

NORTHWEST ARKANSAS WORKFORCE DEVELOPMENT BOARD
Wednesday, September 4, 2024, 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

Business Services Report..... Patty Methvin

Youth Committee Report Emilee Tucker

Disability Committee Report..... Jennifer Ragsdale

One-Stop Operator Committee Report..... Cherie Conner

Agenda Item 1 – Action

Updated Workforce Budget..... 4

Agenda Item 2 – Action

Updated Board Budget 5

Agenda Item 3 – Action

Election of Officers..... 6

Agenda Item 4 – Action

One-Stop Operator and Service Provider Procurement Policy 7

Agenda Item 5 – Action

One-Stop Operator Report – James Moss 11

Agenda Item 6 - Action

Eligible Training Provider Programs..... 18

Agenda Item 7 – Action

Minutes of March 6, 2024, NW WDB Meeting 19

Minutes of June 5, 2024, NW WDB Meeting 23

Announcements/Other Business

Mark your calendars for these upcoming meeting dates:

- NW Workforce Development Board Meeting Wednesday, December 4, 2024
- NW Workforce Development Board Meeting Wednesday, March 5, 2025
- NW Workforce Development Board Meeting Wednesday, June 4, 2025

Northwest Arkansas Workforce Development Board
Business Services Team
September 4, 2024

The Northwest Arkansas Workforce Development Board Business Services Team met on July 25, 2024, via Zoom.

Each team member introduced themselves and their organization.

MS. PATTY METHVIN gave an overview of the Employer Service Categories and Service Names provided by ADWS.

Partner updates:

MS. METHVIN gave an update on Business Services contacts for WIOA IB.

- Vexus Boats
- Wabash Wood Products
- APAC

MR. TRENTON COWLING gave an update on Business Services for Arkansas Rehabilitation Services. MR. COWLING is currently serving 15 counties.

- Hyper Bicycles

MR. NICK RYBURN gave an update on Business Services for Adult Education.

- Conagra
- Superior Industries
- Rise Bakery

MR. SHANE BRONSON gave an update on Business Services for Services for the Blind.

- Arkansas Coalition of Marshallese
- Linen King

MR. BEN ALDAMA gave an update on Business Services for Adult Education Northwest Arkansas Community College.

- City of Bentonville
- Bekaert

MS. CHERIE CONNER gave an update on Business Services for Adult Education – North Arkansas College.

- Tyson
- Butterball
- CS Bank

MR. KEVIN COOK gave an update on Business Services for Arkansas Rehabilitation Services.

- Home Depot

MR. KEVIN ESTES shared with the group an opportunity to do a radio interview with a local radio station.

9-4-24 NWAEDD Youth Committee Report

The Youth Committee has met twice, on July 25 and August 16, 2024, to begin planning for this fall's event, which aims to build on the success of last year's "See It AND Be It" program. The 2023 event successfully engaged 65-75 students, surpassing our initial target of 50. This year, we are setting a goal to reach approximately 100 students, subject to the capacity of the venue. The event will feature a full day of activities designed to engage students in career exploration, including:

- **Welcome and Icebreaker:** Starting with introductions and an icebreaker to set the tone.
- **Rotations:** Students will participate in multiple rotations, including sessions with a mobile unit, outdoor industries, indoor industries, and breakout sessions.
- **Panel Discussion:** A panel of industry professionals will discuss career pathways, followed by a Q&A session.
- **Small Group Time:** Students will review the day's activities, access resources via QR codes, and provide feedback.
- **Closing:** The event will conclude with door prizes and recognition of the best booth.

To ensure a successful event, we are introducing a contract requirement for participating schools, which must be signed by both superintendents and principals. This decision is in response to the challenges faced during the spring event, which was canceled due to last-minute school cancellations. The contract aligns with the state Chamber's Draft Day procedures, which are also implementing similar requirements due to a 50% attrition rate in many regions.

The committee plans to meet several more times this fall to finalize the event details, including logistics, school participation, and program content.

WIOA Budget Summary
All figures as of 07/31/2024

Fund	Allotment Program	Current Award	Expenses	Balance	Monthly Average*	Monthly Avg Annualized	Next Award	Allotment Program	Grant Received
Adult	PY 2023 / FY 2024	424,368	257,291	167,077	26,948	323,374	567,705	PY 2024 / FY 2025	No
DLW	PY 2023 / FY 2024	413,856	195,123	218,733	23,844	286,128	403,307	PY 2024 / FY 2025	No
Youth	PY 2023	458,735	427,939	30,796	28,960	347,518	654,690	PY 2024	No
HCY	PY 2023	32,392	25,994	6,398	8,506	102,069	-	PY 2024	No
Totals	-	1,329,351	906,346	423,005	88,257	1,059,090	1,625,702	-	-

*Previous 3 months in period (May-July).

