

**NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD**  
**Wednesday, June 3, 2020, 11:00 a.m.**  
**Arkansas Workforce Center at Harrison, Harrison, AR**

**Agenda**

Call to Order – Introduce Guests .....	John Dyess
Staff Report .....	Patty Methvin
Agenda Item 1 – Action Updated Workforce Budget .....	2
Agenda Item 2 – Action Executive Committee Report Ratify: Supportive Services Policy, Supportive Services Procedure, One Stop Operator Procurement Task Force Consultant .....	3
Agenda Item 3 - Action By-Law Revisions.....	11
Agenda Item 4 - Action One Stop Operator Task Force Monitoring Report .....	19
Agenda Item 5 - Action Infrastructure Funding Agreement Mod 4 .....	21
Agenda Item 6 – Action One Stop Operator Report .....	27
Agenda Item 7 – Action Consent Agenda .....	31
• Minutes of March 4, 2020 LWDB meeting	
• Eligible Training Provider Programs	
Announcements/Other Business	
Adjourn	

Mark your calendars for these upcoming meeting dates:

- NW Workforce Development Board Meeting Wednesday, September 2, 2020
- NW Workforce Development Board Meeting Wednesday, December 2, 2020

## Updated Workforce Budget

ADMIN REVENUE	TOTAL	Reg. Planning	Sect.Partner	AREA	AREA II	AAPI	HC Youth	TOTAL FORMULA	YOUTH	ADULT	DLW
FY 17 Allocation	4,350.00			\$ 4,350.00				-			
PY 17 Allocation	708.16	\$ 196.59	\$ 196.57		\$ 315.00						
FY 19 Allocation	77,042.03					\$ 3,300.00	\$ 2,156.03	71,586.00	56,006.00	7,680.00	7,900.00
FY 20 Allocation	78,284.00							78,284.00	-	40,826.00	37,458.00
Total Allocation	160,384.19	196.59	196.57	4,350.00	315.00	3,300.00	2,156.03	149,870.00	56,006.00	48,506.00	45,358.00
PY 18 Carryover	27,613.66							27,613.66	27,613.66	-	-
FY 19 Carryover	76,538.87							76,538.87	-	47,341.59	29,197.28
<b>Total Available Admin</b>	<b>264,536.72</b>	<b>196.59</b>	<b>196.57</b>	<b>4,350.00</b>	<b>315.00</b>	<b>3,300.00</b>	<b>2,156.03</b>	<b>254,022.53</b>	<b>83,619.66</b>	<b>95,847.59</b>	<b>74,555.28</b>
<b>ADMIN BUDGET</b>											
Salaries & Wages	103,891.13	155.00	170.00	3,045.00	242.00	2,310.00	1,509.23	96,459.90	31,752.87	36,396.18	28,310.85
Payroll Expense - Other	1,808.64							1,808.64	595.37	682.43	530.83
Fringe Benefits	27,218.71	41.59	26.57	1,305.00	73.00	990.00	646.80	24,135.75	7,945.06	9,106.88	7,083.81
P/A-Admin Costs	29,992.18							29,992.18	9,872.89	11,316.63	8,802.67
Outreach	0.00							-	-	-	-
Communication - Telephone	384.91							384.91	126.71	145.23	112.97
Computer Software Maint/Renewals	0.00							-	-	-	-
Depreciation Exp	1,027.42							1,027.42	338.21	387.67	301.55
INTEREST EXPENSE	0.00							-	-	-	-
Motor Pool	119.86							119.86	39.46	45.23	35.18
Maintenance & Repair - Equipment	0.00							-	-	-	-
Bank Service Fees	645.62							645.62	212.53	243.60	189.49
Materials & Supplies	81.24							81.24	26.74	30.65	23.84
Membership/Sub/Pro Activity	1,333.44							1,333.44	438.94	503.13	391.36
Printing & Reproduction	0.00							-	-	-	-
Office Services	0.00							-	-	-	-
Professional Services								-	-	-	-
Rent - Bldg/Storage	779.52							779.52	256.60	294.13	228.79
Travel-Training & Education	7,241.69							7,241.69	2,383.83	2,732.43	2,125.43
Tuition Reimbursement	1,517.50							1,517.50	499.53	572.58	445.38
Mileage - Travel	1,464.67							1,464.67	482.14	552.65	429.88
Total Salaries & Overhead	177,506.53	196.59	196.57	4,350.00	315.00	3,300.00	2,156.03	166,992.34	54,970.88	63,009.42	49,012.03
Carryover July - Sept 2020	87,030.19							87,030.19	28,648.78	32,838.17	25,543.25
<b>Total Admin Budget</b>	<b>264,536.72</b>	<b>196.59</b>	<b>196.57</b>	<b>4,350.00</b>	<b>315.00</b>	<b>3,300.00</b>	<b>2,156.03</b>	<b>254,022.53</b>	<b>83,619.66</b>	<b>95,847.59</b>	<b>74,555.28</b>
<b>PROGRAM REVENUE</b>											
FY 17 Allocation	140,395.10			140,395.10				-			
PY 17 Allocation	23,487.85	6,867.60	6,591.46		10,028.79			-			
FY 19 Allocation	770,399.27					106,700.00	19,404.27	644,295.00	504,063.00	69,126.00	71,106.00
FY 20 Allocation	704,571.00							704,571.00	-	367,442.00	337,129.00
Total Allocation	1,638,853.22	6,867.60	6,591.46	140,395.10	10,028.79	106,700.00	19,404.27	1,348,866.00	504,063.00	436,568.00	408,235.00
PY 18 Carryover	123,451.63							123,451.63	123,451.63	-	-
FY 19 Carryover	709,814.18							709,814.18	-	392,116.02	317,698.16
<b>Total Available Program</b>	<b>2,472,119.03</b>	<b>6,867.60</b>	<b>6,591.46</b>	<b>140,395.10</b>	<b>10,028.79</b>	<b>106,700.00</b>	<b>19,404.27</b>	<b>2,182,131.81</b>	<b>627,514.63</b>	<b>828,684.02</b>	<b>725,933.16</b>
<b>Program Budget</b>											
Salaries & Wages	718,528.43	1,337.60	1,356.46	56,145.10	3,440.79	8,356.60		647,891.88	186,313.97	246,042.72	215,535.19
Payroll Expense - Other	9,441.47							9,441.47	2,715.08	3,585.48	3,140.91
Fringe Benefits	193,852.94	551.00	570.00	16,919.00	1,079.00	3,581.40		171,152.54	49,218.26	64,996.70	56,937.58
P/A-Admin Costs	61,251.09							61,251.09	17,613.95	23,260.65	20,376.49
Outreach	187.29							187.29	53.86	71.13	62.31
Postage	1,324.01					150.00		1,174.01	337.61	445.84	390.56
Communication - Telephone	12,507.32			2,850.00	250.00	500.00		8,907.32	2,561.47	3,382.63	2,963.21
Computer Software Maint/Renewals	-							-	-	-	-
Depreciation Exp	3,449.95							3,449.95	992.10	1,310.15	1,147.70
IFA Costs	21,504.13							21,504.13	6,183.93	8,166.39	7,153.81
INTEREST EXPENSE	554.16							554.16	159.36	210.45	184.35
Licensing/Titling	0.00							-	-	-	-
Motor Pool	884.37							884.37	254.32	335.85	294.20
Maintenance & Repair - Equipment	0.00							-	-	-	-
Maintenance & Repair - Vehicle	0.00							-	-	-	-
Bank Service Fees	81.82							81.82	23.53	31.07	27.22
Materials & Supplies	9,327.70	315.00		1,546.00	150.00	500.00		6,816.70	1,960.28	2,588.70	2,267.72
Membership/Sub/Pro Activity	2,058.76							2,058.76	592.04	781.83	684.89
Printing & Reproduction	4,166.00			956.00	100.00	3,110.00		-	-	-	-
Office Services	1,459.39							1,459.39	419.68	554.22	485.50
Professional Services/Consultant	8,800.00							8,800.00	2,530.61	3,341.88	2,927.51
Rent - Bldg/Storage	55,053.47			8,719.00	600.00	2,500.00		43,234.47	12,432.92	16,418.68	14,382.88
Travel-Training & Education	23,450.13							23,450.13	6,743.54	8,905.40	7,801.19
Employee Tuition Reimbursement	2,631.51							2,631.51	756.74	999.34	875.43
Mileage - Travel	19,395.97	1,250.00	915.00	3,760.00	374.00	2,000.00		11,096.97	3,191.15	4,214.17	3,691.65
Utilities	0.00							-	-	-	-
Meeting Cost	9,164.00	3,414.00	3,750.00	-	-	-	-	2,000.00	575.14	759.52	665.34
Total Salaries and Overhead	1,159,073.91	6,867.60	6,591.46	90,895.10	5,993.79	20,698.00	-	1,028,027.96	295,629.52	390,402.79	341,995.65
Participant Costs	1,102,340.94			49,500.00	4,035.00	86,002.00	19,404.27	943,399.67	331,885.11	335,260.11	276,254.45
Carryover July - Sept 2020	210,704.18			-	-	-	-	210,704.18	(0.00)	103,021.12	107,683.06
<b>Total Program Budget</b>	<b>2,472,119.03</b>	<b>6,867.60</b>	<b>6,591.46</b>	<b>140,395.10</b>	<b>10,028.79</b>	<b>106,700.00</b>	<b>19,404.27</b>	<b>2,182,131.81</b>	<b>627,514.63</b>	<b>828,684.02</b>	<b>725,933.16</b>
<b>Total Budget</b>	<b>2,736,655.75</b>	<b>7,064.19</b>	<b>6,788.03</b>	<b>144,745.10</b>	<b>10,343.79</b>	<b>110,000.00</b>	<b>21,560.30</b>	<b>2,436,154.34</b>	<b>711,134.29</b>	<b>924,531.61</b>	<b>800,488.44</b>



## Northwest Arkansas Workforce Development Board Policy

Policy Name	Supportive Services
Effective Date	June 7, 2017
Date Approved by the Board	June 7, 2017
Date Approved by Executive Committee	May 12, 2020
Date Ratified by the Board	June 3, 2020

The term “supportive services” means services such as transportation, child care, dependent care, housing and needs related payments, that are necessary to enable an individual to participate and be successful in activities authorized under WIOA.

