

NORTHWEST ARKANSAS WORKFORCE DEVELOPMENT BOARD
Wednesday, March 1, 2023, 11:00 a.m.
Northwest Arkansas Economic Development District
Highway 62-65-412 North, Harrison, Arkansas

Agenda

Call to Order – Introduce Guests.....Bo Phillips

Staff Report.....Patty Methvin

Business Services Coordinator Report.....2

Agenda Item 1 – Action
Updated Workforce Budget3

Agenda Item 2 – Action
Local Planattached

Agenda Item 3 – Action
Policy Changes
NW WDB Defining Recent Assessment5
NW WDB Confidentiality.....6

Agenda Item 4 – Action
One Stop Operator Report8

Agenda Item 5 – Action
Eligible Training Provider Programs12

Agenda Item 6 – Action
Minutes of December 8, 2022, NW WDB Meeting13

Announcements/Other Business

Mark your calendars for these upcoming meeting dates:

- NW Workforce Development Board Meeting Wednesday, June 7, 2023
- NW Workforce Development Board Meeting Wednesday, September 6, 2023
- NW Workforce Development Board Meeting Wednesday, December 6, 2023

Business Services Coordinator Report - March 1, 2023

The Business Services Team kicked off its first meeting of the year on January 24th with a presentation from Rodrigo Salas, Executive Director of EforAll. Entrepreneurship for All provides pitch contests and accelerator programs to help aspiring entrepreneurs launch and grow their small business. From ideation to formation and launch, the program provides hands-on learning, support, and mentorship. Mr. Salas highlighted some of the barriers the participants face and the ways in which the organization supports them through the entrepreneurial process. In 2022, 28 businesses were launched and \$51,000 in cash grants were awarded. The organization is seeking volunteers and mentors for upcoming cohorts. We discussed ways in which the Business Services Team can support these participants after their businesses are established.

We will be hosting our second annual Circle of Success event on March 29th at the NWACC Shewmaker Center from 9am-4pm. This event invites community partners and stakeholders to convene and learn about each other's services and the best ways in which we can support participants.

Beginning April 12th, we will be hosting WIOA Orientations at the Fayetteville office. We will promote these orientations to the community partners at Circle of Success, encouraging them to refer their participants to us. This also provides an opportunity for business services to gather information from these individuals on the workforce barriers they face and influence strategy for regional planning and sector partnerships.

Since the start of the year, the following employers have requested or inquired about our business services: Anderson Merchandisers, Washington County Sheriff's Office, Crystal Bridges, Springdale Public Schools, City of Rogers, City of Fayetteville, United Health Group, Royal Oak, Air of the Ozarks, Lake Fayetteville Boat and Bike Rental, Parmelee Homestead Creations, Northwest Arkansas Democrat-Gazette, DunnCo, Green Forest High School, and others.

WIOA - Northwest Arkansas Economic Development District
PY 22 Budget-Revised 2/16/2023

