

NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD
Wednesday, March 4, 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

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Infrastructure Funding Agreement Mod 3 Handout

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- Minutes of December 4, 2019 LWDB meeting
- Eligible Training Provider Programs

Announcements/Other Business

Adjourn

Mark your calendars for these upcoming meeting dates:

- National Association of Workforce Boards Forum 2020 March 21-24, 2020, Washington, D.C.
- NW Workforce Development Board Meeting Wednesday, June 3, 2020
- 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						
PY 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
Total Available Admin	264,536.72	196.59	196.57	4,350.00	315.00	3,300.00	2,156.03	254,022.53	83,619.66	95,847.59	74,555.28
ADMIN BUDGET											
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	593.37	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
Total Admin Budget	264,536.72	196.59	196.57	4,350.00	315.00	3,300.00	2,156.03	254,022.53	83,619.66	95,847.59	74,555.28
PROGRAM REVENUE											
FY 17 Allocation	140,395.10			140,395.10							
PY 17 Allocation	23,487.85	6,867.60	6,591.46		10,028.79						
PY 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	371,129.00
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
Total Available Program	2,472,119.03	6,867.60	6,591.46	140,395.10	10,028.79	106,700.00	19,404.27	2,182,131.81	627,514.63	828,684.02	725,933.16
Program Budget											
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							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	59,053.47			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
Total Program Budget	2,472,119.03	6,867.60	6,591.46	140,395.10	10,028.79	106,700.00	19,404.27	2,182,131.81	627,514.63	828,684.02	725,933.16
Total Budget	2,736,655.75	7,064.19	6,788.03	144,745.10	10,343.79	110,000.00	21,560.30	2,436,154.34	711,134.29	924,531.61	800,488.44

NORTHWEST ARKANSAS WORKFORCE DEVELOPMENT BOARD

One-Stop Operator AGREEMENT

As required in TEGL 15-16, the Local Workforce Development Board and the One-Stop Operator must execute a legally binding AGREEMENT. The following One-Stop Operator AGREEMENT (AGREEMENT) sets forth the terms of AGREEMENT for the Northwest Arkansas Workforce Development Board (WDB) and the Northwest Arkansas Economic Development District.

I. Purpose of AGREEMENT

It is the purpose of this AGREEMENT to specify the roles and responsibilities of the One-Stop Operator as they relate to implementing, managing and operating the One-Stop system in the Northwest Arkansas Workforce Development Area under the Workforce Innovation and Opportunity Act. The One-Stop Operator was selected through a competitive process that was voted on by the Northwest Arkansas Workforce Development Board and agreed to by the Local Chief Elected Official(s).

II. Subrecipient of Federal Funds

The One-Stop Operator is a subrecipient of Federal funds, and thus, must follow the Uniform Guidance at 2 CFR Part 200, including contractual provisions in 2 CFR 200.326 and 2 CFR part 2900.

III. Additional Contractual Terms and Conditions

As a subrecipient of Federal Funds, the One-Stop Operator and must comply with all terms and conditions required by the funding source, applicable laws, rules and regulations by the United States Department of Labor, the State of Arkansas including Subgrant Award Terms and Conditions (document attached), the Local Workforce Development Board and other pertinent Federal Agencies.

IV. One-Stop Center Commitments

The One-Stop Operator will ensure that the comprehensive One-Stop Center and affiliate sites operate in a manner that supports the operational policies and procedures of the Northwest Arkansas Workforce Development Board and of the Workforce Innovation and Opportunity Act of 2014 One-Stop required partnerships. The organizations operating at, or in association with the One-Stop Center, comprehensive or affiliate, sign a Memorandum of Understanding outlining their commitments. The Memorandum of Understanding, at a minimum, includes:

1. A description of services to be provided through the One-Stop delivery system, including the manner in which the services will be coordinated and delivered through the system;
2. AGREEMENT on funding the costs of the service and operating costs of the system, including:

- a. Funding of infrastructure costs of One-Stop Centers; and,
- b. Funding of the shared services and operating costs of the One-Stop delivery system;
3. Methods for referring individuals between the One-Stop Operator and partners for appropriate services and activities;
4. Methods to ensure that the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-Stop delivery system;
5. The duration of the Memorandum of Understanding and procedures for amending it; and,
6. Assurances that each Memorandum of Understanding will be reviewed annually, and if substantial changes have occurred, renewed, to ensure appropriate funding and delivery of services.