Supportive Services may be the key to assisting the hard-to-serve participants enrolled in WIOA programs. There are numerous agencies and programs providing health care, temporary shelter, financial counseling, transportation, childcare and other support, which are well suited to customer needs. WIOA staff will make referrals to other programs prior to providing supportive services with WIOA funds. When no other services are available, they will make a request to a supervisor to provide services. Staff must document that the participant has exhausted all other means of providing the supportive services requested by having the participant complete a “Lack of Supportive Services Resources” statement.

Continued eligibility – at a minimum, each semester staff will revisit a participant’s need for continued supportive services and will document that the review has occurred and the results of that review.

Supportive services are designed to provide a participant with the resources necessary to enable their participation in career and training services, are governed by the DOL-only Final Rule at 20 CFR 680.900 through .970.

Supportive services may be available to any youth, adult or dislocated worker participating in Title I career services or training activities who is unable to obtain supportive services through other programs providing such services. Supportive services may NOT be provided to an adult or dislocated worker participant once they exit WIOA program or during follow-up. This does not apply to youth participants. They may still receive supportive services during follow-up if it is deemed necessary and appropriate.

Supportive services may include, but are not limited to:

- Assistance with transportation;
- Assistance with child care and dependent care;
- Linkages to community services;
- Assistance with housing;
- Needs-Related Payments (available only to individuals enrolled in training services and must be consistent

with 20 CFR 680.930, 680.940, 680.950, 680.960 and 680.970);

- Assistance with educational testing;
- Reasonable accommodations for individuals with disabilities;
- Health care;
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear;
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in post-secondary education classes;
- Payments and fees for employment and training-related applications, tests, and certifications; and
- Legal aid services;

#### Needs Related Payments -

To receive needs-related payments, individuals must be unemployed and must not qualify for (or have ceased to qualify for) unemployment compensation.

A request for needs related payments must be presented to a supervisor for approval. Once the request is received a determination will be made by the supervisor whether the participant is eligible to receive in accordance with federal regulations and guidance.

The law is very specific to Dislocated Workers eligibility and how payments are calculated and those guidelines will be followed.

The amount of weekly payment a participant may receive will be calculated using the following formula: HHS poverty level based on the number in the household divided by 52 weeks will determine the eligible weekly payment amount.

Example: Family size of 2 poverty level is \$16,020 divided by 52 = weekly amount of \$308.08.

**Definitions and approved services including initial limits.** (Limits can be exceeded with management approval based on a participant's needs).

**Combined funding for training and supportive services is limited to \$10,000 per eligible WIOA participant. However, this limit may be increased with approval from the Executive Director of the Northwest Arkansas Economic Development District.**

#### A) Clothing

The costs of items such as clothes and shoes which are necessary for participation in WIOA training activities are allowable.

#### B) Counseling

The costs of personal counseling services that will enhance a participant's employability are allowable. This may include employment, financial, individual, family, and drug and alcohol abuse counseling. Generally, major personal or emotional problems are outside the scope of WIOA services, therefore referrals to counseling services are critical.

#### C) Childcare

Agreements can be made with licensed childcare facilities for participants who do not qualify for childcare assistance through other sources. The maximum amount to be paid by WIOA fund will be in accordance with comparable rates in the area which the participant lives. Total amounts per

participant will be approved by the supervisor.

D) Residential

The cost of rent, house payments, internet and utility assistance may be provided in extreme cases where participants are in danger of losing their housing or having utilities disconnected. A secure nighttime residence is essential to the success of our participants. In cases where supportive services are paid instead of paying ITA cost this limit may be increased with Operations Managers approval.

Training programs require some participants to be away from their nighttime residence in order to complete training. An example of this is traveling to another city to complete a rotation required for clinical training for an RN student. This is an allowable supportive service and staff is required to find the most economical means of hotel charges for the participant. It is based on need and the requirement for overnight stay because of distance to training.

E) Health

The health category includes such items as vaccinations or physicals required for a participant to enroll in a particular training program. It may also include things such as one time dental work or eye glasses if not otherwise available from another source.

Insurance – Health related insurance may be purchased for a participant if it is a requirement for participation in training activities.

F) Transportation

The cost of transportation to assist participants to get to and from training activities including job search activities is allowable. Participants will be given a limit based on a locally developed formula. The formula is distance to training x 2 x number of days per week divided by miles per gallon x a set price per gallon of gasoline. We will use gas cards or agreements with service stations as a method of providing assistance. When necessary staff may use the purchase card to provide assistance to a participant with Operations Managers approval. Signed gas receipts will be used to verify what participant received the service. Other methods that are reasonable will be worked out with Operations Managers if needed. The dollar limit for this service will vary based on participant need.

Tires and car repairs may be made with management approval if the participant cannot participate in training without this service. Participants will contribute a portion of such cost when possible. This service requires management approval and the amounts will vary based on participant need.

The process for paying supportive service varies based on the availability of vendors. Wal-Mart cards and purchase cards may be used when needed. OneDrive will be used to track all purchases and signed receipts will be on file.

G) Emergency Food – Under extreme circumstances staff may purchase food for a youth participant at a restaurant or grocery store; for example a youth participant who has no funds to purchase lunch during their work or training day. These limits will be approved case by case basis with management approval.

H) Needs related payments will be awarded only when the provision of the other supportive services does not provide the assistance a participant needs. WIOA regulations will be followed when providing this service.

I) Other services may be provided if allowable within WIOA and regulations with management approval

as situations arise.

- a. In situations where a computer, or similar item, may be deemed a necessity for an individual to participate in an approved training program, the following elements must be met:
  - i. The training provider must provide a written explanation for the necessity of the equipment.
  - ii. The participant must provide written acknowledgement that he/she must return the equipment if he/she does not complete the course, for whatever reason.
  - iii. Career Advisors will submit documentation to the Operations Manager for approval.

**Assistance with educational testing** – for example testing fees required for an LPN license

**Reasonable accommodations for individuals with disabilities;** - for example an amplified stethoscope may be needed for a participant who is hearing impaired and enrolled in LPN training

**Health care** – insurance premiums may be paid after all other health care options have been exhausted and the coverage is a requirement to attend a training program. Examples include preventative and corrective care necessary to enter training; participate in training, to be employed or to retain employment. Drug and alcohol treatment are not included in this body of health care. Glasses, dental corrections, etc., may be required to be employable or to complete training. Treatment not covered by medical insurance or program elements may be provided to a trainee or employee in some cases.

**Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear;** - must be a requirement for the job or the training program and not just a nice to have item.

**Assistance with books, fees, school supplies, and other necessary items for students enrolled in post-secondary education classes;** - must be a requirement for the training and not just a nice to have item.

**Payments and fees for employment and training-related applications, tests, and certifications;** - for example a background check required for entrance into a training program or a CDL text packet required for entrance into a truck driving program.

**Legal aid services** – for example, payment of a minor offense so a participant may retain or obtain a driver’s license.

\_\_\_\_\_  
John Dyess, Chair

\_\_\_\_\_  
Date



Northwest Arkansas Workforce Development Board

Procedure Name	Supportive Services Procedure
Effective Date	May 12, 2020
Date Approved by the Executive Committee	May 12, 2020
Date Ratified by the Board	June 3, 2020

Purpose

The purpose of this procedure memo is to describe and to detail the procedures to be used by NWA WDB staff as it relates to the regulations and requirements concerning supportive services, in accordance with the rules and regulations of Workforce Innovation and Opportunity Act of 2014 (WIOA), the WIOA Final Rule, Training and Employment Guidance Letters (TEGLs) published by the Employment and Training Administration of the U.S. Department of Labor (ETA), and policies of the Arkansas Workforce Development Board (AWDB) and the Northwest Arkansas Workforce Development Board (NWA WDB).

Procedures:

1. Supportive services may only be provided to participants when it is necessary to enable individuals to participate in services and is tied to a specific service.
2. In addition, supportive services should be provided after the participant and the WIOA Career Advisor has sought out all other resources from other partner sources. This will be verified by an interview with the participant, cross-references with partners, and the completion of a financial assessment with the Career Advisor.
3. Participants must sign a Supportive Services Statement, attesting that all terms are understood. Additionally, participants must complete and submit all necessary supporting documentation and forms, in a timely manner in order to receive supportive services.
4. Supportive services will be provided to assist with unmet needs.
5. Participant agrees to notify the Career Advisor in the event of a change in training and complies with all other conditions and terms listed in the Scholarship Enrollment Agreement.
6. Tracking must be done on funding Supportive Services on transitional Jobs and Occupations Training.
7. A Projection list and approval should be done prior to all Funding Requests
8. The NWA WDB reserves the right to set limits on the provision of supportive services. This includes a maximum amount of funding and a maximum length of time for supportive services to be available to participants. WIOA 680.920
9. Combined funding for training and supportive services is limited to \$10,000 per eligible WIOA participant. However, this limit may be increased with approval from the Executive Director of the Northwest Arkansas Economic Development District.