ADMIN REVENUE	TOTAL	Reg. Planning	Sect.Partner	HC Youth	TANF	TOTAL FORMULA	YOUTH	ADULT	DLW
PY 21 Allocation	2,970.94	262.18	262.18	2,446.58		-			
FY 22 Allocation	9,149.40					9,149.40		7,144.15	2,005.25
PY 22 Allocation	73,607.00					73,607.00	53,643.00	9,096.00	10,868.00
FY 23 Allocation	166,604.32				82,777.32	83,827.00	40,649.00	40,649.00	43,178.00
Total Allocation	252,331.66	262.18	262.18	2,446.58	82,777.32	166,583.40	53,643.00	56,889.15	56,051.25
Total Available Admin	252,331.66	262.18	262.18	2,446.58	82,777.32	166,583.40	53,643.00	56,889.15	56,051.25
ADMIN BUDGET									
Salaries & Wages	63,595.00	220.23	220.23	1,764.24	19,516.00	41,874.30	13,484.32	14,300.30	14,089.68
Payroll Expense - Other	250.00					250.00	80.50	85.38	84.12
Fringe Benefits	14,905.00	41.95	41.95	682.34	5,950.00	8,188.76	2,636.94	2,796.51	2,755.32
P/A-Admin Costs	102,000.00				55,942.32	46,057.68	14,831.44	15,728.95	15,497.29
Postage	180.00				100.00	80.00	25.76	27.32	26.92
Communications - Telephone	360.00				260.00	100.00	32.20	34.15	33.65
Computer Software/Maint/Reprints	0.00					-	-	-	-
Meter Pool	15.00					15.00	4.83	5.12	5.05
Bank Service Fees	1,100.00					1,100.00	354.22	375.66	370.12
Materials & Supplies	350.00				240.00	110.00	35.42	37.57	37.01
Membership/Sub Pro Activity	35.00					35.00	11.27	11.95	11.78
Printing & Reproduction	150.00				48.00	102.00	32.85	34.83	34.32
Rent - Bldg/Storage	550.00				500.00	50.00	16.10	17.08	16.82
Travel-Training & Education	1,550.00				221.00	1,329.00	427.96	453.86	447.18
Mileage - Travel	75.00					75.00	24.15	25.61	25.24
Total Salaries & Overhead	185,115.00	262.18	262.18	2,446.58	82,777.32	99,366.74	31,997.97	33,934.29	33,434.48
Carryover July - Sept 2022	67,216.66	-	-	-	-	67,216.66	21,645.03	22,954.86	22,616.77
Total Admin Budget	252,331.66	262.18	262.18	2,446.58	82,777.32	166,583.40	53,643.00	56,889.15	56,051.25

WIOA - Northwest Arkansas Economic Development District
PY 22 Budget-Revised 2/16/2023

PROGRAM REVENUE	TOTAL	Reg. Planning	Sect. Partner	HC Youth	TANF	TOTAL FORMULA	YOUTH	ADULT	DLW
PY 21 Allocation	121,875.27	10,384.68	10,448.16	22,273.81		78,768.62			78,768.62
FY 22 Allocation	497,967.35					497,967.35		128,049.35	369,918.00
PY 22 Allocation	662,474.00					662,474.00	482,790.00	81,867.00	97,817.00
PY 23 Allocation	1,327,593.47				573,138.47	754,455.00		365,049.00	386,606.00
Total Allocation	2,609,910.09	10,384.68	10,448.16	22,273.81	573,138.47	1,993,664.97	482,790.00	575,765.35	951,109.62
Total Available Program	2,609,910.09	10,384.68	10,448.16	22,273.81	573,138.47	1,993,664.97	482,790.00	575,765.35	935,109.62
Program Budget									
Salaries & Wages	778,000.00	2,286.35	2,286.36		59,460.47	713,966.82	172,895.67	206,191.79	334,879.36
Payroll Expense - Other	5,960.00					5,960.00	1,443.29	1,721.23	2,795.48
Fringe Benefits	147,715.00	846.82	846.84		18,806.00	127,215.34	30,806.73	36,739.47	59,669.15
P/A-Admin Costs	12,900.00	806.78	806.79			11,286.43	2,733.15	3,259.49	5,293.79
Outreach	1,300.00					1,300.00	314.81	375.44	609.75
Postage	1,415.00				150.00	1,265.00	306.33	365.33	593.34
Communication - Telephones	21,575.00				990.00	20,585.00	4,984.91	5,944.90	9,655.20
Computer Software Maint/Renovals	665.00					665.00	161.04	192.05	311.91
Depreciation Exp	11,925.00					11,925.00	2,887.78	3,443.91	5,593.31
Equipment	0.00					-	-	-	-
IFA Costs	52,335.00					52,335.00	12,673.55	15,114.21	24,547.23
INTEREST EXPENSE	1,780.00					1,780.00	431.05	514.06	834.89
Motor Pool	3,565.00					3,565.00	863.31	1,029.56	1,672.13
Materials & Supplies	8,290.00	314.80	378.24		760.00	6,836.96	1,655.65	1,974.50	3,206.81
Membership Sub-Prv Activity	3,600.00				150.00	3,600.00	871.78	1,039.67	1,688.55
Printing & Reproduction	2,790.00					2,640.00	639.31	762.43	1,238.27
Office Services	2,370.00					2,370.00	573.92	684.45	1,111.63
Professional Services/Consultant	15,500.00					15,500.00	3,753.51	4,476.36	7,270.13
Rent - Bldg Storage	56,000.00				4,500.00	51,500.00	12,471.35	14,873.07	24,155.59
Travel-Training & Education	34,550.00	1,993.78	1,993.78			30,562.44	7,401.06	8,826.35	14,335.02
Employee Tuition Reimbursement	500.00					500.00	121.08	144.40	234.52
Mileage - Travel	11,175.00					11,175.00	2,706.16	3,227.31	5,241.53
Meeting Cost	8,500.00	4,136.15	4,136.15		-	227.70	55.14	65.76	106.80
Total Salaries and Overhead	1,182,410.00	10,384.68	10,448.16	-	84,816.47	1,076,760.69	260,750.58	310,965.74	505,044.38
Participant Costs	1,217,635.23			22,273.81	488,322.00	707,039.42	222,039.42	225,000.00	260,000.00
Carryover July - Sept 2023	209,864.86	-	-	-	-	209,864.86	0.00	39,799.61	170,065.24
Total Program Budget	2,609,910.09	10,384.68	10,448.16	22,273.81	573,138.47	1,993,664.97	482,790.00	575,765.35	935,109.62
Total Budget	2,862,241.75	10,646.86	10,710.34	24,720.39	655,915.79	2,160,248.37	536,433.00	632,654.50	991,160.87



