

NORTHWEST ARKANSAS WORKFORCE DEVELOPMENT BOARD
Wednesday, September 3, 2025, 11:00 a.m.
Northwest Arkansas Economic Development District
Highway 62-65-412 North, Harrison, Arkansas

Agenda

Call to Order – Introduce GuestsBo Phillips

Business Services and Staff Report.....Patty Methvin

Consent Agenda – Committee Reports and Agenda Items 1 – 5

Committee Reports

Executive Committee ReportBo Phillips

Youth Committee ReportEmilee Tucker

Disability Committee ReportJennifer 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, December 3, 2025
- NW Workforce Development Board Meeting Wednesday, March 4, 2026
- NW Workforce Development Board Meeting Wednesday, June 3, 2026

NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD
Minutes of Executive Committee Meeting July 8, 2025
818 Highway 62-65-412 North, Harrison, Arkansas

A meeting of the Northwest Arkansas Workforce Development Board (NWA WDB) Executive Committee was held Tuesday, July 8, 2025, via Zoom.

Members Present:

MR. JOHN "BO" PHILLIPS, COX-RAPID SCALE
MR. KELLEY SHARP, UNIVERSITY OF ARKANSAS FAYETTEVILLE
MS. TRISH VILLINES, VILLINES ELECTRIC

Others present:

MS. CHERIE CONNER, NORTH ARKANSAS COLLEGE ADULT EDUCATION
MR. JOE WILLIS, NWAEDD
MS. EMILEE TUCKER, O.U.R. COOPERATIVE EXTENSION
MS. PATTY METHVIN, NWAEDD
MR. JAMES MOSS, NWAEDD

MR. BO PHILLIPS called the meeting to order.

MS. CHERIE CONNER presented the report of the One-Stop Operator Procurement Committee. The RFP for the Northwest One Stop was advertised and 4 entities asked for the RFP. Only one entity responded to the RFP. The RFP was scored and received a score above the 70% required. The committee recommended that NWAEDD receive the One Stop Operator contract.

MS. TRISH VILLINES made a motion to approve NWAEDD as the Northwest Workforce One Stop Operator. MR. KELLEY SHARP seconded the motion. The motion passed.

MR. JOE WILLIS and MS. PATTY METHVIN expressed their gratitude to the committee for all of their time spent on this process.

The meeting was adjourned.

John "Bo" Phillips, Board Chair

Workforce Grant Status

	Active	Spent	Active	Active	Active
Grant	YOUTH PY 2024	ADULT PY 2024	DLW PY 2024	ADULT FY 2025	DLW FY 2025
Grant Start Date	4/1/2024	7/1/2024	7/1/2024	10/1/2024	10/1/2024
Grant End Date	6/30/2026	6/30/2026	6/30/2026	6/30/2026	6/30/2026
Allotment	654,729.00	142,306.00	86,937.00	456,099.00	316,367.00
Spent	314,758.19	142,306.00	67,354.88	174,527.72	19,716.80
Balance	339,970.81	-	19,582.12	281,571.28	296,650.20
Average Spend	29,209.43	28,461.20	22,234.27	38,343.58	23,521.34
Months Left (est.)	11.6	0.0	0.9	7.3	12.6
Fund Start (est.)	9/25/2024	12/26/2024	5/9/2025	3/7/2025	6/30/2025
Fund End (est.)	8/15/2026	4/30/2025	9/26/2025	4/8/2026	9/13/2026
Penetration Rate	48%	100%	77%	38%	6%
Total Allotments	\$ 1,656,438.00				

	TBD	TBD	TBD	TBD	TBD
Grant	YOUTH PY 2025	ADULT PY 2025	DLW PY 2025	ADULT FY 2026	DLW FY 2026
Grant Start Date	4/1/2025	7/1/2025	7/1/2025	10/1/2025	10/1/2025
Grant End Date	6/30/2027	6/30/2027	6/30/2027	6/30/2027	6/30/2027
Allotment	578,610.00	116,705.00	73,508.00	482,968.00	270,873.00
Pending Allotments	\$ 1,522,664.00				



Policy Name: Dislocated Worker: National Disaster Grant Program

Effective Date: July 1, 2025

Date Approved by Board: September 3, 2025

Dislocated Worker: National Disaster Grant Program

The Northwest Arkansas Workforce Development Board's temporary employment policy and procedures incorporate the State's policy and include the following additional guidance.

