

**NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD**  
**Minutes of Meeting March 1, 2023**  
**Durand Center, Harrison, Arkansas**

A meeting of the Northwest Arkansas Workforce Development Board (LWDB) was held Wednesday, March 1, 2023, in person, via conference call, and via Zoom.

Board members present in person and via Zoom meeting were:

MR. BEN ALDAMA, NWACC ADULT EDUCATION – proxy CHERIE CONNER  
MR. EDDIE BARTLETT, BARTLETT FAMILY DENTISTRY  
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  
MS. DIANA JOHNSON, NWACC  
MS. JANA KINDALL, ARKANSAS DIVISION OF WORKFORCE SERVICES  
MR. BOB LARGENT, HARRISON REGIONAL CHAMBER OF COMMERCE  
MR. ROSS PARKER, PARKER RENTALS  
MR. BO PHILLIPS, COX-RAPID SCALE, HARRISON  
MR. ROGER POTTER, ANSTAFF BANK  
MR. KELLEY SHARP, UNIVERSITY OF ARKANSAS FAYETTEVILLE  
MR. RICKY TOMPKINS, ARKANSAS COMMUNITY COLLEGES

Board members absent and excused were:

MR. DAVID BELL, DAVID BELL, LLC.  
MS. AMY JONES, ARKANSAS REHABILITATION SERVICES

Others present or on Zoom were:

Ms. Susan Sangren, NWAEDD  
Ms. Patty Methvin, NWAEDD  
Ms. Chelsey Weaver, 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  
Mr. David Mason, North Arkansas College  
Mr. Tom Ginn, AEDC  
Ms. April Turner, NWAEDD  
Ms. Karen Henry, NWAEDD  
Ms. Emily Cooper Yates, AEDC  
Mr. Elijah Snow, Office of Senator Boozman  
Mr. Robbie Cornelius, Fayetteville Adult Education  
Ms. Jennifer Ragsdale, Arkansas Rehabilitation Services

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

MS. PATTY METHVIN gave the quarterly staff report. MS. METHVIN introduced three new Board members. MR. ROGER POTTER representing Anstaff Bank, MS. VICKI JONES representing Modern Fence, and MS. DIANA JOHNSON representing the Northwest Arkansas Community College. MS. Methvin gave an update on the ongoing monitoring. The 2020 monitoring occurred in late April and continued into May 2022. The first monitoring report was received in January of 2023 with 30 days for NWAEDD to reply. NWAEDD met the 30-day deadline with our response. MS. METHVIN thanked MS. CATHERINE BAKER, NWAEDD lawyer, for her help in creating the response. The 2021 ADWS monitoring will begin next week (March 6 – 10). NWAEDD is filing its final response to the 2018 and 2019 appeals. Many of the findings from those two monitoring reports have been resolved satisfactorily. One issue may still go to a hearing. NWAEDD has hired two consultants to assist with the appeals. The hiring of consultants has helped considerably. MS. METHVIN notified the Board that Hightower Workforce Initiatives has completed the One-Stop Operator, Program, and Fiscal monitoring from 2017 – 2020 and has sent the reports. NWAEDD will respond to the initial reports before the final report is completed. MS. METHVIN explained to the Board that ADWS is not renewing the lease for the DWS office space in Mountain Home. ADWS has made arrangements for two office spaces at ASU MH Technical Center. The other staff that worked at the Mountain Home office have been moved to the Harrison office. No provisions were made for WIOA staff. NWAEDD has located office space to rent for our two Career Advisors in Mountain Home.

MS. METHVIN gave the Business Services report. MS. METHVIN referred to the written Business Services Coordinator report in the packet. NWAEDD will be hosting our second annual Circle of Success event on March 29<sup>th</sup> at the NWACC Shewmaker Center from 9 am to 4 pm. 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. MS. METHVIN bragged on MS. OVERTON and the work of the Business Services Team. MS. OVERTON is speaking at a Women in the Marketplace event today and will be on the Workforce panel at the 2023 Build Bentonville event on March 9<sup>th</sup>.

**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. RICKY TOMPKINS and was seconded by MR. DAVID BELL. The motion passed.

**Agenda Item #2 – 2020 – 2023 Northwest Local Plan**

MS. METHVIN gave an overview of the required updates to the Northwest Local Plan. The Local Plan is required to be updated every 3 years. Updates included Labor Market Information, the addition of the Business Services information, updated strategic goals and objectives, change in address for the Fayetteville office, sector partnership updates, updated performance measures, and the addition of Section 6 – COVID recovery, readiness, diversity, and inclusion. A motion was made to approve the changes to the Northwest Local Plan by MR. KELLEY SHARP and seconded by MR. ROSS PARKER. The motion passed.

**Agenda Item #3 – New Policies**

MS. METHVIN reviewed the new policies that are required by the State. A motion was made to approve the NW WDB Defining Recent Assessment Policy and the NW WDB Confidentiality Policy by MR. TOMKINS and seconded by MR. PARKER. The motion passed.

**Agenda Item #4 – One Stop Operator Report**

MS. SUSAN 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. SHARP. The motion passed.

**Agenda Item #5 – Eligible Training Provider Program List**

MS. METHVIN reviewed the Eligible Training Provider List. A motion was made to approve the Eligible Training Provider list by MR. BARTLETT and seconded by MR. PARKER. MR. SHARP, MS. CHERIE CONNER, and MS. DIANA JOHNSON abstained from the vote. The motion passed.

**Agenda Item #7 – Minutes of December 8, 2022, NW WDB Board Meeting**

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

MR. BELL made a motion to adjourn. MR. SHARP seconded the motion. The meeting was adjourned at 12:17 p.m.

DocuSigned by:  
*Bo Phillips*  
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Bo Phillips, Chair  
9/28/2023  
Date