

**NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD**

**Wednesday, September 6, 2017, 11:00 a.m.  
Arkansas Workforce Center at Harrison, Harrison, AR**

**Agenda**

Call to Order and welcome new members Sarah Brozynski, Baxter Regional Medical Center and Carolyn Jackson, Services for the Blind ..... John Dyess, Chair

Staff Report ..... Janie Wheeler, Workforce Board Director

Action Item 1  
Election of Officers ..... 1

Action Item 2 -- Action  
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Information Item 3  
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Policy Revision..... 5

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Bylaws Amendment ..... 7

Agenda Item 6 – Action  
Contracting for Independent Monitor and Consultation

Agenda Item 7 – Action  
Workforce Centers Certification Recommendations

Agenda Item 8 -- Information  
One Stop Operator Report ..... Susan Sangren

Agenda Item 9 – Action  
Consent Agenda  
• Minutes of June 7, 2017 LWDB meeting..... 16  
• Eligible Training Provider Programs ..... 19

Announcements/Other Business

Adjourn

**Mark your calendars for the next scheduled meeting dates:**

Wednesday, December 6, 2017, 11:00 am

Wednesday, March 7, 2018

National Association of Workforce Boards Forum 2018 March 24-27, 2018, Washington, DC

Wednesday, June 6, 2018

Wednesday, September 5, 2018

## Election of Officers

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

### Private Sector Business Representatives

<b>Name</b>	<b>Company</b>
John 'Bo' Phillips	Ritter Communications
Johnny Dyess	Altronic Research
David Bell*	David Bell, LLC
Patty Methvin*	Harrison Regional Chamber of Commerce
Alex Martinez	The Job Guide
Ross Parker	Parker Farms and Rentals
Rich Davis	Black Hills Corp
Steve Clark*	Fayetteville Chamber of Commerce
Billie Reed*	Reed Consulting & Training, LLC
Sarah Brozynski	Baxter Regional Medical Center

\* Represents more than one category

### Current Officers

Johnny Dyess, Chairperson

Vacant, Vice Chairperson

Ross Parker, Secretary

**Northwest Workforce Development Board PY 2017 Estimated Budget**

<b>Expenditures</b>	
<b>Staff</b>	
Salaries & Wages	112,198.00
FICA/Med Payroll Tax	8,583.00
SUTA Tax	1,032.00
Workmen's Compensation	1,683.00
Health/Life Insurance	8,367.00
Retirement	7,854.00
Advertising/Outreach	300.00
Postage	113.00
Communication - Telephone	960.00
Materials & Supplies	1,500.00
Membership/Sub/Pro Activity	2,000.00
Printing & Reproduction	100.00
Rent - Bldg/Storage	3,725.00
Travel-Training & Education	8,500.00
Mileage - Travel	4,800.00
	<b>161,715.00</b>
<b>Board</b>	
Meeting costs	1,000.00
Consultants/Independent Monitor	1,200.00
Board training	3,000.00
Board mileage	2,000.00
Board travel	7,500.00
	<b>14,700.00</b>
	<b>176,415.00</b>