Travel Supportive Services Procedures:

1. A Lack of Supportive Services Resources Statement completed by the participant will be executed by NWAEDD for the Participant identified on the agreement. The agreement must be signed by the Participant.
2. Participants will be given a limit based on a locally developed formula. The formula for NWA WDB is distance to training x 2 x number of days per week divided by miles per gallon x a set price per gallon of gasoline.
3. We will use gas cards or agreements with service stations as a method of providing assistance.
4. When necessary staff may use the purchase card to provide assistance to a participant with Operations Managers approval.
5. Signed gas receipts will be used to verify what participant received the service.
6. Other methods that are reasonable will be worked out with Operations Managers if needed.
7. OneDrive will be used to track all purchases and signed receipts will be on file.
8. Copy of all documentation verifying round trip map miles from participant's home address to training site must be presented for approval and documents in participant's file.
9. Career Advisors will document supportive services received on the participant's IEP/ISS and Case Notes in AJL.

#### Tires and Car Repairs

1. Tires and car repairs may be made with Operations Manager approval if the participant cannot participate in training without this service.
2. Participants will contribute a portion of such cost when possible.
3. This service requires Operations Managers approval and the amounts will vary based on participant need.
4. When necessary staff may use the purchase card to provide assistance to a participant with Operations Managers approval.
5. Career Advisors will document supportive services received on the participant's IEP/ISS and Case Notes in AJL.

#### All Other Supportive Services:

1. A Lack of Supportive Services Resources Statement completed by the participant statement will be executed by NWAEDD for the Participant identified on the statement. The agreement must be signed by the Participant.
2. A Purchase Authorization will be completed for each separate Supportive Service being provided. Every request should include:
  - a. The Participant's name
  - b. The mailing address and the name of the person/company the check should be mailed to
  - c. Date of purchase
  - d. Program
  - e. Amount of payment
  - f. Backup documentation will be attached to the Payment Authorization
3. The Purchase Authorization form will be submitted to the Operations Managers for review
4. Once reviewed the forms will be submitted to the Finance Department for processing for payment.
5. When necessary staff may use the purchase card to provide assistance to a participant with Operations Managers approval.

6. Career Advisors will document supportive services received on the participant's IEP/ISS and Case Notes in AJL.

#### Utility Supportive Services Procedures:

1. Utility assistance is a service used to prevent disconnection/shut off of service when participant is unable to pay. Unable to pay is defined as "a status causing a participant who is facing documentable financial challenges, to not meet the minimal amount of payment on a necessary living expense." A statement from the participant explaining "unable to pay" status is required. (Utility assistance for current (most recent) including, but not limited to electric, gas, water, phone, internet or sewer bills)
2. A Lack of Supportive Services Resources Statement completed by the participant will be executed by NWAEDD for the Participant identified on the statement. The agreement must be signed by the Participant.
3. A Purchase Authorization will be completed for each separate Supportive Service being provided. Every request should include:
  - a. The Participant's name
  - b. The mailing address and the name of the person/company the check should be mailed to.
  - c. Date of purchase
  - d. Program
  - e. Amount of payment
  - f. Backup documentation will be attached to the Payment Authorization
4. The Purchase Authorization form will be submitted to the Operations Managers for review
5. Once reviewed the forms will be submitted to the Finance Department for processing for payment.
6. When necessary staff may use the purchase card to provide assistance to a participant with Operations Managers approval.
7. Career Advisors will document supportive services received on the participant's IEP/ISS and Case Notes in AJL.

#### Work Related Items Supportive Services Procedures:

1. Work-related items must be identified by the training provider or employer and documented in the participant's file
2. Work-related items may include but are not limited to, uniforms, work boots, small tools, gloves, etc.
3. Participant will provide itemized documentation for work-related items from training provider or employer.
4. A Lack of Supportive Services Resources Statement completed by the participant will be executed by NWAEDD for the Participant identified on the statement. The agreement must be signed by the Participant.
5. A Purchase Authorization will be completed for each separate Supportive Service being provided. Every request should include:
  - a. The Participant's name
  - b. The mailing address and the name of the person/company the check should be mailed to.
  - c. Date of purchase
  - d. Program
  - e. Amount of payment

- f. Backup documentation will be attached to the Payment Authorization
- 6. The Purchase Authorization form will be submitted to the Operations Managers for review.
- 7. When necessary staff may use the purchase card to provide assistance to a participant with Operations Managers approval.

Other Supportive Services

- 1. A Lack of Supportive Services Resources Statement completed by the participant will be executed by NWAEDD for the Participant identified on the statement. The agreement must be signed by the Participant.
- 2. A Purchase Authorization will be completed for each separate Supportive Service being provided. Every request should include:
  - a. The Participant's name
  - b. The mailing address and the name of the person/company the check should be mailed to.
  - c. Date of purchase
  - d. Program
  - e. Amount of payment
  - f. Backup documentation will be attached to the Payment Authorization
- 3. The Supportive Service Purchase Authorization form will be submitted to the Operations Managers for review
- 4. Once reviewed the forms will be submitted to the Finance Department for processing for payment.
- 5. When necessary staff may use the purchase card to provide assistance to a participant with Operations Managers approval.
- 6. Career Advisors will document supportive services received on the participant's IEP/ISS and Case Notes in AJL.
- 7. In situations where a computer, or similar item, may be deemed a necessity for an individual to participate in an approved training program, the following elements must be met:
  - a. The training provider must provide a written explanation for the necessity of the equipment.
  - b. The participant must provide written acknowledgement that he/she must return the equipment if he/she does not complete the course, for whatever reason.
  - c. Career Advisors will submit documentation to the Operations Manager for approval.

\_\_\_\_\_  
John Dyess, Chair

\_\_\_\_\_  
Date



Northwest Arkansas Economic Development District

## NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD BYLAWS

(Adopted September 2, 2015)  
(Amended September 6, 2017)  
(Amended June 3, 2020)

### ARTICLE I ESTABLISHMENT

#### SECTION I.

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

#### SECTION II.

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

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

#### **Nomination Process:**

- a. Business Representatives shall make up a majority (at least 51%) of NWA WDB membership from the local area;
  - i. Representatives shall include owners of businesses, chief executives or operating officers for the business, or other executives with the business with optimum policy making or hiring authority.
  - ii. Must include small businesses, as defined by the U.S. Small Business Administration, or organizations that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area.
  - iii. Are appoint from among individuals nominated by local business organization and business trade associations.

**Representative appointments;**

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

**SECTION III.**

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

**SECTION IV.**

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

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

**ARTICLE II  
ORGANIZATION**

**SECTION I.**

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

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

Board, or these by-laws.

## **SECTION II.**

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

- A. The Executive Committee shall be comprised of the LWDB Chair, Vice-Chair, Secretary, and at least two at-large LWDB members. The committee shall have a business majority and shall be representative of Workforce Center communities in the Local Workforce Development Area. The at-large members are to be appointed by the LWDB Chair.
  - a. The Executive Committee shall have the authority of the LWDB to act during the interim between full board meetings under the conditions outlined below:
    - i. The Executive Committee will have a majority on any issues that will require LWDB approval at a later date.
    - ii. All actions of the Executive Committee will be reported at the next convening LWDB meeting for ratification.
  - b. The LWDB Chair shall act as the Executive Committee Chair and shall exercise the power of vote on the Executive Committee only as required to constitute a quorum or break a tie vote.
  - c. The LWDB Chair shall refer to the Executive Committee such business, which in the LWDB Chair's judgement, may require action or approval of the LWDB. All action of the Executive Committee shall be reported to the LWDB at its next meeting following such action and such reports shall become part of the minutes of that meeting.
- B. Any member of the LWDB may appear before the Executive Committee to discuss any items of business of the LWDB. Meetings of the Executive Committee shall be called by the LWDB Chair in such place as the Chair may designate.
- C. All LWDB members will be notified of the meeting date, time, agenda and location when the Executive Committee meets outside of the regular LWDB meeting dates.
- D. The One Stop Operations Committee is a standing committee to provide information and assist with operational and other issues relating to the one-stop delivery system and may include as members representatives of the one-stop partners.
- E. The Youth Committee is a standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth. A standing committee designated under this section shall include community-based organizations with a demonstrated record of success in serving eligible youth.
- F. The Disabilities Committee is a standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities,

including without limitation issues relating to compliance with Section 188 of the Workforce Innovation and Opportunity Act, Pub. L. No. 113-128, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq., regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on finding employment opportunities for individuals with disabilities, including providing the appropriate supports and accommodations to employment for individuals with disabilities.

- G. Ad hoc committees may be appointed on a short term basis by the Chairperson to address issues of concern to the board which require research, planning, and recommendations of specific workforce, community, or economic development needs of the area.

### **SECTION III.**

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

### **SECTION IV.**

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

## **ARTICLE III RESPONSIBILITIES**

### **SECTION I.**

#### **LWDB Responsibilities:**

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

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

## **ARTICLE IV MEETINGS**

### **SECTION I.**

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

### **SECTION II.**

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

### **SECTION III.**

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

### **SECTION IV.**

**Agenda:** The Agenda shall be prepared by the Chairperson to reflect the principal business of the LWDB. If a member would like an item to be added to the agenda, he/she may do so in writing, five (5) days prior to the scheduled meeting date. All meetings will comply with the Arkansas Freedom of

Information Act (FOI).

