



AGENDA

**West Central Arkansas Workforce Development Board
Smokin In Style BBQ
2278 Albert Pike, Arkansas 71913
April 10, 2025, 10:30 a.m.**

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AGENDA

April 10, 2025

Agenda Item 1 – Action

Call to Order.....Lisa Greene

Invocation

Chair Comments.....Lisa Greene

- Approval of Minutes from February 13, 2025
- Approval of Excused Absences
- Review of PY-24 Budgets.....Carrie Pratchard

Director of Workforce Services Comments.....Cora Easterday

- Current Focus
- Local Plan and Center Certifications
- Sector Partnership
- Staffing Update
- Success Stories

Informational

One Stop Operator's Report.....Andy Hightower

New Business

- WIOA Partner Reports
 - Title II – Adult Education.....Kimberly Darling
 - Title III – Wagner-Peyser.....Cindy White-Hamilton
 - Title IV- Vocational RehabilitationCynthia Gleghorn
- Ad Hoc Committee.....Lisa Greene

Adjournment

Future meeting dates

2025: June 12, August 14, October 9, December 11

West Central Arkansas Workforce Development Board

Lisa Greene, Chair

The meeting of the West Central Arkansas Workforce Development Board meeting was held on Thursday, February 13, 2025, at UACCM in Morrilton and via TEAMS.

Members Present In-Person: Darla Crump, Kimberly Darling, Herman Grayer, Lisa Greene, Judge Jimmy Hart, Venorris Webb – Delesline, and Eugene Wilson

Members Present via TEAMS: Greg Black, Karen Breashears, Cynthia Cleghorn, Jessica Gunn, Neal Harrington, Jeremy Hughes, Ron Magby, Tammy Passafiume, Gary Troutman, Cindy White-Hamilton, Brent Black, Tim Hall, Ben Freeny, Mason Robinson

Members Absent: Pati Brown, Kelli Embry and Allan George.

Staff: Dwayne Pratt, Martha Boyer, Cora Easterday, Ian Bishop, and Carrie Pratchard

Guests: Tom Pittman, Lori Strumpf, Brian Rodgers, Denise Wells, Shanna Darling Acton
Ms. Greene called the meeting to order at 10:30 a.m. and gave an invocation.

Chair Comments:

Ms. Greene opened the meeting by greeting attendees and inviting online participants to sign in. After leading an invocation, she moved on to the first agenda item, which was the approval of the minutes from the previous meeting.

Approval of Minutes:

Ms. Greene asked for a motion to approve the minutes from the December 11, 2024, meeting. Mrs. Tammy Passafiume expressed no comments and made a **motion** to approve the minutes, which was seconded by Judge Hart. The motion carried unanimously.

Approval of Excused Absences:

Ms. Greene said that the following members have requested to be excused from the meeting today: Kelly Embry and Alan George. A **motion** by Judge Hart and seconded by Jeremy Hughes to approve the requested excused absences. The motion carried unanimously.

Review of PY 24 Budgets:

Ms. Greene turned the floor over to Ms. Carrie Pratchard, Finance Manager, for a review of the PY24 financial activities and budgets. Carrie presented the financial reports, noting that approximately \$1.3 million remains available, including PY23 Youth funds, discretionary grants, and PY24 funding. She shared that the Youth program has around \$682,000 left, with PY23 expenditures on track to be fully utilize within the required

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performance period. The Adult program has about \$349,000 remaining, all from PY24, making it the program with the lowest available funds, which has resulted in a shift in field services to focus more on out of school youth. For Dislocated Worker funding, she reported that \$251,000 is available, all from PY24. While past transfers have been made to support the Adult program, no transfers can occur until after June 30, pending board approval. She also provided updates on discretionary grants, stating that the High Concentration Youth grant has about \$7,000 remaining and that the Outreach grant of \$15,000 will fund activities led by the new Business Coordinator, who starts on Tuesday. This grant will support outreach efforts and materials to increase program participation.

Board Staff Report:

The Workforce Director provided updates on key initiatives. The board has made progress in refining processes related to work-based learning, training dollars, and supportive services, with a focus on youth work-based learning due to funding allocations. A flyer with additional details was included in the meeting packet.

Angela Chupp has been hired as the new Business and Communications Coordinator, with a start date of February 18, 2025. Recruitment is ongoing for an Intake Specialist in Hot Springs. The board is prioritizing strengthening operations in Diamond Lakes before further expansion in the River Valley.

The Workforce Director revisited the discussion on issuing an RFP for programmatic services. After researching similar models, including the structure used in Little Rock, it was determined that an RFP would not be pursued at this time. Alternative strategies will continue to be explored.

An update was provided on the local plan, center certification, and board certifications. The board is awaiting a response from AWC. An addendum based on state feedback has been submitted, and further updates are expected.

The sector partnership contract with Hightower & Associates is progressing. A planning guide for Sector Alliances has been completed, and the first healthcare-focused Alliance meetings are scheduled for March 12-13 in Hot Springs and Russellville with chamber support.

No further discussion. The meeting moved to the next agenda item.

Committee Reports:

Executive Committee:

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At the suggestion of the Executive Committee, Ms. Greene asked for the board to ratify the Executive Committee's decision to assign Cora Easterday as the interim Equal Employment Officer. A motion was made by Darla Crump to ratify the Executive Committee's approval and seconded by Kim Darling. The **motion** carried unanimously.

Planning/Performance/Finance Committee:

Witt O'Brien's completed monitoring for PY22 and PY23 WIOA Title I-B programs using the State of Arkansas Monitoring Tool, focusing on program policies, participant files, and financial management. Their review confirmed WCAPDD's strong internal controls and compliance, highlighting effective financial oversight and well-maintained participant records. Recommendations for improvement include strengthening subrecipient procurement and monitoring practices and using monitoring insights to guide future enhancements. Financial monitoring revealed high-quality record-keeping, with a recommendation to sample One Stop Operator invoices for additional validation. A review of 48 participant files, including financial documentation for 10, found that 99% of Adult and Dislocated Worker files and 96% of Youth files met all documentation and signature requirements. To further improve, WCAPDD is encouraged to ensure all records remain accurate and accessible, update financial policies regularly, and enhance subrecipient monitoring. Overall, the monitoring report reflects WCAPDD's commitment to compliance, transparency, and continuous improvement.

Ms. Pratchard provided an update on the monitoring of Program Year (PY) 21 stating that in 2022, the Department of Labor (DOL) conducted a monitoring of the District's program and identified deficiencies in the monitoring completed by PowerNotes LLC, specifically related to fiscal monitoring. Clarification and further understanding were needed from the State or DOL to resolve these matters. With the guidance and approval from the State, the District requested a quote from Witt O'Briens to modify its current contract to include fiscal monitoring of PY21. The proposed modification, which is included in the board packet, was approved by the committee. The additional service will cost approximately \$13,000, bringing the total contract value to around \$68,000 for all monitoring services needed for PY21-PY23. This amount will be added to the existing agreement. A motion to approve modification was made by Judge Hart and seconded by Darla Crump. The **motion** passed with unanimous approval from the committee.

Ms. Easterday addressed the board regarding Nirvana Massage Therapy's application, suggesting it be tabled until August to meet the one-year operational requirement. She highlighted significant revisions to the ITA policy, including clearer language on funding allocations and expectations for training providers. Karen Breashears noted the importance of being proactive in implementing these changes to improve performance metrics. A motion was made by Darla Crump and seconded by Kim Darling. **Motion** carried unanimously.

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Lisa Greene, Chair

Ms. Easterday presented the proposed revisions to the ITA Policy following state monitoring, highlighting the necessity of overhauling the ITA Authorization Form. Key changes include modifying language from "will pay" to "can pay" for training costs and clarifying that summer terms will not be counted toward the ITA funding limit. These updates are intended to enhance clarity and ensure proper fund management. A motion was made by Darla Crump and seconded by Judge Jimmy Hart for approval. **Motion** carried unanimously.

