

NORTHWEST ARKANSAS WORKFORCE DEVELOPMENT BOARD
Wednesday, March 6, 2024, 11:00 a.m.
Northwest Arkansas Economic Development District
Highway 62-65-412 North, Harrison, Arkansas

Agenda

Call to Order – Introduce Guests Bo Phillips

Staff Report Patty Methvin

Committee Reports

Business Services Report Patty Methvin

Youth Committee Report Emilee Tucker

Disability Committee Report Jennifer Ragsdale

One-Stop Operator Committee Report Cherie Conner

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Announcements/Other Business

Mark your calendars for these upcoming meeting dates:

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

Northwest Arkansas Workforce Development
Business Services Report
March 6, 2024

Below is a compilation of the Business Services efforts in Northwest from March 6, 2024 to June 5, 2024

- Worked with the Youth Committee to prepare for the April 2 & 3 Youth Summit.
 - Business contacts for the April summit
 - Goodwill Industries of Arkansas
 - First Community Bank
 - Boone County U of A Extension
 - ASU Mountain Home
 - Signature Bank
 - North Arkansas Regional Medical Center
 - North Arkansas College
 - Baxter Health
 - Arkansas Division of Workforce Services
 - Arkansas Game and Fish Commission
 - Boone County Farm Bureau Board of Directors
 - Harrison Police Department
 - Anstaff Bank
 - Equity Bank
 - Wabash
 - Mitiserve Restoration
- Held a Business Services Team meeting on April 26th. The Team discussed the Self Evaluation Survey required by ADWS. The Team will be reporting out the names of employers that each partner has reached out to or plan to reach out to at each meeting so that we can work together with the employers.

June 2024 NWAEDD Youth Committee Report

Introduction:

The Northwest Arkansas Economic Development District Youth Committee planned an "Adulting 101" conference for 107 disadvantaged high school seniors from 11 high schools on April 2nd and 3rd, 2024. Unfortunately, last-minute cancellations from multiple schools due to challenges with securing permission slips and scheduling conflicts led to our committee canceling the event the day before.

This report outlines the conference program and proposes future plans based on the learnings from this experience.

Conference Program:

The two-day conference offered life and career preparation workshops for disadvantaged high school seniors.

Day 1:

- **Life Skills:** Emotional Intelligence, breakout sessions (cooking, home maintenance, digital literacy, budgeting simulation), lunch with etiquette workshop, breakout sessions (time management, changing a tire, budgeting simulation, financial aid & careers), distress tolerance.
- Optional: Clothing closet with free professional attire and styling advice.

Day 2:

- **Career Preparedness:** Communication, courageous conversations, job applications, interview tips (interactive session), reverse career fair, networking lunch, mock interviews with feedback

Committee Preparation:

In preparation for the conference, the Youth Committee met diligently. **A total of nine meetings** were held on December 1st, December 8th, January 18th, January 30th, February 16th, February 29th, March 6th, March 11th, and March 25th. These meetings focused on developing the program agenda, securing speakers and resources, and finalizing logistical details.

Future Plans:

Based on the cancellation challenges, the Youth Committee Chair proposes focusing on fall events moving forward. This may potentially avoid scheduling conflicts with spring activities. The success of the previous fall event also supports this shift. The committee will discuss building upon the existing "See It & Be It" program at its next meeting.

Conclusion:

The Youth Committee remains committed to providing disadvantaged high school seniors with the skills they need to succeed as adults. While the cancellation of the "Adulting 101" conference was a setback, valuable lessons were learned. We look forward to a successful fall event that empowers our future workforce.