**SECTION V.**

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

**SECTION VI.**

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

**SECTION VII.**

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

**ARTICLE V  
TRAVEL EXPENSES**

**SECTION I.**

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

**ARTICLE VI  
FISCAL AND PERIODIC REPORTS**

**SECTION I.**

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

**SECTION II.**

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

**ARTICLE VII  
AMENDMENTS**

**SECTION I.**

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

**ARTICLE VIII  
RESOLUTION OF DISPUTES**

**SECTION I.**

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

**ARTICLE IX  
CONFLICT OF INTEREST**

**SECTION I.**

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

**SECTION II.**

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

**ARTICLE X  
NEPOTISM**

**SECTION I.**

LWDB members shall not engage in the practice of nepotism. The LWDB shall not employ a member of the family of a LWDB member, a subrecipient employee family member, or governing board family member. An exception applies when a member of an employee's family is elected to the LWDB after the employee is hired. (No termination of employees shall occur for persons employed under a previous policy.) If federal and/or state statutes, regulations, affirmative action and equal employment opportunity plans allow for the waiver of this restriction, the LWDB may choose to concur and waive this restriction on a case-by-case basis upon the formal authorization of the full board enacted by a majority vote. For purposes of this section, the term family applies to: wife, husband, son, daughter, mother, father, grandfather, grandmother, grandchild, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent and stepchild.

**ARTICLE XI  
INDEMNIFICATION**

**SECTION I.**

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

**SECTION II.**

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

**SECTION III.**

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

\_\_\_\_\_  
John Dyess, Board Chair

\_\_\_\_\_  
Date

## **NWAWDB OSO Monitor Task Force Report**

Prepared by Billie Reed, Member

Wednesday, May 27, 2020

### **Task Force Members**

John Dyess, Kelley Sharp, Bo Phillips, Ross Parker, Billie Reed

The OSO Task Force met and approved the Lorrie Romero, MPA's RFP as the OSO monitor.

The vote was held via email May 19, 2020 to May 20, 2020

Motion by Kelley Sharp

2<sup>nd</sup> by Bo Phillips

All in Favor

Motion Carried

Requests were sent out to the bidders lists April 6, 2020 via email.

Task Force member, Billie Reed, emailed Task Force on May 11<sup>th</sup> that an application was received via FedEx postmarked May 4, 2020. She explained to the Task Force that due to COVID-19 and working remotely, her administrative specialists checks mail once or twice. It was during the weekly Monday zoom meeting on May 11<sup>th</sup>, she became aware of the RFP submitted by Lorrie Romero. With guidance from Chair John Dyess, she sent out the RFP for review and requested a motion to approve followed by second and votes with an official approval on May 20, 2020.

The Task Force recommends Lorrie Romero, MPA with a bid of \$4985.00 as the OSO Monitor to the NWAWDB.

### **Timeline**

March 3, 2020	Met to discuss One Stop Monitor
March 9, 2020	Received via email OSO Documents for Task Force Work (Bidders' List, Blank Score Sheet, OSO Monitoring Procurement, RFP NWAWDB OneStop Operator Monitor, Southeast Procurement Requests for Quotes
March 10, 2020	Doodle Poll for Task Force to Meet
March 17, 2020	Email sent to Task Force scheduling meeting for April 1, 2020 at 10 a.m. via virtual meeting due to COVID19. Request Patty Methvin, NWAWDB Administrator to send out to bidders list, Democrat Gazette and website.
April 1, 2020	Agenda and Documents shared with Task Force Incomplete Minutes and Recording sent to Patty Methvin.
April 6, 2020	Complete Minutes sent to Patty Methvin.
April 7, 2020	Lorrie Romero responded with interest.
April 10, 2020	Bill Martin responded with question related to adjusting dates. The answer was yes to adjusting dates if needed.
April 26, 2020	Lorrie Romero questions about sites and monitoring tool.
April 29, 2020	Emailed the monitoring tool to Lorrie Romero.
May 5, 2020	Bill Martin emailed stating he would not be applying due to COVID19 uncertainty.
May 11, 2020	Emailed Task Force that we did received a RFP postmarked May 4 <sup>th</sup> from

Lorrie Romero, MPA. With the remote working situation due to COVID19, Billie's administrative specialist's checks mail once or twice a week. It was during her virtual meeting with the administrative specialist today, Monday, May 11, 2020, she learned about Ms. Romero's RFP.

May 11, 2020

Sent Ms. Romero's RFP to Task Force for review.

May 12, 2020

Chair Dyess okayed the vote via email. Billie sent out the email to the Task Force for a motion, 2<sup>nd</sup> and votes. There was some email discussion.

May 19, 2020

Kelley Sharp – motion to accept Ms. Romero's RFP

Bo Phillips – 2<sup>nd</sup>

All Voted Yes

May 20, 2020

Motion Carried and Ms. Lorrie Romeros' RFP was approved as the OSO Monitor.

Ms. Romero was notified and noted the NWAADB would meet on June 3, 2020.

## *ATTACHMENT B*

### *INFRASTRUCTURE FUNDING AGREEMENT*

#### *Amendment #4*

#### **I. INTRODUCTION**

This Infrastructure Funding Agreement (IFA) shall determine how the Local Board and partners will fund the infrastructure costs at the Arkansas Workforce Centers in Harrison, Mountain Home, Fayetteville and Rogers, AR. The Northwest Arkansas Workforce Development Board (NWAADB), chief elected officials, and one-stop partners hereby agree to amounts and methods of calculating amounts each partner will contribute for one-stop infrastructure funding as determined herein.

This agreement shall be in effect for the duration of the MOU.

The Northwest Arkansas Workforce Centers coordinate the delivery of services with the following partners:

- NWAADB
- Northwest Arkansas Economic Development District (NWAEDD)
- Arkansas Division of Workforce Services (ADWS)
- Arkansas Division of Services for the Blind (DSB)
- Arkansas Rehabilitation Services (ARS)
- Arkansas Adult Education Services
- North Arkansas College
- Arkansas State University, Mountain Home
- Northwest Technical Institute
- Fayetteville School District
- Northwest Arkansas Community College
- Job Corps/ODLE Management
- American Indian Center of Arkansas
- National Caucus and Center on Black Aging, Inc.
- Ozark Opportunities
- Arkansas Human Development Corporation
- Goodwill Industries of Arkansas.

See the MOU for a list of services provided by each partner.

#### **II. COST ALLOCATION METHODOLOGY**

The One Stop Budget (Budget) and IFA for the Northwest Arkansas Workforce Centers was prepared under the guidelines established in the OMB Circulars/ Common Rule and the One-Stop Comprehensive Financial Management Technical Assistance Guide. The standards contained in the cost principles budgetary structures and generally accepted accounting principles (GAAP) were combined in order to identify the direct and common characteristics of each expenditure category.

The costs in this IFA are infrastructure costs that are shared jointly with the above partners. The one-stop partner program's proportionate share of funding has been calculated in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200.306 based upon a reasonable cost allocation methodology whereby infrastructure costs are charged to each partner in proportion to relative benefits received, and have been determined to be allowable, necessary, and allocable.

he NWAADB as identified in the Northwest Arkansas Workforce Centers MOU hereby certifies that this plan has been prepared in accordance with these guidelines.

This Plan has identified and equitably distributed Job Center infrastructure costs by cost pools. The infrastructure costs are funded through cash and fairly evaluated in-kind partner contributions and include any funding from philanthropic organizations or other private entities, or through other alternative financing options, to provide a stable and equitable funding stream for ongoing one-stop delivery system operations.

The Budget, attached hereto, was based on historical costs from the previous Fiscal Year expenditures and shall be reconciled against actual costs in the current fiscal year and adjusted accordingly within the first 30 days of the beginning of each next fiscal year. Any overpayment from any partner shall be credited towards that partner's future share of costs. Any underpayment shall be paid within 30 days of receiving a copy of the reconciled budget showing actual costs AND an invoice for the total amount due.

### *III. DIRECT COSTS*

Each partner will pay its own direct costs relating to staff costs such as salaries and benefits. All other direct costs including but not limited to, insurance, furniture, equipment, phones, etc. that are incurred by individual partners are the responsibility of the individual partner agency.

### *IV. SHARED COSTS*

Costs that are common will be allocated based on various allocation methodologies. Shared, or Common costs, are broken down into two categories; *Infrastructure Costs* and *Additional Delivery System Costs*. Infrastructure Costs include, for example, rent, utilities, janitorial, supplies, equipment, copiers, and share internet/phones. These costs are allocated in this Infrastructure Funding Agreement. Additional Delivery System Costs include salaries and fringe benefits of personnel such as receptionists, Job Center manager, Workforce Development Board Administration, services provided by tech support, outreach marketing, etc. These costs are allocated in the Resource Sharing Agreement.

### *ADDITIONAL COSTS*

WIOA sec. 121(i)(1); 20 CFR 678.760(a)-(b), 34 CFR 361.760(a)-(b), 34 CFR 463.760(a)-(b)

- Must include the costs of the provision of career services in WIOA sec. 134©(2) applicable to each program consistent with partner program's authorizing Federal statutes and regulations, and allocable based on Federal costs principals in the Uniform Guidance at 2 CFR part 200.
- May include shared operating costs and shared services that are authorized for, and may be commonly provided through, the one-stop partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other one-stop partners, and business services.