Northwest Workforce Development Board PY 2024 Estimated Budget

Expenditures	
Staff Salaries & Wages	69,500.00
Employer Taxes	5,268.00
Medical, Life, Vision Insurance	4,989.00
Retirement	4,865.00
Advertising/Outreach	550.00
Postage	100.00
Communication – Telephone	800.00
Materials & Supplies	125.00
Membership/Subscriptions/Professional Activity	1,500.00
Printing & Reproduction	500.00
Rent – Building/Storage	1,700.00
Travel – Training & Education	4,500.00
Mileage – Travel	4,500.00
Board	
Meeting Costs	2,500.00
Board Training	5,500.00
Board Mileage	1,000.00
Board Travel	5,500.00
Total	\$113,397.00

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:

Name	Company
Eddie Bartlett	Miti Serve
David Bell	David Bell, LLC
Jason Patience	Wabash
Cheryl Davenport	Advanced Marine Performances
Roger Potter	A Quality Enterprises
Sammie Cribbs Roberson	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
Yolanda Willilams	APAC

Current Officers:

Bo Phillips, Chairperson

Kelley Sharp, Vice Chairperson

Roger Potter, Secretary



Northwest Arkansas Economic Development District

Northwest Arkansas Workforce Development Board Policy

Policy Name	One-Stop Operator and Service Provider Procurement
Effective Date	June 7, 2017
Date Approved by the Board	June 7, 2017
Date Revised	September 4, 2019
Date Revision Approved by the Board	September 4, 2019
Date Revised	September 4, 2024

1. Purpose:

To communicate the process used in the Northwest Arkansas Local Workforce Development Area for the procurement and selection of a one-stop operator and/or service provider under the Workforce Investment and Opportunity Act (WIOA).

This policy is in effect for all future competitive bid processes for one-stop operator(s) and service provider .

2. Background:

WIOA changed the law and rules governing procurement and selection of one-stop operators and the individuals/groups allowed to serve as operators. The Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly known as the OMB Super Circular) also changed procurement requirements and consolidated eight previous circulars into one Uniform Guidance document, amongst other changes.

Local Workforce Development Boards (LWDBs) must select their One-Stop Operator through a competitive process at least once every four years (WIOA sec. 121(d)(2)(A)). The competitive process must comply with 2 CFR § 200, including the Department of Labor specific requirements at 2 CFR part 2900. As part of that competitive process, LWDBs are required to clearly articulate the expected role(s) and responsibilities of the One-Stop Operator (20 CFR § 678.620(a)) and include the role(s) and responsibilities in the resulting contract.

3. Policy:

- a. LWDBs must have local procurement policies that adhere to applicable sections of federal law and regulations and state policy in selecting one-stop operators and service providers and awarding contracts under WIOA.
- b. LWDBs must document, in writing, (1) efforts to identify the availability of one-stop operators and service providers and (2) the allowable processes used to select one-stop operators and service providers and how they were followed, including procurement processes (including selection criteria by which bids were scored), where applicable. All of this documentation must be maintained and provided to the State upon request.

c. Federal Requirements

i. Procurement of One-Stop Operators and Service Providers

- A. One-stop operators must be designated and certified through a competitive procurement process. LWDBs must be able to document, in writing, that they made their board members and the public aware of the competitive process to be used. That includes providing at least a 30-day public notice through media where prospective local, state, and national bidders typically identify such opportunities (e.g., local print newspapers, on-line newspapers, LWDB web sites, other community web sites, etc.). Solicitations must include the selection criteria to be used in the process and must be maintained as part of the documentation.
- B. The competitive process used by LWDBs to procure one-stop operators must be conducted at least once every four years and follow the principles of competitive procurement set forth in Uniform Administrative Guidance at 2 CFR 200.318-326.
- C. Local Boards are encouraged to use the same procurement process to select Adult, Dislocated Worker, Youth Service Providers.
- D. The allowable forms of competitive procurement processes are as follows:
 - 1. Competitive Proposals
 - 2. Sole Source
 - I. Sole source can be exercised as per local policies that comply with state and federal procurement laws and regulations and only if documented factors, including published notice(s) of intent made available to the public for at least 30 days in media where prospective local, state, and national bidders typically identify such opportunities, lead to a determination that only one entity could serve as an operator and/or service provider, compelling circumstances¹ outweigh the delay that would result from a competitive solicitation, or results of the competition conducted per Section 3(c)(i)(C)(1-2) of this policy are determined inadequate², and only with the agreement of the local Chief Elected Official and Governor.
 - II. LWDBs may be selected as one -stop operators under a sole source agreement only if they demonstrate adherence to appropriate internal controls and establish conflict of interest policies and procedures that identify appropriate internal controls and are approved by the Governor. LWDBs must complete a request for a waiver to serve as a one-stop operator and submit it to the State Workforce Development Board (SWDB).

LWDBs may serve as one-stop operators in the region for which they are designated if they are determined to be the successful bidder in a solicitation that conforms to the principles of competitive procurement set forth in Uniform Administrative Guidance at 2 CFR 200.318- 326, and only if approved internal control and conflict of interest policies are followed. Internal controls include the requirement that the solicitation and scoring process be managed by a fair and impartial third party free of conflicts of interest and that LWDB staff and the agency that employs such staff cannot develop the solicitation for proposals, facilitate the scoring process, or score proposals. The SWDB and LWDBs may work together to establish a list of pre-qualified bidders for this role.

E.

¹ Examples of compelling circumstances that outweigh delays that would result from competitive solicitations include the need to avoid a break in services if an operator is terminated for cause or is unable to continue providing services through the end of the contact period.

² Inadequate responses are those judged by a panel of impartial reviewers to score below a predetermined minimum level on scoring criteria published as part of the solicitation.