Northwest Arkansas Economic Development District							
PY 2017 Budget							
July 1, 2017 to June 30, 2018							
ADMIN REVENUE	TOTAL	PROMISE	NEG AR-29	TOTAL WIOA	YOUTH	ADULT	DLW
PY 17 Allocation	247,943.00		157,500.00	90,443.00	73,905.00	8,459.00	8,079.00
FY 18 Allocation	<u>101,020.00</u>		-	<u>101,020.00</u>	-	<u>57,970.00</u>	<u>43,050.00</u>
Total Allocation	348,963.00		157,500.00	191,463.00	73,905.00	66,429.00	51,129.00
PY 16 Carryover	12,997.71			12,997.71	7,476.95	1,431.16	4,089.60
FY 17 Carryover	<u>146,801.00</u>		-	<u>146,801.00</u>	-	<u>107,275.00</u>	<u>39,526.00</u>
Total Funds	<u>508,761.71</u>		<u>157,500.00</u>	<u>351,261.71</u>	<u>81,381.95</u>	<u>175,135.16</u>	<u>94,744.60</u>
<b>EDD AE Admin Costs</b>	<b>Budget</b>	<b>Promise</b>	<b>NEG AR-29</b>	<b>WIOA Formula</b>	<b>Youth</b>	<b>Adult</b>	<b>DLW</b>
Auditing	32,500.00		10,000.00	22,500.00	5,212.90	11,218.25	6,068.85
Salaries & Wages	159,257.00		30,257.00	129,000.00	29,887.32	64,317.96	34,794.72
Fringe	47,193.00		9,667.00	37,526.00	8,694.20	18,710.04	10,121.76
Professional Fees	100.00			100.00	23.17	49.86	26.97
Advertising	300.00			300.00	69.51	149.58	80.92
Building Rents/Storage Rents	2,004.00		1,000.00	1,004.00	232.61	500.58	270.81
Telephone/Communications	6,000.00		2,000.00	4,000.00	926.74	1,994.36	1,078.91
Property Tax	1,725.00			1,725.00	399.66	860.07	465.28
Ins-Liability, Bldg, 401K, D&O, crime	10,500.00			10,500.00	2,432.69	5,235.18	2,832.13
Repairs and Maintenance	250.00			250.00	57.92	124.65	67.43
Materials and Supplies	4,000.00		1,678.00	2,322.00	537.97	1,157.72	626.30
Equipment	600.00			600.00	139.01	299.15	161.84
Memberships/subscriptions	2,000.00			2,000.00	463.37	997.18	539.45
Uniforms, Mat cleaning	250.00			250.00	57.92	124.65	67.43
Office Services (shredding)	375.00			375.00	86.88	186.97	101.15
Meeting costs	250.00			250.00	57.92	124.65	67.43
Printing /copying	1,500.00		500.00	1,000.00	231.68	498.59	269.73
Postage	1,950.00		500.00	1,450.00	335.94	722.95	391.10
Training/Educational classes	75.00			75.00	17.38	37.39	20.23
Travel-Mileage	4,200.00			4,200.00	973.08	2,094.07	1,132.85
Legal Fees	500.00			500.00	115.84	249.29	134.86
Utilities	8,000.00			8,000.00	1,853.48	3,988.71	2,157.81
Computer Software	1,767.00			1,767.00	409.39	881.01	476.61
Bank fees	250.00		-	250.00	57.92	124.65	67.43
<b>Total</b>	<b>285,546.00</b>		55,602.00	<b>229,944.00</b>	53,274.50	114,647.51	62,022.00
Add July, Aug, Sept 2018	44,167.38			44,167.38		28,661.88	15,505.50
<b>Total EDD AE Admin</b>	<b>329,713.38</b>		55,602.00	<b>274,111.38</b>	53,274.50	143,309.38	77,527.49
<b>LWDB Admin</b>	<b>55,209.90</b>		37,973.00	<b>17,236.90</b>	3,993.53	8,594.13	4,649.25
CDC Audit	9,590.00			9,590.00	2,221.86	4,781.47	2,586.68
CDC Federal Tax Preparation	495.00			495.00	114.68	246.80	133.51
WIOA Program	63,925.00		63,925.00				
One Stop Provider	6,003.00		-	6,003.00	1,390.80	2,993.03	1,619.17
<b>Total WIOA Program Admin</b>	<b>80,013.00</b>		63,925.00	<b>16,088.00</b>	3,727.34	8,021.30	4,339.36
<b>Total Admin</b>	<b>464,936.28</b>		157,500.00	<b>307,436.28</b>	60,995.37	159,924.81	86,516.10
Balance	43,825.43		-	43,825.43	20,386.58	15,210.35	8,228.50

