips  
Kelley Sharp  
Ross Parker  
Billie Reed

Ms. METHVIN informed the Board that the OSO Procurement Task Force will have the responsibility of procuring a One Stop Operator for Northwest. This includes, but is not limited to, seeking out and hiring a consultant, creating a Request for Proposal (RFP), advertising the RFP, scoring the RFPs, and making a recommendation to the board.

**Agenda Item #2**

MS. METHVIN informed the Board that the Chief Elected Official's agreement authorizes the Northwest Arkansas Economic Development District, Inc. to act as grant subrecipient and fiscal agent on their behalf. MR. KELLEY SHARP made the motion to authorize NWAEDD to act as the Title 1 program provider for the Northwest Arkansas area, in addition to other grants as appropriate. MR. DAVID BELL seconded the motion. A roll call vote was taken by MS. METHVIN. The motion passed.

**Agenda Item #3**

MS. METHVIN presented the Program Year 2020 Full WIOA budget. MR. ROSS PARKER made a motion to approve the budget. MR. EDDIE BARTLETT seconded the motion. A roll call vote was taken by MS. METHVIN. The motion passed.

**Agenda Item #4**

MS. METHVIN presented the 2019 Annual Report to the Board. MR. BO PHILLIPS made a motion to approve the 2019 Annual Report. MR. BARTLETT seconded the motion. A roll call vote was taken by MS. METHVIN. The motion passed.

**Agenda Item #5**

MS. METHVIN shared with the Board the Northwest Work Experience Adult and Dislocated Worker Policy. This document had been approved as a procedure. ADWS is requiring that it be approved as a policy. MR. BARTLETT made a motion to approve the policy. MR. PHILLIPS seconded the motion. A roll call vote was taken by MS. METHVIN. The motion passed.

**Agenda Item #6**

MS. SUSAN SANGREN presented the One Stop Operator report. MR. PARKER moved to approve the report. MR. RICKEY TOMPKINS seconded the motion. A roll call vote was taken by MS. METHVIN. The motion passed.

**Agenda Item #7**

MR. PHILLIPS made a motion to approve the Consent agenda which consisted of the September 2, 2020 minutes and the list of approved Eligible Training Providers. MR. BARTLETT seconded the motion. A roll call vote was taken by MS. METHVIN. The motion passed.

MS. METHVIN shared with the Board that ADWS is asking all CEO's, Workforce Board members and One Stop Operators to fill out a survey to help created the agenda for a required Governance training to be help in the Spring of 2021. ADWS is asking that the survey be completed by December 4<sup>th</sup>.

MR. WALTER HINOJOSA moved to adjourn the meeting. MR. PHILLIPS seconded the motion. The motion passed and the meeting adjourned at 11:57 a.m.

  
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John Dyess, Chair