Entity Wide

Entity Wide				
Total Expenses:		86,003	92,578	82,210
Desc	GL #	Feb	March	April
Salaries & Wages	5010	50,546	53,264	42,416
Payroll Expense - Other	5015	327	259	319
FICA/Med Payroll Tax	5020	3,552	3,988	3,581
SUTA Tax	5030	61	10	4
Workmen's Compensation	5035	1,164	1,164	1,165
Health Insurance	5040	2,663	1,787	2,423
Life Insurance Expense	5045	792	583	87
Retirement Plan	5050	3,824	2,399	2,602
Vision Insurance Expense	5055	39	41	37
LTD-Other Benefits	5060	121	121	121
Dental Insurance Expense	5065	137	142	142
P/A-Admin Costs	6015	-	-	-
Advertising/Outreach	6020	-	-	-
Postage	6150	46	426	81
Communication - Telephone	6160	472	712	1,195
Computer Software Maint/Renewals	6163	672	1,172	636
Depreciation Exp	6172	984	984	984
IFA Costs	6255	-	-	-
INTEREST EXPENSE	6350	-	177	275
Motor Pool	6430	-	58	82
Bank Service Fees	6506	68	68	67
Materials & Supplies	6510	-	848	264
Membership/Sub/Pro Activity	6530	529	518	509
Printing & Reproduction	6550	167	518	491
Office Services	6551	156	-	-
Rent - Bldg/Storage	6580	4,538	(495)	3,036
Stipends/Incentives	6605	-	-	250
Training - Institutional	6720	3,500	7,985	11,974
Travel-Training & Education	6730	-	-	-
Employee Tuition Reimbursement	6740	-	-	-
Mileage - Travel	6780	362	61	301
Utilities	6790	104	-	52
Participant Wages	7010	3,509	2,137	2,619
Part. FICA/Medi taxes	7020	268	164	181
Participant SUTA	7030	291	3	3
Participant Workmen Comp	7035	-	-	-
Supportive Services - Child Care	7210	-	-	-
Supportive Services - Other	7230	4,392	5,205	5,360
Supportive Services - Transportation	7240	1,717	2,839	1,610
Supportive Services-Books & Fees	7250	296	1,928	226
Meeting Cost	7905	-	412	-
Advertising-Personnel Ads	6023	451	-	-
IDC Expense	6500	254	802	-
Contract Services - Building	6165	-	300	-
LEASE PAYMENT	6403	-	118	118
Professional Services	6555	-	1,806	(1,000)
Participant Payroll Fees	7015	-	73	-

Youth Spending

		Total Youth Expenses:		
		21,785	23,685	28,628
Desc	GL #	Feb	March	April
Salaries & Wages	5010	14,806.70	16,724.58	18,998.68
Payroll Expense - Other	5015	94.88	81.16	133.52
FICA/Med Payroll Tax	5020	1,049.04	1,262.25	1,613.11
SUTA Tax	5030	17.63	3.23	2.91
Workmen's Compensation	5035	379.48	417.70	-
Health Insurance	5040	822.63	666.52	1,092.08
Life Insurance Expense	5045	26.80	186.09	36.31
Retirement Plan	5050	1,109.78	637.00	1,088.46
Vision Insurance Expense	5055	9.42	12.03	13.39
LTD-Other Benefits	5060	35.04	24.68	50.73
Dental Insurance Expense	5065	46.62	53.52	64.24
P/A-Admin Costs	6015	-	-	-
Advertising/Outreach	6020	-	-	-
Postage	6150	13.44	126.23	34.01
Communication - Telephone	6160	137.11	227.58	500.01
Computer Software Maint/Renewals	6163	-	374.49	265.91
Depreciation Exp	6172	-	-	-
IFA Costs	6255	-	-	-
INTEREST EXPENSE	6350	-	56.38	114.92
Motor Pool	6430	-	18.60	34.45
Bank Service Fees	6506	19.84	21.79	28.18
Materials & Supplies	6510	-	271.01	76.02
Membership/Sub/Pro Activity	6530	153.51	41.17	172.05
Printing & Reproduction	6550	48.41	165.30	205.50
Office Services	6551	-	-	-
Rent - Bldg/Storage	6580	1,316.96	(158.02)	1,272.53
Stipends/Incentives	6605	-	-	250.00
Training - Institutional	6720	-	-	-
Travel-Training & Education	6730	-	-	-
Employee Tuition Reimbursement	6740	-	-	-
Mileage - Travel	6780	137.78	19.44	125.78
Utilities	6790	30.28	-	21.72
Participant Wages	7010	1,117.84	1,231.20	2,618.82
Part. FICA/Medi taxes	7020	85.52	94.18	181.06
Participant SUTA	7030	-	0.54	3.06
Participant Workmen Comp	7035	-	-	-
Supportive Services - Child Care	7210	-	-	-
Supportive Services - Other	7230	32.94	-	-
Supportive Services - Transportation	7240	-	-	-
Supportive Services-Books & Fees	7250	89.02	250.00	-
Meeting Cost	7905	-	131.59	-
Advertising-Personnel Ads	6023	130.95	-	-
IDC Expense	6500	73.70	34.41	-
Contract Services - Building	6165	-	95.84	-
LEASE PAYMENT	6403	-	37.65	49.30
Professional Services	6555	-	576.84	(418.36)
Participant Payroll Fees	7015	-	-	-

