

NORTHWEST ARKANSAS WORKFORCE DEVELOPMENT BOARD
Wednesday, June 1, 2022, 11:00 a.m.
JPH Center, North Arkansas College, 1515 Pioneer Drive, Harrison, AR

Agenda

Call to Order – Introduce Guests.....John Dyess

Staff Report.....Patty Methvin

Business Services Coordinator Report.....Tania Overton

Agenda Item 1 – Action
Updated Workforce Budget.....2

Agenda Item 2 – Action
By-Law revisions.....4

Agenda Item 3 – Action
Youth Committee Report.....Sarah Brozynski 13

Agenda Item 4 – Action
One Stop Operator Report.....15

Agenda Item 5 – Eligible Training Provider Programs.....20

Agenda Item 6 – Action
Minutes of March 2, 2022, NW WDB Meeting.....24

Announcements/Other Business

Mark your calendars for these upcoming meeting dates:

- NW Workforce Development Board Meeting Wednesday, September 7, 2022
- NW Workforce Development Board Meeting Wednesday, December 7, 2022

WIOA - Northwest Arkansas Economic Development District
PY 21 Budget-Revised 05/17/2022

ADMIN REVENUE	TOTAL	Reg. Planning	Sect. Partner	NEG AR31	HC Youth	TOTAL FORMULA	YOUTH	ADULT	DLW
PY 19 Allocation	18,000.00		\$	18,000.00		-			
FY 21 Allocation	12,000.00					12,000.00		12,000.00	
PY 21 Allocation	82,276.00	375.00	375.00		3,037.00	78,489.00	59,153.00	9,677.00	9,659.00
FY 22 Allocation	86,712.00					86,712.00		45,610.00	41,102.00
Total Allocation	198,988.00	375.00	375.00	18,000.00	3,037.00	177,201.00	59,153.00	67,287.00	50,761.00
Total Available Admin	198,988.00	375.00	375.00	18,000.00	3,037.00	177,201.00	59,153.00	67,287.00	50,761.00
ADMIN BUDGET									
Salaries & Wages	65,000.00	315.00	315.00	7,000.00	2,190.00	58,000.00	19,361.48	22,023.84	16,614.68
Payroll Expense - Other	250.00					250.00	83.45	94.93	71.62
Fringe Benefits	15,210.00	60.00	60.00	2,600.00	847.00	12,610.00	4,209.45	4,788.29	3,612.26
P/A-Admin Costs	98,205.00			8,150.00		90,055.00	30,062.04	34,195.80	25,797.16
Postage	343.00					343.00	114.50	130.24	98.26
Communication - Telephone	432.00			250.00		182.00	60.75	69.11	52.14
Computer Software Maint/Renewals	0.00					-	-	-	-
Moner Pool	0.00					-	-	-	-
Bank Service Fees	880.00					880.00	293.76	334.15	252.08
Materials & Supplies	50.00					50.00	16.69	18.99	14.32
Membership Sub Pro Activity	35.00					35.00	11.68	13.29	10.03
Printing & Reproduction	1,080.00					1,080.00	360.52	410.10	309.38
Rent - Bldg Storage	0.00					-	-	-	-
Travel-Training & Education	120.00					120.00	40.06	45.57	34.38
Mileage - Travel	0.00					-	-	-	-
Total Salaries & Overhead	181,605.00	375.00	375.00	18,000.00	3,037.00	163,605.00	54,614.40	62,124.31	46,866.29
Carryover July - Sept 2022	17,383.00					13,596.00	4,538.60	5,162.69	3,894.71
Total Admin Budget	198,988.00	375.00	375.00	18,000.00	3,037.00	177,201.00	59,153.00	67,287.00	50,761.00

WIOA - Northwest Arkansas Economic Development District
PY 21 Budget-Revised 05/17/2022