The Memorandum of Understanding, infrastructure and resource sharing AGREEMENT for each required partner organization, further defines the operational commitments.

V. Statement of Work: One-Stop Operator Role and Function

This AGREEMENT is for the period January 1, 2020 through June 30, 2024.

The One-Stop Operator must coordinate the service delivery of core and required one-stop partners and other partners working with the comprehensive One-Stop Centers. This includes managing partner responsibilities in the comprehensive One-Stop Centers as defined in the Memorandum of Understanding.

The Workforce Innovation and Opportunity Act Memorandum of Understanding serves the key purpose of defining partner roles and focuses, in part, on the shaping of the workforce system. This includes the sharing of resources, referral agreements, etc. In the end, the overall goal is to ensure efficiency within the Northwest Arkansas workforce system.

The Workforce Innovation and Opportunity Act was signed into law on July 22, 2014, and went into effect July 1, 2015. The Workforce Innovation and Opportunity Act supersedes the Workforce Investment Act of 1998, and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

The Workforce Innovation and Opportunity Act has two tiers of partners: Core Program Partners and Required Partners.

The Core Program Partners who are required to collaborate and participate in the One-Stop System include: Workforce Innovation and Opportunity Act Adult, Dislocated Workers, Youth; Wagner-Peyser labor exchange; Adult Education and Literacy; and, Vocational Rehabilitation. Core Program Partners are in the common performance measures pool and must work closely together to achieve success.

Required Program Partners must participate in the Memorandum of Understanding process and provide coordinated services with the comprehensive One-Stop Centers. Required Program

Partners include the four Core Program Partners as well as: Career and Technical Education, Title V Older Americans, Job Corps, Native American Programs, Migrant Seasonal Farmworkers, Veterans, Youthbuild, Trade Act, Community Services Block Grant, HUD, Unemployment Compensation, Second Chance, and TANF. In the event any of the required partners do not have funding in Northwest Arkansas Workforce Development Area, their participation is waived.

Providing businesses with the skilled workforce they need to compete in the global, regional, and local economies is central to Arkansas's vision in implementing the Federal Act. Arkansas's workforce system provides a talent pipeline through the establishment of partnerships between State and local entities, businesses, economic development, education, and community stakeholders. To ensure that the workforce system efficiently meets the needs of both the businesses and the jobseekers that it serves, Arkansas's workforce agencies have jointly developed the State's workforce plan with the intent that this vision is carried out in each of the local workforce development areas through their One-Stop Centers.

The One-Stop Operator will be the point of contact regarding issues pertaining to customer complaints that are substantive to the required partners operating in the comprehensive and affiliate One-Stop Centers. This will include convening partner meetings on a regular basis as well as stakeholder meetings including all core program partners and advising the Administrative Entity and Board Staff on partner operational challenges and successes.

In support of the Workforce Innovation and Opportunity Act Memorandum of Understanding the One-Stop Operator responsibilities will also include:

- Coordinating service delivery among partners.
- Managing hours of operation at the comprehensive Centers.
- Facilitating customer flow, customer service, initial assessment, resource room usage, tracking, and referral processes are carried out as agreed upon in the Memorandum of Understanding.
- Communicating Board and Administrative policies and procedures to all partners.
- Reporting to the Administration and Northwest Arkansas Workforce Development Board on Center activities.

The One-Stop Operator will submit a written and verbal report on work accomplished and challenges encountered on a quarterly basis to the Northwest Arkansas Workforce Development Board along with an update on the budget versus expenditures for this AGREEMENT. In addition, the One-Stop Operator will gather data for the Northwest Arkansas Workforce Development Board from the partners on a quarterly basis including: common measure information; tracking incoming clients; resource room usage; and program specific referrals as outlined in the Memorandum of Understanding.

The Northwest Arkansas Economic Development District assures a firewall exists between administration of WIOA funds and the one-stop operator/one-stop service provider.