Entity Wide				
Award Less Total Expenses:		Avg Prior 3 months Exp		
Adult 1024:	248,901	34,918	7.13	November
DLW 1024:	264,573	28,159	9.40	January
Youth 2023:	112,835	24,700	4.57	August
	626,309	86,931	Average of Entity Wide Expenses	
Months cash left at current rate:		7.20	November/December	
Allotments expected in 2024		Est. Date		
Youth 1024	536,433	June 2024		
Adult 2024 (Est.)	75,000	September 2024		
DLW 2024 (Est.)	80,000	October 2024		
HCY	25,000	June 2024		
Notes:				
Youth annual spend at current rate:	296,395	(Average Prior 3 months * 12 Months)		
Adult annual spend at current rate:	419,013	(Average Prior 3 months * 12 Months)		
DLW annual spend at current rate:	337,907	(Average Prior 3 months * 12 Months)		
	1,053,315			
Adult Allotment - PY Est & FY Actual:	415,905			
DLW Allotment - PY Est & FY Actual:	404,606			
Youth Allotment - FY 1024:	536,433			
	1,356,944			



Northwest Arkansas Economic Development District

TO Northwest Workforce Development Board
Northwest Chief Elected Officials

FROM Patty Methvin, Workforce Administrative Director

DATE June 5, 2024

SUBJECT Request to Transfer Funds

The Workforce Innovation and Opportunity Act of 2014 allows for the transfer of up to 100% of funds between the Adult and Dislocated Worker Programs.

The Northwest Arkansas Economic Development District is requesting that up to 75% of the funds from Program Year 2023 (FY24) be transferred from the Dislocated Worker Funding stream to the Adult funding stream effective July 1, 2024. This is requested because there are many more Adult participants requesting services than individuals from the Dislocated Worker group. There will be adequate funds to serve dislocated workers with this transfer.

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 22	PY 23	PY 22	PY 23
Fayetteville	77*	26	112*	41
Harrison	33	11	50	20
Mountain Home	35	12	50	21
Total	145	49	212	82

*Includes numbers from Rogers' office that has closed

Title 2**Core 4 Adult Education Northwest District**

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

Location	3rd Quarter Reportable Individuals		3rd Quarter Participants		Year to Date Reportable Individuals		Year to Date Participants	
	PY 22	PY 23	PY 22	PY 23	PY 22	PY 23	PY 22	PY 23
Arkansas State University at Mountain Home	83	97	60	71	142	162	128	105
Fayetteville Public Schools	177	239	150	200	286	363	221	273
North Arkansas College	244	299	196	243	394	572	288	425
Northwest Arkansas Community College	947	958	528	643	1,738	1,733	907	933
Northwest Technical Institute	544	714	395	496	1,011	1,242	619	770
Ozark Literacy Council	91	147	59	91	130	240	82	118
Total	2,083	2,454	1,388	1,744	3,701	4,312	2,245	2,624

Title 3**Core 4 Division of Workforce Services**

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

Location	3rd Quarter Customers		Year to Date Customers	
	PY 22	PY23	PY 22	PY 23
Fayetteville	4,673 *	2,730	11,843*	8,628
Harrison	1,892**	1,343	5,501**	4,346
Total	6,565	4,073	17,344	12,974

