

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 Kelleem, 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 Kelleem, 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.

Signed by:

John "Bo" Phillips

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John "Bo" Phillips

9/12/2024

Date