PROGRAM REVENUE	TOTAL	Reg. Planning	Sect. Partner	NEG AR31	HC Youth	TOTAL FORMULA	YOUTH	ADULT	DLW
PY 19 Allocation	9,000.00			9,000.00		-			
PY 20 Allocation	-					-			
PY 20 Allocation	410,624.00					410,624.00	370,624.00		40,000.00
PY 21 Allocation	631,173.00					631,173.00		257,971.00	373,202.00
PY 21 Allocation	758,001.00	12,125.00	12,125.00		27,333.00	706,418.00	532,384.00	87,097.00	86,937.00
PY 22 Allocation	780,417.00					780,417.00		410,499.00	369,918.00
Total Allocation	2,589,215.00	12,125.00	12,125.00	9,000.00	27,333.00	2,528,632.00	903,008.00	755,567.00	870,057.00
Total Available Program	<u>2,589,215.00</u>	<u>12,125.00</u>	<u>12,125.00</u>	<u>9,000.00</u>	<u>27,333.00</u>	<u>2,528,632.00</u>	<u>903,008.00</u>	<u>755,567.00</u>	<u>870,057.00</u>
Program Budget									
Salaries & Wages	746,720.00	3,320.00	3,320.00	1,000.00		745,720.00	266,306.50	222,824.60	256,588.90
Payroll Expense - Other	9,715.00					9,715.00	3,469.36	2,902.89	3,342.76
Fringe Benefits	158,940.00	996.00	996.00	200.00		158,740.00	56,688.16	47,432.25	54,619.59
P/A-Admin Costs	85,560.00	1,168.00	1,168.00			85,560.00	30,554.61	25,565.73	29,439.66
Outreach	1,960.00					1,960.00	699.94	585.66	674.40
Postage	1,470.00					1,470.00	524.96	439.24	505.80
Communication - Telephone	19,445.00					19,445.00	6,944.07	5,810.26	6,690.68
Computer Software Maint/Replacements	615.00					615.00	219.62	183.76	211.61
Depreciation Exp	10,190.00					10,190.00	3,638.98	3,044.82	3,506.20
Equipment	0.00					-	-	-	-
IFA Costs	24,060.00					24,060.00	8,592.14	7,189.24	8,278.62
INTEREST EXPENSE	945.00					945.00	337.47	282.37	325.16
Motor Pool	1,395.00					1,395.00	498.17	416.83	479.99
Materials & Supplies	7,615.00	400.00	400.00			7,615.00	2,719.42	2,275.40	2,620.19
Membership Sub-Pro Activity	3,375.00					3,375.00	1,205.26	1,008.47	1,161.28
Printing & Reproduction	1,315.00					1,315.00	469.60	392.93	452.47
Professional Services/Consultant						-	-	-	-
Rent - Bldg Storage	37,565.00					37,565.00	13,414.96	11,224.60	12,925.44
Travel- Training & Education	6,260.00	2,000.00	2,000.00			6,260.00	2,235.53	1,870.52	2,153.95
Employee Tuition Reimbursement	500.00					500.00	178.56	149.40	172.04
Mileage - Travel	9,945.00					9,945.00	3,551.49	2,971.61	3,421.90
Meeting Cost	1,050.00	4,241.00	4,241.00			1,050.00	374.97	313.74	361.29
Total Salaries and Overhead	<u>1,128,640.00</u>	<u>12,125.00</u>	<u>12,125.00</u>	<u>1,200.00</u>	<u>-</u>	<u>1,127,440.00</u>	<u>402,623.77</u>	<u>336,884.31</u>	<u>387,931.92</u>
Participant Costs	1,235,517.23			7,800.00	27,333.00	1,200,384.23	500,384.23	390,000.00	310,000.00
Carryover July - Sept 2022	225,057.77	-	-	-	-	200,807.77	0.00	28,682.69	172,125.08
Total Program Budget	<u>2,589,215.00</u>	<u>12,125.00</u>	<u>12,125.00</u>	<u>9,000.00</u>	<u>27,333.00</u>	<u>2,528,632.00</u>	<u>903,008.00</u>	<u>755,567.00</u>	<u>870,057.00</u>
Total Budget	2,788,203.00	12,500.00	12,500.00	27,000.00	30,370.00	2,705,833.00	962,161.00	822,854.00	920,818.00



NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD BYLAWS

(Adopted September 2, 2015)

(Amended September 6, 2017)

(Amended June 3, 2020)

(Amended June 1, 2022)

ARTICLE I

ESTABLISHMENT

SECTION I.

Purpose of Workforce Development Board: The Local Workforce Development Board is established in compliance with the Workforce Innovation and Opportunity Act of 2014 and Arkansas Workforce Innovation and Opportunity Act 907 of 2015 to provide workforce investment activities, through statewide and local workforce development systems. Those systems should increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation.

SECTION II.

Appointment of Members: Appointments and membership shall be in accordance with Federal and State Regulations.

- A. The appointment of members shall be made by the Chief Elected Officials from the nominations received. Each county should be represented. Regional educational cooperatives, employment service, rehabilitation agencies, welfare agencies, labor organizations or other general representation will not be considered to be county specific.
- B. The membership and composition of the LWDB, which for these purposes shall do business as a LWDB shall be certified by the Governor.

Nomination Process:

- a. Business Representatives shall make up a majority (at least 51%) of NWA WDB membership from the local area.
 - i. Representatives shall include owners of businesses, chief executives, or

operating officers for the business, or other executives with the business with optimum policy making or hiring authority.

- ii. Must include small businesses, as defined by the U.S. Small Business Administration, or organizations that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area.
- iii. Are appointed from among individuals nominated by local business organization and business trade associations.

Representative appointments.

- a. Chief Elected Officials (CEO) appoint representative from the nominations received by the Board or board staff unless otherwise stated herein.
- b. Effort will be made, and priority given, to make representation geographically diverse to include each county in the local workforce development area.
- c. Representative appointed to fill a vacancy shall serve the remainder of the unexpired term of the vacant position. A Representative can continue to serve until reappointment or replacement on the board.
- d. The Board or board staff will notify the Chair of the CEOs of any vacancy on the Board.
- e. Replacements, in the event of a required vacancy, shall be appointed in accordance with these procedures with effort made to fill the vacancy within 60 days.

SECTION III.

Length of Appointment: Members shall be appointed three (3) year terms and shall continue to serve until they are replaced. Terms shall be staggered so that most years no more than one-third of the members are appointed or reappointed.

SECTION IV.

Removal of Members: Members who have two (2) consecutive unexcused absences may be considered to have voluntarily resigned with consent of the LWDB Chair. The Chairperson may excuse an absence. In order to obtain an excused absence, a LWDB Member may call or email a LWDB staff member before the meeting date or return his/her attendance sheet with notice that he/she will not be able to attend the meeting. Appointment of a proxy constitutes attendance and will not be counted as an absence. Members may also be removed for good cause by a majority vote of the members present.