### *INFRASTRUCTURE COSTS*

WIOA sec. 121(h)(4); 20 CFR 678.700(a)-(b), 34 CFR 361.700(a)-(b), 34 CFR 463.700(a)-(b)

- Non-personnel costs
- Costs necessary for the general operation of the one-stop center, including but not limited to:
  - Applicable facility costs (such as rent) including costs of utilities and maintenance
  - Equipment (including assessment-related products and assistive technology for individuals with disabilities)
  - Technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities
  - May consider common identifier costs as costs of one-stop infrastructure
  - May consider supplies as defined in the Uniform Guidance at 2 CFR 200.94, to support the general operation of the one-stop center.

## *V. PARTNER PROVISIONS*

The allocation of costs will be revised each time a partner begins or terminates delivery of service in the Job Center or at any time a partner agency substantially changes its leased premises or number of employees present at the Job Center. Accordingly, the Resource Sharing Agreement shall be adjusted to reflect changes in the allocations of Additional Delivery System Costs. All partners must agree on the initial allocation and any subsequent changes to the initial allocations.

To ensure equitable benefit among the One-Stop partners, this Infrastructure Funding Agreement shall be reviewed quarterly and modified as necessary. The NAWWDB will work with One-Stop partners to achieve consensus and informally mediate any possible conflicts or disagreements among the partners.

## *I. SIGNATURES*

By signing, you agree to comply with the terms of this agreement. Persons signing the Infrastructure Funding Agreement on behalf of a party swear and affirm that they are authorized to act on behalf of such party and acknowledge that the other Parties are relying on their representations to that effect.

**Northwest Arkansas Workforce Development Area**

**Total Infrastructure Costs for each Partner**

<b>Partners</b>	<b>Annual Infrastructure Costs<sup>1</sup></b>	<b>Quarterly Costs</b>
NWAEDD WIOA Title 1	\$76,656.34	\$19,164.08
AR Division of Workforce Services (DWS)	\$323,319.14	\$80,829.79
AR Rehabilitation Services (ARS)	\$10,291.73	\$2,572.93
AR Division of Services for the Blind (DSB)	\$38,206.48	\$9,551.62
North Arkansas College- Adult Education	\$145.00	\$36.25
ODLE Management - Job Corps	\$1,529.16	\$382.29
National Caucus and Center on Black Aging (NCBA) - SCSEP	\$2,106.33	\$526.58
<b>Total</b>	<b>\$452,254.18</b>	<b>\$113,063.55</b>

<sup>1</sup> Infrastructure costs based on square footage.

These costs are for 3/1/2020 forward and reflect the closing of the Siloam Springs office.

Northwest Arkansas Workforce Development Area

Infrastructure Costs For Each Partner

Partners	Comprehensive Harrison						Mt. Home			Fayetteville			Rogers			Total Costs
	NWAEDD - A		DWS - B		Mt. Home		Fayetteville		Rogers		Total					
	Sq Ft	%	Costs	Sq Ft	%	Sq Ft	%	Costs	Sq Ft	%	Costs	Sq Ft	%	Costs		
NWAEDD	2,102	63.8%	\$15,239.50	1,132	19.5%	\$15,936.15	1,549.5	19.7%	\$27,777.57	1,036	15.0%	\$17,703.12			\$76,656.34	
WIOA Title I Center Staff																
AR Division of Workforce Services				3,756	73.9%	\$64,787.65	4,482	77.4%	\$63,097.01	5,312.2	67.4%	\$95,230.72	5,864	85.0%	\$100,203.76	\$323,319.14
AR Rehabilitation Services	1,171	35.6%	\$8,489.76	128	2.2%	\$1,801.97									\$10,291.73	
AR Division of Services for the Blind				1,272	25.0%	\$21,940.87	52	0.9%	\$732.05	866.5	11.0%	\$15,533.57			\$38,206.48	
Adult Education and Family Literacy																
North Arkansas College	20	0.6%	\$145.00												\$145.00	
Job Corps																
ODLE Management										85.3	1.1%	\$1,529.16			\$1,529.16	
Senior Community Service Employment Program (SCSEP)																
National Caucus & Center on Black Aging (NCBA)				53	1.0%	\$914.20				66.5	0.8%	\$1,192.13			\$2,106.33	
Total	3,293	100%	\$23,874.25	5,081	100%	\$87,642.72	5,794	100%	\$81,567.18	7,880.0	100%	\$141,263.14	6,900	100%	\$117,906.88	\$452,254.18

These costs are for 3/1/2020 forward and reflect the closing of the Siloam Springs Office.

**Northwest Arkansas Workforce Development Area**

**Infrastructure Budget**

Budget	Comprehensive Harrison						Annual Total	Quarterly Costs
	NWAEDD - A		DWS - B					
			Mt. Home	Fayetteville	Rogers			
Rent/Lease	\$23,874.25	\$36,837.24	\$42,933.60	\$98,460.60	\$80,937.00	\$283,042.69	\$70,760.67	
DWS Janitorial (includes shredder)		\$25,526.88	\$9,455.76	\$13,800.84	\$11,783.88	\$60,567.36	\$15,141.84	
DWS Utilities			\$9,882.68	\$13,086.88	\$8,173.64	\$31,143.20	\$7,785.80	
DWS Resource Room phones & Internet		\$24,216.00	\$16,116.00	\$15,696.00	\$16,332.00	\$72,360.00	\$18,090.00	
NWAEDD Resource Room - Century Link Internet, fax, computer line			\$1,800.00			\$1,800.00	\$450.00	
NWAEDD Resource Room DIS fax and telephone line			\$358.80	\$154.80	\$368.28	\$881.88	\$220.47	
DWS Copier		\$1,062.60	\$974.88			\$2,037.48	\$509.37	
DWS General Building Maintenance			\$45.46	\$64.02	\$312.08	\$421.56	\$105.39	
<b>Total Costs</b>	<b>\$23,874.25</b>	<b>\$87,642.72</b>	<b>\$81,567.18</b>	<b>\$141,263.14</b>	<b>\$117,906.88</b>	<b>\$452,254.17</b>	<b>\$113,063.54</b>	

This budget is for 3/1/2020 forward and reflects the closing of the Siloam Springs office.

## One Stop Operator Report July 1, 2019 through March 31, 2020

### Title 1

#### Core 4 NWAEDD

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

Location	3rd Quarter Participants		Year to Date Participants	
	PY 19	PY 20	PY 19	PY 20
Fayetteville	63	44	87	69
Harrison	71	58	111	80
Mtn. Home	51	34	88	43
Rogers/Siloam Springs	58	56	72	75

### Title 2

#### CORE 4 Adult Education Northwest District

(Services Include - English Language Learners, U.S. Civics preparation, Adult Basic and Secondary Education, Workplace Education, Family Literacy, Integrated Education and Training)

Location	3rd Quarter Reportable Individuals		3rd Quarter Participants		Year to Date Reportable Individuals		Year to Date Participants	
	PY 19	PY 20	PY 19	PY 20	PY 19	PY 20	PY 19	PY 20
Arkansas State University at Mountain Home	65	84	49	58	103	154	69	89
Fayetteville Public Schools	182	166	140	120	220	290	172	182
North Arkansas College	225	205	169	167	352	376	240	255
Northwest Arkansas Community College	457	542	221	447	1319	876	987	838
Northwest Technical Institute	811	706	611	520	1460	1371	904	850
Ozark Literacy Council	176	188	66	64	296	291	74	77

### Title 3

#### Core 4 Department of Workforce Services

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

Location	3rd Quarter Customers		Year to Date Customers	
	PY 19	PY 20	PY 19	PY 20
Fayetteville	3536	4461	9981	10971
Harrison	2265	3081	5484	6968
Mtn. Home	1817	1772	4838	2467
Rogers	3165	4106	8961	9874
Siloam Springs	287	293	2796	1263

### Title 4

#### Core 4 Arkansas Rehabilitation Services Northwest

DISTRICT 1 – (Services Include - Case Review, Career & Technical Training and Education, transition from school to work or postsecondary education, on-the-job training, ancillary support services, and employee performance issues because of a disability in the workplace)

LOCATION	3rd Quarter Applicants		3rd Quarter # Closed		Year to Date Applicants		Year to Date # Closed		Current Active Clients Served	
	PY 19	PY 20	PY 19	PY 20	PY 19	PY 20	PY 19	PY 20	PY 19	PY 20
Fayetteville	225	170	106	94	607	316	355	238	1908	1598
Harrison	18	20	24	16	96	58	59	39	304	280

**Title 4**

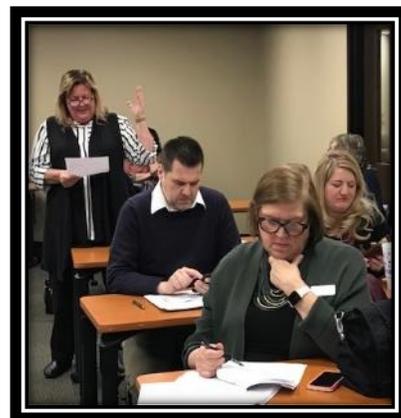
**Core 4 Services for the Blind**

DISTRICT 1 – (Services Include - Case Review, Career & Technical Training and Education, transition from school to work or postsecondary, on-the-job training, ancillary support services, employee performance issues because of a disability in the workplace)

LOCATION	3rd Quarter Referrals		Year to Date Total Referrals		Year to Date Total Served	
	PY 19	PY 20	PY 19	PY 20	PY 19	PY 20
Benton County	8	14	28	23	55	69
Baxter, Boone, Carroll, Madison, Marion, Newton, and Searcy Counties	14	13	37	29	62	39
Washington County	8	13	25	28	71	72

**WIOA Partner Meetings**

Quarterly meetings are held with all Core 4 Partners at different locations throughout the district. However, this quarter we had a Partners meeting that combined all the partners for a Business Services Training Workshop in Harrison on January 29, 2020. The purpose of the meeting was to form business services teams in the Fayetteville/Rogers, Harrison and Mountain Home areas and to discuss sector strategies. Thirty-one people attended the workshop with representatives from DWS, NWAEDD, AR Rehabilitation Services (ARS), Services for the Blind, Northwest Technical School (NWTI), North Arkansas College, Arkansas State University at Mountain Home (ASUMH), Ozark Literacy Council, Goodwill and the NCBA Older Worker Program.