VI. Duration of AGREEMENT

The AGREEMENT will commence on January 1, 2020 and shall remain in full force and effect until June 30, 2024 or until such time termination is determined as outlined in Section X of this Agreement.

VII. Budget

For the period January 1, 2020 through December 31, 2023, the One-Stop Operator budget shall not exceed \$26,890.00 annually without a formal modification request approved by and negotiated with the Board.

Cost Category	Budget Amount
Personnel Services/Salary	\$20,016.00
Fringe Benefits	\$3,400.00
Travel	\$1,400.00
Training & Education	\$280.00
Telephone/Internet/Fax/Postage	\$414.00
Printing/Reproduction	\$140.00
Materials & Supplies	\$140.00
Membership/Subscriptions/Pro	\$100.00
Maintenance/Repairs	\$1,000.00
Total One-Stop Operator Budget	\$26,890.00

VIII. Dispute Resolution

Workforce Innovation and Opportunity Act One-Stop partners, at times, may have a disagreement about some matter with a One-Stop Operator that falls outside the scope of the Memorandum of Understanding and that they are unable to resolve. In this case, they can document the issue and efforts they have made to resolve it and submit the documentation to the Northwest Arkansas Workforce Development Board Executive Committee who will issue a written recommendation for resolving the issue. In the event the recommendation from the Executive Committee does not resolve the dispute, the documentation of the issue and the efforts made to resolve it will be referred to the State Workforce Development Board to resolve the issue on behalf of the Governor or to the Governor.

IX. Amendment

This AGREEMENT may be amended at any time by written, signed consent of the parties.

X. Severability

Should any part of the AGREEMENT be invalidated or otherwise rendered null and void, the remainder of this AGREEMENT shall remain in full force and effect.

Monitoring

The One-Stop Operator will be formally monitored once annually by an independent monitor and the results will be provided to the Northwest Arkansas Workforce Development Board.

XI. Termination

Either party may terminate this AGREEMENT for any reason by providing written notice to the other party thirty (30) days prior to the effective date of termination.

Termination Due to Loss of Funding: In the event the funding streams are discontinued or significantly reduced, the Northwest Arkansas Workforce Development Board may provide notice of termination to the One-Stop Operator.

Termination for Cause: The Northwest Arkansas Workforce Development Board may terminate the AGREEMENT, if after following the provisions set forth in this AGREEMENT, it determines that the One-Stop Operator has failed in the performance of the covenants and obligations of the AGREEMENT. The Northwest Arkansas Workforce Development Board shall notify the One-Stop Operator in writing of the termination and reasons for the termination, together with the effective date.

Termination for Convenience: Either party may, without cause, at any time during the term of this AGREEMENT, terminate this AGREEMENT by giving a written notice of its intention to terminate the AGREEMENT upon a specific date. If the party giving the termination notice does not withdraw the notice in writing, this AGREEMENT shall terminate on the date specified upon expiration of a thirty (30) day period from the date of the letter.

XII. Authority

The undersigned are authorized to execute this AGREEMENT on behalf of the parties. The undersigned entities bind themselves to the performance of this AGREEMENT. It is understood that this AGREEMENT shall not become effective until executed by both Parties involved.

John Dyess, Board Chair
Northwest Arkansas Workforce Development Board

Date

Chief Elected Official

Date

Joe Willis, Executive Director	Date
Northwest Arkansas Economic Development District, Inc.	

National Association of Workforce Boards
Forum 2020 Conference
March 21-24, 2020
Washington D.C.

Northwest Arkansas Workforce Development Board member who will represent the Local Board at the National Association of Workforce Board Forum 2020 Conference in Washington, D.C. March 21 through March 24, 2020 is John 'Bo' Phillips.

The current maximum Federal Room rate is \$256.00 per night plus tax. The room rate is \$329.00 per night plus tax at the Washington Hilton Hotel, the conference location.

Local Workforce Development Board approval is required to exceed the federal lodging per diem rate.