Northwest Arkansas Economic Development District							
PY 2017 Budget							
July 1, 2017 to June 30, 2018							
PROGRAM REVENUE	TOTAL	PROMISE	NEG AR-29	TOTAL WIOA	YOUTH	ADULT	DLW
PY 17 Allocation	2,378,418.00	146,921.00	1,417,500.00	813,997.00	665,145.00	76,133.00	72,719.00
FY 18 Allocation	909,183.00	-	-	909,183.00	-	521,732.00	387,451.00
Total Allocation	3,287,601.00	146,921.00	1,417,500.00	1,723,180.00	665,145.00	597,865.00	460,170.00
PY 16 Carryover	424,369.29			424,369.28	356,807.56		67,561.72
FY 17 Carryover	936,111.86	-	-	936,111.86	-	580,370.86	355,741.00
Total Funds	4,648,082.15	146,921.00	1,417,500.00	3,083,661.14	1,021,952.56	1,178,235.86	883,472.72
WIOA Program Costs	Budget	Promise	NEG	WIOA Formula	Youth	Adult	DLW
Compensation	766,000.00	94,578.00	30,204.00	641,218.00	320,609.00	192,365.40	128,243.60
Fringe Benefits	235,000.00	29,808.00	9,650.00	195,542.00	97,771.00	58,662.60	39,108.40
Payroll Expense-Other	13,156.00	595.00		12,561.00	6,280.50	3,768.30	2,512.20
Advertising	1,500.00			1,500.00	750.00	450.00	300.00
Communication - Postage	8,700.00	761.00	1,000.00	6,939.00	3,469.50	2,081.70	1,387.80
Communication - Telephone	20,000.00	1,155.00	2,275.00	16,570.00	8,285.00	4,971.00	3,314.00
Computer / Software Upgrade	2,500.00	247.00		2,253.00	1,126.50	675.90	450.60
Insurance - Building	168.00			168.00	84.00	50.40	33.60
Insurance-Liability	2,025.00			2,025.00	1,012.50	607.50	405.00
Maintenance & Repair -Building	400.00			400.00	200.00	120.00	80.00
SERVICE FEES	1,500.00			1,500.00	750.00	450.00	300.00
Materials & Supplies	16,000.00	1,114.00	1,000.00	13,886.00	6,943.00	4,165.80	2,777.20
Membership/Sub/Pro Activity	5,000.00	67.00		4,933.00	2,466.50	1,479.90	986.60
Printing & Reproduction	8,500.00	744.00	800.00	6,956.00	3,478.00	2,086.80	1,391.20
Rent - Building/Space	100,000.00	7,844.00	8,000.00	84,156.00	42,078.00	25,246.80	16,831.20
Training & Education	3,000.00	222.00		2,778.00	1,389.00	833.40	555.60
Travel	70,000.00	5,786.00	5,574.00	58,640.00	29,320.00	17,592.00	11,728.00
MEETING COST	4,000.00	4,000.00	-	-	-	-	-
<b>Total Overhead</b>	<b>1,257,449.00</b>	<b>146,921.00</b>	<b>58,503.00</b>	<b>1,052,025.00</b>	<b>526,012.50</b>	<b>315,607.50</b>	<b>210,405.00</b>
Add July, Aug, Sept 2018	131,503.13			131,503.13		78,901.88	52,601.25
<b>Total WIOA program</b>	<b>1,388,952.13</b>	<b>146,921.00</b>	<b>58,503.00</b>	<b>1,183,528.13</b>	<b>526,012.50</b>	<b>394,509.38</b>	<b>263,006.25</b>
				<b>Total</b>	<b>Youth</b>	<b>Adult</b>	<b>DLW</b>
<b>EDD AE program</b>	<b>126,154.72</b>			<b>126,154.72</b>	63,077.36	37,846.42	25,230.94
<b>LWDB Program</b>	<b>96,970.16</b>			<b>96,970.16</b>	48,485.08	29,091.05	19,394.03
Add July, Aug, Sept 2018	27,890.61	-	-	27,890.61	-	16,734.37	11,156.24
<b>Total Staff &amp; Overhead</b>	<b>1,639,967.62</b>	<b>146,921.00</b>	<b>58,503.00</b>	<b>1,434,543.62</b>	<b>637,574.94</b>	<b>478,181.21</b>	<b>318,787.47</b>
Participants	3,008,114.53	-	1,358,997.00	1,649,117.53	384,377.62	700,054.65	564,685.25
<b>Total Program</b>	<b>4,648,082.15</b>	<b>146,921.00</b>	<b>1,417,500.00</b>	<b>3,083,661.15</b>	<b>1,021,952.56</b>	<b>1,178,235.86</b>	<b>883,472.72</b>
<b>Balance</b>	<b>0.0</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Reveune</b>	<b>5,156,843.85</b>	<b>146,921.00</b>	<b>1,575,000.00</b>	<b>3,434,922.85</b>	<b>1,103,334.51</b>	<b>1,353,371.02</b>	<b>978,217.32</b>
<b>Total Budget</b>	<b>5,113,018.42</b>	<b>146,921.00</b>	<b>1,575,000.00</b>	<b>3,391,097.42</b>	<b>1,082,947.93</b>	<b>1,338,160.66</b>	<b>969,988.82</b>
<b>Balance</b>	<b>43,825.43</b>		<b>-</b>	<b>43,825.43</b>	<b>20,386.58</b>	<b>15,210.36</b>	<b>8,228.50</b>

Priority of Service for Adult, Dislocated Worker and Youth Programs  
Revision 9/6/2017

The NWADB has developed a policy on self-sufficiency. The Board has elected to adopt the policy that no more than 20% of total enrollments in a given year can be above the poverty level or lower living standard income level, but must be below the self-sufficiency income level. Approvals to enroll participants not considered low income must be obtained from WIOA Management prior to enrollment. Management will track all enrollments that are not low income individuals to ensure that the 20% margin is not exceeded.

The NWADB will give priority of services as follows [WIOA § 3(24); TEGL 19-16]:

- ~~Public assistance, other low income individuals, and individuals who are basic skills deficient consistent with WIOA sec. 134 (c)(3)(E) and 5680.600~~
- ~~Low Income Applicants~~
- ~~Applicants who are eligible based on the policy of self-sufficiency~~
- a) Displaced homemakers, as defined in WIOA § 3(24) and ADWS Policy No. WIOA I-B – 2.4 (Eligibility for Dislocated Worker Program)
- b) Low-income individuals, as defined in WIOA § 3(36) and ADWS Policy No. WIOA I-B – 1.2 (Definitions)
- c) Indians (as defined in WIOA § 166(b) and 25 U.S.C 450b), Alaska Natives (as defined in WIOA § 166(b) and 43 U.S.C 1602(b),(r)), and Native Hawaiians (as defined in WIOA § 166(b) and 20 U.S.C 7517)
- d) Individuals with disabilities, including youth who are individuals with disabilities, as defined in WIOA § 3(25) and ADWS Policy No. WIOA I-B – 1.2 (Definitions) and including individuals who are recipients of Social Security Disability Insurance [TEGL 19-16]
- e) Older individuals, defined as age 55 or older [WIOA § 3(39)]
- f) Ex-offenders or offenders [TEGL 19-16], as defined in WIOA § 3(38) and ADWS Policy No. WIOA I-B – 1.2 (Definitions)
- g) Homeless individuals, including homeless children and youth, as defined in TEGL 19-16 and ADWS Policy No. WIOA I-B – 1.2 (Definitions)
- h) Youth who are in or have aged out of the foster care system
- i) Individuals who are English language learners, as defined in WIOA § 203(7) and ADWS Policy No. WIOA I-B – 1.2 (Definitions)
- j) Individuals who have low levels of literacy (i.e. Basic Skills deficient [TEGL 19-16]), as defined in ADWS Policy No. WIOA I-B – 1.2 (Definitions)
- k) Individuals facing substantial cultural barriers to employment, as defined in ADWS Policy No. WIOA I-B – 1.2 (Definitions)

