

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

### **Minutes of Meeting June 2, 2021**

A meeting of the Northwest Arkansas Workforce Development Board (LWDB) was held Wednesday, June 2, 2021, in person, conference call and via Zoom.

Board members present on the Zoom meeting were:

MR. BEN ALDAMA, NWACC ADULT ED.  
MR. EDDIE BARTLETT, BARTLETT FAMILY DENTISTRY  
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  
MS. AMY JONES, ARKANSAS REHABILITATION SERVICES  
MS. JANA KINDALL, AR DIVISION OF WORKFORCE SERVICES  
MR. BOB LARGENT, HARRISON REGIONAL CHAMBER OF COMMERCE  
MR. ROSS PARKER, PARKER FARMS AND RENTALS  
MR. BO PHILLIPS, COX-RAPID SCALE, HARRISON  
MS. BILLIE REED, REED CONSULTING  
MR. RICKY TOMPKINS, NWACC

Board members absent and excused were:

MR. DAVID BELL, DAVID BELL, LLC.  
MR. WALTER HINOJOSA, NWA LABOR COUNCIL  
MS. ERIN POE, TEC STAFFING  
MR. KELLEY SHARP, UNIVERSITY OF ARKANSAS FAYETTEVILLE

Others present were:

Ms. Susan Sangren, NWAEDD  
Ms. Patty Methvin, NWAEDD  
Ms. Karen Henry, NWAEDD  
Mr. Jeremy Ragland, NWAEDD  
Ms. Chelsey Weaver, NWAEDD  
Mr. Nicholas Ryburn, Adult Education  
Mr. James Moss, NWAEDD  
Ms. Cherie Conner, Adult Education North Arkansas College  
Ms. Mary Beth Hatch, North Arkansas College  
Mr. Don Sugg, North Arkansas College  
Mr. Elisha Snow, Office of Senator Boozman  
Dr. Rick Massengale, North Arkansas College  
Ms. Mary Beth Hatch, North Arkansas College  
Ms. Janie Wheeler  
Ms. Melissa Bray, North Arkansas College  
Ms. Joyce Akidi, Arkansas Department of Workforce Services  
Mr. Tom Ginn, AEDC  
Ms. Nell Bonds, North Arkansas College  
Ms. Hannah Henderson, Office of Senator Boozman

Mr. Zane Chenault, Fayetteville Chamber of Commerce

The meeting was called to order at 11:05 a.m. by CHAIR JOHN DYESS. CHAIR DYESS informed the attendees that the meeting was being recorded and that each vote will be conducted through a roll call vote.

MS. PATTY METHVIN gave the quarterly staff report. MS. METHVIN reported that ADWS is requiring that each Board member have optimum policy-making authority, hiring authority, or demonstrated experience or expertise. In order to comply each board member will need to submit either a current resume or a letter from the Director/CEO of their business attesting to their expertise. MS. METHVIN reminded the Board members to send in their current resume. MS. METHVIN shared with the Board that she has monitored the National Disaster Grant worksites, participant files for Adult, DLW, and Youth as well as monitoring financial files. She also reported that the ADWS monitoring entrance interview was held on April 5<sup>th</sup> and the exit interview was held on May 26<sup>th</sup>. There were a few additions and corrections for participant files that were corrected. Some policies needed additions and corrections. Those policies are on the agenda for approval during this meeting. The CEO agreement has to be updated. That agreement is on the agenda for the next CEO meeting. Overall, there were no major issues. MS. METHVIN and Mr. Jeremy Ragland are working on a Delta Regional Authority grant along with Arkansas State University Mountain Home for a Boat Manufacturing Training Center. MS. METHVIN shared with the Board some Business Services activities that she has participated in:

- Business Services listening session with Business Services Representatives from across the state. The listening session included sharing best practices as well as struggles and concerns.
- MS. METHVIN, MR. JEREMY RAGLAND, and Mr. JACK CHISM (NATS) attended the Baxter County Quorum Court meeting. MR. RAGLAND shared a presentation on NWAEDD and the services we provide.
- NWAEDD participated in the Harrison Regional Chamber of Commerce's Municipalities Resources Conference that included Mayors of Boone County.
- MS. METHVIN worked with Aaron Johnson in the Harrison ADWS office to promote a job fair for Pace Industries.

MS. METHVIN informed the Board that NWAEDD is in the process of hiring a Career Advisor in the Mountain Home office and has a job opening for a Career Advisor in the Rogers office. She reminded the Board members to please send in their most recent resumes.