## **Future Meetings/Webinars**

Thomas P. Miller & Associates (TPMA) will offer a webinar on Work-Based Learning; Real Life, Real Experiences on June 3, 2020 at 9:30 am.

Employers Growing Talent Through Apprenticeship virtual meeting on June 9, 2020 at 3:30 pm.

### **A. Training**

Carole Shaver, Rogers WIOA Career Advisor, participated on a Workforce Development panel at the Arkansas Association of Development Organizations (AADO) in Rogers on March 4-6, 2020. Presenters from five of the local WIOA areas discussed effective and creative ways of recruiting and engaging youth, best practices of assessments, interviewing with behavioral based questions and setting SMART goals for hard to serve customers.

Guest speakers at the conference included Congressman Steve Womack and Dr. Charisse Childers, Director of Division of Workforce Services. About 85 staff from the eight Planning and Development Districts attended the conference.



### **B. Outreach of Services**

The Northark Adult Education Advisory Board met on March 10, 2020 at the Carroll County Center in Berryville. After the meeting, several board members took a tour of the facilities. The center offers traditional classes and electives as well as placement testing, concurrent credit classes, adult education programs and English as a second language classes. The center also has a bilingual staff to help students and parents.

**C. Success Story by Michelle Ryan, Harrison Career Advisor**

Heather Blackwell came to the workforce center in Harrison after her place of employment went out of business and left her without a job and income. Her husband would now be the only stable income they would have. They have a hobby of taking old items and flipping them into something new and would sell those items or custom make items to sell that would aid in financial help. Heather and her husband would plan a strict budget and stick to it weekly and monthly to support the loss of her job.

Heather decided now was the time to go back to college and start a new career. She contacted financial aid and was referred to the local workforce office to ask about assistance for dislocated workers. She was provided with all the necessary paperwork and was walked through the application process. She was placed in a program that paid for a huge portion of her degree and allowed her family to survive so that she could focus on her studies.



She completed two years at North Arkansas College and then transferred to Arkansas Tech University and graduated with a bachelor’s degree in Early Elementary Education with a 4.0 GPA on May 12, 2018. She was able to gain employment as a second-grade teacher at Bergman School District.

With this education she was given the opportunity to move into yet another new challenge, teaching gifted and talented students. This new opportunity required specific certifications and she is now half-way through her master’s degree program and will complete in December of 2020.

Heather stated “Michelle Ryan and the WIOA program supported and encouraged me in my goals and made me feel that I could be a success! The personal attention to my case, as well as the ongoing friendships that I have developed, helped my life dreams come true”.

**Expenditure Report  
1/1/20 to 3/31/20**

	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>	<b>%</b>
Personnel Services/Salary	\$20,016.00	\$2,514.84	\$17,501.16	13%
Fringe Benefits	3,400.00	1,583.28	1,816.72	47%
Travel	1,400.00	302.28	1,097.72	22%
Training & Education	280.00		280.00	0%
Telephone/Internet/Fax/Postage	414.00	120.00	294.00	29%
Printing/Reproduction	140.00		140.00	0%
Materials & Supplies	140.00	41.02	98.98	29%
Membership/Subscriptions/Professional Services	100.00	4.17	95.83	4%
Maintenance/Repairs	1,000.00		1,000.00	0%
<b>Total</b>	<b>\$26,890.00</b>	<b>\$4,565.59</b>	<b>\$22,324.41</b>	<b>17%</b>

**NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD**  
**Minutes of Meeting March 4, 2020**

A meeting of the Northwest Arkansas Local Workforce Development Board (LWDB) was held Wednesday, March 4, 2020, at Arkansas Workforce Center in Harrison, 818 Highway 62-65-412 North, Harrison, AR at 11:00 a.m.

Board Members present were:

MR. BEN ALDAMA, NWACC ADULT ED.  
MR. DAVID BELL, DAVID BELL, LLC.  
MS. CHERYL DAVENPORT, ADVANCED MARINE PERFORMANCE  
MR. JOHN DYESS, ALTRONIC RESEARCH, INC.  
MR. EDDIE BARTLETT, THORPE PLANT SERVICES  
MR. WALTER HINOJOSA, NWA LABOR COUNCIL  
MS. AMY JONES, ARKANSAS REHABILITATION SERVICES  
MR. BO PHILLIPS, COX – RAPID SCALE, HARRISON  
MR. ROSS PARKER, PARKER FARMS AND RENTALS  
MS. BILLIE REED, NAPHE  
MR. KELLEY SHARP, UNIVERSITY OF ARKANSAS FAYETTEVILLE  
MR. RICKY TOMPKINS, NWACC

Board members not present, but represented by proxy were:

MR. KEVIN ESTES, DHS SERVICES FOR THE BLIND – proxy Billie Reed  
MS. ERIN POE, TEC STAFFING – proxy Kelley Sharp  
MS. JANA KINDALL, AR DIVISION OF WORKFORCE SERVICES – proxy Patricia Edgmon  
MR. BOB LARGENT, HARRISON REGIONAL CHAMBER OF COMMERCE – proxy Ross Parker

Board Members absent and excused were:

MS. SARAH BROZYNSKI, BAXTER REGIONAL MEDICAL CENTER  
MR. STEVE CLARK, FAYETTEVILLE CHAMBER OF COMMERCE  
MR. CLINT MORRIS, LOCAL 155 PLUMBERS AND PIPEFITTERS

Others present were:

Ms. Susan Sangren, NWAEDD  
Ms. Patty Methvin, NWAEDD  
Ms. Karen Henry, NWAEDD  
Ms. Kelsey Kelton, AEDC  
Mr. Elijah Snow, Senator Boozman  
Mr. Tom Pittman, Arkansas Division of Workforce Services  
Ms. Teri Garrett, Congressman Womack  
Mr. Paul Edmonson, Adult Education North Arkansas College  
Mr. James Moss, NWAEDD  
Mr. Stetson Painter, Congressman Crawford  
Mr. Austin Wilson, Arvest Bank  
Mr. Joe Willis, NWAEDD

The meeting was called to order at 11:05 a.m. by CHAIR JOHN DYESS. CHAIR DYESS welcomed the Board and guests. MR. ARNELL WILLIS, Director of the State Workforce Investment Board addressed the group. DYESS

introduced three new board members: MS. CHERYL DAVENPORT - Advanced Marine Performance, MS. ERIN POE – TEC Staffing, MR. EDDIE BARTLETT – Thorpe Plant Services.

MS. PATTY METHVIN gave the quarterly staff report. MS. METHVIN reported that the Division of Workforce Services made the decision to close the Siloam Springs office. DWS was at the center one day a week, NWAEDD was there two days a week and Rehabilitation Services was there one day a week. After researching locations, the decision was made for our Career Advisors to meet participants by appointment only. MS. METHVIN reported on the Salesforce Working Group that she is a member of. The group is working out best practices on how to implement Salesforce and suggestions for additional services that will make it more efficient. MS. METHVIN reported on the Business Services Team meeting held on January 31, 2020. There were over 30 in attendance including all Partners. The group divided into 3 regional teams. Washington, Benton and Madison Counties are one team. Boone, Newton, Searcy and Carroll Counties are another team. Marion and Baxter Counties are the third team. Each team will determine the 3 in-demand sectors they want to focus on and decide how often they will meet. MS. METHVIN shared with the Board the progress of the Apprenticeship grants. IT Apprenticeship is going well with 13 total participants to date. A new class just began in Cyber Security. Glaxo Smith Cline is the employer for Cyber Security. AHA Interpreting had a sign-up event for Bilingual Administrative Assistant Apprenticeship. 8 participants were selected to participate from that event. MS. METHVIN informed the Board that she is working with North Arkansas College on a Turf Management Apprenticeship partnering with Big Cedar as well as an Industrial Maintenance Mechanic Apprenticeship. MS. METHVIN attended the quarterly Quad State meeting in Pittsburgh, KS. This group consists of Directors from Arkansas, Missouri, Kansas and Oklahoma.

MR. ROSS PARKER made the motion to approve the updated Workforce Budget. MR. DAVID BELL seconded the motion. The motion passed.

MS. METHVIN presented the One Stop Operator Agreement for approval. MR. KELLEY SHARP made the motion to approve the agreement with the correction of the date on page 6 from January 1, 2020 through December 31, 2023 to January 1, 2020 through June 30, 2024. MR. RICKY TOMPKINS seconded the motion. The motion passed.