*Includes numbers from Rogers' office that has closed

**Includes numbers from Mountain Home office that has closed

Title 4

Core 4 Arkansas Rehabilitation Services Northwest

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

Location	3rd Quarter Applicants		3rd Quarter # Closed		Year to Date Applicants		Year to Date # Closed		Current Active Clients Served	
	PY 22	PY 23	PY 22	PY 23	PY 22	PY 23	PY 22	PY 23	PY 22	PY 23
Fayetteville	113		154		226		317		900	
Harrison	19		16		38		28		74	
Total	132		170		264		345		974	

Title 4

Core 4 Services for the Blind

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

Location	3rd Quarter Referrals		Year to Date Total Referrals		Year to Date Total Served	
	PY 22	PY 23	PY 22	PY 23	PY 22	PY 23
Benton County	9	15	15	57	12	34
Baxter, Boone, Carroll, Madison, Marion, Newton, and Searcy Counties	11	9	22	38	28	61
Washington County	10	25	21	49	52	86
Total	30	49	58	144	92	181

Jonathan Fredrickson: A Success Story by Jenna Robbins
– ASU Mountain Home Adult Education

Congratulations to new GED graduate, Jonathan Frederickson! Jonathan was working skillfully at a good job as a Tech III for a local factory. Then his employer called him into the office and said they regretfully had to let him go until he could get his GED.

Jonathan enrolled in class, remembered everything he learned and cheered the other students with his enthusiasm and jokes. He plowed through the GED material in record time. This week he not only got his GED -- he got his job back!

He's now interested in more study and plans to take the Mechatronics course at the ASUMH Tech Center. We asked him for his advice to anyone thinking of getting a GED. "I never thought I could do this," he said. "Believe in yourself, and you can accomplish anything."



GED Graduate Jonathan Frederickson

Maria Jones: A Success Story by Melba Miller – NWAEDD

Maria Jones initially sought information about the Workforce Innovation and Opportunity Act (WIOA) program when she realized that her current job in Northwest Arkansas wasn't providing sustainable wages. After an assessment, Carole Shaver, a staff member at the Fayetteville Workforce Center, determined that Maria qualified for WIOA services under the Displaced Homemaker Program due to her separation from her husband. Maria decided to pursue training at NWTI in Springdale to become a certified nursing assistant (CNA), with plans to later apply for the Licensed Practical Nurse (LPN) program. WIOA provided supportive services to cover additional expenses for her CNA training, while a scholarship from NWTI covered tuition, books, and fees.



Maria Jones on the beach in Hawaii after completing the LPN Program at NWTI

Upon completing her CNA training, Maria secured her first job in the field and successfully gained acceptance into the LPN program at NWTI within the same year. Throughout her nursing education, WIOA 1-B continued to offer support for school-related expenses, and she also received a training

scholarship from Upskill NWA, covering her tuition, books, and fees. Near the end of her training, Maria was assigned to Career Advisor Melba Miller for assistance. In October 2023, Maria graduated from the LPN program and obtained her license. Following her achievement, Maria treated herself to an extended vacation in Hawaii.

Upon her return in January, Maria began her new career as an LPN at Hampton Place, earning \$28.00 per hour. She found fulfillment in her work and experienced a significant increase in her income since enrolling in the WIOA program and earning two credentials.

Career Pathways Initiative's Career Fair

On March 28, 2024, WIOA titles 1-4, along with partner organizations, participated in a career fair hosted by the Career Pathways Initiative at North Arkansas College's Pioneer Pavilion. The event aimed to connect job seekers with employers, promote workforce development services, and foster networking within the community. The fair provided a platform to introduce students to various career opportunities and support services conducive to their career and educational objectives.



NWAEEDD Career Advisor Michelle Ryan visiting with a job seeker at the Career Fair at North Arkansas College's Pioneer Pavilion.