- A. Representatives who miss three (3) consecutive meetings without notice will be considered to have voluntarily resigned.
- B. Such resignations will be accepted or rejected by a majority vote of Representatives present.
- C. Representatives may be removed if their conduct or action acting for the Board, personally or professionally have or will have a sever detrimental effect on the ability of the Board to conduct business.
- D. A removal shall be proposed and discussed by the Executive Committee called for that purpose.
- E. The Representative being considered for removal shall be invited to present cause of reconsideration at both the Executive Committee and full Board meeting.
- F. Removal of a Representative must have the final approval by the CEOs.
- G. If the result of such a Representative removal jeopardizes the WIOA requirements of a

LWDDDB makeup the position must be filled through the appointment process outlined previously.

ARTICLE II ORGANIZATION

SECTION I.

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

The Vice-Chairperson shall act as Chairperson in the absence or disability of the Chairperson and shall have such other duties, powers and responsibilities as are assigned by the Chairperson, the Board, or these by-laws.

SECTION II.

Committees: There shall be four standing committees of the LWDB: the Executive Committee, One Stop Operations Committee, Youth Committee and Serving Individuals with Disabilities Committee. Short-term ad hoc committees may be appointed, as the LWDB Chair deems necessary or appropriate. Unless otherwise specified, the LWDB Chair shall appoint Committee members and their chairpersons. Youth programs shall be designed, planned, and forwarded by the Youth Committee for LWDB approval and implementation.

- A. The Executive Committee shall be comprised of the LWDB Chair, Vice-Chair, Secretary, and at least two at-large LWDB members. The committee shall have a business majority and shall be representative of Workforce Center communities in the Local Workforce Development Area. The at-large members are to be appointed by the LWDB Chair.
 - a. The Executive Committee shall have the authority of the LWDB to act during the interim between full board meetings under the conditions outlined below:
 - i. The Executive Committee will have a majority on any issues that will require LWDB approval at a later date.
 - ii. All actions of the Executive Committee will be reported at the next convening LWDB meeting for ratification.
 - b. The LWDB Chair shall act as the Executive Committee Chair and shall exercise the power of vote on the Executive Committee only as required to constitute a quorum or break a tie vote.
 - c. The LWDB Chair shall refer to the Executive Committee such business, which in the LWDB Chair's judgement, may require action or approval of the LWDB. All action of the Executive Committee shall be reported to the LWDB at its next meeting following such action and such reports shall become part of the minutes of that meeting.

- B. Any member of the LWDB may appear before the Executive Committee to discuss any items of business of the LWDB. Meetings of the Executive Committee shall be called by the LWDB Chair in such place as the Chair may designate.
- C. All LWDB members will be notified of the meeting date, time, agenda, and location when the Executive Committee meets outside of the regular LWDB meeting dates.
- D. LWDB members will actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities. This shall be done through the process and use of collaborative meeting/information sharing amongst members of the standing committees, community leaders, educational institutions, local chamber executives and economic developers and other stakeholders in the Northwest Arkansas Workforce Development Area.
- E. The One Stop Operations Committee is a standing committee to provide information and assist with operational and other issues relating to the one-stop delivery system and may include as members representatives of the one-stop partners.
- F. The Youth Committee is a standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth. A standing committee designated under this section shall include community-based organizations with a demonstrated record of success in serving eligible youth.
- G. The Disabilities Committee is a standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including without limitation issues relating to compliance with Section 188 of the Workforce Innovation and Opportunity Act, Pub. L. No. 113-128, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq., regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on finding employment opportunities for individuals with disabilities, including providing the appropriate supports and accommodations to employment for individuals with disabilities.
- H. Ad hoc committees may be appointed on a short-term basis by the Chairperson to address issues of concern to the board which require research, planning, and recommendations of specific workforce, community, or economic development needs of the area.

SECTION III.

Staff: The LWDB shall be provided with the staff necessary to carry out its function. The required staff and the appropriate budget for that staff shall be approved by the LWDB.

SECTION IV.

Budget: The LWDB shall prepare and approve an annual LWDB budget that will be forwarded to the Chief Elected Officials for approval.

ARTICLE III

RESPONSIBILITIES

SECTION I.

LWDB Responsibilities

- A. The local board shall enter into an agreement with the Chief Elected Officials clearly detailing the partnership between the two entities for the governance and oversight of activities under the WIOA.
- B. The local board shall develop a budget for the purpose of carrying out the duties of the local Board. The Chief Elected Officials must approve the budget.
- C. The local board may solicit and accept grants and donations from sources other than federal funds made available under WIOA assuming it has organized itself in a manner to do so.
- D. The local board, in partnership with Chief Elected Officials, shall develop the vision, goals, objectives, and policies for the local workforce development area. The vision shall be aligned with both the economic development mission(s) for the local area and Arkansas Workforce Development Board's (AWBD) goal.
- E. The local board, in partnership with the Chief Elected Officials, shall develop and submit to the Governor, a local strategic plan that meets the requirements in Section 108 of the Workforce Innovation and Opportunity Act.
- F. The local board, with the agreement of the Chief Elected Officials, shall designate or certify one-stop operator(s) and shall terminate for cause the eligibility of one-stop operators.
- G. The local board shall select eligible providers of youth activities by awarding grants or contracts on a competitive basis.
- H. The local board shall identify eligible providers of training services for adults and dislocated workers.
- I. The local board, in partnership with the Chief Elected Officials, shall conduct oversight with respect to local programs of youth, adult, and dislocated worker activities authorized under the WIOA.

