

**NORTHWEST ARKANSAS WORKFORCE DEVELOPMENT BOARD**  
**Wednesday, September 6, 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

**Committee Reports**

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**Agenda Item 7 –**

WIOA Overview – Patty Methvin .....

**Announcements/Other Business**

Mark your calendars for these upcoming meeting dates:

- NW Workforce Development Board Meeting Wednesday, December 6, 2023
- NW Workforce Development Board Meeting Wednesday, March 6, 2024
- NW Workforce Development Board Meeting Wednesday, June 5, 2024

Northwest Business Services Report  
September 6, 2023

Tania Overton resigned in July to take a job where she can work from home. Since her resignation, Patty Methvin has been filling the role of Business Services Coordinator. Below is a compilation of the Business Services efforts in Northwest by both Tania and Patty.

- Met with the CEDS (Comprehensive Economic Development Strategy) committee. The NWAEDD CEDS committee is working with the Arkansas Economic Development Institute to create a strategic plan for the District. This includes comprehensive labor market data for each of our nine counties.
- Met with the Youth Committee 5 times to help recruit employers for the two Youth Summits that will be in October.
- Met with the Disability Committee.
- Toured the Center for Innovation at the Fayetteville Library. The library offers a large number of free training opportunities.
- Attended the ADWS Business Services Summit at the Saline County Career Technical Center.
- Met with the One-Stop Operator Committee.
- Met with the Newton County Chamber of Commerce.
- Attended the WIOA Strategic Planning Session hosted by ADWS.
- Helped prepare for and attended the Arkansas Biz Assist lunch in Pea Ridge and Bentonville. The Arkansas State Chamber received a grant from the U.S. Small Business Administration and has been hosting these luncheons all over Arkansas. These luncheons are created to help individuals get all their small business questions answered by industry experts. From commercial real estate and insurance to investing for the future and U.S. Small Business Administration loan products, these forums provide small business best practices for any small business owner, whether just getting started or a seasoned professional.
- Additional dates for AR Biz Assist in our area:
  - Harrison – September 14, 2023
  - Centerton – October 11, 2023
  - Bella Vista – November 13, 2023
- Met with the University of Arkansas Economic Development team at the Harrison Regional Chamber of Commerce to discuss partnership opportunities.

Northwest is planning an in-person meeting on September 27<sup>th</sup> in Eureka Springs. The focus of the meeting will be Sector Planning and Regional Partnerships. The meeting will include time for each of the Standing Committees (Business Services, Disability, One-Stop Operator) to gather and report to the larger group.

Northwest Workforce Youth Committee Report  
September 6, 2023

The Youth Committee has met 5 times since the last Workforce Board meeting. The focus of the Youth Committee has been creating a summit for youth and employers. The committee is currently meeting bi-weekly.

The theme of the Summits is "See it AND Be It: Come Experience Youth Next Job. The target audience is High School juniors and seniors, and Out of School Youth. The vision of this conference is to get those students at the end of their high school career or out-of-school youth to come into a conference setting to figure out more about themselves and how to get them into the workforce.

The goal of the summit is to allow the students the ability to have some one-on-one time with employers and training providers. The committee decided to focus on Benton County small schools and O.U.R. Co-op small schools since those schools don't always have the opportunities that larger schools get. The committee is working with counselors and career coaches in the schools to recruit students that will most benefit from the summit. We are limiting the number of students to 50 for each summit. Employers will be encouraged to create an interactive booth and also to travel around with the students so they can answer questions and recruit students to their business.

The summits will be held on October 17<sup>th</sup> at the O.U.R. Co-operative Extension Service (Harrison) and on October 26<sup>th</sup> at the Fayetteville Library.

June 13, 2023

## **Disability Meeting Minutes**

### In Person:

Patty Methvin-NWAEDD

Susan Sangren-NWAEDD

Michelle Ryan-NWAEDD

Kevin Estes-Division of Services for the Blind

Kevin Cook-Arkansas Rehabilitation

### Zoom:

Jennifer Ragsdale-Arkansas Rehabilitation

Cherie Conner-North Arkansas Adult Education

Heather Grigsby-Division of Services for the Blind

Michael "Shane" Bronson-Division of Services for the Blind

Susan Sangren called the meeting at 10:00 a.m. She introduced everyone and named Jennifer Ragsdale as Chairperson of the Disability Committee.