Purpose

To provide policy direction and guidance for the implementation of a temporary employment program for WIOA-eligible Dislocated Worker National Disaster Grant participants.

Policy

Worksites must be located in an area covered by a FEMA declaration for public assistance or in an area subject to another federal agency's declaration of an emergency or disaster of national significance. Generally, worksites will be limited to public and non-profit facilities.

Temporary employment may be provided at public or non-profit worksites and is not designed to replace existing employees or positions. Wages are provided by NWAEDD and paid directly to the participant. Labor standards, including those outlined in the Fair Labor Standards Act, apply. Employers are not monetarily compensated.

Policy Guidelines

- Temporary employment under National Disaster Grants is limited to 2,080 hours within a 12-month period.
- Participants will be paid the same hourly rate as other employees at the worksite, based on job description and entry-level position.

Selection of Temporary Employment Worksites

All training site locations must be approved by NWAEDD Supervisors.

When selecting training sites, Career Advisors should ensure the sites meet the following criteria:

1. The worksite complies with federal, state, and local labor laws and agrees to follow them.
2. The worksite must have a designated supervisor and at least one alternate to cover in the supervisor's absence.
3. Supervisors must be willing and motivated to meet the terms of the worksite agreement.
4. The worksite must provide meaningful and continuous work during working hours.
5. The worksite agrees to cooperate with monitoring efforts as required by WIOA legislation and to adhere to all applicable local, state, and federal rules and regulations.
6. The worksite provides a written description of temporary employment activities and will submit all necessary documentation, including time and attendance records.
7. Participants will be provided with a work environment that meets health and safety standards.

Eligible Participants

Dislocated Workers

- Individuals laid off or terminated due to a disaster (e.g., severe storms or emergencies declared by FEMA) or due to permanent business closures.
- This includes individuals who have received layoff notices and are unlikely to return to their previous occupation.

Self-Employed Individuals

- Those who have lost income or experienced significant underemployment due to community-wide disasters or economic downturns.

Disaster-Specific Layoffs

- Individuals temporarily or permanently laid off as a direct result of a federally declared disaster in their location.

Long-Term Unemployed

- Individuals identified by program operators as long-term unemployed, which may include persons with no recent work history or individuals returning from incarceration.

Payroll Procedures

Participants are employed in temporary employment activities, and the Northwest Arkansas Economic Development District (NWAEDD) will serve as the employer of record, using WIOA Dislocated Worker National Disaster Grant funds.

Time and attendance records must be submitted for payment twice monthly. Upon enrollment, participants will be provided with a payroll schedule. The Records Manager will ensure that all enrollment and payroll requirements are completed before participants are entered into the payroll system.

All paperwork must be submitted promptly to allow the Records Manager time to enroll participants in the payroll system. Failure to submit information in a timely manner may result in delays in participant pay.

Payroll Forms

Required documents include:

- AJL Universal Page Printout
- Demographic Information Page
- Temporary Employment Service Page
- W-4
- State Tax Form
- I-9 and supporting documentation
- Direct Deposit Form

General Conditions for Temporary Jobs

1. The worksite employer must ensure that all temporary workers perform only disaster-related work activities.
2. Participants shall receive comparable working conditions and non-payroll benefits (e.g., rest breaks) as other employees, including following the worksite's state and federal holiday policies.
3. There shall be no displacement of regular employees, no replacement of laid-off workers, and no infringement on promotional opportunities for existing staff.
4. Participants shall be compensated at the same rate as similarly situated employees at the worksite, based on their experience, training, and skills.
5. Participants may work overtime—subject to the Fair Labor Standards Act—if it is part of the project design and if regular employees are also working overtime. Overtime is subject to the duration and compensation limits under this project.

Timesheets

Participants must record their time on a timesheet provided by their Career Advisor. Each day, participants are responsible for signing in and out, and on the last day of the pay period, they must sign and date the timesheet and obtain their supervisor’s signature.

Signatures must be in ink; whiteout is not permitted. At the discretion of the Records Manager, messy or incomplete timesheets may be rejected and will need to be redone.

Career Advisors and the Records Manager will verify timesheets for accuracy. Payroll records will be stored in Harrison by the Human Resources Director in accordance with WIOA file retention requirements.

Workers' Compensation

NWAEDD will provide workers’ compensation coverage for all participants.