Policy Name: Defining “Recent Assessment” Policy

Effective Date: June 1, 2022

Date Approved by the Board: June 1, 2022

Purpose:

The State of Arkansas Defines “recent assessment” as within the last six months and must have sufficient information to make eligibility determination for training services.

Policy: The Northwest Arkansas Workforce Development Board will define “recent assessment” as within the last six months and must have sufficient information to make eligibility determination for training services.

Bo Phillips, Chair



Policy Name: Confidentiality Policy

Effective Date: March 1, 2023

Date Approved by the Board: March 1, 2023

Subject: Confidentiality

This policy is to ensure personnel are aware how to handle confidential information. WIOA personnel have access to personal information that must remain confidential. Any person with access to personal information is required to read and understand the Family Education Rights and Privacy Act (FERPA) and must sign a confidentiality agreement.

CONFIDENTIALITY

Participant information can only be given to the participant or parent/legal guardian if youth under 18 years of age.

No personally identifiable information regarding an individual, including a Social Security number, student identification number, or other identifier, may be disclosed without the prior written consent of the individual.

Participant information should only be shared with other case managers or other WIOA partners on a "need to know" basis. Participant information should never be shared or discussed outside the office.

All participant files shall be located in a secure site with a locking cabinet and only accessible to WIOA case managers and supervisors and will be locked at the end of the business day. Any participant files located in field offices are required to be kept in a locking file cabinet and locked at the end of the business day.

All medical or disability related materials shall be kept in the "Medical Files" cabinet with a marking on original file that there is also a "Medical file" for that participant. Medical information should NOT be entered into AJL.

WIOA shall not share participant information with other agencies without a signed consent form by participant. Participants may request their information not be made public and their file shall be marked "Private."

Career Advisors will use laptops for WIOA purposes only. Laptops must have a screen saver with password protection or keyboard locking programs activated on them.

WIOA computers are for office use only. WIOA staff may not download or install any software on computers without prior consent from supervisor.

Background checks may be required for individuals with access to confidential information.

Confidential information cannot be discussed or disclosed in telephone conversations unless it is certain that the other party has authorized access to the information.

Paper documents must be secured in a manner so that unauthorized access (such as people walking into room) is unlikely.

Computer monitors must be positioned such that unauthorized viewing is unlikely.

Documents and papers containing confidential information must be shredded.

All servers must contain anti-virus software that is updated automatically.

Misuse, mishandling, or unauthorized disclosure of confidential information will result in a write up and/or termination.