- l) Eligible migrant and seasonal farmworkers, as defined in WIOA § 167(i)(1-3) and ADWS Policy No. WIOA I-B – 1.2 (Definitions)
- m) Individuals within 2 years of exhausting lifetime eligibility under TANF (See 42 U.S.C. 601 et seq.)
- n) Single parents (custodial and non-custodial, mothers and fathers) and single pregnant women [TEGLs 19-16 & 21-16]
- o) Long-term unemployed individuals, as defined in ADWS Policy No. WIOA I-B – 1.2 (Definitions)

Such other groups as the LWDB determine to have barriers to employment.

# NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD BYLAWS

(Adopted September 2, 2015)  
(Presented for Amendment September 6, 2017)

## ARTICLE I ESTABLISHMENT

### SECTION I.

**Purpose of Workforce Development Board:** The Local Workforce Development Board is established in compliance with the Workforce Innovation and Opportunity Act of 2014 and Arkansas Workforce Innovation and Opportunity Act 971 of 2015 to provide workforce investment activities, through statewide and local workforce development systems. Those systems should increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation.

### SECTION II.

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

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

### SECTION III.

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

### SECTION IV.

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



Members may also be removed for good cause by a majority vote of the members present.

## **ARTICLE II ORGANIZATION**

### **SECTION I.**

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

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

### **SECTION II.**

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

- A. The Executive Committee shall be comprised of the LWDB Chair, Vice-Chair, Secretary, and at least two at-large LWDB members. The committee shall have a business majority and shall be representative of Workforce Center communities in the Local Workforce Development Area. The at-large members are to be appointed by the LWDB Chair.
  - a. The Executive Committee shall have the authority of the LWDB to act during the interim between full board meetings under the conditions outlined below:
    - i. The Executive Committee will have a majority on any issues that will require LWDB approval at a later date.
    - ii. All actions of the Executive Committee will be reported at the next convening LWDB meeting for ratification.
  - b. The LWDB Chair shall act as the Executive Committee Chair and shall exercise the power of vote on the Executive Committee only as required to constitute a quorum or break a tie vote.

- c. The LWDB Chair shall refer to the Executive Committee such business, which in the LWDB Chair's judgement, may require action or approval of the LWDB. All action of the Executive Committee shall be reported to the LWDB at its next meeting following such action and such reports shall become part of the minutes of that meeting.
- B. Any member of the LWDB may appear before the Executive Committee to discuss any items of business of the LWDB. Meetings of the Executive Committee shall be called by the LWDB Chair in such place as the Chair may designate.
- C. All LWDB members will be notified of the meeting date, time, agenda and location when the Executive Committee meets outside of the regular LWDB meeting dates.
- D. The One Stop Operations Committee is a standing committee to provide information and assist with operational and other issues relating to the one-stop delivery system and may include as members representatives of the one-stop partners.
- E. The Youth Committee is a standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth. A standing committee designated under this section shall include community-based organizations with a demonstrated record of success in serving eligible youth.
- F. The Disabilities Committee is a standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including without limitation issues relating to compliance with Section 188 of the Workforce Innovation and Opportunity Act, Pub. L. No. 113-128, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq., regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on finding employment opportunities for individuals with disabilities, including providing the appropriate supports and accommodations to employment for individuals with disabilities.
- G. Ad hoc committees may be appointed on a short term basis by the Chairperson to address issues of concern to the board which require research, planning, and recommendations of specific workforce, community, or economic development needs of the area.

### **SECTION III.**

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

### **SECTION IV.**

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

## **ARTICLE III RESPONSIBILITIES**

### **SECTION I.**

#### **LWDB Responsibilities:**

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

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

## **ARTICLE IV MEETINGS**

### **SECTION I.**

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

### **SECTION II.**

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

### **SECTION III.**

**Quorum:** A quorum of the LWDB shall be present when a majority of the membership

is present. Once the quorum has been established it shall be constituted for the duration of the meeting.

#### **SECTION IV.**

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

#### **SECTION V.**

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

#### **SECTION VI.**

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

#### **SECTION VII.**

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

### **ARTICLE V TRAVEL EXPENSES**

#### **SECTION I.**

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

### **ARTICLE VI FISCAL AND PERIODIC REPORTS**

#### **SECTION I.**

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

## **SECTION II.**

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

## **ARTICLE VII AMENDMENTS**

### **SECTION I.**

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

## **ARTICLE VIII RESOLUTION OF DISPUTES**

### **SECTION I.**

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

## **ARTICLE IX CONFLICT OF INTEREST**

### **SECTION I.**

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

### **SECTION II.**

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

## **ARTICLE X NEPOTISM**

### **SECTION I.**

LWDB members shall not engage in the practice of nepotism. The LWDB shall not employ a member of the family of a LWDB member, a subrecipient employee family

member, or governing board family member. An exception applies when a member of an employee's family is elected to the LWDB after the employee is hired. (No termination of employees shall occur for persons employed under a previous policy.) If federal and/or state statutes, regulations, affirmative action and equal employment opportunity plans allow for the waiver of this restriction, the LWDB may choose to concur and waive this restriction on a case-by-case basis upon the formal authorization of the full board enacted by a majority vote. For purposes of this section, the term family applies to: wife, husband, son, daughter, mother, father, grandfather, grandmother, grandchild, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent and stepchild.