MS. METHVIN presented a request to exceed the maximum Federal room rate for the National Association of Workforce Boards conference. MR. BO PHILLIPS will represent the Board at this conference. MR. JOE WILLIS and MS. METHVIN will also attend. The Federal Room rate is \$256.99 per night plus tax. The room rate for the Washington Hilton Hotel, the conference location, is \$329.00 per night. MS. REED made the motion to approve the request. MS. CHERYL DAVENPORT seconded the motion. The motion passed.

MS. METHVIN presented two policies for approval. The Youth Additional Barrier policy had been rescinded because of a reduction in funding. It is required that the Board have this policy and that it is included in the Local Plan. MR. ROSS PARKER made the motion to reinstate the policy. MR. DAVID BELL seconded the motion. The motion passed. MS. METHVIN presented the Conflict of Interest policy. This policy is required by Division of Workforce Services. MR. KELLEY SHARP made the motion to accept the policy with the correction of a spelling mistake. MR. BARTLETT seconded the motion. The motion passed.

MS. SUSAN SANGREN presented the amended Infrastructure Funding Agreement for approval. Services for the Blind are now co-located in the Harrison and Fayetteville offices. MR. RICKEY TOMPKINS made the motion to approve the agreement. MS. DAVENPORT seconded the motion. The motion passed.

MS. SANGREN presented the One Stop Operator report. MS. SANGREN introduced MR. AUSTIN WILSON. MR. WILSON was a high school participant in the work experience program. MR. WILSON works for Arvest Bank and has recently been given a promoted to Assistant Branch Manager. MR. TOMPKINS made the motion to approve the report. MS. DAVENPORT seconded the motion. The motion passed.

MS. METHVIN presented the Consent Agenda and Eligible Training Provider list. Motion to accept the Consent Agenda was made by MR. BELL and seconded by MS REED. Motion carried.

MS. METHVIN asked for volunteers to serve on the Adult Education RFP review committee. MS. METHVIN reminded the Board that volunteers can not have any conflicts of interest with a stakeholder in the contract. Those volunteering on the committee are MR. JOHN DYESS, MR. DAVID BELL, MS. CHERYL DAVENPORT, MR. EDDIE BARTLETT, MR. ROSS PARKER.

Motion to adjourn was made by MR. SHARP and seconded by MR. BELL. Motion passed, and the meeting adjourned at 12:45 p.m.

---

John Dyess, Chair

Program Name	CIPCode	Training Level	Application Date	Certification Date
<b>Northwest</b>				
<b>North Arkansas College (South Campus and North Campus) - Harrison</b>				
Gas Engine Repair and Brake Technology	47.0604	Certificate of Proficiency	4/6/2020 1:33:58 PM	4/7/2020 to 4/6/2021
Gas Metal Arc Welding Technology	48.0508	Certificate of Proficiency	4/6/2020 1:26:50 PM	4/7/2020 to 4/6/2021
Heating, Ventilation, and Air Conditioning	47.0201	Certificate of Proficiency	4/6/2020 1:24:25 PM	4/7/2020 to 4/6/2021
Manufacturing Technology	48.0501	Certificate of Proficiency	4/6/2020 1:22:23 PM	4/7/2020 to 4/6/2021
Shielded Metal Arc Welding Technology	48.0508	Certificate of Proficiency	4/6/2020 1:20:10 PM	4/7/2020 to 4/6/2021
Truck Driving	49.0205	Certificate of Proficiency	4/6/2020 1:17:56 PM	4/7/2020 to 4/6/2021
Collision Repair Technology	47.0603	Technical Certificate	4/6/2020 1:13:06 PM	4/6/2020 to 4/5/2021
Collision Repair Technology	47.0603	Certificate of Proficiency	4/6/2020 1:11:44 PM	4/6/2020 to 4/5/2021
Construction Equipment Operation	49.0202	Technical Certificate	4/6/2020 1:09:19 PM	4/6/2020 to 4/5/2021
Certification Welding	48.0508	Certificate of Proficiency	4/6/2020 1:05:23 PM	4/6/2020 to 4/5/2021
Construction Equipment Operation	49.0202	Certificate of Proficiency	4/6/2020 1:03:58 PM	4/6/2020 to 4/5/2021
Climate Control Manual Drive Trains Technology	47.0604	Certificate of Proficiency	4/6/2020 1:02:29 PM	4/6/2020 to 4/5/2021
Construction Technology	46.0201	Certificate of Proficiency	4/6/2020 1:01:03 PM	4/6/2020 to 4/5/2021
Construction Technology	46.0201	Technical Certificate	4/6/2020 12:59:35 PM	4/6/2020 to 4/5/2021
Manufacturing Technology	48.0501	Technical Certificate	4/6/2020 12:56:22 PM	4/6/2020 to 4/5/2021
Heating, Ventilation & Air Conditioning	47.0201	Technical Certificate	4/6/2020 12:53:26 PM	4/6/2020 to 4/5/2021
Welding Technology	48.0508	Technical Certificate	4/6/2020 12:50:33 PM	4/6/2020 to 4/5/2021
Automotive Service Technology	47.0604	Technical Certificate	4/6/2020 12:48:39 PM	4/6/2020 to 4/5/2021
<b>Northwest Arkansas Community College - Bentonville</b>				
PMP Exam Prep	52.0201	Industry Recognized Certification	5/1/2020 1:10:09 PM	5/4/2020 to 5/3/2021
Certified Fiber Optic Technician/Specialist	15.0305	Industry Recognized Certification	5/1/2020 1:03:28 PM	5/4/2020 to 5/3/2021
Certified Fiber Optic Tech Outside Plant Certifica	15.0305	Industry Recognized Certification	5/1/2020 12:53:28 PM	5/4/2020 to 5/3/2021
Shelf Management and Intactix Space Planning Certificate	52.1803	Non Credit Certificate Program	4/23/2020 7:53:05 AM	4/23/2020 to 4/22/2021
Certified Retail Analyst with Prerequisites	52.1803	Non Credit Certificate Program	4/23/2020 7:46:10 AM	4/23/2020 to 4/22/2021
<b>University of Arkansas Global Campus Rogers - Rogers</b>				
SHRM Learning System for SHRM-CP / SHRM-SCP	52.1001	Industry Recognized Certification	5/7/2020 4:00:43 PM	5/7/2020 to 5/6/2021

Professional Bookkeeper with Quickbooks 2018 (Software Included)	52.0302	Certificate of Proficiency	4/27/2020 8:12:53 PM	4/28/2020 to 4/27/2021
Certified Bookkeeper with Excel 2019	52.0302	Industry Recognized Certification	4/27/2020 8:11:02 PM	4/28/2020 to 4/27/2021
Certified Bookkeeper	52.0302	Industry Recognized Certification	4/27/2020 8:03:56 PM	4/28/2020 to 4/27/2021
Certified Quality Engineer	15.0702	Industry Recognized Certification	4/27/2020 7:57:16 PM	4/28/2020 to 4/27/2021
Certified Quality Improvement Associate (CQIA)	15.0702	Industry Recognized Certification	4/27/2020 7:54:41 PM	4/28/2020 to 4/27/2021
Certified Quality Auditor	15.0702	Industry Recognized Certification	4/27/2020 7:52:15 PM	4/28/2020 to 4/27/2021
Engineering Technician	15.0613	Certificate of Proficiency	4/27/2020 7:37:04 PM	4/28/2020 to 4/27/2021
Chemical Plant Operations	14.4301	Certificate of Proficiency	4/27/2020 7:33:26 PM	4/28/2020 to 4/27/2021
Biofuel Production Operations	14.4301	Certificate of Proficiency	4/27/2020 7:31:16 PM	4/28/2020 to 4/27/2021
Process Technician	47.0302	Certificate of Proficiency	4/27/2020 6:26:00 PM	4/28/2020 to 4/27/2021
Robotics Technician	47.0302	Certificate of Proficiency	4/27/2020 6:25:05 PM	4/28/2020 to 4/27/2021
Maintenance Technician	47.0303	Certificate of Proficiency	4/27/2020 6:16:36 PM	4/28/2020 to 4/27/2021
Composites Technician	47.0303	Certificate of Proficiency	4/27/2020 6:15:46 PM	4/28/2020 to 4/27/2021
CNC Machinist	48.0510	Certificate of Proficiency	4/27/2020 5:33:48 PM	4/28/2020 to 4/27/2021

Press Operator: Hot Stamping	48.0501	Certificate of Proficiency	4/27/2020 5:30:23 PM	4/28/2020 to 4/27/2021
Press Operator: Cold Stamping	48.0501	Certificate of Proficiency	4/27/2020 5:27:49 PM	4/28/2020 to 4/27/2021
Toolmaker	48.0507	Certificate of Proficiency	4/27/2020 5:16:18 PM	4/28/2020 to 4/27/2021
Die Setter	48.0507	Certificate of Proficiency	4/27/2020 5:14:41 PM	4/28/2020 to 4/27/2021
Tool and Die Maker	48.0507	Certificate of Proficiency	4/27/2020 4:59:09 PM	4/28/2020 to 4/27/2021
Electronic Health Records Management	51.0706	Certificate of Proficiency	4/27/2020 4:51:59 PM	4/28/2020 to 4/27/2021
Assisted Living Technical Certificate Program	51.2601	Certificate of Proficiency	4/27/2020 4:47:10 PM	4/28/2020 to 4/27/2021
Personal Care Assistant Certificate Program	51.2602	Certificate of Proficiency	4/27/2020 4:36:07 PM	4/28/2020 to 4/27/2021
Dialysis Technician	51.1099	Industry Recognized Certification	4/27/2020 4:31:22 PM	4/28/2020 to 4/27/2021
Medical Administrative Assistant	51.0716	Certificate of Proficiency	4/24/2020 5:28:48 PM	4/27/2020 to 4/26/2021
Greenhouse Management	01.0000	Certificate of Proficiency	4/24/2020 5:11:02 PM	4/27/2020 to 4/26/2021
EXIN Cloud Computing	11.1003	Certificate of Proficiency	4/24/2020 4:56:52 PM	4/27/2020 to 4/26/2021
CompTIA Network+ Certification with Exam Voucher	11.0901	Industry Recognized Certification	4/24/2020 4:52:46 PM	4/27/2020 to 4/26/2021
CompTIA Security+ Certification with Exam Voucher	11.1003	Industry Recognized	4/24/2020 4:45:41 PM	4/27/2020 to 4/26/2021