Bo Phillips, Chair

One Stop Operator Report July 1, 2022 through December 31, 2022

Title 1

Core 4 NWAEDD

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

Location	2nd Quarter Participants		Year to Date Participants	
	PY 21	PY 22	PY 21	PY 22
Fayetteville	66	47	74	59
Harrison	56	29	69	42
Mtn. Home	30	32	67	41
Rogers	41	30	51	35
Total	193	138	261	177

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	2nd Quarter Reportable Individuals		2nd Quarter Participants		Year to Date Reportable Individuals		Year to Date Participants	
	PY 21	PY 22	PY 21	PY 22	PY 21	PY 22	PY 21	PY 22
Arkansas State University at Mountain Home	66	78	47	52	86	105	57	64
Fayetteville Public Schools	151	177	124	156	171	217	129	167
North Arkansas College	188	234	151	177	226	298	172	205
Northwest Arkansas Community College	667	803	368	588	908	1,120	482	711
Northwest Technical Institute	458	540	318	401	591	757	374	475
Ozark Literacy Council	82	64	51	47	110	91	53	60
Total	1,612	1,896	1,059	1,421	2,092	2,588	1,267	1,682

Title 3

Core 4 Department of Workforce Services

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

Location	2nd Quarter Customers		Year to Date Customers	
	PY 21	PY 22	PY 21	PY 22
Fayetteville	2,099	1,425	5,059	3,021
Harrison	1,257	965	2,300	2,416
Mtn. Home	818	323	1,603	1,193
Rogers	2,227	1,849	4,888	4,149
Total	6,401	4,562	13,850	10,779

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	2nd Quarter Applicants		2nd Quarter # Closed		Year to Date Applicants		Year to Date # Closed		Current Active Clients Served	
	PY 21	PY 22	PY 21	PY 22	PY 21	PY 22	PY 21	PY 22	PY 21	PY 22
Fayetteville	86	113	88	154	196	226	150	317	1,143	900
Harrison	9	19	13	16	20	38	17	28	74	74
Total	95	132	101	170	216	264	167	345	1,217	974

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	2nd Quarter Referrals		Year to Date Total Referrals		Year to Date Total Served	
	PY 21	PY 22	PY 21	PY 22	PY 21	PY 22
Benton County	2	9	13	15	64	12
Baxter, Boone, Carroll, Madison, Marion, Newton, and Searcy Counties	11	11	18	22	27	28
Washington County	8	10	12	21	50	52
Total	21	30	43	58	141	92

WIOA Partners' Meeting

The Fall WIOA Partners' meeting was held in person for the first time since Covid on October 19-21, 2022 in Little Rock, AR.

Northwest Business Services/One Stop Meeting

The Business Services/One Stop meeting was held in Eureka Springs on November 8, 2022. Speakers were Tara Dryer, Senior Managing Director of Workforce Development at U of A Global Campus, Joe Rollins, Director of Workforce Development of NWA Council and Dani Pugsley, President/CEO of Mountain Home Chamber of Commerce.

Harrison Workforce Center

On November 17, 2022 Aaron Johnson, DWS Manager, and Susan Sangren, One-Stop Operator, had a staff meeting with Core 4 partners. DWS staff included TANF, UI, Veteran Services and Employment Services. Other staff included Service to the Blind, Adult Education, Rehab and NWAEDD Title 1B for a total of 16 staff. The meeting covered the WIOA Act, Core Partners and One-Stop Operator responsibilities.

Small Business Success Story by Tania Overton, NWAEDD Business Service Coordinator

Parmelee Homestead Creations is a small family business, based in Bella Vista, that sells jam, jelly, sauce, and salsas. The business is growing rapidly, selling nearly 600 jars per week.

Becky Parmelee has taken advantage of our human resource consultation services and has received assistance with:

- crafting a job description
- developing a confidentiality agreement in alignment with The Arkansas Trade Secret Act that will protect her recipes
- writing a food safety/sanitation policy and company car policy
- onboarding protocol and standard operating procedures
- interview question development and applicant screening
- completing the AWCC application to be recognized as a drug-free workplace
- hiring her first employee



She was featured in the "employer spotlight" at Brightwater, NWACC's culinary school. Her products are now being sold in Akins Natural Foods. When you support a small business, you are supporting a dream. Check out her website below.