- J. The local board, in partnership with the Chief Elected Officials, will negotiate and reach agreement with the ADWB on behalf of the Governor on local performance accountability measures.
- K. The local board shall assist the Governor in developing a statewide employment statistics system.
- L. The local board shall coordinate the workforce activities authorized under WIOA with local economic development strategies, and develop employer linkages with those activities
- M. The local board shall promote the participation of local private sector employers through the statewide workforce development system.
- N. The local board may employ staff and/or utilize other options for carrying out these responsibilities.
- O. The local board is responsible for any other activity as required by the Workforce Innovation and Opportunity Act, Section 107 (d) or by the Governor.

ARTICLE IV

MEETINGS

SECTION I.

Meetings: The LWDB shall meet at least quarterly or at the call of the Chair or upon written request of a majority of the members of the Board. The Executive Committee shall meet as often as the Chair determines a need.

SECTION II.

Attendance: Each member of the LWDB shall attend each meeting of the LWDB, in person or by proxy. The member may designate a voting individual to represent him/her if he/she is unable to attend the meeting. The designation of representation shall be in writing, email or by phone and shall be received by the Chairperson or his appointee prior to the meeting.

SECTION III.

Quorum: A quorum of the LWDB shall be present when a majority of the membership is present. Once the quorum has been established it shall be constituted for the duration of the meeting.

SECTION IV.

Agenda: The Agenda shall be prepared by the Chairperson to reflect the principal business of the LWDB. If a member would like an item to be added to the agenda, he/she may do so in

writing, five (5) days prior to the scheduled meeting date. All meetings will comply with the Arkansas Freedom of Information Act (FOI).

SECTION V.

Voting: Each member shall have one vote. When voting, LWDB members shall abide by Article IX of these Bylaws concerning conflicts of interest.

SECTION VI.

Conference Calls and Virtual meetings: The LWDB and its committees are authorized to conduct business by conference calls, email, mail, virtual (video or web based) or facsimile when deemed prudent by the Chairperson of the LWDB or by the Committee Chairperson. Such meetings will meet the quorum requirements of the LWDB or its committees.

SECTION VII.

Parliamentary Authority: The rules of parliamentary pro-active in Robert's Rules of Order Newly Revised shall govern all proceedings of the Northwest Arkansas Local Workforce Development Board and all committees. In the case of conflict between Robert's Rules and these bylaws, or between Robert's Rules and a special rule adopted by the LWDB, the bylaws or special rule shall prevail.

ARTICLE V

TRAVEL EXPENSES

SECTION I.

Travel: Each LWDB or committee member will be reimbursed for travel costs to attend committee or LWDB meetings and when traveling as a representative of the LWDB to special meetings and/or conferences. Travel costs will be reimbursed per the current federal travel regulations or as approved by the LWDB.

ARTICLE VI

FISCAL AND PERIODIC REPORTS

SECTION I.

Fiscal Year: The fiscal year shall be the same as the State's for all Workforce Development programs.

SECTION II.

Annual Reporting: No less than once annually, fiscal reports will be made to the CEO/LWDB and the State of Arkansas.

ARTICLE VII

AMENDMENTS
SECTION I.

Amendments: Upon formal motion, these bylaws may be amended by a two-thirds vote of the members present.

ARTICLE VIII

RESOLUTION OF DISPUTES

SECTION I.

Any complaint or dispute arising out of business conducted by the LWDB involving policy or procedure shall be subject to resolution under the following procedure. The complaint or dispute shall be brought before the Executive Committee at either a regular meeting or a specially called meeting. If the Executive Committee cannot mutually resolve the matter, it shall be presented to the LWDB for a deciding vote.

ARTICLE IX

CONFLICT OF INTEREST

SECTION I.

Board members shall avoid both conflict of interest and the appearance of conflict of interest in the conduct of LWDB business. A potential conflict of interest exists if a LWDB member takes any action, the effect of which would be to their private financial gain or loss, or to that of their family or employer. A potential conflict does not exist if the financial gain or loss affects to the same degree all people in the Local Workforce Development Area or a large class of people with which the member is associated.

SECTION II.

If a potential conflict of interest arises, the affected LWDB member must give notice before taking action. Such disclosure of potential conflict of interest, including the source of conflict, will be made part of the minutes of the meeting. The affected Board Member must refrain from any discussion or voting on that issue.

ARTICLE X

NEPOTISM

SECTION I.

LWDB members shall not engage in the practice of nepotism. The LWDB shall not employ a member of the family of a LWDB member, a subrecipient employee family member, or governing board family member. An exception applies when a member of an employee's family is elected to the LWDB after the employee is hired. (No termination of employees shall occur for persons employed under a previous policy.) If federal and/or state statutes, regulations, affirmative action, and equal employment opportunity plans allow for the waiver of this restriction, the LWDB may choose to concur and waive this restriction on a case-by-case basis

upon the formal authorization of the full board enacted by a majority vote. For purposes of this section, the term family applies to wife, husband, son, daughter, mother, father, grandfather, grandmother, grandchild, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent, and stepchild.