## **ARTICLE XI INDEMNIFICATION**

### **SECTION I.**

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

### **SECTION II.**

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

### **SECTION III.**

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

## Northwest Arkansas Economic Development District

### One-Stop Operator

7/1/17 to 7/31/17

	Budget	Expenditures	Balance
Personnel Services/Salary	53,615.00	4,169.97	49,445.03
Fringe Benefits	12,135.00	878.82	11,256.18
Travel	3,750.00		3,750.00
Training & Education	750.00		750.00
Telephone/Internet/Fax/Postage	1,110.00	25.97	1,084.03
Printing/Reproduction	375.00	82.07	292.93
Materials & Supplies	600.00	110.88	489.12
Rent/RSA	2,250.00	342.89	1,907.11
Membership/Subscriptions/Pro	375.00	6.87	368.13
Maintenance/Repairs	75.00		75.00
P/A Admin Cost (postage, tele., printing)		129.09	(129.09)
Total	75,035.00	5,746.56	69,288.44



**NORTHWEST ARKANSAS LOCAL WORKFORCE DEVELOPMENT BOARD**  
**Minutes of Meeting June 7, 2017**

A meeting of the Northwest Arkansas Local Workforce Development Board (LWDB) was held Wednesday, June 7, 2017, at Arkansas Workforce Center at Harrison, 818 Highway 62-65-412 North, Harrison, AR at 11:00 A.M.

Board Members present were:

MR. DAVID BELL, DAVID BELL, LLC.  
MS. AMANDA CONNELL, DHS SERVICES FOR THE BLIND  
MR. JOHN DYESS, ALTRONIC RESEARCH, INC.  
MS. JANA KINDALL, AR DEPARTMENT OF WORKFORCE SERVICES  
MS. PATTY METHVIN, HARRISON REGIONAL CHAMBER OF COMMERCE  
MR. CLINT MORRIS, LOCAL 155 PLUMBERS AND PIPEFITTERS  
MR. ROSS PARKER, PARKER FARMS AND RENTALS  
MR. STEVE PERCIVAL, WASHINGTON REGIONAL MEDICAL SYSTEM  
MR. BO PHILLIPS, TIERPOINT COMMUNICATIONS  
MS. BILLIE REED, OUR COOPERATIVE  
MR. KELLEY SHARP, UNIVERSITY OF ARKANSAS FAYETTEVILLE  
MR. RICKY TOMPKINS, NWACC

Board members not present, but represented by proxy were:

MR. BEN ALDAMA, NWACC ADULT ED – proxy Kathleen Dorn  
MR. RICH DAVIS, BLACK HILLS ENERGY – proxy Steve Percival  
MS. AMY JONES, ARKANSAS REHABILITATION SERVICES – proxy Trisha Wiatt  
MR. ALEX MARTINEZ, THE JOB GUIDE – proxy John Dyess  
MR. KEITH VIRE, ARKANSAS SUPPORT NETWORK – proxy Trish Wiatt

Board Members absent were:

MR. STEVE CLARK, FAYETTEVILLE CHAMBER OF COMMERCE  
MR. WALTER HINOJOSA, NWA LABOR COUNCIL  
MR. JUSTIN RUMMER, PACE INDUSTRIES  
MR. WAYNE THOMPSON, FERGUSONS COUNTRY STORE

Others present were:

Ms. Susan Sangren, NWACDC  
Ms. Donna Carney, NWACDC  
Mr. Roger Rorie, NWACDC  
Mr. Joe Willis, NWAEDD  
Mr. Jeremy Ragland, NWAEDD  
Mr. Eddie Treece, NWAEDD  
Ms. Janie Wheeler, NWAEDD  
Mr. Doyce Hill, ADWS  
Mr. Bernardo Corcolis, ADWS Little Rock  
Ms. Shalon Bogard, ADWS Little Rock  
Mr. Robbie Cornelius, Fayetteville Adult Ed  
Mr. Tom Freking, NTI

Ms. Gretchen Sawyer, NTI  
Mr. Keith Peterson, NWACC  
Mr. Matt Twyford, AEDC  
Ms. Melissa Bray, North Arkansas College  
Mr. Nathan Reed, Siloam Springs Chamber of Commerce

The meeting was called to order at 11:02 A.M. by CHAIR JOHN DYESS. CHAIR DYESS welcomed the Board and guests.

CHAIR DYESS asked Ms. Janie Wheeler to provide the staff report. Ms. Wheeler discussed the continuing transition and implementation of the Workforce Innovation and Opportunity Act at the federal, state and local level. In the coming months the transition to the new One Stop Operator and service provider, the required Memorandums of Understand with the partners and certification of the Workforce Centers. Ms. Wheeler asked the Board members that attended to share their take-aways from the National Association of Workforce Boards Forum. She presented CHAIR DYESS with a signed photograph of his visit with Senator Boozman from the trip.