Ms. Easterday emphasized the necessity of a Performance Improvement Plan (PIP) to address West Central's failure to meet WIOA performance metrics. She reported that initial adjustments have already yielded positive results and noted that the PIP is designed to align with anticipated state requirements. Cora further explained that the plan was developed through discussions within the performance committee and aims to strengthen performance tracking and accountability. A discussion followed.

Youth Council Committee:

Mrs. Darling reported that the Youth Council's meeting, initially scheduled for **February 5**, was rescheduled to **June 3**. This change was made to ensure that all subject matter experts could be present, as some members are currently on extended absences. The June 3 meeting will focus on discussions regarding the best utilization of available funding. Key topics will include enhancing work experience opportunities for youth and exploring incentive programs to support their engagement and development. Kim Darling praised the outstanding efforts of **Miss Venorris Web** at CASS Job Corps, encouraging board members to meet with her and learn more about the impactful work she is doing.

Informational:

One-Stop Operators Report:

Ms. Strumpf provided the following update:

Strategic Planning and Goals:

The One-Stop System Operator conducts an annual strategic planning process with all partners across the various centers. Three strategic goals were established, with specific priorities outlined for the first year.

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Healthcare Sector Strategic Partnership:

As part of Goal 1.1.1, the development of a Healthcare Sector Strategic Alliance is set to launch in March. The two main objectives are to convene and facilitate the healthcare alliance and to train staff on how to manage the alliance independently, minimizing reliance on external consultants.

The alliance will target 5-10 primary and secondary healthcare employers, such as rehab facilities, assisted-living centers, and hospitals, to address talent pipeline needs and workforce training.

Russellville Luncheon Learn Initiative:

The Russellville office continues to host successful **Lunch and Learn** events, where organizations present to staff and community members. These events have been well attended, with the most recent session drawing 18 participants.

Rebekah in Russellville has seen increasing interest, with volunteers now offering to present at future Luncheons without needing to be invited.

Directory of Services Development:

A **Directory of Services** is being created, providing a one-page summary of services in clear, accessible language. The directory will feature a brief description of each service and relevant contact information, making it easier for individuals to understand and access services.

MOUs and Contract Updates:

All signatures for the **2021-2024 MOU** have been collected, though a few signatures are still pending.

The **2024-2027 MOU** is currently in progress. State feedback has required additional information from several partners before finalizing the agreement.

Satisfaction surveys are ongoing, with positive feedback indicating good customer service and satisfaction.

Center Management and Staffing:

The **Center Management Team (CMT)** continues to meet in both Hot Springs and Russellville to address staffing and operational challenges. These meetings focus on

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ensuring adequate support for events and managing increased foot traffic, particularly with ongoing staffing shortages.

Andy Hightower provided the following update:

Foot Traffic Report:

January saw record traffic at both centers:

Hot Springs: 1,600 visitors, with more than half seeking job services (rather than unemployment insurance).

Russellville: 1,000 visitors, with approximately 700 seeking unemployment insurance services.

The increase in traffic is attributed to seasonal layoffs. The centers are becoming more recognized for job services beyond unemployment assistance, such as resume assistance, job workshops, and career pathway planning.

Ongoing Goals and Commitment to Data:

The One-Stop System Operator remains committed to data collection and analysis, monitoring traffic and service utilization to better understand community needs and further enhance the services provided.

WIOA Partner Reports:

Title II – Adult Education:

Mrs. Darling provided the following update for Adult Education

Program Overview:

The West Central region is served by seven adult education programs. Six of these programs submitted reports for the board's review. Highlights from the reports include achievements from several local programs.

ATU Ozark Program (Johnson County):

Led by Program Director Regina Olson, the ATU Ozark program continues to perform exceptionally, achieving 130.8% of the state's performance goals for PY 2023-2024. The program offers a variety of evening instruction opportunities, including English Language Acquisition (ELA), GED preparation, and workforce training.

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Regina reported 12 new students enrolled in the program, which also serves as a pipeline for potential youth program participants.

National Park College Program:

Under the leadership of Program Director Lisa Couch, the National Park College program has seen increases in enrollment across various areas, including GED preparation, English language acquisition, and workforce development.

Notably, their integrated education and training programs in Certified Nursing Assistant (CNA), Pharmacy Technician, and Medical Billing & Coding are thriving. The program also encourages the public to follow their local Delta Education programs on Facebook for frequent student success stories.

Russellville Program:

The Russellville program, led by Brad Kaufman, is undergoing a facility move that will consolidate services under one roof. The program has performed exceptionally with a 98.98% achievement on performance measures. They will be offering a broad range of services, including basic skills development, GED preparation, English language services, and workforce training.

UACCM Program:

The UACCM adult education program serves a diverse student base ranging from 16 to 74 years old. The program provides free services, including GED preparation and workforce development.

There has been growing interest in certification programs, particularly those through the WAGE program. UACCM is working on re-launching these programs and has received strong feedback from local businesses seeking trained entry-level personnel.

Montgomery County Program:

Led by Program Director Gordon, the Montgomery County program has seen an increase in new student enrollments, including those in the newly added integrated training programs, such as Pharmacy Technician.

ASU Three Rivers Program:

ASU Three Rivers, led by Program Director Lisa Carpenter, is in its first year and has already achieved notable success with the enrollment of new students in their Certified Clinical

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Medical Assistant program. They are also working to introduce a Pharmacy Technician program to further expand training opportunities for students.

Program Highlights and Personnel Needs:

Across all programs, there is a consistent demand for qualified teaching staff. As such, the Adult Education department continues to seek qualified instructors to meet the growing needs of the programs.

Closing Remarks:

Adult Education continues to achieve strong performance, with multiple programs exceeding state performance goals. All programs are focused on providing high-quality education and training opportunities for adult learners in the region.

Title III – Wagner – Peyser:

The Department of Workforce Services reported that no anticipated changes were expected to impact their operations or Workforce Centers at the time of the update. However, the state has since moved forward with hiring clerical staff for certain locations, including Hot Springs, which will now receive a designated front desk clerical position.

This development addresses the challenges that arose following staff reductions, which had required managers and other personnel to fill front desk duties, particularly in assisting unemployment claimants. Many customers faced difficulties completing ID verification and other required tasks, which could not always be handled online or via telephone. The addition of a clerical position in Hot Springs will help alleviate these challenges.

Kathy Sigman, currently a front desk worker under Title I funding, has been hired for this new clerical role. There is ongoing discussion regarding how her responsibilities will be structured and coordinated with existing services. Other offices are also expected to receive front desk staff, with most positions projected to be filled by the first week of March. Efforts are underway to ensure effective collaboration among offices. Updates will continue to be shared with key stakeholders, including Cora, Andy, and Lori.

Additionally, the department has been actively involved in workforce initiatives. While no major events were scheduled for February at the time of the report, hiring events have already taken place, and coordination efforts continue for the upcoming April Draft Days in collaboration with education partners. In December and January, at least six hiring events were held, and promotional efforts supported 16 other workforce-related activities,

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including ribbon-cuttings, speaking engagements, and partner events across the region, including in Morrilton and Russellville.

Title IV – Vocational Rehabilitation:

The Workforce Development Board has partnered with Arkansas Rehabilitation Services (ARS) to provide disability and inclusion training for Workforce Center staff and partners. The training will focus on best practices for communicating with individuals with disabilities and ensuring that staff follow proper procedures when interacting with all customers. The training is tentatively scheduled for the end of March and will be held at both Workforce Centers, with two sessions—one in the morning and one in the afternoon—to accommodate staff availability.

Additionally, ARS shared information about a grant opportunity that provides financial support for individuals seeking college or vocational training. This grant aligns with diversity and inclusion initiatives and remains open until mid-March. Links and details are available in the board packet.