Northwest Arkansas Workforce Development Board Policy

Policy Name	Youth Additional Barrier
Effective Date	March 1, 2017
Date Approved by the Board	March 1, 2017
Date suspended pending	October 18, 2018
Local Plan Revision	
Date Reinstated	March 4. 2020

The WIOA regulations allow the local workforce board to define an “additional barrier” that can be used when certifying youth for WIOA program services under sec. 129 (C)(VII) “an individual who requires additional assistance to complete an educational program or to secure or hold employment”. The NAWADB has approved the following definition to be used for this purpose.

- 1) Barrier – A 16-24 year old youth who never obtained full-time employment defined as working for 40 hours per week for 6 consecutive months.

Reason for Barrier – The website, <http://www.governing.com/gov-data/economy-finance/youth-employment-unemployment-rate-data-by-state.html> provides statistics showing the high unemployment rate as follows:

Age 16 – 24 – 17.7%

Age 16 – 19 – 26.20%

Age 20 – 24 – 14.805%

Even though the unemployment rate in Arkansas is in declining it remains high for the population served in the WIOA youth program, therefore causing a barrier to these individuals finding a meaningful career and employment.

According to “Helping OSY Attain Labor Market Success” report at www.nyu.edu/gsas/dept/politics/faculty, employers that offer jobs with good wages and advancement opportunities are reluctant to hire youth with no or limited work history. These youth are often in short-term positions and fail to gain the training and valuable skills for careers.

- 2) Barrier – Children of incarcerated parents (current or past).

Reason for Barrier- the website, www.prb.org/Publications/Articles/2014/incarcerated-parents-an-children-health.aspx states that children of incarcerated parents are extremely vulnerable group, and much more likely to have behavioral problems and physical and mental health conditions than their peers, reports Kristin Turney, a University of California-Irvine sociologist.

All of these things conditions can affect the youth's ability to gain meaningful training and valuable skills for careers.

- 3) A youth who grew up in or lives in a single parent household.

Reason for Barrier- The website, <http://datacenter.kidscount.org/publications> on the Annie E. Casey Foundation website children growing up in single-parent families typically do not have the same economic or human resources available as those growing up in two-parent families. Compared with children in married-couple families, children raised in single parent households are more likely to drop out of school, to have or cause teen pregnancy and to experience a divorce in adulthood.

- 4) A youth who was or is being raised by his/her grandparent(s) or caretaker (other than natural parent).

Reason for Barrier –The website, <http://www.prb.org/Publications/Articles/2012/US-children-grandparents.aspx>, provides the following information:

By contrast, skipped-generation or custodial grandparent households are made up of grandparents and grandchildren only, and are frequently the result of the grandchild's parents' substance abuse but also incarcerations, death, mental illness or child neglect. Difficult family circumstances often lead to custodial grandparent care and custodial grandchildren have higher levels of emotional and behavioral problems than children in the overall U.S. populations, according to a study Smith conducted with support from the National Institute of Mental Health.

- 5) A Youth who lives in a rural area. Definition of "rural area" is any land population in a county that is classified as Non-Metro.

Reason for Barrier – The website, http://www.afterschoolalliance.org/Issue_briefs/issue_rural4.pdf, provides the following supporting documentation:

Partly due to structural conditions such as geographic isolation, fewer services, fewer jobs and fewer opportunities rural communities are ill-equipped to break out of the poverty cycle. Consequently, children who grow up in rural poverty face obstacles early in life that make it difficult for them to escape poverty as adults.

Note the following 5 percent categories below:

In School Youth (ISY) Limitation: Per WIOA Section 129(a)(3)(B), not more than 5 percent of the ISY served during a program year may be eligible based only on the additional assistance criterion.

Low-Income Exception: WIOA 129(a)(3)(A) allows for 5 percent of youth served during a program year

who may be eligible but are not low income. The 5 percent may be figured on Out of School Youth (OSY) or In School Youth (ISY) or both combined. For OSY, the 5 percent is only those OSY who are eligible based on one of the two elements that require the OSY to be low income. 1) additional assistance and 2) high school diploma plus basic skills deficient or English language learner. ALL In School Youth are low income.

Policy Name: Conflict of Interest
Effective Date: March 4, 2020
Date Approved by the Board: March 4, 2020

Purpose:

Clarify what constitutes Conflict of Interest and Nepotism for Northwest Arkansas Workforce Development Board members and NWAEDD WIOA staff having relatives or a substantial interest in program participation, contract, purchases, services, decisions and other matters involving WIOA funds.