Jennifer Ragsdale discussed topics of Referral Process, Disability Etiquette, and Increasing potential clients. She asked Cherie Conner about their process of referring clients to ARS or other agencies.

Cherie stated that the Adult Ed LC Coordinators use the ARS referral form and when they complete it, they send it to Kevin Cook with ARS, and he sends it to the appropriate person within the ARS. She would like to find a way to make it more streamlined and not so lengthy. Cherie also stated that it would be good if the counselor could follow up with the participant after the referral is made.

Kevin Cook, ARS, stated that it would normally go to the Fayetteville location for processing and that ARS is currently working on getting it processed onsite in the Harrison ARS location.

Kevin Estes, DSB, will get everyone a copy of their referral form to show what they use.

Michael Bronson, DSB, said there is a number to call in Little Rock and they will start a referral and will also see what other agency a participant might find assistance.

Patty Methvin, NWAEDD, spoke about developing a universal referral form that everyone could use between agencies to assist participants in getting to the right agency for assistance.

Cherie Conner, Adult Ed, asked about what information everyone would need on the referral form and would send a copy to us for an example.

Patty Methvin, NWAEDD, stated that Michelle Ryan and she would work on putting together a referral form that would work for everyone.

Jennifer Ragsdale, ARS, stated that it would be good to have Independent Living and SDHH (Deaf & Hard of Hearing) on the committee and would send their contact information.

Michael Bronson, DSB, stated that the information they would need is contact information (name, phone number, email address) if they are working or want to work.

Meeting adjourned.

## One-Stop Operator Standing Committee

6/27/2023

Present: Susan Sangren, Patty Methvin, Kevin Cook, and Michelle Ryan

Zoom: Trenton Cowling, Cherie Conner, James Moss, JW Jones, Aaron Johnson, and Ben Aldama

Susan Sangren opened the meeting by explaining that a Standing Committee needs to be established per Regulation 679.360. A One-Stop Operator Standing Committee may be established by the Local WDB to provide information and assist the Local WDB in carrying out its responsibilities under WIOA sec. 107. Standing committees must be chaired by a member of the Local WDB, may include other members of the Local WDB, and must include other individuals appointed by the Local WDB who are not members of the Local WDB and who have demonstrated experience and expertise in accordance with 679.340(b) and as determined by the Local WDB.

Susan introduced Cherie Conner, Director of Adult Education, who will be the chairman of the committee.

Cherie started by asking everyone to introduce themselves and asked Susan Sangren if she had any expectations or actions for the One Stop Committee.

Susan stated that we are trying to establish the committee in the first meeting and hope with further discussion to be able to put plans in place.

Patty Methvin stated that as a committee we need to partner better together and how we can easily refer clients to other agencies/organizations.

JW Jones spoke about the AJL referral process and how we need to refer to other agencies. He stated that there is a referral option on S&T but not everyone has access to the AJL system.

Patty Methvin asked how we serve clients in the areas affected by the closing of the DWS location in their area. Transportation is always an issue and now they will have to travel even further to a different location to get assistance.

Cherie Conner mentioned that there may need to be someone to follow up and monitor referrals to make sure they are received by the appropriate agency.

Patty Methvin stated that we need to find locations in the areas affected and to meet clients. For example, the local library.

Cherie Conner mentioned that it would be nice to have a list of locations in each area where we could meet clients.

James Moss said his staff could meet clients wherever is easiest for clients and assist them. He said it would be beneficial if we had a document that gives information about each agency so they would know who to refer them to.

Cherie Conner agreed with James Moss to have an updated synopsis of each organization.

Patty Methvin said she would start working on a list of available spaces in our area and then forward it to others so that they can add to it with information about their locations.

James Moss had mentioned that the local library and McDonalds are good places to meet.

Patty Methvin mentioned that we may need a more private setting when obtaining personal information.

Ben Aldama asked for a contact list of who is making the referrals.

Aaron Johnson shared a screenshot of a list of referrals in AJL.

Susan Sangren asked about the Common Intake form and if anyone had any information on it and no one did.