Worksite supervisors are required to review their site’s safety procedures with the participant and complete a safety orientation form. This form must be signed and dated by the supervisor and returned to the Career Advisor.

John “Bo” Phillips, Board Chair

Date



Northwest Arkansas Local Workforce Development Board (NWA WDB)

Policy Name: Selective Service Registration Policy

Non-Knowing and Non-Willful Failure to Register

Effective Date: July 1, 2025

Date Approved: September 3, 2025

Policy Statement

In accordance with the Workforce Innovation and Opportunity Act (WIOA §189(h)), TEGL 11-11 Change 2, and TEGL 21-16, the Northwest Arkansas Local Workforce Development Board (NWA LWDB) requires that all males born on or after January 1, 1960, who are at least 18 years old and not yet 26 years old, must register with the Selective Service System (SSS) to be eligible for WIOA Title I-B services.

Consistent with federal guidance, males 26 years of age or older who failed to register may still be served if it is determined that their failure to register was not knowing and not willful.

This policy is issued pursuant to the Military Selective Service Act (50 U.S.C. § 3802) and is aligned with the U.S. Department of Labor guidance that allows Local Workforce Development Boards to establish procedures for adjudicating these cases.

Definitions

- Knowing failure to register: The individual was aware of the legal requirement to register and deliberately chose not to.
- Willful failure to register: The individual intentionally and purposely avoided compliance.
- Not knowing and not willful: The individual was unaware of the requirement and/or faced circumstances that prevented awareness or compliance.

Procedures

1. Initial Inquiry
 - During eligibility determination, staff must verify Selective Service registration through the official SSS online verification system (www.sss.gov).
 - If no record exists and the applicant is 26 or older, the individual must complete a Selective Service Affidavit.
2. Affidavit and Documentation
 - The participant must provide a signed statement declaring their failure to register was not knowing and not willful.

- Corroborating evidence should be collected when available (e.g., immigration records, school records, affidavits from community members, documentation of limited English proficiency).

3. Review and Determination

- Career Advisors must review the affidavit and supporting evidence (if applicable) and document a recommendation.
- Final determination is made by the NWA LWDB Title I-B Program Director or designee.

4. Documentation in File

- All affidavits, supporting documentation (if applicable), and staff determination notes must be retained in the participant's case file.
- Case notes in the MIS system must reference the determination and indicate: *"Failure to register with Selective Service determined to be not knowing and not willful per NWA LWDB policy."*

5. Denials

- If staff determine the failure was knowing and willful, the individual must be issued a written notice of ineligibility and be informed that he/she may appeal the determination in writing within 10 days.

Some Examples of Acceptable Circumstances include:

- Individual did not enter the U.S. until after age 26.
- Individual entered the U.S. after age 18 and was not informed of the requirement.
- Individual had limited English proficiency or literacy barriers.
- Individual did not attend U.S. high school or other institutions where registration information is typically provided.

Policy Authority

This policy is issued under the authority of:

- WIOA §189(h)
- TEGL 11-11 Change 2 (May 16, 2012)
- TEGL 21-16 (March 2, 2017)
- Military Selective Service Act, 50 U.S.C. § 3802
- Selective Service System official requirements (www.sss.gov)

John "Bo" Phillips

Date

One Stop Operator Report
April 1, 2025 through June 30, 2025

**From Incarceration to Inspiration: Clifton Campbell's Journey with WIOA –
Submitted by Rose Sparrow – WIOA 1B**

"It's been a ride for sure. Getting released from prison, I knew I needed a skill set that would help me change my life and give me the means to fulfill my purpose—building a family I could provide for.

I'm grateful I met a lady named Rose and the Director, James, who believed in me and approved me for the WIOA program. That support carried me through the journey. And it wasn't an easy one. As a felon, I faced a lot of pushback from people I needed to work with. Some CDL schools turned me away, and even board members of other programs questioned me. But through Workforce in Fayetteville, AR, I was welcomed—and I'll tell you this: I had to prove I was serious and determined. I showed up, checked in, provided records, and waited through the process.



Clifton Campbell and his family

If a person has resilience, he can achieve what he wants in life. I attended 160 Driving Academy in Fayetteville, where I respected and appreciated my instructor, Joy. I listened, applied myself, and passed my CDL test.