Process Description:

Conflict of Interest and Nepotism apply to members of Northwest Arkansas Workforce Development Board as well as all employees of NWAEDD Workforce Innovation and Opportunity Act Division.

Conflict of Interest:

Per WIOA Section 107(h) a member of a local board may not vote on a matter under consideration by the local board regarding the provision of services by the member or by the entity that the member represents that would provide direct financial benefit to the member, their immediate family or the entity the member represents. Board members must make known the interest and refrain from participating in any discussions and decisions involving the matter.

John Dyess, Board Chair

Date

One Stop Operator Report July 1, 2019 through December 31, 2019

Title 1

Core 4 NWAEDD

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

Location	2nd Quarter Participants	Year to Date Participants
Fayetteville	46	53
Harrison	66	74
Mtn. Home	34	39
Rogers/Siloam Springs	47	61

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	2nd Quarter Reportable Individuals	2nd Quarter Participants	Year to Date Reportable Individuals	Year to Date Participants
Arkansas State University at Mountain Home	82	52	107	64
Fayetteville Public Schools	181	118	214	141
North Arkansas College	222	171	300	199
Northwest Arkansas Community College	614	146	1410	740
Northwest Technical Institute	591	758	695	1078
Ozark Literacy Council	156	62	251	65

Title 3

Core 4 Department of Workforce Services

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

Location	2nd Quarter Customers	Year to Date Customers
Fayetteville	3010	6510
Harrison	1808	3887
Mtn. Home	1284	2467
Rogers	2767	5765
Siloam Springs	440	970

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	2nd Quarter Applicants	2nd Quarter # Closed	Year to Date Applicants	Year to Date # Closed	Current Active Clients Served
Fayetteville	170	94	316	238	1598
Harrison	20	16	58	39	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	2nd Quarter Referrals	Year to Date Total Referrals	Year to Date Total Served
Benton County	8	12	52
Baxter, Boone, Carroll, Madison, Marion, Newton, and Searcy Counties	6	16	28
Washington County	7	15	59

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 October 9, 2019. Thomas P. Miller & Associates (TPMA) assisted the team with the implementation and expansion of the state's work-based learning program and ongoing registered apprenticeship expansion activities, working with the Local Workforce Development Area's (LWDA's), employers, and project partners. Thirty-four 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) and Goodwill.

Future Meetings

The next Regional Business Service Team meeting is set for January 29, 2020 in Harrison, Arkansas.

The Spring 2020 WIO Partners meeting will be held May 12-13, 2020 in Hot Springs, Arkansas.

Arkansas Rehabilitation Services 2019

Top Producing District Award – District 1 Fayetteville/Harrison Field Offices

2019 Top Producing Counselor Award – Keven Cook, Fayetteville/Harrison Vocational Rehab Counselor



The Arkansas Department of Career Education and Arkansas Rehabilitation Services has awarded the 2019 Top Producing District Award to District 1 Fayetteville/Harrison Field Offices under the leadership of Amy Jones. Likewise, due to the professionalism, technical expertise and dedication of Caterina Matheny, Harrison Field Office Administrative Assistant II and Brenda Wheat, Administrative Assistant I Fayetteville Field Office the Top Producing Counselor Award for outstanding service for 2019 was awarded to Kevin Cook, Certified Vocational Rehabilitation Counselor who displayed initiative in the performance of his work within Arkansas Rehabilitation Services which resulted in ninety-five people being successfully employed.

Division of Services for the Blind

Arkansas Governor Asa Hutchinson’s transformation plan to reduce the size and redundancies of state government took effect on July 1, 2019. The Division of Services for the Blind (DSB) merged with the Division of Workforce Services (DWS) under the Department of Commerce. In November 2019 DSB staff in Fayetteville and Harrison moved into the Workforce Centers.