- d. Local Procedures
 - i. Competitive Bid Process
 - A. Procurement Task Force
 1. The Northwest Arkansas Workforce Development Board will form an ad hoc Procurement Task Force to oversee the selection process.
 2. The Procurement Task Force will consist of LWDB members .
 3. The Procurement Task Force must be chaired by LWDB member.
 4. An independent contractor may be contracted with to facilitate the procurement process and work with the Procurement Task Force.
 5. The Procurement Task Force Chair will record the meetings and keep meeting minutes that will be made available for State or Federal inspections as needed . The meeting recordings will be posted on the Arkansas Division of Workforce Services website.
 6. NWADB's Conflict of Interest Policy applies to the Procurement Task Force members that are also board members. In addition, members of the Procurement Task Force and the independent contractor will sign a specific declaration of no conflict as it relates to the procurement process.
 7. The RFP must include subrecipient/contractor determinations are made before the RFP is issued.
 - B. Request for Proposals
 1. The Procurement Task Force may work with the independent contractor to create and issue a Request for Proposals (RFP).
 2. The independent contractor may set up a closed Dropbox file for Procurement Task Force members to communicate and share documents throughout the process.
 3. The RFP will be emailed to Board Members, Chief Elected Officials, Partner Agencies, and to potential offerors who have been identified on the pre-qualified bidders list. Following distribution, the RFP/RFQ shall be posted on the Arkansas-Division of Workforce Services website and a notice and URL provided in a local newspaper.
 4. The RFP shall include the required Intent to Apply be submitted.
 5. The RFP shall allow for a period to ask questions. All questions and answers will be communicated to any organization submitting an Intent to Apply and also will be posted on the Arkansas Division of Workforce Services website.
 - C. Selecting the One-Stop Operator and/or Service Provider
 1. The Procurement Task Force will review and score all proposals and submit a selection recommendation to the Executive Committee of the LWDB or entire LWDB for vote.
 2. In the case that no proposals are received, one proposal is received, or, none of the proposals received a score high enough, the Northwest Arkansas Workforce Development Board will exercise the sole source option with the Chief Elected Officials.
 - ii. Contracting Procedures
 - A. Once directed by the Northwest Arkansas Workforce Development Board, the Administrative Entity on behalf of the LWDB will create and manage the contract. In the event the selected vendor also serves as LWDB staff or LWDB Support, an Agreement will be executed between the Successful Offeror and the LWDB that clearly defines roles and responsibilities as well as a description of internal controls and related conflict of interest requirements.

- iii. Performance Monitoring
 - A. The Administrative Entity typically provides monitoring and oversight on behalf of the LWDB. In the event the existing Administrative Entity is the Successful Offeror, an independent consultant may be contracted with to conduct program monitoring at least one time each program year and will report findings directly to the LWDB.
- iv. Internal Monitoring
 - A. One Stop Operator contracts will be monitored by the WIOA Accountant.
 - B. All checks made to procured contracts will be signed by the Executive Director.

John "Bo" Phillips, Board Chair

One Stop Operator Report
April 1, 2024, through June 30, 2024

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 22	PY 23	PY 22	PY 23
Fayetteville	65*	23	120*	43
Harrison	64**	37**	102**	58**
Total	129	60	222	101

*Includes numbers from Rogers' office that has closed

** Includes numbers from Mountain Home office that has closed

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 22	PY 23	PY 22	PY 23	PY 22	PY 23	PY 22	PY 23
Arkansas State University at Mountain Home	77	110	54	80	168	189	98	133
Fayetteville Public Schools	155	190	144	166	316	378	248	294
North Arkansas College	223	252	184	210	481	640	349	469
Northwest Arkansas Community College	879	918	618	645	1,873	1,962	1,029	1,056
Northwest Technical Institute	437	474	380	414	1,112	1,315	704	850
Ozark Literacy Council	74	151	61	87	149	308	95	139
Total	1,845	2,095	1,441	1,602	4,099	4,792	2,523	2,941

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 22	PY 23	PY 22	PY 23
Fayetteville	4,395 *	2,631	15,858*	11,259
Harrison	1,473**	1,190	7,516**	5,536
Total	5,868	4,073	23,374	12,974

*Includes numbers from Rogers' office that has closed

**Includes numbers from Mountain Home office that has closed

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 22	PY 23	PY 22	PY 23	PY 22	PY 23	PY 22	PY 23	PY 22	PY 23
Fayetteville	173		168		607		867		434	
Harrison	22		33		84		100		56	
Total	195		201		691		967		490	

Title 4

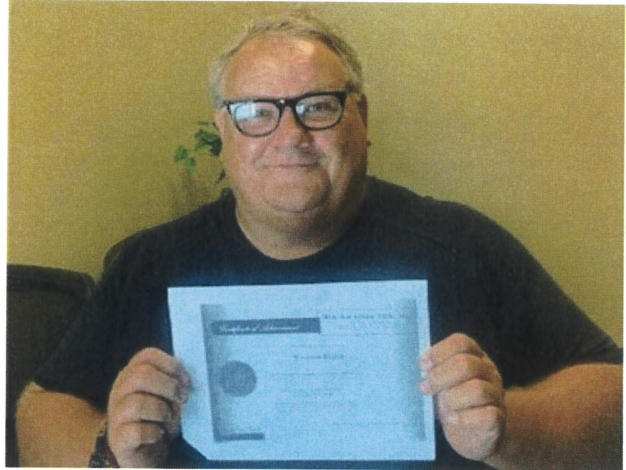
Core 4 Services for the Blind

(DISTRICT 1- Services Include - Case Review, Career & Technical Training and Education, transition from school to work or postsecondary education, 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 22	PY 23	PY 22	PY 23	PY 22	PY 23
Benton County	15	16	45	73	40	100
Baxter, Boone, Carroll, Madison, Marion, Newton, and Searcy Counties	14	17	44	60	58	73
Washington County	17	16	51	65	82	102
Total	46	49	140	198	180	275