ARTICLE XI

INDEMNIFICATION

SECTION I.

The Board shall indemnify any past or present LWDB member, past or present staff person, or past or present officer against expenses actually and reasonably incurred by that person in connection with the defense of any action, suit or proceeding, civil or criminal, in which he/she is made a party by reason of his/her affiliation with the LWDB.

SECTION II.

The right of indemnification under this Article is only available to the extent that the power to so indemnify is lawful and to the extent that the person to be indemnified is not insured or otherwise indemnified.

SECTION III.

The LWDB shall have the power to purchase and maintain insurance, if needed or required, sufficient to meet this Article's indemnification requirements.

John Dyess, Board Chair

Date

Northwest Workforce Development
Youth Committee Meeting Minutes
April 14, 2022, 1:00 p.m. via Zoom

A meeting of the Northwest Workforce Development Youth Committee was held Thursday, April 14, 2022, via Zoom.

Committee members present via Zoom were:

Sarah Brozynski, NW WDB Board Member, Baxter Regional Medical Center
Amy Jones, NW WDB Board Member, Arkansas Rehabilitation Services
Emilee Tucker, O.U.R. Cooperative
Carole Shaver, NWAEDD
Cherie Conner, North Arkansas College Adult Education
Ashley Miller, Job Corps
Julie McAllaster, Business and Industry
Jennifer Ragsdale, Arkansas Rehabilitation Services
Josh Lainfiesta, Yvonne Richardson Community Center
Luke Clayberg, Business and Industry
Drew Shover, Benton County Probation
Zacharia Trent, Community Service, Inc.
Tania Overton, Business Services Coordinator, NWAEDD
Patty Methvin, NWAEDD

The meeting was called to order by MS. PATTY METHVIN. MS. METHVIN introduced Sarah Brozynski who will chair the Youth Committee. Each committee member introduced themselves and their organization.

MS. METHVIN gave an overview of the purpose of the Youth Committee. The goals of the committee are to create partnerships that bring together a diverse set of stakeholders and resource partners who can address the needs of young people more effectively than any one partner can do alone. The committee will create a shared vision, coordinate outreach and intake and develop a service strategy that will benefit the youth of our area.

MS. METHVIN also shared the definition of WIOA Out of School Youth and asked committee members to refer to NWAEDD any youth that would qualify for the WIOA out-of-school youth funding.

The committee discussed how often the committee will meet. It was decided that the committee will meet every 4 to 6 weeks to begin with. MS. METHVIN will send out a Doodle Poll of dates for the next meeting.

MS. METHVIN explained that the Youth Committee is open to anyone who works with youth in our area and encouraged current members to seek out additional committee members.

MS. METHVIN and MS. BROZYNSKI asked the committee to share 2 to 3 top priority issues that the youth of our area are dealing with. The committee came up with a consensus that Mental Health has become one of the key issues for our youth. MS. METHVIN asked the committee to e-mail her 2 to 3 issues that they would like to tackle as a group.

The meeting adjourned at 1:55 p.m.

Sarah Brozynski, Chair

One Stop Operator Report July 1, 2021 through March 31, 2022

Title 1

Core 4 NWAEDD

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

Location	3rd Quarter Participants		Year to Date Participants	
	PY 20	PY 21	PY 20	PY 21
Fayetteville	52	57	67	83
Harrison	64	49	86	74
Mtn. Home	39	31	60	46
Rogers	51	36	86	54
Total	206	173	299	257

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	3rd Quarter Reportable Individuals		3rd Quarter Participants		Year to Date Reportable Individuals		Year to Date Participants	
	PY 20	PY 21	PY 20	PY 21	PY 20	PY 21	PY 20	PY 21
Arkansas State University at Mountain Home	71	84	55	54	102	156	154	77
Fayetteville Public Schools	150	153	124	126	213	227	162	178
North Arkansas College	202	237	158	185	293	343	202	259
Northwest Arkansas Community College	768	783	301	558	1,181	1,274	528	797
Northwest Technical Institute	469	472	734	355	357	777	467	488
Ozark Literacy Council	44	104	3	68	102	163	3	82
Total	1,704	1,833	1,375	1,346	2,248	2,940	1,516	1,881

Title 3

Core 4 Division of Workforce Services

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

Location	3rd Quarter Customers		Year to Date Customers	
	PY 20	PY 21	PY 20	PY 21
Fayetteville	5,538	1,558	15,671	6,647
Harrison	4,337	1,129	11,736	2,172
Mtn. Home	1,908	898	4,791	2,507
Rogers	7,536	1,892	19,424	6,780
Total	19,319	5,477	51,622	18,106

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	3rd Quarter Applicants		3rd Quarter # Closed		Year to Date Applicants		Year to Date # Closed		Current Active Clients Served	
	PY 20	PY 21	PY 20	PY 21	PY 20	PY 21	PY 20	PY 21	PY 20	PY 21
Fayetteville	161	192	95	76	324	388	238	220	1,260	1,108
Harrison	11	24	15	3	48	47	27	28	74	80
Total	172	216	110	79	372	435	265	248	1,334	1,188