Lastly, a webinar on the business advantages of hiring individuals with disabilities is available for those interested. More information can be found on page 69 of the board packet.

New Business:

Open Floor for Discussion and Adjournment:

Karen Breashears provided an update on recent legislative developments that could impact workforce programs statewide. She highlighted a proposed legislative change related to Issue 1, which, if passed, would expand the Arkansas Workforce Scholarship beyond universities and community colleges to also cover apprenticeship training.

Additionally, Senate Bill 50 has been introduced to conduct a two-year comprehensive review of all workforce training programs across the state. If approved, the study would assess existing programs and develop recommendations for improved coordination and efficiency, with a final report due by December 31, 2026.

Gary Troutman provided an update on the upcoming Draft Day event with Lake Hamilton Schools, scheduled for April 9-10. This marks the third year of the event, which is expected to feature 50 to 60 employers and approximately 1,200 Career and Technical Education (CTE) students from 20 schools.

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Additionally, he shared that the State Chamber expressed interest in the Hot Springs Draft Day model, recognizing its success and considering its replication in other areas. This acknowledgment reinforces the effectiveness of the event and its impact on workforce development efforts.

Vennoris Webb-Deseline provided an update on Job Corps activities and achievements. She highlighted that on March 4, a student participating in the Work Experience Program will receive the Converse Westerman Leadership Award—an accomplishment Job Corps is very proud of. She encouraged board members to attend the event to support the student and learn more about the program's impact.

Currently, eight Job Corps students are engaged in work experience, and during a recent campus visit, a site supervisor expressed strong interest in hiring two students, emphasizing the value of employer engagement in shaping young workers' futures. One student working in maintenance has gained exposure to college life and is now interested in pursuing an electrical apprenticeship, demonstrating how these opportunities open doors for career advancement.

She concluded by expressing gratitude for the program's success and advocating for continued support to expand its benefits.

Success Stories:

Ms. Easterday talked about two WOA participants who are representing their success story through the WIOA partnership.

Adjournment:

Ms. Greene adjourned the meeting at 11:41 a.m.

Lisa Greene, Chair

Date

WIOA Funding Summary
Fiscal Year Ended 06/30/2025
As of 2/28/2025

	All Grants		
	Program	Admin	Total
Remaining Funds - December 31, 2024			
PY23 Funding (expires 06/30/2025)	\$ 208,381.26	\$ 21,519.27	\$ 229,900.53
PY23 HCY Grant (expires 02/28/2025)	6,423.86	983.00	7,406.86
PY23 Outreach Grant (expires 05/31/2025)	15,000.00	-	15,000.00
PY24 Funding (expires 06/30/2026)	947,747.41	104,928.42	1,052,675.83
Total Remaining Funds - December 31, 2024	\$ 1,177,552.53	\$ 127,430.69	\$ 1,304,983.22
Adjustments & New Awards			
None	-	-	-
	-	-	-
Total Adjustments	\$ -	\$ -	-
Funds Expended			
PY23 Funding (expires 06/30/2025)	(101,450.12)	(10,165.29)	(111,615.41)
PY23 HCY Grant (expires 02/28/2025)	(172.53)	(289.07)	(461.60)
PY23 Outreach Grant (expires 05/31/2025)	-	-	-
PY24 Funding (expires 06/30/2026)	(71,215.88)	(8,779.20)	(79,995.08)
Total Funds Expended	\$ (101,622.65)	\$ (10,454.36)	\$ (112,077.01)
Remaining Funds - February 28, 2025			
PY23 Funding (expires 06/30/2025)	106,931.14	11,353.98	118,285.12
PY23 HCY Grant (expires 02/28/2025)	6,251.33	693.93	6,945.26
PY23 Outreach Grant (expires 05/31/2025)	15,000.00	-	15,000.00
PY24 Funding (expires 06/30/2026)	876,531.53	96,149.22	972,680.75
Total Remaining Funds - February 28, 2025	\$ 1,004,714.00	\$ 108,197.13	\$ 1,112,911.13
Funding Pending Final Approval/Award			
None	-	-	-
Estimated Funds Available After Pending Items	\$ 1,004,714.00	\$ 108,197.13	\$ 1,112,911.13

Average Monthly Expenditures
Approximate Months Remaining
Months Remaining this Fiscal Year
Months Remaining in Grant Periods

WIOA Funding Summary
Fiscal Year Ended 06/30/2025
As of 2/28/2025

	Formulary Grants		
	Youth		
	Program	Admin	Total
Remaining Funds - December 31, 2024			
PY23 Funding (expires 06/30/2025)	\$ 190,431.19	\$ 21,519.27	\$ 211,950.46
PY23 HCY Grant (expires 02/28/2025)	-	-	-
PY23 Outreach Grant (expires 05/31/2025)	-	-	-
PY24 Funding (expires 06/30/2026)	423,252.00	47,027.00	470,279.00
Total Remaining Funds - December 31, 2024	\$ 613,683.19	\$ 68,546.27	\$ 682,229.46
Adjustments & New Awards			
None	-	-	-
Total Adjustments	-	-	-
Funds Expended			
PY23 Funding (expires 06/30/2025)	(83,500.05)	(10,165.29)	(93,665.34)
PY23 HCY Grant (expires 02/28/2025)	-	-	-
PY23 Outreach Grant (expires 05/31/2025)	-	-	-
PY24 Funding (expires 06/30/2026)	-	-	-
Total Funds Expended	\$ (83,500.05)	\$ (10,165.29)	\$ (93,665.34)
Remaining Funds - February 28, 2025			
PY23 Funding (expires 06/30/2025)	106,931.14	11,353.98	118,285.12
PY23 HCY Grant (expires 02/28/2025)	-	-	-
PY23 Outreach Grant (expires 05/31/2025)	-	-	-
PY24 Funding (expires 06/30/2026)	423,252.00	47,027.00	470,279.00
Total Remaining Funds - February 28, 2025	\$ 530,183.14	\$ 58,380.98	\$ 588,564.12
Funding Pending Final Approval/Award			
None	-	-	-
Estimated Funds Available After Pending Items	\$ 530,183.14	\$ 58,380.98	\$ 588,564.12
Average Monthly Expenditures	41,750.03	5,082.65	
Approximate Months Remaining	12.70	11.49	
Months Remaining this Fiscal Year	4.00	4.00	
Months Remaining in Grant Periods	16.00	16.00	

West Central Arkansas Planning Development District, Inc.
WIOA Budget to Actual - Youth PY 2023
February 2025

Program Activities	Program-to-Date			
	Actual	Budget	\$ Over (Under) Budget	% Over (Under) Budget
Work Experience (Minimum of 20%)	\$ 68,616.12	\$ 130,000.00	\$ (61,383.88)	-47.22%
Pay-for-Performance Contracts (Limited to 10%)	-	-	-	0.00%
Other Training	4,039.25	120,000.00	(115,960.75)	-96.63%
Other Program Related Expenses (Excluding Training)	251,002.49	180,589.00	70,413.49	38.99%
Total Program Activities	\$ 323,657.86	\$ 430,589.00	\$ (106,931.14)	-24.83%
Administration (Limited to 10%)				
Administrative Entity	\$ 18,956.27	\$ 17,923.00	\$ 1,033.27	5.77%
Fiscal Agent	15,472.71	27,000.00	(11,527.29)	-42.69%
One-Stop Operator	2,060.04	2,920.00	(859.96)	-29.45%
Total Administration	36,489.02	47,843.00	(11,353.98)	-23.73%
Total Funding	\$ 360,146.88	\$ 478,432.00	\$ (118,285.12)	-24.72%
Estimated Remaining Funding per Month	\$ 29,571.28	Grant period ends June 30, 2025. Expenditures on track to expend all funds within performance period.		