[Jam, Jelly, Sauce, & Salsa - Parmelee Homestead Creations](#)

Success Story by Cherie Conner, North Arkansas College Adult Education Director



Hsar Htoo, an immigrant who moved to Arkansas from Burma, in pursuit of a better life, began his educational journey with Northark Adult Education in 2017 to obtain his GED. He worked full time at the Tyson plant in Green Forest, providing for his family while working hard toward his GED.

Hsar recently completed his GED in Dec. 2022. His dream was to enroll in college classes to build upon the skills needed for his maintenance job. Hsar began college classes at Northark North Technical Campus on Jan. 9th, 2023. He is working toward an Automation and System Integration Degree with Emphasis in Electronics Technology.

Success Story by Rose Sparrow, NWAEDD Fayetteville Career Advisor

Ms. Brittany Malone inquired about the WIOA program after being out of work for a few years. She worked on temporary assignments, but nothing full-time and permanent. After an initial assessment, the Fayetteville Workforce Center staff deemed Brittany eligible for services under the WIOA Adult program. She received her CDL certification at Northwest Technical Institute (NWTI) in Springdale, Arkansas and obtained her CDL license.

She now has her own truck and works for Western Express Trucking Company as an over-the-road (OTR) driver and is earning 48 cents a mile traveling 2500 – 3500 miles a week or about \$20 an hour. Brittany, with a felony on her record and no one giving her a chance, stated “That’s when my life changed for the best. My caseworker understood my struggle, listened to my story, and did whatever was allowed to help me to get back on my feet. Now, I am working full-time, learning a new trade every day and I can start planning a brighter future for myself and my family.

Thank you so much WIOA for EVERYTHING!!”



**Expenditure Report
7/1/2022 to 12/31/2022**

	Budget	Expenditures	Balance	%
Personnel Services/Salary	\$18,486.00	\$5,625.72	\$12,860.28	31%
Fringe Benefits	5,546.00	3,606.98	1,939.02	65%
Travel	1,000.00		1,000.00	0%
Training & Education	300.00		300.00	0%
Telephone/Internet/Fax/Postage	600.00	240.00	360.00	40%
Printing/Reproduction	100.00		100.00	0%
Materials & Supplies	100.00		100.00	0%
Membership/Subscriptions/Professional Services	100.00		100.00	0%
Maintenance and Repair	100.00		100.00	0%
3 rd Party Monitoring	3,435.00	1,096.25	2,338.75	32%
Indirect Costs	3,033.00		3,033.00	0%
Total	\$32,800.00	\$10,568.95	\$22,231.05	32%

**Northwest Eligible Training Provider Programs
January to March 2023**

Program Name	Provider Name	Approval Date
Associates of Applied Science in Programming/Mobile Development	ASU Mountain Home	January 27, 2023
Associate of Applied Science in Welding	ASU Mountain Home	January 24, 2023
Associate of Applied Science in Computer Technology and Network	ASU Mountain Home	February 22, 2023
Associate of Applied Science in Cybersecurity	ASU Mountain Home	February 22, 2023
Associate of Applied Science in Digital Design	ASU Mountain Home	February 22, 2023

NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD
Minutes of Meeting December 8, 2022
Durand Center, Harrison, Arkansas

A meeting of the Northwest Arkansas Workforce Development Board (LWDB) was held Thursday, December 8, 2022, in person, via conference call, and via Zoom.