Patty Methvin stated the next meeting will be in August. More information to follow.

Ben Aldama asked when we will want to start using his facility for meeting clients. James Moss said at any time. Ben said he didn't mind housing someone but not permanently. He requested to know at least 24 hours in advance notice to use his office and to contact him directly.

Meeting ended.

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

ADMIN REVENUE	TOTAL	Reg. Planning	Sect.Partner	HC Youth	PY22 HC Youth	TANF	TOTAL FORMULA	YOUTH	ADULT	DLW
PY 21 Allocation	3,720.94	637.18	637.18	2,446.58					7,144.15	2,005.25
PY 22 Allocation	9,149.40				4,309.00		9,149.40		9,096.00	10,868.00
PY 23 Allocation	77,916.00					82,777.32	83,827.00	53,643.00	40,649.00	43,178.00
Total Allocation	166,604.32	637.18	637.18	2,446.58	4,309.00	82,777.32	166,583.40	53,643.00	56,889.15	56,051.25
Total Available Admin	257,390.66	637.18	637.18	2,446.58	4,309.00	82,777.32	166,583.40	53,643.00	56,889.15	56,051.25
<b>ADMIN BUDGET</b>										
Salaries & Wages	78,270.95	220.23	220.23	1,764.24	4,309.00	19,516.00	56,550.25	18,210.25	19,312.22	19,027.78
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	122,779.00					55,942.32	66,836.68	21,522.67	22,825.09	22,488.91
Postage	376.00					100.00	276.00	88.88	94.26	92.87
Communication - Telephone	576.00					260.00	316.00	101.76	107.92	106.33
Computer Software Maint/Renewals	0.00									
Meter Pool	15.00						15.00	4.83	5.12	5.05
Bank Service Fees	1,200.00						1,200.00	386.42	409.81	403.77
Materials & Supplies	150.00					240.00	(90.00)	[28.98]	[30.74]	[30.28]
Membership/Sub Pro Activity	35.00						35.00	11.27	11.95	11.78
Printing & Reproduction	1,100.00					48.00	1,052.00	338.76	359.26	353.97
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	221,831.95	262.18	262.18	2,446.58	4,309.00	82,777.32	136,083.69	43,821.52	46,473.33	45,788.84
Carryover July - Sept 2022	35,558.71	375.00	375.00	-	-	-	30,499.71	9,821.48	10,415.82	10,262.41
<b>Total Admin Budget</b>	<b>257,390.66</b>	<b>637.18</b>	<b>637.18</b>	<b>2,446.58</b>	<b>4,309.00</b>	<b>82,777.32</b>	<b>166,583.40</b>	<b>53,643.00</b>	<b>56,889.15</b>	<b>56,051.25</b>