Fayetteville Workforce Center - Christina McWhorter, Rehab Technician; Heather Grigsby, Benton County Vocational Rehabilitation Counselor; Matthew Bronson, Washington County Vocational Rehabilitation Counselor



Harrison Workforce Center – Kevin Estes, Vocational Rehabilitation Counselor; Karen Henderson, Rehab Technician; Judith Renick, Administrative Assistant

A. Outreach of Services

Rogers and Fayetteville Workforce Centers

NWAEDD was nominated for a 10BOX annual “Christmas for Communities” \$1,000 gift certificate for exceptional partnership as a non-profit organization in the community by Vernon Fernandez, store manager of 10Box Cost Plus, a local grocery store in Rogers.



NWAEDD staff in Rogers and Fayetteville decided to redeem the gift certificate for purchases to provide relief and aide for 14 participant families during the holiday season. Sharon Wilkinson, Career Advisor, was the coordinator of this project and named it “Giving Hope by Giving Back”. The Christmas boxes were distributed on December 23 - 24, 2019. Ms. Wilkinson stated, “even though we fed fourteen families we do not know how many people were actually affected by the kind generosity of 10 BOX”.



NWAEDD Career Advisors Carole Shaver, Melba Miller and Nadine Sewak attended the End of Year Student Celebration for Career Pathways participants at Northwest Arkansas Community College (NWACC) on December 17, 2019 in Bentonville. Guest speakers included Dr Jan McCormick (JobLingo), Angela Robinson (Job Guide) and a representative from the Scholarship office at NWACC. Carole Shaver discussed WIOA Title 1-B services. Approximately 35 Career Pathways participants were in attendance and a few brought their children.

B. Employers

The Governor’s Dislocated Worker Task Force had a Worker Assistance Workshop (WAW) for approximately 15 dislocated workers from Nestle on October 9, 2019 in Fayetteville. John Jones, DWS Fayetteville Office Manager, and Carole Shaver, Rogers Career Advisor, along with educational institutions provided resource information for assistance.

C. Success Story by Beverly Taylor, Harrison Career Advisor



The In-School Youth program has always been my passion during my years of working with all our programs. I could go on and on listing the many participants that come to mind when talking about success. Conducting Job Clubs, teaching them good work ethics, leadership and citizenship skills, financial literacy and many other life skills that have helped to make them successful.

Austin Wilson enrolled in the In-School Youth program at the beginning of his 10th grade year at Bruno Pyatt. He worked at the school as a janitor assistant in the afternoons and during the summer. His desire to work and please his supervisors were traits that I noticed early. Due to having gained valuable work experience through our program, Austin was able to obtain a job on his own at McDonald’s in

Harrison at the end of 11th grade. He continued to work for McDonald’s during his senior year and after graduation, receiving many promotions and becoming a department manager, during the 4 years he worked there.

In 2015, Austin was hired as a teller by Arvest Bank in Harrison. Once again, his work ethic and people pleasing personality has brought him much success. His promotions have been senior teller, CPU processor and recently Assistant Branch Manager.

Austin is active in many civic organizations including Rotary, Music on the Square Board in Yellville, Marion County Young Republicans and has also worked as an intern for Congressman Steve Womack.

Did the opportunity that the Workforce program gave Austin make a difference? “Sure, it did! The work experience, the guidance and encouragement when I was in school helped me make better decisions about my future. My parents also were a huge influence, they never had to force me to work, I wanted to work.” As a career advisor for this young man I can say it has been a privilege to work with him and even better to sit back now and watch him grow in a career that he excels in.

**Expenditure Report
7/1/19 to 12/31/19**

	Budget	Expenditures	Balance	%
Personnel Services/Salary	\$28,594.00	\$6,951.23	\$21,642.77	24%
Fringe Benefits	6,472.00	2,357.49	4,114.51	36%
Travel	2,000.00		2,000.00	0%
Training & Education	750.00	189.46	560.54	25%
Telephone/Internet/Fax/Postage	3,184.00	120.00	3,064.00	4%
Printing/Reproduction	500.00		500.00	0%
Materials & Supplies	1,000.00	73.72	926.28	7%
Rent/RSA	2,000.00		2,000.00	0%
Membership/Subscriptions/Professional Services	400.00	8.52	391.48	2%
Maintenance/Repairs	100.00		100.00	0%
Total	\$45,000.00	\$9,700.42	\$35,299.58	22%

NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD
Minutes of Meeting December 4, 2019