Today, I am employed at SRS Building Products in Lowell, AR. The pay is excellent, and I truly enjoy the work, the people, and the benefits. Most importantly, every day I get to come home to my wife, our home, and our kids.

Life is beautiful."

**A New Beginning: Kathryn Morin's Path to a Nursing Career – Submitted by
Michelle Ryan – WIOA 1B**

Ms. Kathryn Morin first learned about the WIOA program after Career Advisor Michelle Ryan spoke at an LPN orientation about the benefits and supportive services available through the program. Following her inquiry, staff at the Harrison, Arkansas American

Job Center conducted an initial assessment and determined that Kathryn met the eligibility criteria for services under the WIOA Adult program.

With WIOA support, Kathryn enrolled in the Licensed Practical Nurse (LPN) training program at North Arkansas College in Harrison, AR. She received assistance with rent and utility payments, which helped her focus on completing her training successfully. Kathryn graduated with her Certificate of Licensure in Practical Nursing and soon secured employment at Hillcrest Nursing Home in Harrison, AR.

Today, Kathryn is working as an LPN, earning over \$30.00 per hour. Her hard work, combined with the training and support she received, has provided her with a rewarding career and financial stability.



North Ark LPN graduate, Kathryn Morin

From Training to Triumph: Autumn Wrone's Nursing Journey

Ms. Autumn Wrone learned about the WIOA program after hearing from fellow students about the assistance they had received. Following her inquiry, staff at the Harrison, Arkansas American Job Center conducted an initial assessment and



North Ark LPN graduate, Autumn Wrone

determined that Autumn met the eligibility criteria for services under the WIOA Adult program.

With WIOA support, Autumn enrolled in the Licensed Practical Nurse (LPN) training program at North Arkansas College in Harrison, AR. She received assistance with rent and utility payments, which enabled her to focus on completing her training successfully. Autumn earned her Certificate of Licensure in Practical Nursing and soon secured employment with Yellow Rock Behavioral Health in Springdale, AR.

Today, Autumn is working as an LPN, earning over \$33.00 per hour. Her commitment to her education and career, combined with the support she received through WIOA, has helped her achieve professional and financial success.

Christina Lane – Building a Nursing Career in Pediatrics – Submitted by Michelle Ryan – WIOA 1B



North Ark LPN graduate, Christina Lane

Mrs. Christina Lane first learned about the WIOA program after Career Advisor Michelle Ryan spoke at an LPN orientation about the benefits of WIOA services. Following her inquiry, staff at the Harrison, Arkansas American Job Center conducted an initial assessment and determined that Christina met the eligibility criteria for services under the WIOA Adult program.

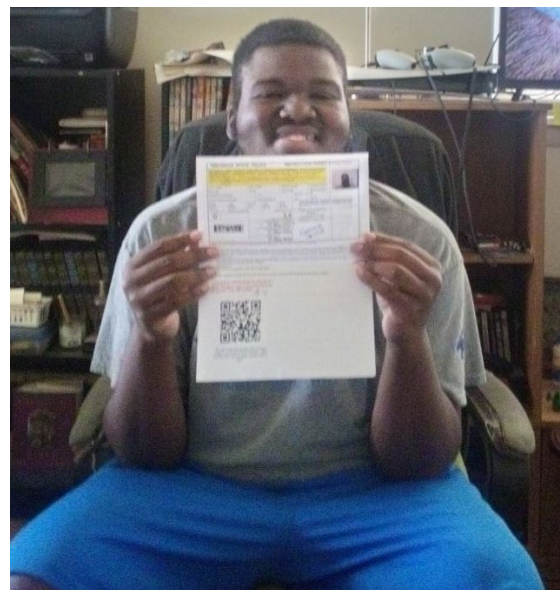
With WIOA support, Christina enrolled in the Licensed Practical Nurse (LPN) training program at North Arkansas College in Harrison, AR. She received assistance with rent and utility payments, which helped her focus on completing her training successfully. Christina graduated with her

Certificate of Licensure in Practical Nursing and quickly secured employment with Dr. Caton's Pediatric Office, where she is now working as an LPN earning \$22.39 per hour.