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

PROGRAM REVENUE	TOTAL	Reg. Planning	Sect. Partner	HC Youth	PY22 HC Youth	TANF	TOTAL FORMULA	YOUTH	ADULT	DLW
PY 21 Allocation	160,659.27	10,394.68	10,448.16	22,273.81	38,794.00		78,768.62			78,768.62
PY 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		366,849.00	388,606.00
Total Allocation	2,648,694.09	10,394.68	10,448.16	22,273.81	38,794.00	573,138.47	1,993,664.97	482,790.00	575,765.35	935,109.62
Total Available Program	2,648,694.09	10,394.68	10,448.16	22,273.81	38,794.00	573,138.47	1,993,664.97	482,790.00	575,765.35	935,109.62
<b>Program Budget</b>										
Salaries & Wages	1,007,637.31	2,286.35	2,286.36			59,460.47	943,604.13	228,505.11	272,510.46	442,588.56
Payroll Expense - Other	7,538.58						7,538.58	1,825.56	2,177.12	3,535.90
Fringe Benefits	205,470.84	846.82	846.84			18,806.00	184,971.18	44,793.00	53,419.20	86,758.98
P/A-Admin Costs	147,913.15	806.78	806.79				146,299.58	35,428.21	42,250.94	68,620.43
Outreach	1,300.00						1,300.00	314.81	375.44	609.75
Postage	1,839.76					150.00	1,689.76	409.20	488.00	792.57
Communication - Telephone	27,715.56					990.00	26,725.56	6,471.92	7,718.27	12,535.37
Computer Software Maint/Renewals	853.32						853.32	206.64	246.44	400.24
Depreciation Exp	13,879.07						13,879.07	3,360.98	4,008.24	6,509.85
Equipment	0.00						-	-	-	-
IFA Costs	41,958.00						41,958.00	10,160.64	12,117.36	19,680.00
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	11,892.00	314.80	378.24			760.00	10,438.96	2,527.92	3,014.74	4,896.30
Membership/Sub Pro Activity	4,110.00						4,110.00	995.29	1,186.96	1,927.76
Printing & Reproduction	1,945.79					150.00	1,795.79	434.87	518.62	842.30
Office Services	2,370.00						2,370.00	573.92	684.45	1,111.63
Professional Services/Consultant	23,469.63						23,469.63	5,683.45	6,777.97	11,008.21
Rent - Bldg/Storage	64,428.13					4,500.00	59,928.13	14,512.32	17,307.09	28,108.72
Travel-Training & Education	6,380.00	1,993.78	1,993.78				2,392.44	579.36	690.93	1,122.15
Employee Tuition Reimbursement	500.00						500.00	121.08	144.40	234.52
Mileage - Travel	11,744.00						11,744.00	2,843.95	3,391.64	5,508.41
Meeting Cost	1,500.00	16,261.15	16,261.15				(31,022.30)	(7,512.42)	(8,959.16)	(14,550.72)
Total Salaries and Overhead	1,889,790.14	22,809.68	22,873.16			84,816.47	1,459,890.83	353,530.16	421,612.74	684,747.93
Participant Costs	1,256,419.23			22,273.81	38,784.00	488,322.00	707,039.42	222,039.42	225,000.00	260,000.00
Carryover July - Sept 2023	(197,515.28)									
<b>Total Program Budget</b>	<b>2,648,694.09</b>	<b>22,509.68</b>	<b>22,573.16</b>	<b>22,273.81</b>	<b>38,784.00</b>	<b>573,138.47</b>	<b>1,993,664.97</b>	<b>482,790.00</b>	<b>575,765.35</b>	<b>935,109.62</b>
<b>Total Budget</b>	<b>2,906,084.75</b>	<b>23,146.86</b>	<b>23,210.34</b>	<b>24,720.39</b>	<b>43,093.00</b>	<b>655,915.79</b>	<b>2,160,248.37</b>	<b>536,433.00</b>	<b>632,654.50</b>	<b>991,160.87</b>

## Northwest Workforce Development Board PY 2023 Estimated Budget

<b>Expenditures</b>	
Staff Salaries & Wages	91,200.00
Employer Taxes	8,700.00
Medical, Life, Vision Insurance	5,600.00
Retirement	4,683.00
Advertising/Outreach	350.00
Postage	100.00
Communication – Telephone	800.00
Materials & Supplies	125.00
Membership/Subscriptions/Professional Activity	1,500.00
Printing & Reproduction	50.00
Rent – Building/Storage	1,700.00
Travel – Training & Education	3,500.00
Mileage – Travel	3,500.00
<b>Board</b>	
Meeting Costs	1,200.00
Board Training	5,000.00
Board Mileage	1,000.00
Board Travel	5,500.00
<b>Total</b>	<b>\$134,508.00</b>

Northwest Arkansas Economic Development District

**One-Stop Operator Budget**

**7/1/2023 - 6/30/2024**

<b>Cost Category</b>	<b>Budget Amount</b>
Personnel Services/Salary	\$18,486.00
Fringe Benefits	\$5,546.00
Travel	\$1,000.00
Training & Education	\$300.00
Communications	\$600.00
Printing/Reproduction	\$100.00
Materials & Supplies	\$100.00
Membership/Subscriptions/Pro	\$100.00
Maintenance and Repair	\$100.00
3 <sup>rd</sup> Party Monitoring	\$3,435.00
Indirect Costs	\$3,033.00
<b>Total One-Stop Operator Budget</b>	<b>\$32,800.00</b>

## Election of 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 task forces of the Board.

Private Sector Business Representatives:

<b>Name</b>	<b>Company</b>
Eddie Bartlett	Bartlett Family Dentistry/Miti Serve
David Bell	David Bell, LLC
Jason Patience	Wabash
Cheryl Davenport	Advanced Marine Performances
Roger Potter	Anstaff Bank
Sammie Cribbs	North Arkansas Regional Medical Center
Trish Villines	Villines Electric
Hugh Smith	Smith and Taylor Tax
John "Bo" Phillips	Rapid Scale
Sonya Edwards	Jones Physical Therapy
Karlea Newberry	Signature Bank of Arkansas
Sandy Stout	Harps
Vicki Jones	Modern Fence

Current Officers:

Bo Phillips, Chairperson

Kelley Sharp, Vice Chairperson

Sarah Brozynski, Secretary

## One Stop Operator Report July 1, 2022 through June 30, 2023

### Title 1

#### Core 4 NWAEDD

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

Location	4th Quarter Participants		Year to Date Participants	
	PY 21	PY 22	PY 21	PY 22
Fayetteville	57	34	91	73
Harrison	46	32	81	52
Mtn. Home	39	32	57	50
Rogers	38	31	61	47
<b>Total</b>	<b>180</b>	<b>129</b>	<b>290</b>	<b>222</b>

### 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	4th Quarter Reportable Individuals		4th 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	62	77	39	54	163	168	74	98
Fayetteville Public Schools	127	155	114	144	267	316	204	248
North Arkansas College	202	223	185	184	406	481	318	349
Northwest Arkansas Community College	591	879	378	618	1,380	1,873	841	1,029
Northwest Technical Institute	379	437	302	380	856	1,112	519	704
Ozark Literacy Council	121	74	62	61	208	149	89	95
<b>Total</b>	<b>1,482</b>	<b>1,845</b>	<b>1,080</b>	<b>1,441</b>	<b>3,280</b>	<b>4,099</b>	<b>2,045</b>	<b>2,523</b>

### Title 3

#### Core 4 Division of Workforce Services

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

Location	4th Quarter Customers		Year to Date Customers	
	PY 21	PY 22	PY 21	PY 22
Fayetteville	1,258	2,256	7,905	7,559
Harrison	882	1,129	4,183	4,622
Mtn. Home	792	344	3,293	2,894
Rogers	1,770	2,139	8,550	8,299
<b>Total</b>	<b>4,702</b>	<b>5,868</b>	<b>23,931</b>	<b>23,374</b>

#### 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	4th Quarter Applicants		4th 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	207	173	100	168	570	607	326	867	1,034	434
Harrison	25	22	1	33	46	84	31	100	88	56
<b>Total</b>	<b>232</b>	<b>195</b>	<b>101</b>	<b>201</b>	<b>616</b>	<b>691</b>	<b>357</b>	<b>967</b>	<b>1,122</b>	<b>490</b>

#### 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	4th 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	5	15	15	45	33	40
Baxter, Boone, Carroll, Madison, Marion, Newton, and Searcy Counties	3	14	27	44	29	58
Washington County	11	17	30	51	65	82
<b>Total</b>	<b>19</b>	<b>46</b>	<b>72</b>	<b>140</b>	<b>127</b>	<b>180</b>

#### Arkansas Workforce Center Closings

The Arkansas Division of Workforce Services (DWS) closed nine of its Workforce Centers on June 30, 2023. Two of the centers, Rogers and Mountain Home, were in our area. A spokeswoman for DWS described the closings as a restructuring of its Workforce Centers across the state to increase program flexibility and reach more Arkansans.

#### Upcoming Activities

Northwest Arkansas Business Service Team, One Stop Operator Committee, Youth Committee & Disability Committee - Wednesday, September 27, 2023, at Inn of the Ozarks in Eureka Springs AR from 9:30 am to 2:00 pm.

Youth Summit - October 17, 2023, at OUR Co-op in Harrison, AR

Youth Summit - October 26, 2023, at Fayetteville Library in Fayetteville, AR

WIOA Partners Fall Conference – November 7, 8, and 9, 2023 at Hot Springs Convention Center

### **Arkansas Workforce Center at Harrison**

The Boone County Resource Council hosted the Boone County Poverty Summit on April 13<sup>th</sup>, 2023, at the Signature Bank Durand Center in Harrison. The summit provided participants with the opportunity to assume the role of a low-income family member living on a limited budget. The experience was divided into four 15-minute sessions, each of which represented one week in which participants must provide for their family and maintain their home. Thirteen staff from three partner agencies at the Arkansas Workforce Center assisted at the summit or participated in the experience.