A meeting of the Northwest Arkansas Local Workforce Development Board (LWDB) was held Wednesday, December 4, 2019, 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. SARAH BROZYSKI, BAXTER REGIONAL MEDICAL CENTER
MR. JOHN DYESS, ALTRONIC RESEARCH, INC.
MR. KEVIN ESTES, DHS SERVICES FOR THE BLIND
MR. WALTER HINOJOSA, NWA LABOR COUNCIL
MR. BOB LARGENT, HARRISON REGIONAL CHAMBER OF COMMERCE
MR. BO PHILLIPS, COX – RAPID SCALE, HARRISON
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. RICH DAVIS, BLACK HILLS ENERGY - proxy – Kelley Sharp
MS. AMY JONES, ARKANSAS REHABILITATION SERVICES – proxy Shana Turner
MS. JANA KINDALL, AR DIVISION OF WORKFORCE SERVICES – proxy Wade Hillis
MR. CLINT MORRIS, LOCAL 155 PLUMBERS AND PIPEFITTERS – proxy Walter Hinojosa
MR. ROSS PARKER, PARKER FARMS AND RENTALS – proxy Kelley Sharp

Board Members absent and excused were:

MR. STEVE CLARK, FAYETTEVILLE CHAMBER OF COMMERCE

Others present were:

Mr. Jeremy Ragland, NWAEDD
Ms. Susan Sangren, NWAEDD
Ms. Patty Methvin, NWAEDD
Ms. Karen Henry, NWAEDD
Mr. Taff Grice, NWAEDD
Ms. Kelsey Kelton, AEDC
Mr. Elijah Snow, Senator Boozman
Mr. Tom Pittman, Arkansas Division of Workforce Services
Ms. Teri Garrett, Congressman Womack
Ms. Hannah Henderson, Senator Boozman
Ms. Janie Wheeler
Ms. Cherie Conner, Adult Education North Arkansas College
Mr. Drake Mondy, Arkansas Attorney General's Office
Ms. Trisha Wiatt, Arkansas Rehabilitation Services
Mr. Chris Hoover, Senator Cotton

The meeting was called to order at 11:05 a.m. by CHAIR JOHN DYESS. CHAIR DYESS welcomed the Board and guests.

MS. PATTY METHVIN gave the quarterly staff report. The first CNA+ class of 10 has completed instruction and are being interviewed for employment. MS. METHVIN shared that MR. JAMES MOSS and his staff have done a tremendous job working with Medlinc, Inc. to get everything organized and on track. MS. METHVIN reported that the plumbers and electricians apprenticeship grant currently has participants working and training. The total expected will be 20 plumbers and 30 electricians. MS. METHVIN told the Board that she and MR. MOSS have been working with Aha! Interpreting Solutions for a Bilingual Administrative Assistant Apprenticeship grant expecting 40 participants. In addition to that grant MS. METHVIN reported that she and MR. MOSS have been working with Arkansas Center for Data Sciences (ACDS) for an Information Technology grant. UA Global Campus will be the training provider for this grant. It is expected to have 200 participants. ACDS is partnering with a cohort of employers including Movista, Metova, Affirma and possibly JB Hunt. With the addition of these two grants Northwest will have the potential to provide training and apprenticeship employment for 323 participants. MS. METHVIN shared with the Board that Northwest hosted a Business Services Representatives training by Thomas P. Miller and Associates here at the District. There were 34 attendees including WIOA staff, Division of Workforce Services, Adult Education, Services for the Blind, Disability, Goodwill, North Arkansas College, ASU Mountain to name a few. MS. METHVIN reported to the Board that she will be presiding over the Arkansas Community Development Society annual conference as President for the second year. MS. METHVIN listed the businesses that she has met with since the last Board meeting. They included: Butterfield Trail, UA Global Campus, Aha! Interpreting Solutions, and Affirma. MS. METHVIN informed the Board that the Quad State Workforce Group will meet in December at Pittsburg Kansas.