John Boone – Gaining Confidence Behind the Wheel – Submitted by Jennifer Ragsdale – Arkansas Rehabilitation Services

John Boone is a first-time client of Arkansas Rehabilitation Services (ARS). With the support of ARS, he successfully obtained his Learner's Permit through the Driver Education I program offered at the Arkansas Career Development Center. John expressed his gratitude for the assistance he received, sharing:

“Arkansas Rehabilitation Services and Ms. Teshia helped me get my permit by gracefully ushering me into the world of driving. The class that was offered really helped me be patient, study for my test, and allowed me the time to breathe, slow down, and not get caught up in everything. The teacher made



John Boone with his Driver's Education Learner's Permit

my experience better and gave me the confidence I needed to go into the test.”

John is excited to continue building his driving skills and looks forward to achieving his driver’s license in the near future.

Finding Her Voice: Barbara Gao’s Journey from Adult Education to Walmart Corporate – Submitted by Ben Aldama – NWACC Adult Education

When Barbara first enrolled in the Adult Education program, her goal was simple but powerful: to improve her English speaking and listening skills so she could feel more confident both at work and in everyday life. Through the support and encouragement of her teacher, Mr. Rogers, she found a safe place to practice, make mistakes, and grow.

“He always reminded me that this is the best place to make mistakes,” she said. “That gave me the courage to speak more, learn faster, and believe in myself.” Along the way, she gained much more than language skills. She learned about American traditions, interview tips, and even how a good joke could open doors to new friendships.

Each step built her confidence, preparing her for bigger opportunities. Her preparation paid off during the interview process. With her improved skills and confidence, she approached each interview round as if she were simply speaking with Mr. Rogers in class—calm, clear, and self-assured. That mindset helped her succeed, and today she proudly serves as a Senior Analyst in Supply Chain Management at Walmart Corporate.



Barbara Gao, former ELL student at NWACC

“The Adult Education program didn’t just improve my English. It changed my life,” she shared. “It gave me confidence, cultural knowledge, and friendships. I am very grateful to my teacher and the program for helping me reach this point.”

Jeff Garrett – Regaining Hearing, Restoring Confidence – Submitted by Jennifer Ragsdale – Arkansas Rehabilitation Services

Jeff Garrett began receiving services with Arkansas Rehabilitation Services (ARS) in 2025 after being referred by a friend for assistance with hearing aids. In his position as a Welding Excavator, Jeff faced challenges in both work and daily life due to bilateral



Jeff Garrett

hearing loss. ARS was able to provide hearing aids, enabling him to maintain his employment and improve his quality of life.

Reflecting on his experience, Jeff shared the following:

"I never knew that there was an agency out there in this day and age to help me with my condition. I've been around the block more than once, but Rehabilitation Services was wonderful in helping me hear again. I never realized how serious my hearing problem was until I received help through Rehabilitation Services and the ENT & Allergy Clinic. My bosses and co-workers are very happy that I can hear and no longer have to ask repetitive questions all day. I'm very thankful for all the help I've received."

Savannah Smith – Overcoming Challenges, Achieving Success – Submitted by Jennifer Ragsdale – Arkansas Rehabilitation Services & Robyn Smith

Savannah Smith, a first-time client of Arkansas Rehabilitation Services (ARS), has overcome significant challenges on her path to a new career. Diagnosed with dyslexia, Savannah faced difficulties in traditional learning environments. With the support of ARS, she received accommodations including extra time on exams and access to a reader.

Savannah enrolled in the Massage Therapy program at Nirvana Massage Academy in Russellville, where she benefited from a unique opportunity: her class consisted of only two students. This allowed her to receive individualized instruction and one-on-one guidance from her instructor, greatly enhancing her learning experience.



Nirvana Massage Academy graduate Savannah Smith

In addition to academic accommodations, Savannah received tuition assistance and reimbursements for food and travel expenses, ensuring she could focus fully on her training. Her family and instructor expressed high praise for her ARS case manager, LaTiesha, describing her as responsive, supportive, and a true advocate for Savannah's success. Her instructor even remarked that LaTiesha's dedication stood out compared to other local case managers. Both Savannah and her mother are deeply grateful for the encouragement and assistance provided.

With her training completed, Savannah is now preparing to take the Massage & Bodywork Licensing Examination (MBLEx). She is excited to begin her career in massage therapy and thankful for the role ARS played in helping her achieve this important milestone.