WIOA staff, partners, and employers engaged in activities such as booth setup, distributing informational materials, offering career counseling and resume assistance, conducting on-the-spot interviews, and facilitating workshops. The event drew participation from 58-60 employers, with a survey indicating that approximately 30 individuals secured or scheduled interviews as a result. Additionally, promising partnerships were forged, as some employers expressed interest in future collaboration, underscoring the fair's success in fostering connections and opportunities within the community.

Virtual Reality for Career Exploration

On January 31, 2024, Will Craton (ADWS) conducted a training session in Russellville, introducing two VR headsets for Arkansas Workforce Center use. The event aimed to familiarize ADWS and WIOA staff with the headsets used to enhance the career exploration experience of job seekers. Aaron Johnson, John Jones, and James Moss represented the NW workforce development area, actively participating in the training and gaining practical experience.

Virtual reality headsets were showcased as valuable tools for career exploration, offering immersive experiences to WIOA participants. Attendees learned how these headsets enable individuals to virtually engage with job sites, interact with simulated tasks, and explore diverse career paths, ultimately aiding in informed decision-making and enhancing career planning engagement.

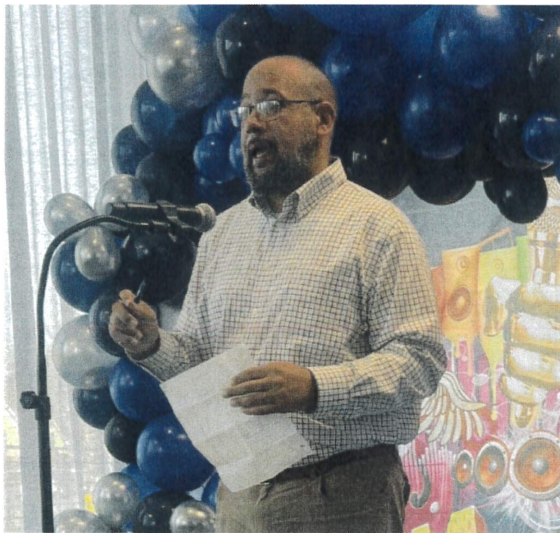


Aaron Johnson and John Jones (both from ADWS) practice using VR headsets for career exploration.

Moving forward, WIOA staff will play a pivotal role in engaging employers to identify training needs that can be addressed using VR technology. Tracking headset usage will be essential for justifying their continued utilization beyond the current contract period, underscoring the importance of documenting both staff and participant interactions with the headsets. Vanessa Caldwell in Ft. Smith and John Jones in Fayetteville were designated headset recipients, with coordination required for Harrison and Russellville's usage.

Strategic Workforce Empowerment: Unleashing Professional Growth & Innovation

This event was an intimate gathering where change-makers in workforce education converged on March 13. Hosted with educators and workforce professionals in mind, the event offered a



NWAEDD Operations Manager James Moss speaking at the Strategic Workforce Empowerment: Unleashing Professional Growth & Innovation event

unique blend of storytelling, fostering insightful narratives to inspire and inform. Open-mic guest speakers, including James Moss from NWAEDD, enriched the discussions with transparent, ethical, and professional conversations.

Attendees experienced a decade of wisdom and celebration, connecting with industry leaders and professionals. The event highlighted the expansion of apprenticeship in northwest Arkansas, emphasizing the collective mission to reshape the workforce landscape.

Memorable moments were shared over a catered lunch and celebratory cake, marking this milestone with camaraderie and purpose. The gathering served as a platform for meaningful connections, learning, and reflection, leaving a lasting impact on all who participated.

Courtside Training with Arkansas Justice Reform Coalition

Career Advisor Rose Sparrow's participation in the Arkansas Justice Reform Coalition's Courtside Training event on February 2, 2024, holds significant importance for her work as a WIOA 1B case manager at NWAEDD. The event highlighted the crucial role of Courtside volunteers in providing practical, procedural, and emotional support to individuals navigating court proceedings.

Rose learned about the responsibilities of Courtside volunteers, including explaining court procedures, offering client-centered support, and sending reminders of court dates. She also gained insight into the importance of discretion and professionalism during court proceedings,



Career Advisor Rose Sparrow participating in an evening session of Courtside Training at the Arkansas Justice Reform Coalition February 2, 2024

as well as the significance of post-court follow-ups to ensure understanding and address any questions or concerns.