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	3rd Quarter Referrals		Year to Date Total Referrals		Year to Date Total Served	
	PY 20	PY 21	PY 20	PY 21	PY 20	PY 21
Benton County	32	18	63	58	56	32
Baxter, Boone, Carroll, Madison, Marion, Newton, and Searcy Counties	11	8	24	27	27	39
Washington County	10	7	14	19	62	57
Total	53	33	101	104	145	128

**Expenditure Report
7/1/2021 to 3/31/2022**

	Budget	Expenditures	Balance	%
Personnel Services/Salary	\$18,486.00	\$8,854.21	\$9,631.79	48%
Fringe Benefits	5,546.00	3,578.01	1967.99	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/Repairs	100.00		100.00	0%
Indirect Costs	6,468.00		6,468.00	0%
Total	\$32,800.00	\$12,672.22	\$20,127.78	39%

NWAEDD Outreach – Circle of Success by Chelsey Weaver



NWAEDD hosted the first ever Circle of Success networking event at the Walmart Auditorium on the campus of Northwest Arkansas Community College on March 29th, 2022. Although this event provided a platform for professionals to gain knowledge of regional programs, the primary goal focused on developing a referral strategy between service providers. Northwest Arkansas is blessed to have abundant resources for its citizens, and making these connections allows organizations to improve access to services. The event had a great turnout with nearly 60 organizations being

represented. NWAEDD was pleased to partner with NWACC who provided wonderful accommodations for the event. NWAEDD staff hope to continue to grow this event in the future.



Northwest Arkansas Economic Development WIOA Staff Members (Left to Right) Susan Sangren, Rebecca McWilliams, Rose Sparrow, Tania Overton, James Moss, Melba Miller, Tim Simpson, Carole Shaver, Nadine Sewak, Patty Methvin.

North Arkansas College – Adult Education by Cherie Conner
Green Forest Center



As a result of the COVID 19 pandemic, the requirements for vaccinated Tyson employees and vendors on site became highly regulated. As a result, Northark Adult Education vacated the Tyson plant in November 2021. The Karen Baptist Church in Green Forest allowed us to continue classes there until the first of the year. In January, we moved our classes to the Green Forest Public Library. We were growing fast, and as a result of an increased number of new students, we had to find a more permanent place to have classes. Matt McKinney, owner of Shelter Insurance in Green Forest, provided us a place to rent. This location (102 Larimer Dr #9), directly across from the Green Forest Tyson plant, allows us to continue to serve Tyson team members and their friends and family.

We are so excited about our growth of ESL and Citizenship students in Green Forest.

Governor's Emergency Education Relief (GEER) and Technology grants

In January 2022, Adult Education centers across the state were provided the opportunity to apply for additional grant funds. These funds were GEER (Governor's Emergency Education Relief) and Technology Special Project. Northark Adult Education was awarded nearly \$40,000 in funds to purchase technology for student use inside the classroom and laptops to loan to students in an effort to promote distance learning opportunities. With these funds, Northark Adult Education purchased 35 new laptops to be used over our five-county area. This will allow more opportunity to teach technology literacy to our students and promote the WAGE program in all locations.



Arkansas Rehabilitation Services Project Search Success Story by Any Jones

The success stories below show how a collaboration with Arkansas Rehabilitation Services, Bentonville High Schools, Friendship Community Care and Embassy Suites impact the lives of individuals with significant needs.

These students participated in a 9-month program which includes 3 internship rotations in which they gain transferable skills that will ensure their success in future employment.

From this program they eventually learn to work independently without the assistance of a job coach as you can see in these pictures. These participants are using their newfound skills and independence. To witness the success of these participants gives you an exuberant feeling.



Kevin has been working at Whataburger since the middle of April. While he applied for several jobs, this is the one that he REALLY wanted. And the SUPER COOL thing is that Kevin is able to use public transportation to get to and from work independently.... a skill he mastered while attending our Project Search program at the Embassy Suites. He has forged some great friendships with staff at his new job and we are grateful for the supportive environment they have at Whataburger. You are a star, Kevin!

Fatima was hired to work as a Donut Decorator at Krispy Kreme Donuts in April. This was a perfect fit for her because she is creative and loves art. Fatima's confidence has grown immensely this past year, and we are happy that she is in a position that she LOVES!





Deshon has been working Embassy Suites as an employee in the Banquet area since the end of March and has been busy setting up tables and chairs, prepping rooms for incoming groups, and serving during banquets in the convention center. Deshon's kind heart really shows in this position, and we are so excited that he will be mentoring new interns next year in the banquet hall. Very proud of all you have accomplished!

Project Participants in their classroom setting at Embassy Suites.