William Kieth: A Success Story by Tammy Huffman
– Northwest Arkansas Community College - Adult Education

William Keith came to NWACC Adult Education as a SNAP E&T participant after completing a correctional journey. He previously held a CDL and his desire was to return to that career field. Mr. Keith worked very hard to complete the WAGE 1 curriculum quickly and the dove into logistics during WAGE 2. His intrinsic motivation was apparent as he called and researched all the legal nuances that came along with this journey. He made academic gains in language and math. He was awarded the WAGE scholarship and began training at Mid-America Truck Driving School. He completed Basic Life Support Training and then completed the CDL program in May, updated his resume and began working for Simmons Foods in Decatur AR on July 10th, 2024. William says,



William Kieth completed the CDL program at Mid-America Truck Driving School.

"Thank you for all the help that you all have given me, and the tools necessary to get the job. Please feel free to share my story with future students, maybe it will inspire them to succeed."

We are so impressed by Mr. Keith's growth, determination, and diligence. Congratulations William!!

Christina Sullivan: A Success Story; Information Provided by Michelle Ryan – NWAEDD

Mrs. Christina Sullivan, from Harrison, Arkansas, explored the Workforce Innovation and Opportunity Act (WIOA) after learning about it at North Arkansas College. Following an assessment by the Harrison Arkansas Workforce Center, she was found eligible for the WIOA Dislocated Worker program due to her background and employment status.



Christina Sullivan receiving her associate's degree in business administration.

Christina enrolled in a Business Administration program with an emphasis in Accounting at North Arkansas College. To support her education, WIOA provided financial assistance for utilities, car payments, and new eyeglass lenses. This support was crucial in allowing her to focus on her studies and complete her associate's degree.

Christina successfully graduated and secured employment at MBS Accounting Services in Texas, earning \$20.00 per hour. Her experience illustrates the positive impact of the WIOA Dislocated Worker

program in helping individuals gain skills, reduce financial barriers, and achieve economic self-sufficiency.

Jaclyn Liberg: A Success Story; Information Provided by Michelle Ryan – NWAEDD

Ms. Jaclyn Liberg inquired about the WIOA program after hearing positive feedback from other students. Following an initial assessment, the staff at the Harrison Arkansas Workforce Center determined that Jaclyn met the eligibility criteria for services under the WIOA Adult program.

Jaclyn enrolled in the RN training program at North Arkansas College in Harrison, AR. To support her educational journey, the WIOA program provided assistance with utilities and rent payments, which was essential for her to focus on and successfully complete her Certificate of Licensure degree.

After completing her training, Jaclyn secured employment as a Registered Nurse at Cox in Branson, MO, earning over \$29.00 an hour. Jaclyn's experience underscores the significant impact of the WIOA Adult program in providing the necessary support for individuals to achieve professional qualifications and secure well-paying jobs.



Jaclyn Liberg graduating with her associate's degree, completing as a Registered Nurse.

Christopher Wunderlich: A Success Story; Information Provided by Rose Sparrow – NWAEDD

Christopher Wunderlich's journey from homelessness to a successful career epitomizes resilience and the transformative power of the WIOA 1B program. Initially homeless and staying at the Salvation Army Shelter in Bentonville, Christopher contacted 160 Driving Academy in Fayetteville and learned about the WIOA 1B program. With guidance from career advisor Rose Sparrow, he relocated to a shelter in Fayetteville to be closer to the academy.



CDL recipient Christopher Wunderlich poses near his truck.

Enrolling as a low-income adult with homeless status, Christopher faced numerous challenges. Rose began working with him to find temporary employment, but he was soon kicked out of the Salvation Army for an altercation with another resident. Rose then referred Christopher to Genesis Church, where he was provided with food, clothing, and a referral to a job with Hearts 4 Service. This employer agreed to put him to work and allow him to live in their vacant trailer home.

Unfortunately, Christopher was soon evicted from the trailer home due to an altercation with the employer's brother on the job.

Rose then focused on intensive emotional intelligence training for Christopher, a crucial step in his development. During this time, Christopher lived in a tent and accessed day services at 7 Hills Homeless Center. His perseverance paid off when he earned his CDL license after repeating a portion of his driving test.

Christopher secured employment with May Trucking Company, earning a base pay of \$120 per day plus 41 cents per mile, driving around 70 hours a week. This amounts to an impressive \$2,900 weekly. His dedication is evident in his travel log, covering states from Tennessee to Washington in one week while making several stops along the way. Christopher remains employed with May Trucking and proudly states, "The best thing that ever happened to me is enrolling in the WIOA program." His success story is a testament to determination and the life-changing impact of WIOA support.