Core Partner Numbers

Title 1

Core 4 NWAEDD

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

Location	4th Quarter Participants		Year to Date Participants	
	PY 23	PY 24	PY 23	PY 24
Fayetteville	23	25	43	42
Harrison	37	28	58	48
Total	60	53	101	90

Title 2

Core 4 Adult Education Northwest District

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

Location	4th Quarter Reportable Individuals		4th Quarter Participants		Year to Date Reportable Individuals		Year to Date Participants	
	PY 23	PY 24	PY 23	PY 24	PY 23	PY 24	PY 23	PY 24
Arkansas State University at Mountain Home	110	97	80	77	189	200	133	151
Fayetteville Public Schools	190	167	166	133	378	361	294	257
North Arkansas College	252	235	210	199	640	599	469	452
Northwest Arkansas Community College	918	849	645	560	1,962	1,919	1,056	1,030
Northwest Technical Institute	474	425	414	361	1,315	1,285	850	800
Ozark Literacy Council	151	163	87	128	308	346	139	196
Total	2,095	1,936	1,602	1,458	4,792	4,710	2,941	2,886

Title 3

Core 4 Division of Workforce Services

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

Location	4th Quarter Customers		Year to Date Customers	
	PY 23	PY 24	PY 23	PY 24
Fayetteville	2,631	2,560	11,259	9,642
Harrison	1,190	587	5,536	3,253
Total	3,821	3,147	16,795	12,895

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 post-secondary education, on-the-job training, ancillary support services, and employee performance issues because of a disability in the workplace)

Location	4th Quarter Applicants		4th Quarter # Closed		Year to Date Applicants		Year to Date # Closed		Current Active Clients Served	
	PY 23	PY 24	PY 23	PY 24	PY 23	PY 24	PY 23	PY 24	PY 23	PY 24
Fayetteville		250		182		755		687		978
Harrison		48		53		169		183		143
Total		298		235		924		870		1,121

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 post-secondary education, on-the-job training, ancillary support services, employee performance issues because of a disability in the workplace)

Location	4th Quarter Referrals		Year to Date Total Referrals		Year to Date Total Served	
	PY 23	PY 24	PY 23	PY 24	PY 23	PY 24
Benton County	16	27	73	54	100	89
Baxter, Boone, Carroll, Madison, Marion, Newton, and Searcy Counties	17	25	60	66	73	83
Washington County	16	3	65	31	102	86
Total	49	55	198	151	275	258

NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD

Minutes of Meeting June 4, 2025

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

A meeting of the Northwest Arkansas Workforce Development Board (NWA WDB) was held Wednesday, June 4, 2025, in person, and via Zoom.

Chair **Mr. Bo Phillips** called the meeting to order and welcomed attendees joining in person, via Zoom, and by conference call.

Committee and Staff Reports

Ms. Patty Methvin presented the **Staff/Business Services Report**.

- Ms. Methvin reported that **Bo Phillips, Joe, James, and she attended the National Association of Workforce Boards (NAWB) Conference** held March 29–April 1 at the Washington Hilton in Washington, D.C.
 - The conference included **federal updates, breakout sessions, and networking opportunities.**
 - While in D.C., the group also met with **Senator John Boozman** and **Congressman Steve Womack.**
- **The One-Stop Operator procurement** process is underway.
- **Monitoring Overview:**
 - ADWS conducted monitoring visits in March and April.
 - The area received a **positive review.**
 - Most findings were **corrected prior to the exit interview.**
 - Past findings from **2018 and 2023 were officially closed**, and the region is now **current and compliant** on monitoring.
- **ADWS revised the job title and responsibilities for Center Managers**, creating service gaps at local centers.
 - ADWS has held **transition meetings** with local areas to ensure all required services are covered.
- **Cargill plant closure** in Springdale resulted in approximately **1,000 layoffs.**
 - Workforce staff participated in the **Cargill Resource Fair** to support affected workers.
- The team collaborated with **Elevate Digital Designs** to:
 - Update and translate **flyers** into **Spanish and Marshallese,**
 - Create **30-second and 1-minute promotional videos** for social media,
 - Redesign the **Workforce page** on the NWAEDD website,
 - Purchase **outreach materials** including tablecloths, banners, and giveaways for job fairs.
 - All outreach work was funded by an **Outreach Grant** from ADWS.
- **Staff Recognitions:**
 - **Ms. Libby Robinson** was recognized for **40 years of service** to NWAEDD. She started while still in high school.

- **Ms. Michelle Ryan** was commended for her work:
 - Coordinating with ADWS to **catalog and return federally purchased equipment**,
 - Serving effectively as **EEO Officer**, especially as EEO monitoring has become more detailed and rigorous.