Project Search Students participating in Serv-Safe class at Arkansas Rehabilitation Services



Eligible Training Providers March 2022 to June 2022

Program Name	Provider Name	Local Review Date
CNA Apprenticeship	NATF	May 11, 2022
Sterile Processing Technician	NWTI	May 11, 2022
Outdoor Power Equipment Facilities Maintenance	North Arkansas College	May 5, 2022 - Renewal
Surgical Technology	NWTI	April 4, 2022- Renewal
Welding	NWTI	April 4, 2022- Renewal
Industrial Maintenance Technology	NWTI	April 4, 2022- Renewal
HVAC	NWTI	April 4, 2022 - Renewal
Medium Heavy Truck Technology	NWTI	April 4, 2022- Renewal
Information Systems	NWTI	April 4, 2022- Renewal
Certified Nursing Assistant	NWTI	April 4, 2022- Renewal
Industrial Electronics Technology/Technician	NWTI	April 4, 2022- Renewal
Practical Nursing	NWTI	March 8, 2022- Renewal
Accounting	North Arkansas College	March 8, 2022- Renewal
Clinical Medical Assistant	U of A Global Campus	March 14, 2022 - Renewal
Criminal Justice	North Arkansas College	March 14, 2022 - Renewal
Back-End Web Development Certificate	U of A Global Campus	March 14, 2022- Renewal
Business Administration/Accounting	U of A Global Campus	March 8, 2022- Renewal
Turf Management	North Arkansas College	March 8, 2022- Renewal
Mechanical Drives 5	Business and Industry Training	March 8, 2022- Renewal
Business Administration (Management)	North Arkansas College	March 8, 2022 - Renewal
AS in Business Administration – Marketing Research-Transfer	NWACC	March 8, 2022- Renewal
Programmable Logic Controller Troubleshooting 8	Business and Industry	March 8, 2022- Renewal
Construction Technology	North Arkansas College	March 8, 2022- Renewal
Electronics Technology	North Arkansas College	March 8, 2022- Renewal

Business Administration/Accounting	North Arkansas College	March 8, 2022 - Renewal
Gas Engine Repair and Brake Technology	North Arkansas College	March 8, 2022- Renewal
Shielded Metal Arc Welding (SMAW)	North Arkansas College	March 8, 2022- Renewal
Mechanical Drives 3	Business and Industry Training	March 8, 2022- Renewal
Emergency Medical Technician	North Arkansas College	March 8, 2022- Renewal
Turf Management	North Arkansas College	March 8, 2022- Renewal
Gas Metal Arc Welding	North Arkansas College	March 8, 2022- Renewal
Pre-Allied Health	North Arkansas College	March 8, 2022- Renewal
Programmable Logic Controller Troubleshooting 6	Business and Industry	March 8, 2022- Renewal
Collision Repair Technology	North Arkansas College	March 8, 2022- Renewal
Paramedic (EMT)	North Arkansas College	March 8, 2022- Renewal
Certification Welding	North Arkansas College	March 8, 2022- Renewal
Electronics Technology	North Arkansas College	March 8, 2022- Renewal
Automotive Service Technology	North Arkansas College	March 8, 2022- Renewal
Biomedical Electronics Technology	North Arkansas College	March 8, 2022- Renewal
Construction Equipment Operation	North Arkansas College	March 8, 2022- Renewal
Hydraulics 3	Business and Industry Training	March 8, 2022- Renewal
Pneumatics 3	Business and Industry Training	March 8, 2022- Renewal
Pneumatics 2	Business and Industry Training	March 8, 2022- Renewal
Accounting	North Arkansas College	March 8, 2022- Renewal
Pneumatics 1	Business and Industry Training	March 8, 2022- Renewal
Collision Repair Technology	North Arkansas College	March 8, 2022- Renewal
Motor Controls 2	Business and Industry Training	March 8, 2022- Renewal
Programmable Logic Controller 5	Business and Industry Training	March 8, 2022- Renewal

Motor Controls 1	Business and Industry Training	March 8, 2022- Renewal
Programmable Logic Controller 4	Business and Industry Training	March 8, 2022- Renewal
Heating, Ventilation, and Air Conditioning	North Arkansas College	March 8, 2022- Renewal
Programmable Logic Controller 3	Business and Industry Training	March 8, 2022- Renewal
Practical Nursing	NWTI	March 8, 2022- Renewal
Mechanical Drives 4	Business and Industry Training	March 8, 2022- Renewal
Motor Controls 4	Business and Industry Training	March 8, 2022- Renewal
Hydraulics 1	Business and Industry Training	March 8, 2022- Renewal
Motor Controls V	Business and Industry Training	March 8, 2022- Renewal
Welding Application and Procedures	North Arkansas College	March 8, 2022- Renewal
Electrical systems 2	Business and Industry Training	March 8, 2022- Renewal
Programmable Logic Controller Troubleshooting	Business and Industry training	March 8, 2022- Renewal
Veterinary Assistant	Petra Allied Health	March 8, 2022- Renewal
Programmable Logic Controller 2	Business and Industry Training	March 8, 2022- Renewal
Mechanical Drives 2	Business and Industry Training	March 9, 2022- Renewal
Manufacturing Technology	North Arkansas College	March 9, 2022
Motor Controls 3	Business and Industry Training	March 9, 2022- Renewal
Automation and System Integration	North Arkansas College	March 9, 2022- Renewal
RN Bridge	North Arkansas College	March 9, 2022- Renewal
Programmable Logic Controller 1	Business and Industry Training	March 9, 2022- Renewal
Paramedic	North Arkansas College	March 9, 2022
Mechanical Drives 1	Business and Industry Training	March 9, 2022- Renewal

CNC Machine Tools 2	Business and Industry Training	March 9, 2022- Renewal
Hydraulics 2	Business and Industry Training	March 9, 2022- Renewal

NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD
Minutes of Meeting March 2, 2022

A meeting of the Northwest Arkansas Workforce Development Board (LWDB) was held Wednesday, March 2, 2022, in person, conference call and via Zoom.