Youth Villages of Arkansas

The workforce development team at NWAEDD is committed to building a strong partnership with Youth Villages of Arkansas to better serve at-risk youth, particularly those in and aging out of foster care. During a recent meeting, WIOA 1B Career Advisors and a representative from the Youth Villages' LifeSet and Intercept programs discussed strategies for seamless collaboration and effective service delivery.

The LifeSet program is specifically designed to support youth transitioning out of foster care by equipping them with essential life skills, educational opportunities, and career guidance. It focuses on helping these young adults achieve independence through stable employment, continued education, and secure housing. The Intercept program, on the other hand, provides intensive in-home services aimed at stabilizing families and preventing out-of-home placements. It offers tailored support to address behavioral challenges, enhance family dynamics, and ensure that youth remain in a supportive home environment.

Our collaboration will involve a referral process where Youth Villages will connect eligible LifeSet and Intercept participants to WIOA 1B Career Advisors. We will work together to develop personalized plans that address the unique needs of each individual, focusing on education, training, and career development. Our goal is to empower these youth to reach their career aspirations and achieve long-term self-sufficiency, while providing them with the resources and support they need to thrive in all aspects of life.

100 Families: Community Asset Mapping

On June 25th, WIOA 1B Career Advisors Melba Miller, Rose Sparrow, and Nadine Sewak represented the Northwest Arkansas Economic Development District (NWAEDD) at the Benton County 100 Families Alliance meeting, a branch of the Restore Hope NWA initiative. The 100 Families initiative is a community-led effort that aims to support families in crisis by connecting them with existing resources and fostering collaboration among community partners. By engaging with over 35 local agencies, NWAEDD's representatives successfully introduced their services and identified additional resources that could benefit WIOA 1B participants.

During the event, community resource and support professionals shared information about their programs, contributing to a broader understanding of available community resources in areas such as legal aid, childcare, money management, food, housing, recovery, employment, education, and mental health. They also established new partnerships and exchanged valuable contact information, enhancing the network of support available to their participants.



Melba, Nadine and Rose discuss community resources to share with the group during the 100 Families Community Asset Mapping event.

This participation in the 100 Families initiative has the potential to greatly benefit WIOA 1B participants by providing access to a more comprehensive and coordinated support system. The connections made and resources identified will help address the diverse needs and barriers that participants face, ultimately aiding them in their journey from crisis to career.

National Association of Women in Construction at APAC

The National Association of Women in Construction (NAWIC) Northwest Arkansas chapter is dedicated to empowering and advancing women in the construction industry. NAWIC Northwest Arkansas focuses on providing education, networking opportunities, and professional development to its members through a variety of programs and initiatives.

Key activities include hosting workshops and training sessions designed to enhance the skills and knowledge of women in construction. These events cover a wide range of topics, from technical skills and safety procedures to leadership and business management. By offering these educational opportunities, NAWIC helps women in construction to stay current with industry trends and best practices, enabling them to excel in their careers.

NAWIC Northwest Arkansas is also heavily involved in community outreach, promoting construction careers to young women and girls through school visits, career fairs, and mentorship programs. These efforts aim to inspire the next generation of women to consider careers in construction, addressing the gender imbalance in the industry.

In addition to educational and outreach efforts, NAWIC Northwest Arkansas organizes events that foster a supportive community and facilitate networking among women in the industry. The APAC Blasting event, for example, showcases the practical skills and teamwork of women in construction, highlighting their contributions and achievements.



Right to left: Nadine Sewak, Melba Miller and others in position to observe a blast at APAC's Sharp's Quarry

This event, along with others, helps to build a strong sense of camaraderie and mutual support among members.

NAWIC Northwest Arkansas also focuses on recognizing and celebrating the achievements of women in the industry. Through awards and recognition programs, they highlight the accomplishments of women in construction, providing role models and inspiration for others.

By providing these resources and opportunities, NAWIC Northwest Arkansas is making significant strides in achieving its mission of promoting the role of women in the construction industry and supporting their professional growth in Northwest Arkansas. Their comprehensive approach ensures that women in construction have the tools, support, and opportunities they need to succeed and thrive in their careers.

NORTHWEST ARKANSAS WORKFORCE BOARD
APPROVED ELIGIBLE TRAINING PROVIDERS

<u>Program Name</u>	<u>Provider Name</u>	<u>Local Review Date</u> ▼
<u>Machining Technology CP</u>	Arkansas State University-Mountain Home (ASUMH)	Aug 14, 2024
<u>Registered Nursing (Traditional)</u>	Arkansas State University-Mountain Home (ASUMH)	Aug 14, 2024
<u>Machining</u>	Arkansas State University-Mountain Home (ASUMH)	Aug 14, 2024
<u>Industrial Truck Operator</u>	The Academy - NWA	Jul 23, 2024
<u>Certified Clinical Medical Assistant</u>	The Academy - NWA	Jul 23, 2024
<u>Certified Pharmacy Technician</u>	The Academy - NWA	Jul 23, 2024
<u>National Personal Training Institute</u>	National Personal Training Institute	Jun 20, 2024
<u>Medical Billing and Coding</u>	Northwest Arkansas Community College (NWACC)	May 17, 2024
<u>(CFOS/S) CERTIFIED FIBER OPTICS SPLICING SPECIALIST</u>	Northwest Arkansas Community College (NWACC)	May 17, 2024
<u>CDL Training Class B</u>	Northwest Arkansas Community College (NWACC)	May 16, 2024
<u>CDL Training Class A</u>	Northwest Arkansas Community College (NWACC)	May 16, 2024
<u>CompTIA A+ Certification</u>	Northwest Arkansas Community College (NWACC)	Apr 26, 2024
<u>Certified Clinical Medical Assistant</u>	Northwest Arkansas Community College (NWACC)	Apr 26, 2024
<u>Child Development Associate</u>	Northwest Arkansas Community College (NWACC)	Apr 26, 2024

NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD
Minutes of Meeting March 6, 2024
818 Highway 62-65-412 North, Harrison, Arkansas

A meeting of the Northwest Arkansas Workforce Development Board (LWDB) was held Wednesday, March 6, 2024, in person, via conference call, and via Zoom.

Board members present in person and via Zoom meeting were:

MR. AARON JOHNSON, ARKANSAS DIVISION OF WORKFORCE SERVICES
MS. CHERIE CONNER, NORTH ARKANSAS COLLEGE ADULT EDUCATION
MS. CHERYL DAVENPORT, ADVANCED MARINE PERFORMANCE
MR. DAVID BELL, DAVID BELL, LLC.
MS. DIANA JOHNSON, NWACC – Proxy Eve Aldredge
MR. EDDIE BARTLETT, BARTLETT FAMILY DENTISTRY
MS. EMILEE TUCKER, O.U.R. EDUCATIONAL CO-OP
MR. HUGH SMITH, SMITH AND TAYLOR TAX
MR. JASON PATIENCE, WABASH
MR. BO PHILLIPS, COX-RAPID SCALE, HARRISON
MS. KARLEA NEWBERRY, SIGNATURE BANK OF ARKANSAS
MR. KELLEY SHARP, UNIVERSITY OF ARKANSAS FAYETTEVILLE
MR. ROGER POTTER, ANSTAFF BANK
MS. SAMMIE CRIBBS ROBERSON, NORTH ARKANSAS MEDICAL CENTER
MS. SANDY STOUT, HARPS FOOD
MS. TRISH VILLINES, VILLINES ELECTRIC

Board members absent and excused were:

MS. JENNIFER RAGSDALE, ARKANSAS REHABILITATION SERVICES
MS. SONYA EDWARDS, JONES PHYSICAL THERAPY
MR. KEVIN ESTES, DHS SERVICES FOR THE BLIND
MR. WALTER HINOJOSA, NWA LABOR COUNCIL
MS. VICKI JONES, MODERN FENCE
MS. CHRISSIE LARCHEZ, HOPE COTTAGES
MR. MATT RUSSELL, JACK WILLIAMS VETERAN RESOURCE CENTER
MR. RICKY TOMPKINS, ARKANSAS COMMUNITY COLLEGES
MR. WILSON MARSEILLES, HARRISON REGIONAL CHAMBER OF COMMERCE

Others present or on Zoom were:

Mr. Joe Willis, NWAEDD
Ms. Patty Methvin, NWAEDD
Ms. Chelsey Weaver, NWAEDD
Mr. James Moss, NWAEDD
Ms. Karen Henry, NWAEDD

Mr. Joe Willis, NWAEDD
Mr. Nicholas Ryburn, Adult Education
Ms. April Turner, NWAEDD
Mr. Robbie Cornelius, Fayetteville Adult Education
Ms. Amy Roberts, North Arkansas College Adult Education
Mr. Tom Ginn, AEDC
Ms. Amy Roberts, North Arkansas College Adult Education
Ms. Katie Causey, NWAEDD
Ms. Jana Kindall, ADWS
Mr. Landon Koch, NWAEDD
Ms. Chris Kellem, NWAEDD
Mr. Toliver Myers, Office of Senator Boozman
Ms. Natalie Ward, Anstaff Bank
Mr. Jeremy Ragland, NWAEDD
Mr. Elijah Snow, Office of Congressman Crawford
Ms. Layne Ragsdale, The Nest Financial
Ms. Shelly Mencaci, North Arkansas College

The meeting was called to order at 11:04 a.m. by CHAIR JOHN "BO" PHILLIPS. MR. PHILLIPS informed the attendees that the meeting was being recorded.

MS. PATTY METHVIN gave the quarterly staff report. MS. METHVIN thanked the staff for being willing to modify and adjust with funding reductions and constant monitoring requests and changes. She shared how fortunate NWAEDD is to have Landon Koch as a part of the team and welcomed David Bell as the WIOA Accountant.

MS. METHVIN let the Board know that Chris Kellem, Mountain Home Career Advisor, is in the process of moving her office to the Twin Lakes Literacy Council. This is a great opportunity to be house with TLLC and have access to all of their participants that are looking for services.

MS. METHVIN gave an overview of monitoring. 2021 monitoring is still outstanding with the last communication in February 2023. 2022 Monitoring is also outstanding with the last communication in August 2023. Hightower Workforce Initiatives has reviewed 2021-22 and sent the initial monitoring report. 2023 monitoring began February 6, 2023. There were very few questions about participants and participant files. There were several policies that needed minor clerical changes. Other policy changes are included in the agenda to be approved. There were some minor clerical changes to minutes that have been corrected.