Ms. Emilee Tucker presented the **Youth Committee Report**.

Ms. Jennifer Ragsdale presented the **Disability Committee Report**.

Ms. Cherie Conner presented the **One-Stop Operator Committee Report**.

Ms. Cherie Conner and **Ms. Liz Smith** presented the **One-Stop Operator Procurement Committee Report**.

MOTION: A motion was made by **Mr. Kelley Sharp** and seconded by **Mr. Eddie Bartlett** to approve all committee reports as presented.

VOTE: Due to a lack of a quorum an electronic vote was taken. Motion carried unanimously.

Agenda Item 1 – Action: Updated Workforce Budget (Page 3)

MOTION: A motion was made by **Mr. Kelley Sharp** and seconded by **Mr. Kevin Estes** to approve the Updated Workforce Budget.

VOTE: Due to a lack of a quorum an electronic vote was taken. Motion carried unanimously.

Agenda Item 2 – Action: Election of Officers

Presented by **Ms. Patty Methvin**

Ms. Methvin reviewed the Arkansas Workforce Connection policy requiring both the Chair and Vice Chair of the Workforce Board to be from the business category. Current Vice Chair **Mr. Kelley Sharp** represents Apprenticeship, not business. Secretary **Mr. Roger Potter** has resigned. **Ms. Trish Villines** has agreed to serve as Vice Chair.

MOTION: A motion was made by **Mr. Eddie Bartlett** and seconded by **Ms. Emilee Tucker** to elect:

- **Mr. John “Bo” Phillips** as Chair,
- **Ms. Trish Villines (Villines Electric)** as Vice Chair, and
- **Mr. Kelley Sharp** as Secretary.

VOTE: Due to a lack of a quorum an electronic vote was taken. Motion carried unanimously.

Agenda Item 3 – Action: Supportive Services Policy Discussion

Discussion held on the proposed policy statement:

“Those in work experience or OJT will be allowed supportive services for two months during the training period. Extensions to these time frames require management approval and the extension will vary based on participant need.” Ms. Cherie Conner suggested to replace the word “will” with “may” in the first line. The line would read ““Those in work experience or OJT ~~will~~ may be allowed...”

MOTION: A motion was made by **Ms. Cherie Conner** and seconded by **Ms. Emilee Tucker** to approve the Supportive Services Policy as amended.

VOTE: Due to a lack of a quorum an electronic vote was taken. Motion carried unanimously.

Agenda Item 4 – Action: One-Stop Operator Report (Page 7)

Presented by **Mr. James Moss**

MOTION: A motion was made by **Mr. Ricky Tompkins** and seconded by **Ms. Emilee Tucker** to approve the One-Stop Operator Report.

VOTE: Due to a lack of a quorum an electronic vote was taken. Motion carried unanimously.

Agenda Item 5 – Action: Eligible Training Provider Programs

Presented by **Ms. Patty Methvin**

All eligible training programs were reviewed.

Board members representing Eligible Training Providers abstained from motioning, seconding, and voting.

MOTION: A motion was made by **Mr. Eddie Bartlett** and seconded by **Mr. Kevin Estes** to approve the Eligible Training Provider Programs list.

VOTE: Due to a lack of a quorum an electronic vote was taken. Motion carried with abstentions by **Mr. Kelley Sharp, Ms. Cherie Conner, Mr. Ricky Tompkins and Ms. Diana Johnson.**

Agenda Item 6 – Action: Minutes of the March 4, 2025, Meeting

MOTION: A motion was made by **Mr. Eddie Bartlett** and seconded by **Mr. Kevin Estes** to approve the minutes of March 4, 2025, Northwest Workforce Board Meeting.

VOTE: Due to a lack of a quorum an electronic vote was taken. Motion carried unanimously.

Announcements/Other Business

The next Board Meeting will be held on **Wednesday, September 3, 2025.**

Adjournment

MOTION: A motion was made and seconded to adjourn the meeting.

John “Bo” Phillips, LWDB Board Chair

Northwest Newly Approved Eligible Training Provider List

September 3, 2025

Plumbing Apprenticeship	NWACC	July 16, 2025
Electrical Apprenticeship	NWACC	July 16, 2025
Machining Technology CP	ASU MH	August 25, 2025