*Front row: Kevin Cook, AR Rehab Services; Second row: Patty Methvin, NWAEDD WIOA; Susan Sangren, NWAEDD WIOA; Michelle Ryan, NWAEDD WIOA; Sabrina Williams, AR Rehab Services; Third row: Pam Dillinger, DWS TANF; Chelsey Weaver, NWAEDD Community Development; Shana King, NWAEDD Human Resources; April Turner, NWAEDD WIOA; Katie Causey, NWAEDD WIOA; Cindy Adler, DWS Employment Services; Stacey Flower, DWS Admin; Maranda Zelter, DWS TANF.*

### **Arkansas Workforce Alliance for Growth in the Economy (WAGE™)**

WAGE™ is a job readiness program for unemployed and underemployed adults within the Division of Workforce Services, Adult Education Section. The program is administered at adult education centers across the state. WAGE™ is unique from other career readiness programs in that it focuses on improving the basic academic skills of participants while providing workforce preparation and workforce training activities. With the needs of business and industry at its core, WAGE™ addresses the requirement for a competent workforce among entry-level jobs in environments ranging from manufacturing to health care to hospitality and tourism. Participants can earn a Level I and Level II WAGE™ Certificate by completing the requirements of each module.

The WAGE™ programs put the employer at the center of their efforts to identify the skills needed for entry-level jobs or higher performance work in current entry-level jobs. Employers serve on local WAGE™ Advisory Committees, which comprise at least 51% of employers and are chaired by an employer. WAGE™ is an alliance consisting of local employers, employment & training agencies, industrial development organizations, city governments, and public adult education services. WAGE™ programs create cooperation across department lines at local and state levels and place the employer at the center of an effort to redefine basic skills. Local WAGE™ Coordinators conduct literacy task analyses on job positions to identify the literacy skills and thinking strategies needed to perform a specific task.

## Adult Success Stories by Michelle Ryan, Harrsion Career Advisor

Four Adult participants graduated from the RN program at North Arkansas College on May 5, 2023. They are:

- Brooklin Taylor is working at Cox Health in Branson, MO making \$27.00 an hour.
- Heather Winn-Generaux is working at Autumn Hill Nursing Home in Berryville, AR making \$32.00 an hour.
- Tiae Evans is working at Mercy Hospital in Rogers, AR making \$32.00 an hour.
- Tiffany Binam is working at Mercy Hospital in Rogers, AR making \$32.00 an hour.



WIOA RN Students L to R: Heather Winn-Generaux, Tiae Evans and Tiffany Binam.



Left: Brooklin Taylor

## Expenditure Report 7/1/2022 to 6/30/2023

	Budget	Expenditures	Balance	%
Personnel Services/Salary	\$18,486.00	14,384.62	\$4,101.38	78%
Fringe Benefits	5,546.00	7,264.85	(1,718.85)	131%
Travel	1,000.00		1,000.00	0%
Training & Education	300.00	182.50	117.50	61%
Telephone/Internet/Fax/Postage	600.00	480.00	120.00	80%
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%
3 <sup>rd</sup> Party Monitoring	3,435.00	1,096.25	2,338.75	32%
Indirect Costs	3,033.00		3,033.00	0%
<b>Total</b>	<b>\$32,800.00</b>	<b>23,408.22</b>	<b>\$9,391.78</b>	<b>72%</b>



**NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD**  
**Minutes of Meeting June 7, 2023**  
**818 Highway 62-65-412 North, Harrison, Arkansas**

A meeting of the Northwest Arkansas Workforce Development Board (LWDB) was held Wednesday, June 7, 2023, in person, via conference call, and Zoom.