Board members present in person and via Zoom meeting were:

MR. BEN ALDAMA, NWACC ADULT EDUCATION
MR. EDDIE BARTLETT, BARTLETT FAMILY DENTISTRY
MR. DAVID BELL, DAVID BELL, LLC.
MS. SARAH BROZYNSKI, BAXTER REGIONAL MEDICAL CENTER
MS. SAMMIE CRIBBS, NORTH ARKANSAS MEDICAL CENTER
MS. CHERYL DAVENPORT, ADVANCED MARINE PERFORMANCE
MR. KEVIN ESTES, DHS SERVICES FOR THE BLIND
MR. WALTER HINOJOSA, NWA LABOR COUNCIL
MR. ROSS PARKER, PARKER RENTALS
MR. BO PHILLIPS, COX-RAPID SCALE, HARRISON
MR. KELLEY SHARP, UNIVERSITY OF ARKANSAS FAYETTEVILLE
MR. RICKY TOMPKINS, ARKANSAS COMMUNITY COLLEGES

Board members absent and excused were:

MS. AMY JONES, ARKANSAS REHABILITATION SERVICES
MS. JANA KINDALL, ARKANSAS DIVISION OF WORKFORCE SERVICES, proxy Aaron Johnson
MR. BOB LARGENT, HARRISON REGIONAL CHAMBER OF COMMERCE

Others present or on Zoom were:

Mr. Joe Willis, NWAEDD
Ms. Susan Sangren, NWAEDD
Ms. Patty Methvin, NWAEDD
Ms. Chelsey Weaver, NWAEDD
Ms. Tania Overton, NWAEDD
Mr. Taff Grice, NWAEDD
Mr. James Moss, NWAEDD
Mr. Nicholas Ryburn, Adult Education
Ms. Cherie Conner, North Arkansas College Adult Education
Mr. Jeremy Ragland, NWAEDD
Ms. Joyce Akidi, Arkansas Division of Workforce Services
Mr. David Mason, North Arkansas College
Mr. Tom Ginn, AEDC
Ms. April Turner, NWAEDD
Ms. Karen Henry, NWAEDD
Mr. Aaron Johnson, ADWS
Ms. Amy Roberts, North Arkansas College

The meeting was called to order at 11:05 a.m. by CHAIR BO PHILLIPS. MR. PHILLIPS informed the attendees that the meeting was being recorded. MR. DYESS recognized several guests that were in attendance.

MS. PATTY METHVIN gave the quarterly staff report. MS. METHVIN and WIOA staff attended the Arkansas Association of Development Organizations meeting in Hot Springs. The Local Directors also met during the conference to discuss issues in each area. MS. METHVIN and some WIOA staff also attended the annual WIOA Partner meeting in Little Rock. MS. METHVIN met with Emerge Careers a company that is working to upskill incarcerated people out of poverty. This is a pre-release job training program for CDL licensing and has a great track record of reducing recidivisms. MS. METHVIN also met with David Mason from North Arkansas College who is working with the Arkansas Department of Corrections to work with incarcerated people who are within months of being released to provide the MSSC certifications so that when they are released they have these credentials to help find a job. MS. METHVIN informed the board that staff have spent a great deal of time meeting with consultants, etc. to address the three appeals Northwest has with DWS.

MS. TANIA OVERTON gave the Business Services report. She reported that Northwest Business Services has had a successful year, and we are seeing a steady increase in service utilization. Northwest BST (Business Services Team) is analyzing strengths, weakness, opportunities, and challenges to inform decisions and the trajectory moving forward. An emphasis is being placed on assisting small to mid-sized businesses as these areas will benefit most from our traditional service offerings. Northwest BST is targeting work-based learning opportunities with our larger, more established employers. We launched a Work Experience Campaign recently and have received expressed interest from several employers. MS. OVERTON will be touring Business and Industry Training, an electrical, automation, and mechanical trade school next week. MS. OVERTON had an opportunity to attend drug court graduation in September. Northwest is working with courts and the Sheriff's Office to improve second-chance employment and assist employers with developing policies for this population. Northwest BST is also developing outreach strategies to meet the needs of our underserved populations of immigrants, homeless, and foster care individuals. Northwest staff is collaborating with IndeedFlex in the Spring to host an event that will mirror our Circle of Success event to strengthen workforce opportunities and community referrals. Our BST met in Eureka Springs with presenters from the Mountain Home Chamber, NWA Council, and University of Arkansas Global.