CHAIR DYESS reported on the action items approved at the Executive Committee meeting held May 17, 2017. Those included recommendation by the Task Force that reviewed the Request for Qualification for the One Stop Operator/Title IB Service Provider to be the Northwest Arkansas Economic Development District, Inc.; the updated Transfer of Funds from FY17 Dislocated Worker program to the FY17 Adult program; and the updated Four Year Regional and Local Plan with public notice for comments.

MR. ROSS PARKER made a motion from the Task Force to the Board in two parts:

- 1) The Procurement Task Force is recommending to the Full Board that the Northwest Arkansas Economic Development District, Inc. be awarded the competitively procured One-Stop Operator role that will include the signing of a One-Stop Operator Agreement between the Northwest Arkansas Workforce Development Board and the Northwest Arkansas Economic Development District, Inc.
- 2) The Procurement Task Force is recommending to the Full Board that the Northwest Arkansas Economic Development District, Inc. be awarded the competitively procured Adult, Dislocated Worker, and Youth Service Delivery role that will be administered according to the Workforce Innovation and Opportunity Act of 2014 and the Northwest Workforce Development Board.

Motion to approve was seconded by MS. PATTY METHVIN. The motion was then amended by MR. PARKER to correct language to read "Northwest Arkansas Economic Development District, Inc. to correctly identify the full name of the agency and was seconded by MR. KELLEY SHARP and passed.

Next on the agenda was the following policies: LWDB One-Stop Operator and Service Provider Procurement; veteran priority of service; priority of service for the Adult program; follow-up procedures for the Adult and Dislocated Worker programs; the definition of self-sufficiency; the WIOA incentive policy; and the supportive services policy. Motion to approve was made by MR. RICKY TOMPKINS and seconded by MR. KELLEY. Motion carried.

The updated budget for Program Year 2016 was presented by Ms. Wheeler. Motion to approve was made by MS. METHVIN and seconded by MR. PARKER. Motion carried.

Motion to approve the Consent Agenda including the Minutes of the March 1, 2017 meeting and the Eligible Training Providers was made by MS. METHVIN and seconded by MR. TOMPKINS. Motion carried.

Ms. Wheeler presented the changes to the goals in the Northwest Arkansas Regional/Local Plan that she took from comments and suggestions from the Board and partners to better align with our area.

MR. TOMPKINS asked to address the group to discuss the new ARFutures grants that will be offered to students of two year colleges in the State. Discussion followed in how the Board can help with this effort.

There being no further business CHAIR DYESS entertained a motion to adjourn. Motion was made by MR. SHARP and seconded by MR. TOMPKINS. Meeting was adjourned at 11:50 A.M.

Northwest Workforce Development Board Eligible Training Provider List for Approval September 6, 2017

Program Name	CIP Code	Training Level	Certification Date
<b>Arkansas State University - State University</b>			
Radiologic Technology	51.0907	Associate Degree	6/28/2017 to 6/27/2018
Nursing-AAS	51.3801	Associate Degree	6/28/2017 to 6/27/2018
Nursing BS	51.3801	Baccalaureate Degree	6/28/2017 to 6/27/2018
Nursing AAS (LPN to RN)	51.3801	Associate Degree	6/28/2017 to 6/27/2018
Middle-Level Education BSE	13.1203	Baccalaureate Degree	6/28/2017 to 6/27/2018
Management Information Systems BS	52.1201	Baccalaureate Degree	6/28/2017 to 6/27/2018
Early Childhood Education P-4	13.121	Baccalaureate Degree	6/28/2017 to 6/27/2018
Early Childhood BSE	13.121	Baccalaureate Degree	6/28/2017 to 6/27/2018
Diagnostic Medical Sonography	51.091	Baccalaureate Degree	6/28/2017 to 6/27/2018
Computer Science BS	11.0101	Baccalaureate Degree	6/28/2017 to 6/27/2018
Communication Disorders	51.0204	Baccalaureate Degree	8/2/2017 to 8/1/2018
Business Administration BS	52.0201	Baccalaureate Degree	6/28/2017 to 6/27/2018
Accounting BS	52.0301	Baccalaureate Degree	6/28/2017 to 6/27/2018
<b>Arkansas State University-Mountain Home - Mountain Home</b>			
AAS Programming/Mobile Development	11.0202	Associate Degree	8/17/2017 to 8/16/2018
Nursing-AAS	51.3801	Associate Degree	7/7/2017 to 7/6/2018
Paramedic Technology	51.0904	Technical Certificate	7/7/2017 to 7/6/2018
AAS in Paramedic Technology	51.0904	Associate Degree	7/7/2017 to 7/6/2018
Licensed Practical Nurse	51.3901	Technical Certificate	7/7/2017 to 7/6/2018
Associate of Applied Science in Welding Technology Pipe Welding Emphasis	48.0508	Associate Degree	6/28/2017 to 6/27/2018
Associate of Applied Science in Welding Technology Gas Tungsten Arc Welding Emphasis	48.0508	Associate Degree	6/28/2017 to 6/27/2018