Board members present in person and via Zoom meeting were:

MR. BEN ALDAMA, NWACC ADULT ED.
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. BOB LARGENT, HARRISON REGIONAL CHAMBER OF COMMERCE
MR. ROSS PARKER, PARKER FARMS AND RENTALS
MR. KELLEY SHARP, UNIVERSITY OF ARKANSAS FAYETTEVILLE
MR. RICKY TOMPKINS, NWACC

Board members absent and excused were:

MR. EDDIE BARTLETT, BARTLETT FAMILY DENTISTRY
MR. DAVID BELL, DAVID BELL, LLC.
MR. BO PHILLIPS, COX-RAPID SCALE, HARRISON, proxy Ross Parker

Others present were:

Mr. Joe Willis, NWAEDD
Ms. Susan Sangren, NWAEDD
Ms. Patty Methvin, NWAEDD
Ms. Karen Henry, NWAEDD
Ms. April Turner, NWAEDD
Ms. Michelle Ryan, NWAEDD
Ms. Chelsey Weaver, NWAEDD
Ms. Tania Overton, NWAEDD
Mr. Taff Grice, NWAEDD
Ms. Shana King, NWAEDD
Mr. Nicholas Ryburn, Adult Education
Dr. Rick Massengale, North Arkansas College
Mr. Cherie Conner, North Arkansas College Adult Education
Mr. Elijah Snow, Office of Senator Boozman
Mr. Aaron Johnson, DWS
Mr. Chad Brown, Arkansas Workforce Board
Mr. Eddie Thomas, ADWS
Mr. Jay Bassett, ADWS

Mr. Robbie Cornelius, Fayetteville Adult Education
Ms. Bertha Kitchens, Arkansas Department of Corrections
Ms. Hannah Henderson, Office of Senator Boozman
Mr. Tom Ginn, AEDC
Ms. Terri Garrett, Office of Representative Womack
Mr. Steve Clark, Fayetteville Chamber of Commerce
Mr. David Mason, North Arkansas College
Ms. Emily Cooper Yates, AEDC

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 bragged on the Operations Managers for their regularly scheduled staff meetings. The staff takes a policy or procedure and goes through it to answer questions and make sure that everyone understands the requirements. MS. METHVIN updated the Board on the participant that was in need of emergency housing. MR. JAMES MOSS and his staff have gone to great lengths to help the family find housing. MS. METHVIN informed the Board that the TANF (Temporary Assistance for Needy Families) grant has been signed by Executive Director, Joe Willis. We expect to get the final grant soon. For this grant Northwest will provide Work Experience for up to thirty-three adults who qualify for TANF.

MS. METHVIN shared with the Board the makeup of the revised Youth Committee. Currently the committee has confirmed representatives from Northwest Arkansas Education Service Cooperative, Ozarks Unlimited Resources Cooperative, North Central Educational Cooperative, NWACC Adult Education, North Arkansas College Adult Education, Baxter Regional Medical Center (Sarah Brozynski – Board Member/Youth Committee Chair), Job Corps, ASU MH Adult Education, and NWAEDD. MS. METHVIN asked that any Board members that would like to serve on the youth committee contact her. Also, to let MS. METHVIN know if any Board members know of anyone who would be an asset to the Youth Committee.

MS. METHVIN updated the Board on the status of ADWS Monitoring. NWAEDD has filed an appeal for the 2018 and 2019 Monitoring findings. NWAEDD received the 2020 monitoring report in the past week. The 2021 monitoring is scheduled for April.

MS. METHVIN called on Tania Overton to give her quarterly Business Services Coordinator report. MS. OVERTON has met with several of our Chambers, businesses, and partners. She has worked with WIOA Staff to help put together a Circle of Success Job Fair to be held March 29th as well as a Job Fair at the Fayetteville Library.

MS. METHVIN and MS. OVERTON have participated in several radio interviews to help promote the services that NWAEDD provides.

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. ROSS PARKER and was seconded by MR. WALTER HINOJOSA. The motion passed.

Agenda Item #2 – Policy Changes

Youth Additional Barrier – Added the language stating the documentation required for participant files. A motion to approve the changes in the Youth Additional Barrier policy was made by MR. BOB LARGENT and seconded by MR. PARKER. The motion passed.

Business Services Policy – MS. METHVIN explained to the Board that ADWS is requiring a Business Services Policy. MS. OVERTON created this policy based on the WIOA law. A motion to approve the Business Services Policy was made by MR. LARGENT and seconded by MR. PARKER. The motion passed.

Agenda Item #3 – One Stop Operator Report

MS. SUSAN SANGREN gave the One Stop Operator report. A motion was made to approve the One Stop Operator Report by MR. HINOJOSA and seconded by MR. PARKER. The motion passed.

Agenda Item #4 – Consent Agenda

MR. PARKER made a motion to approve the consent agenda consisting of the minutes of the December 1, 2021, LWDB meeting, the minutes of the December 2, 2021, LWDB Electronic meeting, the minutes of the January 27, 2022, called LWDB meeting and the list of approved Eligible Training Provider programs. The motion passed.

MR. PARKER made a motion to adjourn. MR. HINOJOSA seconded the motion. The motion passed. The meeting was adjourned at 11:45.

John Dyess, Chair