WIOA Funding Summary
Fiscal Year Ended 06/30/2025
As of 2/28/2025

Formulary Grants			
Adult			
	Program	Admin	Total
Remaining Funds - December 31, 2024			
PY23 Funding (expires 06/30/2025)	\$ -	\$ -	\$ -
PY23 HCY Grant (expires 02/28/2025)	-	-	-
PY23 Outreach Grant (expires 05/31/2025)	-	-	-
PY24 Funding (expires 06/30/2026)	312,969.41	36,125.13	349,094.54
Total Remaining Funds - December 31, 2024	\$ 312,969.41	\$ 36,125.13	\$ 349,094.54
Adjustments & New Awards			
None	-	-	-
	-	-	-
Total Adjustments	-	-	-
Funds Expended			
PY23 Funding (expires 06/30/2025)	-	-	-
PY23 HCY Grant (expires 02/28/2025)	-	-	-
PY23 Outreach Grant (expires 05/31/2025)	-	-	-
PY24 Funding (expires 06/30/2026)	(37,786.98)	(4,641.57)	(42,428.55)
Total Funds Expended	\$ (37,786.98)	\$ (4,641.57)	\$ (42,428.55)
Remaining Funds - February 28, 2025			
PY23 Funding (expires 06/30/2025)	-	-	-
PY23 HCY Grant (expires 02/28/2025)	-	-	-
PY23 Outreach Grant (expires 05/31/2025)	-	-	-
PY24 Funding (expires 06/30/2026)	275,182.43	31,483.56	306,665.99
Total Remaining Funds - February 28, 2025	\$ 275,182.43	\$ 31,483.56	\$ 306,665.99
Funding Pending Final Approval/Award			
None	-	-	-
Estimated Funds Available After Pending Items	\$ 275,182.43	\$ 31,483.56	\$ 306,665.99
Average Monthly Expenditures	18,893.49	2,320.79	
Approximate Months Remaining	14.56	13.57	
Months Remaining this Fiscal Year	4.00	4.00	
Months Remaining in Grant Periods	16.00	16.00	

West Central Arkansas Planning Development District, Inc.
WIOA Budget to Actual - Adult PY 2023
February 2025

	Program-to-Date			% Over (Under)
	Actual	Budget	\$ Over (Under) Budget	
Program Activities				
Incumbent Worker Training (Limited to 20% of Adult and DLW Funds Combined)	\$ -	\$ -	\$ -	0.00%
Transitional Jobs (Limited to 10% of Adult and DLW Funds Combined)	-	-	-	0.00%
	-	-	-	
Pay-for-Performance Contracts (Limited to 10%)				0.00%
Other Training	168,662.06	182,788.00	(14,125.94)	-7.73%
Work Experience	74,382.46	88,961.00	(14,578.54)	-16.39%
Career Services	241,413.62	215,918.00	25,495.62	11.81%
Other Program Related Expenses	129,812.04	84,935.00	44,877.04	52.84%
Total Program Activities	\$ 614,270.18	\$ 572,602.00	\$ 41,668.18	7.28%
Administration (Limited to 10%)				
Administrative Entity	\$ 12,291.15	\$ 19,312.00	\$ (7,020.85)	-36.35%
Fiscal Agent	8,654.22	42,941.00	(34,286.78)	-79.85%
One-Stop Operator	1,007.45	1,368.00	(360.55)	-26.36%
Total Administration	21,952.82	63,621.00	(41,668.18)	-65.49%
Total Funding	\$ 636,223.00	\$ 636,223.00	\$ -	0.00%
Estimated Remaining Funding per Month	\$ -	Grant fully expended within performance period.		

West Central Arkansas Planning Development District, Inc.
WIOA Budget to Actual - Adult PY 2024
February 2025

	Program-to-Date			% Over
	Actual	Budget	\$ Over (Under) Budget	(Under) Budget
Training Activities				
Work-based Learning (Work Experience, OJT, etc.)	\$ 253.01	\$ 55,767.00	\$ (55,513.99)	-99.55%
Incumbent Worker Training (Limited to 20% of Adult and DLW Funds Combined)	-	-	-	0.00%
Transitional Jobs (Limited to 10% of Adult and DLW Funds Combined)	-	-	-	0.00%
Training (Occupational Skills, Pre-employment Activities, etc.)	14,225.72	36,625.00	(22,399.28)	-61.16%
Training Subtotal	\$ 14,478.73	\$ 92,392.00	\$ (77,913.27)	-84.33%
Program Activities				
Career Services	\$ 64,729.29	\$ 146,292.00	\$ (81,562.71)	-55.75%
Supportive Services (to participants in career services, not training)	-	8,775.00	(8,775.00)	-100.00%
Program Activities	30,585.55	137,517.00	(106,931.45)	-77.76%
Program Subtotal	95,314.84	292,584.00	(197,269.16)	-67.42%
Administration (Limited to 10%)				
Staff to the Board (Budget Development & Fiscal Oversight) - formerly Administrative Entity	\$ 6,987.33	\$ 13,223.00	\$ (6,235.67)	-47.16%
Fiscal Agent (Fiscal and Accounting Staff)	3,074.72	27,254.00	(24,179.28)	-88.72%
	1,219.39	2,288.00	(1,068.61)	
One-Stop Operator (Fiscal and Administrative Costs)				-46.70%
Administration Subtotal	11,281.44	42,765.00	(31,483.56)	-73.62%
Total Funding	\$ 121,075.01	\$ 427,741.00	\$ (306,665.99)	-71.69%
Estimated Remaining Funding per Month	\$ 19,166.62 Expenditures on track to use all funding within grant performance period.			

WIOA Funding Summary
Fiscal Year Ended 06/30/2025
As of 2/28/2025

Formulary Grants			
Dislocated Worker (DLW)			
	Program	Admin	Total
Remaining Funds - December 31, 2024			
PY23 Funding (expires 06/30/2025)	\$ 17,950.07	\$ -	\$ 17,950.07
PY23 HCY Grant (expires 02/28/2025)	-	-	-
PY23 Outreach Grant (expires 05/31/2025)	-	-	-
PY24 Funding (expires 06/30/2026)	211,526.00	21,776.29	233,302.29
Total Remaining Funds - December 31, 2024	\$ 229,476.07	\$ 21,776.29	\$ 251,252.36
Adjustments & New Awards			
None	-	-	-
	-	-	-
Total Adjustments	-	-	-
Funds Expended			
PY23 Funding (expires 06/30/2025)	(17,950.07)	-	(17,950.07)
PY23 HCY Grant (expires 02/28/2025)	-	-	-
PY23 Outreach Grant (expires 05/31/2025)	-	-	-
PY24 Funding (expires 06/30/2026)	(33,428.90)	(4,137.63)	(37,566.53)
Total Funds Expended	\$ (51,378.97)	\$ (4,137.63)	\$ (55,516.60)
Remaining Funds - February 28, 2025			
PY23 Funding (expires 06/30/2025)	-	-	-
PY23 HCY Grant (expires 02/28/2025)	-	-	-
PY23 Outreach Grant (expires 05/31/2025)	-	-	-
PY24 Funding (expires 06/30/2026)	178,097.10	17,638.66	195,735.76
Total Remaining Funds - February 28, 2025	\$ 178,097.10	\$ 17,638.66	\$ 195,735.76
Funding Pending Final Approval/Award			
None	-	-	-
Estimated Funds Available After Pending Items	\$ 178,097.10	\$ 17,638.66	\$ 195,735.76
Average Monthly Expenditures	25,689.49	2,068.82	
Approximate Months Remaining	6.93	8.53	
Months Remaining this Fiscal Year	4.00	4.00	
Months Remaining in Grant Periods	16.00	16.00	

West Central Arkansas Planning Development District, Inc.
WIOA Budget to Actual - DLW PY 2023
February 2025