Associate of Applied Science in Welding Technology	48.0508	Associate Degree	6/28/2017 to 6/27/2018
Information Systems Technology	11.0401	Technical Certificate	6/28/2017 to 6/27/2018
Automotive Systems Repair	47.0604	Technical Certificate	7/19/2017 to 7/18/2018
Heating, Ventilation, and Air Conditioning (HVAC)	47.0201	Technical Certificate	6/28/2017 to 6/27/2018
Heating, Ventilation, and Air Conditioning (HVAC)	47.0201	Certificate of Proficiency	6/28/2017 to 6/27/2018
Information Systems Technology Networking Specialist	11.0401	Associate Degree	6/28/2017 to 6/27/2018
Workforce Technology Automotive Systems Repair emphasis	47.0604	Associate Degree	8/28/2017 to 8/27/2018
AAS in Information Systems Technology Web Development	11.0401	Associate Degree	6/28/2017 to 6/27/2018

**Arkansas Tech University - Russellville**

Elementary Education	13.1202	Baccalaureate Degree	6/26/2017 to 6/25/2018
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**Diesel Driving Academy, Inc. - Little Rock**

Advanced Tractor Trailer Driver Training	49.0205	Certificate of Proficiency	7/18/2017 to 7/17/2018
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**John Brown University - Siloam Springs**

B.S. Nursing	51.3801	Baccalaureate Degree	8/17/2017 to 8/16/2018
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**Mid-America Truck Driving School, Inc - Springdale**

Truck & Bus Driver/Commercial Vehicle Operator & Instructor	49.0205	Industry Recognized Certification	7/13/2017 to 7/12/2018
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**North Arkansas College (South Campus and North Campus) - Harrison**

Criminal Justice(AAS)	43.0103	Associate Degree	7/7/2017 to 7/6/2018
Office Management	52.0401	Technical Certificate	6/28/2017 to 6/27/2018
Network/Systems Administration	11.0101	Technical Certificate	6/28/2017 to 6/27/2018
Network/Systems Administration	11.0901	Certificate of Proficiency	6/28/2017 to 6/27/2018
Information Technology (Network/Systems Administration)	11.0101	Associate Degree	6/28/2017 to 6/27/2018
Information Technology (Digital Media)	11.0801	Associate Degree	6/28/2017 to 6/27/2018
Business Administration (Management)	52.0101	Associate Degree	6/28/2017 to 6/27/2018

Business Administration (Logistics & Supply Chain Management)	52.0101	Associate Degree	6/28/2017 to 6/27/2018
Business Administration (Accounting)	52.0101	Associate Degree	6/28/2017 to 6/27/2018
Accounting	52.0301	Technical Certificate	6/28/2017 to 6/27/2018
Surgical Technology	51.0909	Technical Certificate	6/27/2017 to 6/26/2018
Surgical Technology	51.0909	Associate Degree	6/27/2017 to 6/26/2018
Radiologic Technology	51.0907	Associate Degree	6/27/2017 to 6/26/2018
Practical Nursing (PN)	51.3901	Technical Certificate	6/27/2017 to 6/26/2018
Phlebotomy Technician	51.1009	Certificate of Proficiency	6/27/2017 to 6/26/2018
Paramedic(EMT)	51.0904	Technical Certificate	6/27/2017 to 6/26/2018
Paramedic(EMT)	51.0904	Associate Degree	6/27/2017 to 6/26/2018
Nursing-RN	51.3801	Associate Degree	6/27/2017 to 6/26/2018
Nursing-LPN to RN Track	51.3801	Associate Degree	6/27/2017 to 6/26/2018
Nursing Assistant	51.3902	Certificate of Proficiency	6/27/2017 to 6/26/2018
Medical Laboratory Technology	51.1004	Associate Degree	6/27/2017 to 6/26/2018

**Northeast Technology Centers - Kansas**

Structural Welder	48.0508	Certificate of Proficiency	8/1/2017 to 7/31/2018
Practical Nursing	51.3901	Certificate of Proficiency	8/1/2017 to 7/31/2018
Nursing Assistant	51.3899	Certificate of Proficiency	8/1/2017 to 7/31/2018
Pharmacy Technician	51.0805	Certificate of Proficiency	8/1/2017 to 7/31/2018
Medical Office Assistant	51.071	Certificate of Proficiency	8/1/2017 to 7/31/2018
Electrician's Assistant Complete	46.0302	Certificate of Proficiency	8/1/2017 to 7/31/2018
Clinical Lab Asst./Phlebotomist	51.0802	Certificate of Proficiency	8/1/2017 to 7/31/2018
Certified Billing and Coding Specialist	51.0713	Certificate of Proficiency	8/1/2017 to 7/31/2018
Automotive Service Technician	47.0604	Certificate of Proficiency	8/1/2017 to 7/31/2018