Board members present in person and via Zoom meeting were:

MR. DAVID BELL, DAVID BELL, LLC. - Proxy Roger Potter  
MS. SARAH BROZYNSKI, BAXTER HEALTH  
MS. CHERIE CONNER, NORTH ARKANSAS COLLEGE ADULT EDUCATION  
MS. CHERYL DAVENPORT, ADVANCED MARINE PERFORMANCE – Proxy Sarah Brozynski  
MR. KEVIN ESTES, DHS SERVICES FOR THE BLIND  
MR. WALTER HINOJOSA, NWA LABOR COUNCIL  
MR. AARON JOHNSON, ARKANSAS DIVISION OF WORKFORCE SERVICES  
MS. DIANA JOHNSON, NWACC – Proxy Eve Aldredge  
MR. ROSS PARKER, PARKER RENTALS – Proxy Kelley Sharp  
MR. ROGER POTTER, ANSTAFF BANK  
MS. JENNIFER RAGSDALE, ARKANSAS REHABILITATION SERVICES  
MR. KELLEY SHARP, UNIVERSITY OF ARKANSAS FAYETTEVILLE  
MR. RICKY TOMPKINS, ARKANSAS COMMUNITY COLLEGES  
MS. EMILEE TUCKER, O.U.R. EDUCATIONAL CO-OP

Board members absent and excused were:

MR. EDDIE BARTLETT, BARTLETT FAMILY DENTISTRY  
MS. SAMMIE CRIBBS, NORTH ARKANSAS MEDICAL CENTER  
MR. BOB LARGENT, HARRISON REGIONAL CHAMBER OF COMMERCE  
MR. BO PHILLIPS, COX-RAPID SCALE, HARRISON

Others present or on Zoom were:

Ms. Susan Sangren, NWAEDD  
Ms. Patty Methvin, NWAEDD  
Ms. Chelsey Weaver, NWAEDD  
Mr. James Moss, NWAEDD  
Mr. Nicholas Ryburn, Adult Education  
Ms. April Turner, NWAEDD  
Mr. Robbie Cornelius, Fayetteville Adult Education  
Mr. Chad Brown, Arkansas Workforce Development Board  
Ms. Amy Roberts, North Arkansas College Adult Education  
Ms. Katie Causey, NWAEDD  
Ms. Rebecca Edwards, ADWS  
Mr. Rodney Ellis, Springdale School District  
Ms. Tania Overton, NWAEDD  
Ms. Eve Aldridge - NWACC

The meeting was called to order at 11:05 a.m. by VICE CHAIR KELLEY SHARP. MR. SHARP informed the attendees that the meeting was being recorded.

MS. PATTY METHVIN gave the quarterly staff report. MS. METHVIN gave an update on the monitoring appeals. MR. JOE WILLIS was not at the meeting because there was an appeal hearing going on at the same time. MS. METHVIN explained that there were two issues still pending in the appeal process. The third-party monitoring from 2017 – 2020 has been completed by Hightower Workforce Initiatives. Hightower Workforce Initiatives is currently sending a bid for 2021 – 2022 third-party monitoring. 2021 monitoring by ADWS was held in April and May of 2022. NWAEDD received the first monitoring response letter in January of 2023 and NWAEDD responded in February. There has been no other communication on the 2021 monitoring. 2022 monitoring occurred in April and May of 2023. The first monitoring response letter from ADWS was received last week. NWAEDD will respond to the letter within the 30-day deadline.

MS. METHVIN informed the Board that the Center Certification team consists of Ross Parker, Cherie Conner, Jennifer Ragsdale, and Kevin Cook. (For information – Cherie Conner and Jennifer Ragsdale were not Board members at the time of Center Certifications). The Team conducted site visits to the Rogers, Fayetteville, Harrison, and Mountain Home offices. The Harrison, Fayetteville, and Rogers offices received compliments from the Certification Team. Northwest was given a 7-day extension to certify the Mountain Home office since they were moving from one location to another. The Team visited the office 3 days after they moved in. The Team scored the Mountain Home office as “provisional” for several reasons. WIOA was not co-located at the office and there was no office space for them to be co-located in the future. There were no other partners in the center and no sign on the road. These were just a few of the reasons they were marked provisional. The provisional status requires that the Team visit the Center in 3 months to see if they have corrected the issues that were identified by the Team. The Certification Team created a detailed signed documentation outlining all the issues identified.