MR. PHILLIPS gave a short overview of the Strategic Planning Session led by MS. LAYNE RAGSDALE prior to the board meeting.

MS. METHVIN gave the Business Services Report. The Business Services Coordinator's written report is included on the agenda. The Business Services Team has been working with the Youth Committee to prepare for the April 2 & 3 Youth Summit. MS. METHVIN scheduled Be Pro Be Proud truck to be in Harrison and Pea Ridge School.

MS. EMILEE TUCKER gave the Youth Committee report. MS. TUCKER shared with the Board that the committee has been working on the second Youth Summit to be held on April 2 & 3 at the O.U.R. Educational Cooperative. The committee has met several times since the first of the year to plan the summit. Currently there are 102 at-risk seniors from 10 schools who have registered for the summit.

MS. JENNIFER RAGSDALE gave the Disability Committee report. The Disability Committee will be meeting next month.

MS. CHERIE CONNER gave the One-Stop Operator Committee report. The One-Stop Operator Committee will be meeting next month.

MR. EDDIE BARTLETT made a motion to approve the committee reports. MS. SAMMIE CRIBBS ROBERSON seconded the motion. The motion passed.

Agenda Item 1 – Updated Workforce Budget

MS. METHVIN shared with the board that the leadership team has been having regular budget meetings to continue to monitor the funds. A motion was made by MR. EDDIE BARTLETT and seconded by MS. KARLEA NEWBERRY. The motion passed.

Agenda Item 2 –Northwest Strategic Vision and Goals

MS. METHVIN introduced MS. LAYNE RAGSDALE to the Board. Prior to the Board meeting MS. RAGSDALE led a strategic planning session with the Board to update the Northwest Workforce Board Strategic Vision and Goals. MS. RAGSDALE presented the updated vision and goals. MR. KELLEY SHARP made a motion to approve the Northwest Strategic Vision and goals. MS. seconded the motion. The motion passed.

Agenda Item 3 – Policy Updates

MS. METHVIN reviewed the policies and agreement updates that were required by ADWS monitoring. Those included:

NW OSO Procurement Policy

NW Case Management Policy – new policy

NW Youth Services Policy – new policy

NW ITA Policy

NW Board Bylaws – included in the updates to the Bylaws was the removal of the option for board members to appoint a proxy. Monitoring requires a proxy to be from the same organization as the board member and the proxy must also have optimum policy making authority to serve as proxy. Due to the difficulty this requires the option for proxy was removed.

A motion was made to approve the policy by MR. BARTLETT and seconded by MR. AARON JOHNSON. The motion passed.

Agenda Item 4 – One-Stop Operator Report

MR. JAMES MOSS presenting the One-Stop Operator report. A motion was made by MR. SHARP to approve One-Stop Operator report and seconded by MR. BARTLETT. The motion passed.

Agenda Item 5 – Eligible Training Provider Programs

MS. METHVIN referred to the ETP list in the agenda. A motion was made by MR. BARTLETT to approve all the programs listed on the report. MR. JOHNSON seconded the motion. MS. CHERIE CONNER, MS. DIANA JOHNSON, and MR. KELLEY SHARP abstained from voting. The motion passed.

Agenda Item 6 – Minutes of the December 6, 2023, Northwest Workforce Board Meeting

MR. BARTLETT made a motion to approve the minutes of December 6, 2023. The motion was seconded by MR. DAVID BELL. The motion passed.

MS. METHVIN reminded the board that the next board meeting will be held on June 5, 2024.
A motion was made to adjourn the meeting.

MR. BARTLETT made a motion to adjourn. The motion was seconded by MR. Bell. The motion passed.

John "Bo" Phillips

Date

NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD

Minutes of Meeting June 5, 2024

818 Highway 62-65-412 North, Harrison, Arkansas

A meeting of the Northwest Arkansas Workforce Development Board (LWDB) was held Wednesday, June 5, 2024, in person, via conference call, and via Zoom.

Board members present in person and via Zoom meeting were:

MR. AARON JOHNSON, ARKANSAS DIVISION OF WORKFORCE SERVICES
MR. CHAD VINCENT, UNITED STEELWORKERS
MS. CHERIE CONNER, NORTH ARKANSAS COLLEGE ADULT EDUCATION
MR. DAVID BELL, DAVID BELL, LLC.
MS. DIANA JOHNSON, NWACC – Proxy Eve Aldredge
MR. EDDIE BARTLETT, MITISERVE
MR. HUGH SMITH, SMITH AND TAYLOR TAX
MR. BO PHILLIPS, COX-RAPID SCALE, HARRISON
MR. KELLEY SHARP, UNIVERSITY OF ARKANSAS FAYETTEVILLE
MR. KEVIN ESTES, DHS SERVICES FOR THE BLIND
MR. ROGER POTTER, ANSTAFF BANK
MR. RICKY TOMPKINS, ARKANSAS COMMUNITY COLLEGES
MS. SANDY STOUT, HARPS FOOD
MS. TRISH VILLINES, VILLINES ELECTRIC
MR. WILSON MARSEILLES, HARRISON REGIONAL CHAMBER OF COMMERCE
MS. YOLANDA WILLIAMS, APAC

Board members absent and excused were:

MS. CHERYL DAVENPORT, ADVANCED MARINE PERFORMANCE
MS. EMILEE TUCKER, O.U.R. EDUCATIONAL CO-OP
MR. JASON PATIENCE, WABASH
MS. KARLEA NEWBERRY, SIGNATURE BANK OF ARKANSAS
MS. JENNIFER RAGSDALE, ARKANSAS REHABILITATION SERVICES
MS. SAMMIE CRIBBS ROBERSON, NORTH ARKANSAS MEDICAL CENTER
MS. SONYA EDWARDS, JONES PHYSICAL THERAPY
MS. VICKI JONES, MODERN FENCE
MS. CHRISSIE LARCHEZ, HOPE COTTAGES
MR. MATT RUSSELL, JACK WILLIAMS VETERAN RESOURCE CENTER

Others present or on Zoom were:

Mr. Joe Willis, NWAEDD
Ms. Patty Methvin, NWAEDD
Ms. Chelsey Weaver, NWAEDD
Mr. James Moss, NWAEDD
Mr. Nicholas Ryburn, Adult Education
Ms. April Turner, NWAEDD
Ms. Karen Henry, NWAEDD
Ms. Amy Roberts, North Arkansas College Adult Education
Mr. Tom Ginn, AEDC

Ms. Amy Roberts, North Arkansas College Adult Education
Ms. Katie Causey, NWAEDD
Ms. Jana Kindall, ADWS
Ms. Shana King, NWAEDD
Mr. Landon Koch, NWAEDD
Mr. David Bell, NWAEDD
Mr. Jeremy Ragland, NWAEDD
Ms. Shelly Mencaci, North Arkansas College

The meeting was called to order at 11:06 a.m. by CHAIR JOHN “BO” PHILLIPS. MR. PHILLIPS informed the attendees that the meeting was being recorded. MS. PATTY METHVIN introduced two new Board members. MR. CHAD VINCENT – United Steelworkers and MS. YOLANDA WILLIAMS – APEC.

MS. PATTY METHVIN gave the quarterly staff report. MS. METHVIN reported that she and James Moss attended the Arkansas Apprenticeship Summit in Little Rock. Northwest continues to seek out diverse apprenticeships for our participants. MS. METHVIN shared with the Board that ADWS is requiring Northwest to have the Workforce Board certified again this year. Typically, Board certification is every two years. ADWS is also requiring that One Stop Centers also be re-certified. Center Certification is typically every three years. Both were certified last year. MS. METHVIN informed the Board that Chris Kellem will start working out of the Harrison office and we would be moving out of the Twin Lakes Literacy Council office. In addition to Center Certifications and Board Certifications revisions to the Local Plan are also due. MS. METHVIN gave an update on monitoring for Northwest. Currently the open monitoring reports are 2021, 2022 and 2023.

MS. METHVIN gave the Business Services Report. The Business Services Coordinator’s written report is included on the agenda. THE Business Services committee met on April 26th to review the Self Evaluation Survey provided by ADWS.

MS. METHVIN gave the Youth Committee report on behalf of MS. EMILEE TUCKER. MS. METHVIN shared with the Board that the committee has been working on the second Youth Summit to be held on April 2 & 3 at the O.U.R. Educational Cooperative. The committee has met several times since the first of the year to plan the summit. Unfortunately there were a large number of cancellations at the last minute which caused the committee to decide to postpone the event until Fall of 2024.

There was no Disability Committee report.

MS. CHERIE CONNER gave the One-Stop Operator Committee report. The One-Stop Operator Committee will be meeting next month.

MR. RICKY TOMPKINS made a motion to approve the committee reports. MR. DAVID BELL seconded the motion. The motion passed.

Agenda Item 1 – Updated Workforce Budget

MS. METHVIN shared with the board that we have not received the projected funding for 2024-25 grants but anticipate another reduction in funds based on the amounts projected for the State. A motion was made by MR. ROGER POTTER and seconded by MR. KEVIN ESTES. The motion passed.

Agenda Item 2 – Transfer of Funds from Dislocated Worker to Adult

MS. METHVIN explained that WIOA allows for the transfer of up to 100% of funds between Adult and Dislocated Worker grants. Northwest is seeking approval for up to 75% of funds from Dislocated Worker to Adult. Northwest has a larger number of adult participants and the transfer will leave adequate funds for Dislocated Workers. MS. CHERIE CONNER made a motion to approve the transfer of up to 75% of funds from Dislocated Worker to Adult. MR. AARON JOHNSON seconded the motion. The motion passed.

Agenda Item 3 – One-Stop Operator Report

MR. JAMES MOSS presenting the One-Stop Operator report. There was not a quorum present at the time of the report. This will be included on the agenda for the September meeting for a vote.

Agenda Item 5 – Eligible Training Provider Programs

MS. METHVIN referred to the ETP list in the agenda. There was not a quorum present at the time of the report. This will be included on the agenda for the September meeting for a vote.

Agenda Item 6 – Minutes of the March 6, 2024, Northwest Workforce Board Meeting. There was not a quorum present at the time of the report. This will be included on the agenda for the September meeting for a vote.

MS. METHVIN reminded the board that the next board meeting will be held on September 4, 2024. A motion was made to adjourn the meeting.

John "Bo" Phillips

Date