	Program-to-Date			% Over (Under)
	Actual	Budget	\$ Over (Under) Budget	
Program Activities				
Incumbent Worker Training (Limited to 20% of Adult and DLW Funds Combined)	\$ -	\$ -	\$ -	0.00%
Transtitional Jobs (Limited to 10% of Adult and DLW Funds Combined)	-	-	-	0.00%
Pay-for-Performance Contracts (Limited to 10%)	-	-	-	0.00%
Other Training	15.27	-	15.27	0.00%
Work Experience	(932.51)	-	(932.51)	0.00%
Career Services	22,661.47	22,493.00	168.47	0.75%
Other Program Related Expenses	12,528.77	11,780.00	748.77	6.36%
Total Program Activities	\$ 34,273.00	\$ 34,273.00	\$ 0.00	0.00%
Administration (Limited to 10%)				
Administrative Entity	11,057.57	2,239.50	\$ 8,818.07	393.75%
Fiscal Agent	6,891.56	1,567.50	5,324.06	339.65%
One-Stop Operator	66.64	-	66.64	0.00%
Admin Expenses Over 10% Limit	(14,208.77)	-	(14,208.77)	0.00%
Total Administration	3,807.00	3,807.00	-	0.00%
Total Funding	\$ 38,080.00	\$ 38,080.00	\$ 0.00	0.00%
Estimated Remaining Funding per Month	\$ -	Grant funds fully expended after transfer to Adult funding stream.		

West Central Arkansas Planning Development District, Inc.
WIOA Budget to Actual - DLW PY 2024
February 2025

	Program-to-Date			
			\$ Over (Under)	% Over
	Actual	Budget	Budget	(Under) Budget
Training Activities				
Work-based Learning (Work Experience, OJT, etc.)	\$ -	\$ 30,338.00	\$ (30,338.00)	-100.00%
Incumbent Worker Training (Limited to 20% of Adult and DLW Funds Combined)	-	-	-	0.00%
	-	-	-	
Transitional Jobs (Limited to 10% of Adult and DLW Funds Combined)				0.00%
Training (Occupational Skills, Pre-employment Activities, etc.)	-	20,225.00	(20,225.00)	-100.00%
Training Subtotal	\$ -	\$ 50,563.00	\$ (50,563.00)	-100.00%
Program Activities				
Career Services	\$ 27,145.07	\$ 80,484.00	\$ (53,338.93)	-66.27%
	-	4,871.00	(4,871.00)	
Supportive Services (to participants in career services, not training)				-100.00%
Program Activities	6,283.83	75,608.00	(69,324.17)	-91.69%
Program Subtotal	33,428.90	160,963.00	(127,534.10)	-79.23%
Administration (Limited to 10%)				
Staff to the Board (Budget Development & Fiscal Oversight) - formerly Administrative Entity	\$ 3,763.98	\$ 6,031.00	\$ (2,267.02)	-37.59%
Fiscal Agent (Fiscal and Accounting Staff)	1,848.31	17,007.00	(15,158.69)	-89.13%
One-Stop Operator (Fiscal and Administrative Costs)	251.05	464.00	(212.95)	-45.89%
Administration Subtotal	5,863.34	23,502.00	(17,638.66)	-75.05%
Total Funding	\$ 39,292.24	\$ 235,028.00	\$ (195,735.76)	-83.28%

Estimated Remaining Funding per Month	\$ 12,233.49	Expenditures on track to use all funding within grant performance period.
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WIOA Funding Summary
Fiscal Year Ended 06/30/2025
As of 2/28/2025

Remaining Funds - December 31, 2024

PY23 Funding (expires 06/30/2025)
PY23 HCY Grant (expires 02/28/2025)
PY23 Outreach Grant (expires 05/31/2025)
PY24 Funding (expires 06/30/2026)

Total Remaining Funds - December 31, 2024

Adjustments & New Awards

None

Total Adjustments

Funds Expended

PY23 Funding (expires 06/30/2025)
PY23 HCY Grant (expires 02/28/2025)
PY23 Outreach Grant (expires 05/31/2025)
PY24 Funding (expires 06/30/2026)

Total Funds Expended

Remaining Funds - February 28, 2025

PY23 Funding (expires 06/30/2025)
PY23 HCY Grant (expires 02/28/2025)
PY23 Outreach Grant (expires 05/31/2025)
PY24 Funding (expires 06/30/2026)

Total Remaining Funds - February 28, 2025

Funding Pending Final Approval/Award

None

Estimated Funds Available After Pending Items

Discretionary Grants		
HCY		
Program	Admin	Total
\$ -	\$ -	\$ -
6,423.86	983.00	7,406.86
-	-	-
-	-	-
\$ 6,423.86	\$ 983.00	\$ 7,406.86
-	-	-
-	-	-
-	-	-
-	-	-
(172.53)	(289.07)	(461.60)
-	-	-
-	-	-
\$ (172.53)	\$ (289.07)	\$ (461.60)
-	-	-
6,251.33	693.93	6,945.26
-	-	-
-	-	-
\$ 6,251.33	\$ 693.93	\$ 6,945.26
-	-	-
\$ 6,251.33	\$ 693.93	\$ 6,945.26

Average Monthly Expenditures
Approximate Months Remaining
Months Remaining this Fiscal Year
Months Remaining in Grant Periods

West Central Arkansas Planning Development District, Inc.
WIOA Budget to Actual - High Concentration Youth PY 2023
February 2025

Program Activities	Program-to-Date			
	Actual	Budget	\$ Over (Under) Budget	% Over (Under) Budget
Other Program Related Expenses - In School	\$ 2,429.13	\$ 4,426.50	\$ (1,997.37)	-45.12%
Other Program Related Expenses - Out of School	172.54	4,426.50	(4,253.96)	-96.10%
Total Program Activities	\$ 2,601.67	\$ 8,853.00	\$ (6,251.33)	-70.61%
Administration (Limited to 10%)				
Administrative Entity	\$ -	\$ 98.00	\$ (98.00)	-100.00%
Fiscal Agent	356.52	885.00	(528.48)	-59.72%
Administration in Excess of 10% Limit	(67.45)	-	(67.45)	0.00%
Total Administration	289.07	983.00	(693.93)	-70.59%
Total Funding	\$ 2,890.74	\$ 9,836.00	\$ (6,945.26)	-70.61%

Estimated Remaining Funding per Month	N/A	Grant period ended February 28, 2025. Despite attempts to plan/coordinate events meeting the grant parameters, discretionary funds could not be fully expended within the grant performance period. Balance of funds go back to the State.
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WIOA Funding Summary
Fiscal Year Ended 06/30/2025
As of 2/28/2025

Remaining Funds - December 31, 2024

PY23 Funding (expires 06/30/2025)
PY23 HCY Grant (expires 02/28/2025)
PY23 Outreach Grant (expires 05/31/2025)
PY24 Funding (expires 06/30/2026)

Total Remaining Funds - December 31, 2024

Adjustments & New Awards

None

Total Adjustments

Funds Expended

PY23 Funding (expires 06/30/2025)
PY23 HCY Grant (expires 02/28/2025)
PY23 Outreach Grant (expires 05/31/2025)
PY24 Funding (expires 06/30/2026)

Total Funds Expended

Remaining Funds - February 28, 2025

PY23 Funding (expires 06/30/2025)
PY23 HCY Grant (expires 02/28/2025)
PY23 Outreach Grant (expires 05/31/2025)
PY24 Funding (expires 06/30/2026)