**Agenda Item 1 – Updated Workforce Budget**

The Updated Workforce Budget was tabled until the next meeting so that Taff Grice can be present to answer questions about any changes in the report.

**Agenda Item 2 – Report of the One Stop Operator (OSO) Procurement Task Force**

MS. JANIE WHEELER, Consultant to the OSO Procurement Task Force reported to the Board that after the March 3<sup>rd</sup> Board meeting Board Chair DYESS and MS. WHEELER signed the continuation Addendum to the Facilitator Agreement to extend the end date to July 31, 2021. The OSO Task Force agreed to use the same RFP document that was used the last procurement with dates updated. The Task Force met on May 5, 2021, via zoom to approve the RFP. Public notices were sent as well as a notice sent to the Board, Partners, and bidders list. Five requests were received for the proposal from: In the Door, NWAEDD, Odle Management, Nova Technologies Group, and

Allied Solutions. One proposal was received from NWAEDD. The Task Force evaluated the proposal. The proposal was received on time, met the required document specifications, scored a 91.4 out of 100 for experience and approach, and the budget scored 46.4 out of 50. Additional required criteria were met. The Task Force voted to recommend to the Executive Committee that they award the One Stop Operator to NWAEDD. The Executive Committee met on May 14 and voted to approve the work of the Task Force and to accept the Task Force recommendation to award the One Stop Operator to NWAEDD.

A motion was made by MR. EDDIE BARTLETT to approve the work of the One Stop Operator Procurement Task Force and to accept the Executive Committee and Task Force's recommendation to award the One Stop Operator to NWAEDD. The motion was seconded by MR. BOB LARGENT. The motion passed.

**Agenda Item #3:** NW One Stop Operator, Program Fiscal Monitoring RFP. MS. METHVIN explained to the Board that ADWS requires external monitoring for the One Stop Operator, WIOA Program and WIOA Fiscal. The Executive Committee will serve as the procurement committee with Ms. Methvin taking care of the process which includes announcing the RFP, sending to bidders, etc. A motion was made by MR. PHILLIPS and seconded by MS. REED to approve the RFP as presented and appoint the Executive Committee as the Procurement Task Force. The motion carried.

**Agenda Item #4:** Policy Changes: Co-Enrollment/Co-Funding. MS. METHVIN shared the changes to the policy and explained that these changes were required by ADWS. A motion was made to approve the changes to the policy by MR. PHILLIPS and seconded by MR. BARTLETT. The motion carried.

**Agenda Item #5:** Policy Changes: OJT Policy. MS. METHVIN explained that this policy had been rescinded due to lack of funding and now needs to be re-instated per ADWS. Northwest has been in discussion with an employer to implement the OJT program. A motion was made to re-instate the OJT policy by MR. BARTLETT and seconded by MR. PHILLIPS. The motion carried.

**Agenda Item #6:** Policy Changes: Dislocated Worker Policy. MS. METHVIN explained that there had been 4 different policies pertaining to Dislocated Worker. Those policies have now been put into one comprehensive policy. A motion was made to approve the changes to the policy by MR. PHILLIPS and seconded by MS. REED. The motion carried.

**Agenda Item #7:** Policy Changes: Follow Up Services Youth and Adult. MS. METHVIN shared the changes to the policy and explained to the Board that ADWS is requiring these changes. A motion was made to approve the changes to the Follow Up Services Youth and Adult policy by MR. PARKER and seconded by MS. REED. The motion carried.

**Agenda Item #8:** Out of School Youth Waiver: MS. METHVIN explained to the Board that ADWS is requiring additional information be put into the Out of School Youth Waiver – Addendum to the Local Plan that was approved at the last Board meeting. If Northwest receives this waiver, it will allow us to increase the amount of funds used for In-School Youth. This will allow us to expand our Summer Youth program to almost double the number of participants than we have had in the last several years. A motion was made to approve the Addendum to the Local Plan by MR. PHILLIPS and seconded by MS. REED. The motion passed.

**Agenda Item #9:** One Stop Operator Report. MS. SUSAN SANGREN presented the One Stop Operator report to the Board. A motion was made to approve the report by MS. REED and seconded by MR. PARKER. The motion carried.

**Agenda Item #10:** A motion was made to approve the consent agenda by MR. PARKER and seconded by MS. REED. The motion passed.

MR. BARTLETT moved to adjourn the meeting. MR. PARKER seconded the motion. The motion passed and the meeting adjourned at 11:45 a.m.

  
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John Dyess, Chair