

## 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.

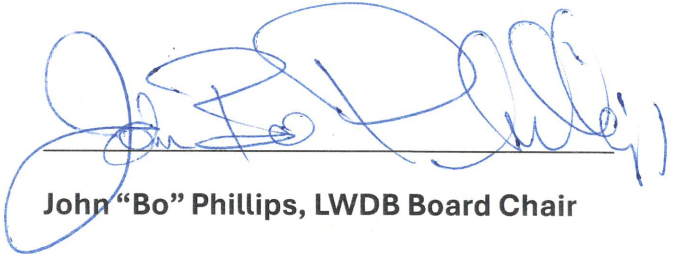
**VOTE:** Due to a lack of a quorum an electronic vote was taken. Motion carried unanimously.

**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**