Agenda Item #1 – Updated Workforce Budget

MS. METHVIN presented the Updated Workforce Budget. A motion was made to approve the Updated Workforce Budget by MR. EDDIE BARTLETT and was seconded by MR. BEN ALDAMA. The motion passed.

Agenda Item #2 – Title 1 Program Provider

MS. METHVIN explained 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. The Northwest Workforce Board will also need to authorize NWAEDD to act as Title 1 program provider for the Northwest area in addition to other grants as appropriate. A motion was made to authorize NWAEDD to act as Title 1 Program Provider for Northwest in addition to other grants as appropriate by MR. RICKY TOMPKINS and seconded by MR. BARTLETT. The motion passed.

Agenda Item #3 – Exceeds Room Rate

MS. METHVIN explained that the National Association of Workforce Board Forum 2023 is in Washington D.C. March 24 through March 28. Mr. Bo Phillips is attending to represent the Board. The conference is

being held at the Washington Hilton Hotel. The room rate is \$423.00 per night plus taxes and fees which exceeds the federal lodging per diem rate. A motion to approve exceeding the federal lodging per diem rate was made by MR. PARKER and seconded by MR. DAVID BELL. MR. PHILLIPS abstained from the vote. The motion passed.

Agenda Item #4 – Annual Report

MS. METHVIN explained that the local board is required to provide an Annual Report each year. The addition of the Business Services Coordinator has made the biggest impact on the services Northwest is able to provide. Northwest added the TANF (Temporary Assistance for Needy Families) Work Experience grant and is working to find additional participant for that grant. A motion to approve the changes to the Northwest Supportive Services policy was made by MR. PARKER and seconded by MR. KELLEY SHARP. The motion passed.

Agenda Item #5 – NW WDB Supportive Services Policy

MS. METHVIN explained that the proposed Supportive Services Policy included additional language “including any past due amounts”. This is to clarify that Northwest can pay past due bills for participants while they are enrolled in WIOA programs if those past due bills will keep the participant from being able to participate. Example: The participant will be evicted if their rent is not paid. These payments will only be for special circumstances and will require approval by the Operations Manager. A motion to approve the changes to the NW WDB Supportive Services Policy by MR. PARKER and seconded by MR. SHARP. The motion passed.

Agenda Item #6 – Northwest Infrastructure Funding Agreement

MS. SUSAN SANGREN shared with the Board that the IFA determines how the Local Board and partners will fund the infrastructure costs at each Workforce Center in Northwest. A motion was made to approve the Northwest Infrastructure Funding Agreement by MR. BARTLETT and seconded by MR. BELL. The motion passed.

Agenda Item #7 – Transfer of Funds

WIOA allows for the transfer of up to 10% of funds to be transferred between the Adult and Dislocation Worker programs. NWAEDD is requesting that up to 75% of the funds from Program Year 2021 be transferred from DLW to Adult. A motion was made by MR. TOMPKINS and seconded by MR. ALDAMA.

Agenda Item #5 – One Stop Operator Report

MS. SANGREN presented the One Stop Operator Report. A motion to approve the One Stop Operator Report was made by MR. BARTLETT and seconded by MR. PARKER. The motion passed.

Agenda Item #6 – Eligible Training Provider Programs

MS. METHVIN explained that ADWS recommended that anyone working for one of our Eligible Training Providers recuse themselves from voting on the Eligible Training Provider Programs. The list of Eligible Training Providers was provided in the packet. A motion was made to approve the Eligible Training Provider Programs presented was made by MR. PARKER and seconded by MR. AARON JOHNSON (proxy for MS. JANA KINDALL). MR. BEN ALDAMA and MR. KELLEY SHARP abstained. The motion passed.

Agenda Item #7 – Minutes of September 7, 2022, NW WDB Board Meeting

MR. BARTLETT made the motion to approve the minutes of the Northwest Workforce Development June Board meeting. MR. SHARP seconded the motion. The motion passed.

MR. BELL made a motion to adjourn. MR. SHARP seconded the motion. The meeting was adjourned at 11:47 a.m.

Bo Phillips, Chair

Date