MS. METHVIN notified the Board that as of June 25<sup>th</sup> ADWS notified 9 Centers that they would be closing as of the end of June. Northwest’s Mountain Home and Rogers offices were on the list to close. NWAEDD has already moved staff out of the Mountain Home office into our own location. The Rogers NWAEDD staff will move to the Fayetteville office but will maintain a presence in the Rogers area.

MS. METHVIN informed the Board that the State is conducting Board Certifications for each area. Each Board member must have a letter of recommendation on company letterhead stating that the person has “optimum policy-making authority”. They also require proof that each business has openings in in-demand occupations.

MS. TANIA OVERTON gave the Business Services Report. The Business Services Coordinator’s written report is included on the agenda. MS. OVERTON shared with the Board one of her success stories. Graze Craze Charcuterie Boards and Catering in Bentonville utilized Northwest’s small business startup resources that Northwest offers. Specifically working with the business’s human resources needs.

MS. SARAH BROZYNSKI gave the Youth Committee report. A written report is included on the agenda. The Youth Committee has met 4 times in 2023. The committee is working on holding two Youth Summits entitled “See it AND Be It: Come Experience Your Next Job”. The vision of the conference is to get those students at the end of their high school careers and our out-of-school youth to come into a conference setting to figure out more about themselves and how to get them into the workforce. MS. BROZYNSKI

presented the Youth Committee members for approval of the Board. MR. RICKY TOMPKINS made the motion to approve the Youth Committee members. MR. AARON JOHNSON seconded the motion. The motion passed.

MS. METHVIN presented the One-Stop-Operator Committee members and the Disability Committee members for approval of the Board. MR. KEVIN ESTES made a motion to approve the One-Stop-Operator and the Disability Committee members. MS. EMILEE TUCKER seconded the motion. The motion passed.

Agenda Item 1 – Updated Workforce Budget. MS. CHERIE CONNER made a motion to approve the Updated Workforce Budget. MR. TOMPKINS seconded the motion. The motion passed.

Agenda Item 2 – Transfer of Funds from Adult to DLW

MS. METHVIN explained that WIOA allows for the transfer of up to 100% of funds to be transferred between the Adult and Dislocated Worker Programs. NWAEDD is requesting that up to 75% of the funds from Program Year 2021 be transferred from Dislocated Worker to Adult. MR. ROGER POTTER made a motion to allow the transfer of up to 75% of funds from Dislocated Worker to Adult. MS. CONNER seconded the motion. The motion passed.

Action Item 3 – Policy Changes

MS. METHVIN referred the Board to the overview of policy changes document. MS. Methvin reviewed each policy and the changes that were made. These policy changes were due to ADWS monitoring. MS. TUCKER made a motion to approve the changes to the policies reviewed. MR. JOHNSON seconded the motion. The motion passed.

Action Item 4 – Agreements and By-Laws

MS. METHVIN reviewed the required changes to the CEO/LWDB Agreement, NWA WDB By-Laws, and the NWA WDB Governance agreement. MR. TOMPKINS made a motion to approve the changes to these documents. MR. ESTES seconded the motion. The motion passed.

Action Item 5 – One-Stop Operator Report

MS. SUSAN SANGREN reviewed the One-Stop Operator report. MS. TUCKER made a motion to approve the One-Stop Operator report. MS. CONNER seconded the motion. The motion passed.

Agenda Item 6 – Eligible Training Provider Programs

MS. METHVIN referred the board to the list of training providers that have been approved. MR. JOHNSON made a motion to approve the ETP list. MS. TUCKER seconded the motion. MS. DIANA JOHNSON and MR. KELLEY SHARP abstained from the vote. The motion passed.

Agenda Item 7 – Minutes of the March 1, 2023, Board meeting

MR. TOMPKINS made a motion to approve the minutes of the March 1, 2023, Workforce Board meeting. MS. CONNER seconded the motion. The motion passed.

The next meeting of the Northwest Workforce Board will be on Wednesday, September 6, 2023.

MR. TOMPKINS made a motion to adjourn. MR. JOHNSON seconded the motion. The meeting was adjourned at 12:30.

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Bo Phillips, Chair

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Date