MS. BILLIE REED reported on behalf of the One Stop Operator Task Force. MS. REED informed the Board that the Task Force contracted with MS. MARYANN LAWRENCE to assist with the One Stop Operator Procurement. The Task Force created a Request for Proposals that was advertised in the Arkansas Democrat Gazette, several websites and was e-mailed to potential bidders. Three proposals were received from Odle Management, Northwest Arkansas Economic Development District and In The Door. The proposal from In The Door did not meet the RFP requirements so it was disqualified. The recommendation from the One Stop Operator Task Force was to award the bid to Northwest Arkansas Economic Development District due in part to a history of quality services. MS. REED made the motion to award NWAEDD the bid. MR. BO PHILLIPS seconded the motion. The motion passed.

MR. BO PHILLIPS shared with the Board that in their agreement, the Chief Elected Official's have authorized the Northwest Arkansas Economic Development District, Inc. to act as grant subrecipient and fiscal agent on their behalf. MR. PHILLIPS made the motion that NWAEDD be designated as the Title 1 program provider for the Northwest area as well as other grants as appropriate. MR. BOB LARGENT seconded the motion. The motion passed.

MS. METHVIN reported to the Board that the Executive Committee met and approved changes to the Youth Incentive Policy. Those changes included adding language to the participant time sheets that would have the instructor signing off that the student was showing adequate improvement in the GED classes so that we could pay for time spent in the classes. MR. DAVID BELL made the motion to ratify the Executive Committees action to approve the changes. MR. BOB LARGENT seconded. The motion passed.

MR. BO PHILLIPS made the motion to approve the updated Workforce Budget. MR. RICKEY TOMPKINS seconded the motion. The motion passed.

MS. METHVIN presented the 2019 Annual Report to the Board. MR. KELLEY SHARP made the motion to approve the 2019 Annual Report. MR. BEN ALDAMA seconded the motion. The motion passed.

MS. SUSAN SANGREN presented two Infrastructure Funding Agreements for approval. MS. REED made the motion to approve the original agreement. MR. PHILLIPS seconded the motion. The motion passed. MS. JANA KINDALL made a motion to approve the modification to the original agreement. MR. ALDAMA seconded the motion. The motion passed.

MS. METHVIN reported to the Board that Division of Workforce Services (DWS) re-evaluated the Youth Incentives Policy changes that were made by the Executive Committee and ratified by the Board at this meeting and determined that we would not be able to pay for GED students to be in class. It was recommended by DWS that we increase the other types of incentives we offer. MS. METHVIN went over the additions and changes to the policy. MS. REED made the motion to approve the changes. MR. BELL seconded the motion. The motion passed.

NWAEDD requested that 50% of the funds from Program Year 2019 (FY20) be transferred from the Dislocated Worker Funding stream to the Adult funding stream (\$187,515.00). MR. SHARP made the motion to approve the transfer. MR. TOMPKINS seconded the motion. The motion passed.

MS. SANGREN presented the One Stop Operator report. MS. REED made the motion to approve the report. MR. SHARP 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. TOMPKINS and seconded by MS. SARAH BROZINSKI. Motion carried.

Motion to adjourn was made by MR. SHARP and seconded by MR. TOMPKINS. Motion passed, and the meeting adjourned at 12:20 p.m.

John Dyess, Chair

Program Name	CIPCode	Training Level	Application Date	Certification Date
Northwest				
Arkansas Coding Academy - Conway				
Arkansas Coding Academy	11.0202	Certificate of Proficiency	2/13/2020 10:44:31 AM	2/13/2020 to 2/12/2021
Northwest Arkansas Community College - Bentonville				
Dental Assisting	51.0601	Technical Certificate	2/3/2020 3:27:32 PM	2/3/2020 to 2/2/2021
University of Arkansas Global Campus Rogers - Rogers				
Administrative Assistant Program	52.0408	Certificate of Proficiency	1/17/2020 10:23:48 AM	1/17/2020 to 1/16/2021
Java Web Development Program	11.0201	Certificate of Proficiency	1/15/2020 3:23:19 PM	1/17/2020 to 1/16/2021
Front-End Web Development Program	11.0201	Certificate of Proficiency	1/15/2020 3:22:39 PM	1/17/2020 to 1/16/2021
Back-End Web Development Program	11.0201	Certificate of Proficiency	1/15/2020 3:20:52 PM	1/17/2020 to 1/16/2021