Total Remaining Funds - February 28, 2025

Funding Pending Final Approval/Award

None

Estimated Funds Available After Pending Items

Discretionary Grants		
Outreach		
Program	Admin	Total
\$ -	\$ -	\$ -
-	-	-
15,000.00	-	15,000.00
-	-	-
\$ 15,000.00	\$ -	\$ 15,000.00
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
\$ -	\$ -	\$ -
-	-	-
-	-	-
15,000.00	-	15,000.00
-	-	-
\$ 15,000.00	\$ -	\$ 15,000.00
-	-	-
-	-	-
\$ 15,000.00	\$ -	\$ 15,000.00

Average Monthly Expenditures

Approximate Months Remaining

Months Remaining this Fiscal Year

Months Remaining in Grant Periods

West Central Arkansas Planning Development District, Inc.
WIOA Budget to Actual - Outreach PY 2023
February 2025

Program Activities	Program-to-Date			
	Actual	Budget	\$ Over (Under) Budget	% Over (Under) Budget
Outreach Items	\$ -	\$ 1,500.00	\$ (1,500.00)	-100.00%
Digital Marketing Outreach	-	13,500.00	(13,500.00)	-100.00%
Total Program Activities	\$ -	\$ 15,000.00	\$ (15,000.00)	-100.00%
Administration (Limited to 10%)				
Administrative Entity	\$ -	\$ -	\$ -	0.00%
Fiscal Agent	-	-	-	0.00%
Total Administration	-	-	-	0.00%
Total Funding	\$ -	\$ 15,000.00	\$ (15,000.00)	-100.00%
Estimated Remaining Funding per Month	\$ 5,000.00	Grant period ends May 31, 2025. Planned outreach material in process with goal to have all funding expended by April 30, 2025 ahead of end		



Michael Preston
SECRETARY OF COMMERCE
Charisse Childers, Ph.D.
DIRECTOR,
DIVISION OF WORKFORCE SERVICES

PY18 Financial Finding Update
Only pertinent pages of State letter have
been included. Full letter with supporting
details is available upon request.

January 4, 2021

Mr. Dwayne Pratt, Executive Director
West Central Arkansas Planning & Development District
P.O. Box 6409
Hot Springs, Arkansas 71902-6409

Dear Mr. Pratt:

Please find attached the State's Final Determination for the findings detected during a review of Program Year 2018 program and financial operations and activities as administered by the West Central Arkansas Local Workforce Development Area. This report is in response to the financial monitoring findings detected during the on-site monitoring visit conducted during October 22 - 26, 2018.

Please be advised that there are disallowed costs associated with the findings in the report. Disallowed costs must be repaid using non-federal funds.

If you have any questions or need additional information regarding the report, please contact Joyce Akidi at (501) 683-1886.

Sincerely,

A handwritten signature in blue ink, appearing to read "Charisse Childers", is written over a horizontal line.

Charisse Childers, Ph.D.
Director

cc: Mr. Larry Carr, Chairperson
West Central Arkansas Workforce Development Board

The Honorable Jimmy Hart, Judge - Conway County
Chief Elected Official

State's Response and Final Determination:

This finding will be considered resolved when WCAPDD provides documentation to support that the remaining questioned costs have been refunded to the grant.

Financial Finding #4:

WCAPDD made lease payments to West Central Arkansas Economic Development Services (WCAEDS) in the amount of \$60,500 for the period of October 2017 through August 2018, which were coded to the indirect cost pool. WCAPDD and WCAEDS share a common Executive Director resulting in a "less-than-arm's-length" transaction as defined in the Uniform Guidance. The lease payments were based on fair market value instead of actual costs incurred by WCAEDS. An amount has not yet been determined for the portion of this total that was allocated to WIOA.

According to the WCAPDD Single Audit report, WCAPDD purchased the building in 2009 for \$263,423 and obtained a construction loan for \$450,000 from First National Bank for the purchase of the building and major renovations. Two months later, WCAPDD transferred the building and the loan to WCAEDS. Subsequently, WCAEDS paid off the loan with a bond issuance in the amount of \$550,000 obtained through the Arkansas Development Finance Authority (ADFA). WCAEDS is listed as the borrower and WCAPDD as the guarantor of the bond.

In addition to the monthly lease payments charged indirectly, WCAPDD also paid for the building maintenance, which was direct-charged to the grants. This results in questioned costs in the amount of \$892.68 as reflected in the table below:

GL Code	GL Short Title	Effective Date	Document #	ID	Transaction Description	Amount
1016	Cash - Operating	10/31/2017	24338	Daniell Mech	Maint./Repair Building	\$ 365.35
1016	Cash - Operating	11/15/2017	24393	Professional Lo	Maint./Repair Building	260.39
1016	Cash - Operating	12/14/2017	24449	Stephens	Maint. Building	98.55
1016	Cash - Operating	1/15/2018	24496	McDonald	Maint. Repair	97.20
1016	Cash - Operating	2/15/2018	24555	Navigator Prope	Maint./Repair Building	71.19
Total						\$ 892.68

WCAPDD 3rd Response:

On page 11/16 ADWS states that "the expenditures of federal grant funds for construction, purchase of facilities or buildings, or other capital expenditures for improvements to land or buildings are not allowable utilizing federal funds without prior approval." It is not clear what significance ADWS places on this statement. Is this statement a basis for ADWS's position? If so, upon what regulation does ADWS rely? The building was purchased by WCAPDD prior to enactment of WIOA, which appears to be July 22, 2014. Thus, it would have been impossible for WCAPDD to seek prior approval for the building's purchase. Further, federal funds were not used to purchase the building or conduct renovations. The federal funds at issue were used to make lease payments pursuant to 2 C.F.R. §200.465(b). ADWS does not provide a foundation or regulatory citation which forms the basis of its statement that prior approval is required when federal funds are used to purchase a building or to conduct renovations.

ADWS states that the "related party relationship" was created when WCAEDS was created on June 4, 2009. We assume ADWS is referring to a "related party relationship" between WCAEDS and WCAPDD, but their second response does not so state. The standard for a "less than arm's length" transaction, however, is not whether there is a "related party relationship." Indeed, the regulation unambiguously states that a less-than-arm's-length lease is one under which one party to the lease

agreement is able to control or substantially influence the actions of the other. The regulation does not rely on a "related party relationship" standard as espoused by ADWS.

ADWS provides no regulatory authority for this proposition. Further, ADWS has provided no authority to rebut the settled case law previously cited, which shows that WCAPDD and WCAEDS do not control or substantially influence the other.

ADWS appears to rely on its presumption that Dwayne Pratt "manages EDS and the District" to satisfy the regulatory requirements for a less-than-arm's-length lease. ADWS overlooks the indisputable evidence that Dwayne Pratt has no authority to enter into leases for either entity. Though an executive director may oversee daily administrative functions of the entities, the respective boards of directors of WCAPDD and WCAEDS are the only entities who can approve a lease. ADWS has provided no evidence that one entity controlled the other, and their response appears to confirm that the entities are controlled by the board of directors

20 CFR §683.235 states that WIOA funds must not be used for purchase, construction, or improvements without the prior written approval of the Secretary. As stated above, it is my understanding that the premises were purchased prior to the enactment of WIOA, therefore, prior approval could not have been obtained. Thus, it is unclear what relevance this regulation has and how it supports ADWS's opinion. Further, WCAPDD is not using funds to purchase the property. WCAPDD is using funds to lease property pursuant to the federal regulations.

We cannot respond to ADWS's statement that this was a "less than arm's length transaction" because ADWS has not addressed the legal cases previously cited as to statutory interpretation and the factors court's use to consider whether one entity controls another. The cases we cited speak for themselves, but ADWS has not addressed why they think the legal holdings contained therein are wrong.

Perhaps the parties should submit a joint request to the Department of labor for an advisory opinion on the meaning of "control or substantially influence" as used in 2 CFR §200.465 (c).