CompTIA Cloud+ Certification Training	11.1003	Industry Recognized Certification	4/24/2020 4:41:00 PM	4/27/2020 to 4/26/2021
CompTIA A+ Certification Training Suite	11.0901	Certificate of Proficiency	4/24/2020 4:06:53 PM	4/27/2020 to 4/26/2021
Certified Information Systems Auditor (CISA) with Exam Voucher	11.1003	Industry Recognized Certification	4/24/2020 3:56:14 PM	4/27/2020 to 4/26/2021
Certified Information Security Manager (CISM) with Exam Voucher	11.1003	Industry Recognized Certification	4/24/2020 3:51:44 PM	4/27/2020 to 4/26/2021
Call Center Representative	52.0207	Certificate of Proficiency	4/24/2020 3:22:08 PM	4/27/2020 to 4/26/2021
PMI Risk Management Professional with Exam Voucher	52.0211	Industry Recognized Certification	4/24/2020 3:16:42 PM	4/27/2020 to 4/26/2021
Salesforce: Power User	52.0207	Certificate of Proficiency	4/24/2020 3:14:28 PM	4/27/2020 to 4/26/2021
Digital Arts Certificate	52.1499	Certificate of Proficiency	4/24/2020 3:01:33 PM	4/27/2020 to 4/26/2021
Adobe Certified Associate	11.0801	Industry Recognized Certification	4/24/2020 2:55:17 PM	4/27/2020 to 4/26/2021
Autodesk Revit Architecture	15.1302	Industry Recognized Certification	4/24/2020 2:51:33 PM	4/27/2020 to 4/26/2021
AutoCAD 2018 Certified User	15.1302	Industry Recognized Certification	4/24/2020 2:47:26 PM	4/27/2020 to 4/26/2021
Mastering Project Management with PMI PMP Prep	52.0211	Industry Recognized Certification	4/24/2020 11:40:41 AM	4/24/2020 to 4/23/2021
Certified ASQ Lean Six Sigma Green Belt with Exam Voucher	52.0201	Industry Recognized Certification	4/24/2020 11:15:21 AM	4/24/2020 to 4/23/2021
Commercial Driver License (CDL) Written Exam Training	49.0205	Industry Recognized	4/24/2020	4/24/2020 to

Clinical Nurse Aide	51.3902	Certificate of Proficiency	4/23/2020 9:20:31 AM	4/23/2020 to 4/22/2021
CompTIA Project+	11.1005	Industry Recognized Certification	4/22/2020 4:37:17 PM	4/23/2020 to 4/22/2021
Java Programmer	11.0201	Certificate of Proficiency	4/22/2020 4:05:59 PM	4/23/2020 to 4/22/2021
CompTIA Linux+ with Exam Voucher Included	11.1001	Industry Recognized Certification	4/22/2020 3:59:09 PM	4/23/2020 to 4/22/2021
CompTIA Advanced Security Practitioner (CASP) with Exam Voucher Included	11.1003	Industry Recognized Certification	4/22/2020 3:35:13 PM	4/22/2020 to 4/21/2021
Food and Customer Service Training	12.0507	Industry Recognized Certification	4/22/2020 3:32:06 PM	4/22/2020 to 4/21/2021
Project Management Essentials with CAPM Prep	52.0211	Industry Recognized Certification	4/22/2020 3:24:47 PM	4/22/2020 to 4/21/2021
Certified Paralegal	22.0302	Industry Recognized Certification	4/22/2020 3:20:20 PM	4/22/2020 to 4/21/2021
Certified Administrative Professional with Exam Voucher Included	52.0401	Industry Recognized Certification	4/22/2020 3:17:08 PM	4/22/2020 to 4/21/2021
Accounts Payable Specialist Certification with Exam Voucher Included	52.0301	Industry Recognized Certification	4/17/2020 4:59:04 PM	4/20/2020 to 4/19/2021
Accounts Payable Manager Certification with Exam Voucher Included	52.0301	Industry Recognized Certification	4/17/2020 4:57:57 PM	4/20/2020 to 4/19/2021
AWS System Operations Certification Bundle with Exam Voucher Included	11.0103	Industry Recognized Certification	4/17/2020 4:56:10 PM	4/20/2020 to 4/19/2021
Help Desk Analyst: Tier 1 Support Specialist	11.1006	Certificate of Proficiency	4/17/2020 4:52:35 PM	4/20/2020 to 4/19/2021

Legal Secretary	22.0301	Certificate of Proficiency	4/17/2020 4:49:36 PM	4/20/2020 to 4/19/2021
Freight Broker/Agent Training	52.0203	Certificate of Proficiency	4/17/2020 4:21:47 PM	4/20/2020 to 4/19/2021
Digital Marketing Strategist	52.1499	Certificate of Proficiency	4/16/2020 4:35:05 PM	4/17/2020 to 4/16/2021
Certified ASQ Lean Six Sigma Black Belt with One-on-One Project Coaching and Exam Voucher	52.0201	Industry Recognized Certification	4/16/2020 4:33:55 PM	4/17/2020 to 4/16/2021
Certified ASQ Lean Six Sigma Black Belt with Exam Voucher	52.0201	Industry Recognized Certification	4/16/2020 4:32:46 PM	4/17/2020 to 4/16/2021
Certified Internal Auditor	52.0303	Industry Recognized Certification	4/16/2020 3:25:18 PM	4/16/2020 to 4/15/2021
Web Design Professional	11.0801	Certificate of Proficiency	4/16/2020 3:05:43 PM	4/16/2020 to 4/15/2021
Marketing Design Certificate	52.1401	Certificate of Proficiency	4/16/2020 3:04:09 PM	4/16/2020 to 4/15/2021
Oracle PL/ SQL	11.0201	Certificate of Proficiency	4/15/2020 1:41:01 PM	4/15/2020 to 4/14/2021
Oracle SQL	11.0201	Certificate of Proficiency	4/15/2020 1:39:52 PM	4/15/2020 to 4/14/2021
Oracle Series	11.0201	Certificate of Proficiency	4/15/2020 1:37:37 PM	4/15/2020 to 4/14/2021
Introduction to Database Development	11.0802	Certificate of Proficiency	4/15/2020 1:36:27 PM	4/15/2020 to 4/14/2021
LPI Linux Essentials Certification Exam Prep	11.0501	Certificate of Proficiency	4/15/2020 1:33:32 PM	4/15/2020 to 4/14/2021
Networking Suite	11.0901	Certificate of Proficiency	4/15/2020 1:31:17 PM	4/15/2020 to 4/14/2021
CompTIA IT Fundamentals Certification Prep and Exam Voucher	11.1006	Certificate of Proficiency	4/15/2020 1:29:43 PM	4/15/2020 to 4/14/2021
Java Developer	11.0201	Certificate of Proficiency	4/15/2020 1:28:13 PM	4/15/2020 to 4/14/2021
Front-End Developer	11.0201	Certificate of Proficiency	4/15/2020 1:27:15 PM	4/15/2020 to 4/14/2021
JavaScript Programming	11.0201	Certificate of Proficiency	4/15/2020 1:21:35 PM	4/15/2020 to 4/14/2021
Bootstrap 4 Programming	11.0201	Certificate of Proficiency	4/15/2020 1:20:19 PM	4/15/2020 to 4/14/2021
Sass Programming	11.0201	Certificate of Proficiency	4/15/2020 1:19:12 PM	4/15/2020 to 4/14/2021
C++ Programming	11.0201	Certificate of Proficiency	4/15/2020 1:18:02 PM	4/15/2020 to 4/14/2021
SQL Series	11.0201	Certificate of Proficiency	4/15/2020 1:16:51 PM	4/15/2020 to 4/14/2021
C# Programming	11.0201	Certificate of Proficiency	4/15/2020 1:12:28 PM	4/15/2020 to 4/14/2021
Visual Basic Programming	11.0201	Certificate of Proficiency	4/15/2020 1:11:09 PM	4/15/2020 to 4/14/2021
PHP and MySQL Programming	11.0201	Certificate of Proficiency	4/15/2020 1:09:30 PM	4/15/2020 to 4/14/2021
HTML and CSS Programming	11.0201	Certificate of Proficiency	4/15/2020 1:08:06 PM	4/15/2020 to 4/14/2021
Java Programming	11.0201	Certificate of Proficiency	4/15/2020 1:06:37 PM	4/15/2020 to 4/14/2021
Python 3 Programming	11.0201	Certificate of Proficiency	4/15/2020 11:56:30 AM	4/15/2020 to 4/14/2021