Understanding the life cycle of a criminal case, from investigation to sentencing, equips Rose with valuable knowledge to assist participants effectively. By participating in the event, Rose enhanced her ability to support participants facing legal challenges, ensuring they receive the necessary guidance and assistance throughout the court process. This newfound knowledge and understanding will enable Rose to better serve her participants by providing them with informed and compassionate support as they navigate the complexities of the legal system.

APAC-Central: Sharps' Quarry Blast

At APAC-Central, Yolanda Williams, the Environment Health and Safety Representative, invited Carole Shaver and James Moss to witness one of the largest blasts at Sharps Quarry on March 29th, where 80,000 tons of rock were detonated. The event was attended by several guests, underscoring APAC's prominence in Northwest Arkansas as the primary supplier of aggregate materials and its renowned expertise in road construction.

The company recognizes the importance of each team member and their role in its growth and evolution. APAC values every employee's contribution, viewing them as instrumental to their success. They prioritize providing opportunities for career advancement, believing in individuals' ability to shape their career paths. With APAC's continuous growth, numerous openings are available in various positions, including sales, office support, maintenance mechanics, heavy equipment operators, CDL drivers, and more.

This inclusive approach fosters a dynamic and diverse workforce, contributing to APAC's reputation as an industry leader. Employees are encouraged to explore different roles within the company, contributing to their personal and professional development while driving the company's success.

Furthermore, APAC's commitment to safety extends beyond their operations. By inviting guests like Carole Shaver and James Moss to witness significant events like the Sharps Quarry blast, they showcase their dedication to transparency and community engagement. Such events not only highlight their operational capabilities but also serve as opportunities to foster positive relationships with stakeholders and the broader community.

In summary, APAC-Central's success is built on a foundation of safety, innovation, and inclusivity, with a strong emphasis on employee empowerment and community involvement.



Left to right: Yolanda Williams, Carole Shaver, and James Moss attend detonation at Sharps' Quarry.

Northwest Eligible Training Providers Approved – June 2024

CDL Training Class B	NorthWest Arkansas Community College (NWACC)	May 16, 2024
CDL Training Class A	NorthWest Arkansas Community College (NWACC)	May 16, 2024
Child Development Associate	NorthWest Arkansas Community College (NWACC)	Apr 26, 2024
CompTIA A+ Certification	NorthWest Arkansas Community College (NWACC)	Apr 26, 2024
Certified Clinical Medical Assistant	NorthWest Arkansas Community College (NWACC)	Apr 26, 2024

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

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

Board members present in person and via Zoom meeting were:

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

Board members absent and excused were:

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

Others present or on Zoom were:

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

Ms. Amy Roberts, North Arkansas College Adult Education
Ms. Katie Causey, NWAEDD
Ms. Jana Kindall, ADWS
Mr. Landon Koch, NWAEDD
Ms. Chris Kellem, NWAEDD
Mr. Toliver Myers, Office of Senator Boozman
Ms. Natalie Ward, Anstaff Bank
Mr. Jeremy Ragland, NWAEDD
Mr. Elijah Snow, Office of Congressman Crawford
Ms. Layne Ragsdale, The Nest Financial
Ms. Shelly Mencaci, North Arkansas College

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

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

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

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

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

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

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

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

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

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

Agenda Item 1 – Updated Workforce Budget

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

Agenda Item 2 –Northwest Strategic Vision and Goals

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

Agenda Item 3 – Policy Updates

MS. METHVIN reviewed the policies and agreement updates that were required by ADWS monitoring. Those included: NW OSO Procurement Policy, NW Case Management Policy – new policy, NW Youth Services Policy – new policy, NW ITA Policy, NW Board Bylaws. A motion was made to approve the policy by MR. BARTLETT and seconded by MR. AARON JOHNSON. The motion passed.

Agenda Item 4 – One-Stop Operator Report

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

Agenda Item 5 – Eligible Training Provider Programs

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

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

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

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

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

John “Bo” Phillips

Date