It is also unclear why ADWS states that depreciation is an allowable expense covered by federal funds, but maintenance, repair, utilities, cleaning, and insurance are not. Whether a lease governs whose responsibility it is to pay these expenses is not addressed in the regulations, and ADWS appears to be reading something into the regulations that is not there. 2 CFR §200.465(c) explicitly allows WCAPDD to expense rent payments equal to or less than the amount that it costs to own the leased premises. The regulations permit WCAPDD to determine its rental costs by factoring in depreciation, maintenance, taxes, and insurance. The regulations do not state that these expenses are not allowed based upon the wording of a lease. Indeed, why would WCAPDD pay for lease-related expense unless it was obligated to do so under the lease? ADWS's interpretation is not consistent with the plain language of the regulation, and ADWS has not cited the source upon which its interpretation is based. Therefore, we cannot address this argument further until ADWS states the legal basis for its reasoning. Perhaps this is another issue that could be submitted to the Department of Labor for clarification.

State's Response and Final Determination:

The WCAPDD Form 990 Schedule R Related Organizations and Unrelated Partnerships Part II Identification of Related Tax-Exempt Organizations listed WCAEDS as their only related organization. As previously mentioned, this was also documented in the WCAPDD Single Audits and never disputed by WCAPDD.

The WCAEDS Form 990 Part IV Governance, Management, and Disclosure Section A. Governing Body and Management 7b states "Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?" The response of WCAEDS was yes (Y). The only person identified on the 990 was Dwayne Pratt, Executive Director.

The related party relationship is highlighted by the fact that WCAPDD is guarantor on the bond issue assumed by WCAEDS to finance the building purchase and construction loan. WCAEDS then leased the building back to their related organization, WCAPDD. The removal of Dwayne Pratt as Executive Director does not eliminate the related party relationship that began in 2009 and still exists under the bond issue. The degree of control is irrelevant to the requirements of 2 CFR 200.465 just as the market value of the property is to what is allowable under a Federal award. The standard for "less-than-arm's length" leases addressed in 2 CFR 200.465 (c) (2) is "The non-Federal entity under common control through common officers, directors, or members".

2 CFR 200.465 (c) (3) also states, "For example, the non-Federal entity may establish a separate corporation for the sole purpose of owning property and leasing it back to the non-Federal entity." The mission of West Central Arkansas Economic Development Service Inc., according to their Form 990, is "To own, manage, purchase, sell, rent and lease real and personal property to be used solely to further the objectives and purposes of regional service organizations engaged in economic development efforts." It appears WCAEDS was created in 2009 for the purpose of acquiring and improving real property that their related organization, West Central Arkansas Planning and Development District, was prohibited from doing with federal grant funds. WCAPDD purchased the property on April 9, 2009. WCAEDS was established, per the Arkansas Secretary of State records, on June 4, 2009. According to the June 30, 2009 WCAPDD Single Audit Notes to Financial Statement, "At the June 2009 board meeting, the District's board approved resolution #01-19 authorizing the transfer of this building and construction loan to West Central Arkansas Economic Development Services, Inc. The building will be rented to the District after major renovations are completed."

This is a classic example of a "sale and lease back" arrangement referenced in the requirements section of the original finding at 2 CFR 200.465 (b).

Both 2 CFR 200.465 (b) and (c) are applicable in this case. Both have the same requirement that rental costs are only allowable up to the amount that would be allowed had the non-federal entity continued to own the property. As previously stated, this would include depreciation, maintenance, taxes, and insurance. However, since WCAPDD already paid these costs by charging them indirectly, WCAEDS is only able to pass the depreciation charges to WCAPDD.

WCAPDD must provide documentation to support that the related-party lease payments have been removed from the indirect cost pool and refunded to the grant. WCAPDD must also provide documentation to support the actual maintenance costs incurred by WCAEDS and charged to WIOA funds as well as the allocation methodology reflecting the square footage calculation. In addition, WCAPDD must identify any less-than-arm's-length lease payments in excess of actual costs incurred that were directly or indirectly charged for previous years back to program year (PY) 2015.

Financial Finding #5:

A physical inspection of inventory revealed the following equipment at the Malvern and Morrilton locations could not be located as reflected in the table below:

Property #	Item	Location	Serial #	Acquired Cost
Blue WIA Tag	16MP Polaroid Digital Camera	Malvern	E9370130007887	\$64.02
3435	AT&T Lucent Telephone System	Morrilton	Not Available	1,618.13

Also, the serial number for a camera was not recorded on the WCAPDD inventory records. Moreover, there were four items on the WCAPDD's property records that were not tagged properly indicated on the table below:

	ADWS	
2016		
Rent Charged	21,842.06	
Bldg Ownership Cost	9,232.08	
Net Disallowance	12,609.98	
2017		
Rent Charged	26,498.99	
Bldg Ownership Cost	13,451.30	
Net Disallowance	13,047.69	
2018		
Rent Charged	29,139.00	
Bldg Ownership Cost	14,730.51	
Net Disallowance	14,408.49	
2019		
Rent Charged	29,935.04	
Bldg Ownership Cost	15,968.99	
Net Disallowance	13,966.05	
2020		
Rent Charged	47,048.64	
Bldg Ownership Cost	24,146.39	
Net Disallowance	22,902.25	
2021		
Rent Charged	36,841.76	
Bldg Ownership Cost	28,820.05	
Net Disallowance	8,021.71	
Total		
Rent Charged	191,305.49	191,305.49
Bldg Ownership Cost	106,349.32	106,349.30
Net Disallowance	84,956.17	

From: [Dwayne Pratt](#)
To: [Angela Cook](#)
Cc: [Terri Baca](#); [Dedric Beasley](#); [Eddie Thomas](#); [Carrie Pratchard](#)
Subject: Re: PY18 Monitoring Resolution
Date: Tuesday, February 25, 2025 10:04:27 AM

Angela:

Good morning. I am following up on our recent submission of payment to resolve the PY18 monitoring finding that we discussed on January 24, 2025. Payment was remitted on January 28, 2025 via check in the amount noted in your email. Do you know the status of the closeout report reflecting the resolution that is noted in your email?

Thank you,

Dwayne

Dwayne Pratt
Executive Director
WCAPDD, Inc.
P.O. Box 6409
Hot Springs, AR 71902-6409

Phone: 501-525-7577 Ext. 1001
Direct: 501-302-5019
Email: dpratt@wcapdd.org

<http://www.wcapdd.org>



On Jan 28, 2025, at 9:37 AM, Carrie Pratchard <cpratchard@wcapdd.org> wrote:

Good morning!

The check to resolve the PY18 rent finding is going into today's mail. See attached for tracking information.

<image004.png>

From: Terri Baca <Terri.Baca@arkansas.gov>
Sent: Monday, January 27, 2025 9:03 AM
To: Carrie Pratchard <cpratchard@wcapdd.org>; Angela Cook

<Angela.Cook@arkansas.gov>; Dwayne Pratt <dpratt@wcapdd.org>

Cc: Dedric Beasley <Dedric.Beasley@arkansas.gov>; Eddie Thomas

<Eddie.Thomas@arkansas.gov>

Subject: RE: PY18 Monitoring Resolution

CAUTION: [EXTERNAL SENDER. DO NOT click links, or open attachments, if sender is unknown, or the message seems suspicious in any way. DO NOT provide your user ID or password.]

Good morning Carrie,
Please see the below remittance address.

WIOA Accounting
Attn: Terri Baca
1 Commerce Way
Building #4, Suite 501
Little Rock, AR 72201

Thank you,

Terri Baca
Program Manager WIOA Accounting
FMAS/ Office of Accounting

Division of Workforce Services
Arkansas Department of Commerce
O: 501.682-6062

Terri.baca@arkansas.gov

DWS.ARKANSAS.GOV

<image007.png>

A PROUD PARTNER OF THE AMERICAN JOB CENTER NETWORK

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From: Carrie Pratchard <cpratchard@wcapdd.org>

Sent: Monday, January 27, 2025 8:24 AM

To: Angela Cook <Angela.Cook@arkansas.gov>; Dwayne Pratt <dpratt@wcapdd.org>

Cc: Terri Baca <Terri.Baca@arkansas.gov>; Dedric Beasley

<Dedric.Beasley@arkansas.gov>; Eddie Thomas <Eddie.Thomas@arkansas.gov>

Subject: RE: PY18 Monitoring Resolution

Thank you, Angela. We have the payment ready to remit as soon as we have confirmation of the correct remittance address.