**Northwest Arkansas Community College - Bentonville**

Respiratory Therapist	51.0908	Associate Degree	7/21/2017 to 7/20/2018
Physical Therapist Assistant	51.0806	Associate Degree	7/21/2017 to 7/20/2018
Paramedic-Associate	51.0904	Associate Degree	7/21/2017 to 7/20/2018
Paralegal Studies	22.0302	Associate Degree	7/21/2017 to 7/20/2018
Health Information Management	51.0707	Associate Degree	7/21/2017 to 7/20/2018
Graphic Design	50.0402	Associate Degree	7/21/2017 to 7/20/2018
Food Studies - Culinary Arts	12.0503	Associate Degree	7/21/2017 to 7/20/2018
Food Studies - Baking and Pastry Arts	12.0503	Associate Degree	7/21/2017 to 7/20/2018
Fire Science Administration and Technology	43.0203	Associate Degree	7/21/2017 to 7/20/2018
Nursing	51.3801	Associate Degree	7/21/2017 to 7/20/2018
Early Childhood Education	19.0709	Associate Degree	7/21/2017 to 7/20/2018
Early Childhood Education	13.121	Associate Degree	7/21/2017 to 7/20/2018
Criminal Justice	43.0104	Associate Degree	7/21/2017 to 7/20/2018
Construction Technology	15.1001	Associate Degree	7/21/2017 to 7/20/2018
Computer Information Systems	11.0101	Associate Degree	7/21/2017 to 7/20/2018
CIS - Information Management Applications	11.0101	Associate Degree	7/21/2017 to 7/20/2018
CIS - Computer Programming	11.0101	Associate Degree	7/21/2017 to 7/20/2018
CIS - Computer Networking	11.0101	Associate Degree	7/21/2017 to 7/20/2018
Business Management Accounting Option	52.0201	Associate Degree	7/21/2017 to 7/20/2018
Business Management - Retail	52.0201	Associate Degree	7/21/2017 to 7/20/2018
Business Management - Logistics Management	52.0201	Associate Degree	7/21/2017 to 7/20/2018
Business Management - General Business Option	52.0201	Associate Degree	7/21/2017 to 7/20/2018
Business Management - Entrepreneurship	52.0201	Associate Degree	7/21/2017 to 7/20/2018
Business Management - Banking and Finance	52.0201	Associate Degree	7/21/2017 to 7/20/2018
Agriculture, Food and Life Science	1.0104	Associate Degree	7/21/2017 to 7/20/2018
HVAC-R	47.0201	Non Credit Certificate Program	7/13/2017 to 7/12/2018

Welding	48.0508	Non Credit Certificate Program	7/13/2017 to 7/12/2018
Apprenticeship: Plumbing Program	46.0503	Apprenticeship Certification	7/13/2017 to 7/12/2018
Apprenticeship: Electrical Program	46.0302	Apprenticeship Certification	7/13/2017 to 7/12/2018
HVAC - Workforce Readiness	47.0201	Technical Certificate	7/13/2017 to 7/12/2018

**Northwest Technical Institute - Springdale**

Electronics Technology	15.0303	Technical Certificate	7/24/2017 to 7/23/2018
Web Design Specialist	11.0101	Certificate of Proficiency	7/13/2017 to 7/12/2018
Surgical Technology	51.0909	Technical Certificate	7/13/2017 to 7/12/2018
Practical Nursing	51.3901	Technical Certificate	7/13/2017 to 7/12/2018
Industrial Maintenance Technology	47.0303	Technical Certificate	7/13/2017 to 7/12/2018
HVAC	47.0201	Certificate of Proficiency	7/13/2017 to 7/12/2018
Diesel & Truck Technology	47.0605	Technical Certificate	7/13/2017 to 7/12/2018
CIS-Network/Computer Technician	11.0101	Technical Certificate	7/13/2017 to 7/12/2018
Certified Nursing Assistant	51.3902	Certificate of Proficiency	7/13/2017 to 7/12/2018
Automotive Service Technology	47.0604	Technical Certificate	7/18/2017 to 7/17/2018
Apprenticeship Welding	48.0508	Certificate of Proficiency	7/13/2017 to 7/12/2018
Ammonia Refrigeration Maintenance Technology	15.0501	Technical Certificate	7/13/2017 to 7/12/2018

**Petra Allied Health (Springdale) - Springdale**

Dental Assistant	51.0601	Certificate of Proficiency	6/26/2017 to 6/25/2018
Certified Nursing Assistant	51.3902	Certificate of Proficiency	6/26/2017 to 6/25/2018
Medical Assistant	51.0801	Certificate of Proficiency	6/26/2017 to 6/25/2018
Medical Billing and Coding/Insurance Specialist	51.0713	Certificate of Proficiency	6/26/2017 to 6/25/2018

**University of Arkansas at Fort Smith - Fort Smith**

Robotics	14.4201	Certificate of Proficiency	7/25/2017 to 7/24/2018
Radiography Technology	51.0907	Associate Degree	7/25/2017 to 7/24/2018
Practical Nursing (LPN)	51.3901	Technical Certificate	7/25/2017 to 7/24/2018



Mechanical Technology	48.0503	Associate Degree	7/25/2017 to 7/24/2018
Industrial Electronics & Electrical Maintenance	15.0303	Technical Certificate	7/24/2017 to 7/23/2018
Commercial Driver Development - CDL	49.0205	Industry Recognized Certification	7/24/2017 to 7/23/2018

**University of Arkansas, Fayetteville - Fayetteville**

Public Health	51.2201	Baccalaureate Degree	8/17/2017 to 8/16/2018
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