Have a great week!

<image008.png>

From: Angela Cook <Angela.Cook@arkansas.gov>

Sent: Friday, January 24, 2025 5:14 PM

To: Dwayne Pratt <dpratt@wcapdd.org>; Carrie Pratchard <cpratchard@wcapdd.org>
Cc: Terri Baca <Terri.Baca@arkansas.gov>; Dedric Beasley
<Dedric.Beasley@arkansas.gov>; Eddie Thomas <Eddie.Thomas@arkansas.gov>
Subject: PY18 Monitoring Resolution

CAUTION: [EXTERNAL SENDER. DO NOT click links, or open attachments, if sender is unknown, or the message seems suspicious in any way. DO NOT provide your user ID or password.]

Good afternoon,

As discussed earlier, please remit payment to the WIOA Accounting Unit in the amount of \$84,956.17 to satisfy the outstanding PY18 monitoring disallowed costs.

Adding [@Terri Baca](#) and [@Dedric Beasley](#) for mailing address and further instructions on payment submission.

Once we receive payment, we will issue a closeout report reflecting the resolution.

Please let me know if you have any questions.

Thanks!!
Angela

Angela Cook
ASSISTANT DIRECTOR
EMPLOYMENT & TRAINING

Arkansas Workforce Connections
Arkansas Department of Commerce
O: 501.682.3110
Angela.Cook@arkansas.gov
DWS.ARKANSAS.GOV

<image005.png>

A PROUD PARTNER OF THE AMERICAN JOB CENTER NETWORK

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From overcoming challenges to achieving her dreams, Samiah Clemons' story is an inspiring testament to perseverance and dedication.

After graduating high school in 2009, Samiah initially pursued a degree in education at UCA. However, life took her on a different path. As a single mother of two, she worked in call centers for years but eventually stepped away to focus on her mental health. During this time, she discovered a passion for resin art, using it as both a creative outlet and a way to support her family.

Determined to build a better future, Samiah decided to return to school and pursue nursing. She enrolled in prerequisite courses at UACCM in 2022

and was accepted into the Practical Nursing program in 2023. Through hard work and the support of WIOA services, which helped with books and training costs, she successfully completed the program in December 2024.

Samiah passed her NCLEX exam at the beginning of this year, earning her LPN license. She quickly secured a position at Praxis Rehab & Recovery in Morrilton, where she now works in health restoration—doing what she loves.

Her journey proves that no matter where life takes you, determination and the right support can help you achieve your goals. Congratulations, Samiah!



We're proud to celebrate our very own **Kathleen Garrett**, Career Advisor, for receiving a Certificate of Appreciation from the Cass Job Corps! This well-deserved recognition highlights her dedication, exceptional service, and ongoing support in helping individuals achieve their career goals. Kathleen's commitment to our mission continues to inspire us all.

Kathleen has been an invaluable part of our team for the past nine years, dedicating her time and energy to helping individuals succeed in their career journeys. She previously worked at the Russellville Workforce Center and has since transitioned to the Morrilton Workforce Center, where she continues to provide outstanding guidance and support as a Career Advisor. Kathleen still travels between the two locations, ensuring that job seekers in both communities receive the assistance they need. Her passion for making a difference shines through in all that

she does, and we couldn't be prouder of her recent recognition from the Cass Job Corps.

**ONE STOP SYSTEM OPERATOR (OSSO) REPORT
To the West Central Workforce Development Board
For the April 10, 2025 Meeting
For the Period February and March 2025**

I. February and March 2025

1. Strategic Plan. The action plan has been completed for the strategies. The strategic goals identified by the partners are:

- STRATEGIC GOAL 1:** Increase the distribution of high-paying jobs with benefits across the workforce area to reduce poverty and improve the quality of life for individuals.
- STRATEGIC GOAL 2:** Continue to build awareness of all workforce services.
- STRATEGIC GOAL3:** Enhance workforce motivation and skill development to drive productivity and growth.

Strategic plan priorities to be completed between now and the end of December 2025 were identified by the Center Management Teams (numbers indicate the Goal that the strategy is connected to):

- 1.1.1 Within the first year of the plan, develop the first partnership in the health sector.
 - **Progress to date:** The first meeting of the Healthcare Industry Alliance was convened in March. A draft action plan is out for review by all participants. In total, 10 employers participated across two different sessions, one in Russellville and one in Hot Springs.
- 2.3.1 Focus on promoting workbased learning strategies and customized training through direct contact with chambers and other business groups; the streamlined training application policy; digital marketing, and social media.
 - **Progress to date:** Training for staff on how to promote workbased learning to both employers and job seekers continues.
- 2.4.1 In Russellville, continue the Lunch and Learns.
 - **Progress to date:** Lunch and Learns are scheduled through July in Russellville.
 - March 5th – Ideal Option
 - April 9th – AHDC
 - April 23rd – SCSEP/AARP
 - May 28th – Hometown Health Yell County Dept of Health
 - June 18th – ARS
 - July 16th – Goodwill Industries
- 2.4.2 Create a directory of services across the region as both a handout for customers and a staff guide.
 - **Progress to date:** It has been difficult getting information from all the partners to create this one page document that is designed to be a leave behind at various events. To date, 6 partners have responded.
- 3.2.1 Educate employers as to the value and benefit of the CRC in general and as a screening tool.
 - **Progress to date:** Most of the criteria to become a work ready community have been met. Outstanding is getting the CRC for the number of people committed. A request has been made to extend the application deadline. In Russellville, a judge recently decided to make obtaining the CRC a condition of probation.
- 3.2.2 Encourage employers to put the CRC as a preferred option in their job descriptions.
 - **Progress to date:** With the hiring of a new business solutions lead, we expect to have more contact with employers to discuss this strategy.

The goals and strategies are reviewed at each center management team with updates and actions taken on the priority areas for the first year.

2. MOU and Infrastructure (IFA) Development and Negotiations

There are two agreements to finalize. One agreement that covers July 2021 – June 2024 is approved, and all signatures have been collected. The final draft of the MOU IFA for Program Years 2024-2027 has been out for final review by the partners. DWS reviewed the draft and requested additional budget information for the comprehensive centers. The information is being collected so the document can be finalized.

3. Customer Satisfaction Data

January	Number of Responses	Ratings	Selected Comments
Hot Springs	2	All 5's (very good)	<ul style="list-style-type: none"> Was great.
Russellville	4	All 5's	<ul style="list-style-type: none"> "Melissa answered all questions, and she was great!"
Morrilton	2	All 5's	

February	Number of Responses	Ratings	Selected Comments
Hot Springs	2	All 5's (very good)	<ul style="list-style-type: none"> Wonderful Service. Great Experience.
Russellville	3	All 5's	<p>Two comments with Melissa named:</p> <ol style="list-style-type: none"> "Everything seemed just fine to me! Thank you!" "Excellent" <p>One comment with no one named:</p> <ol style="list-style-type: none"> "They did great"
Morrilton	5	4-1 response (good) 5 – 4 responses (very good)	<ul style="list-style-type: none"> Miss Kathleen is wonderful"- Kathleen Garrett "Very helpful, no improvements!"-Martha Boyer "Need unemployment here"- Angela Morales "Nothing. Angela helps me a lot"-Angela Morales "Happy"-Angela Morales

4. Customer Traffic Report for February: Attached

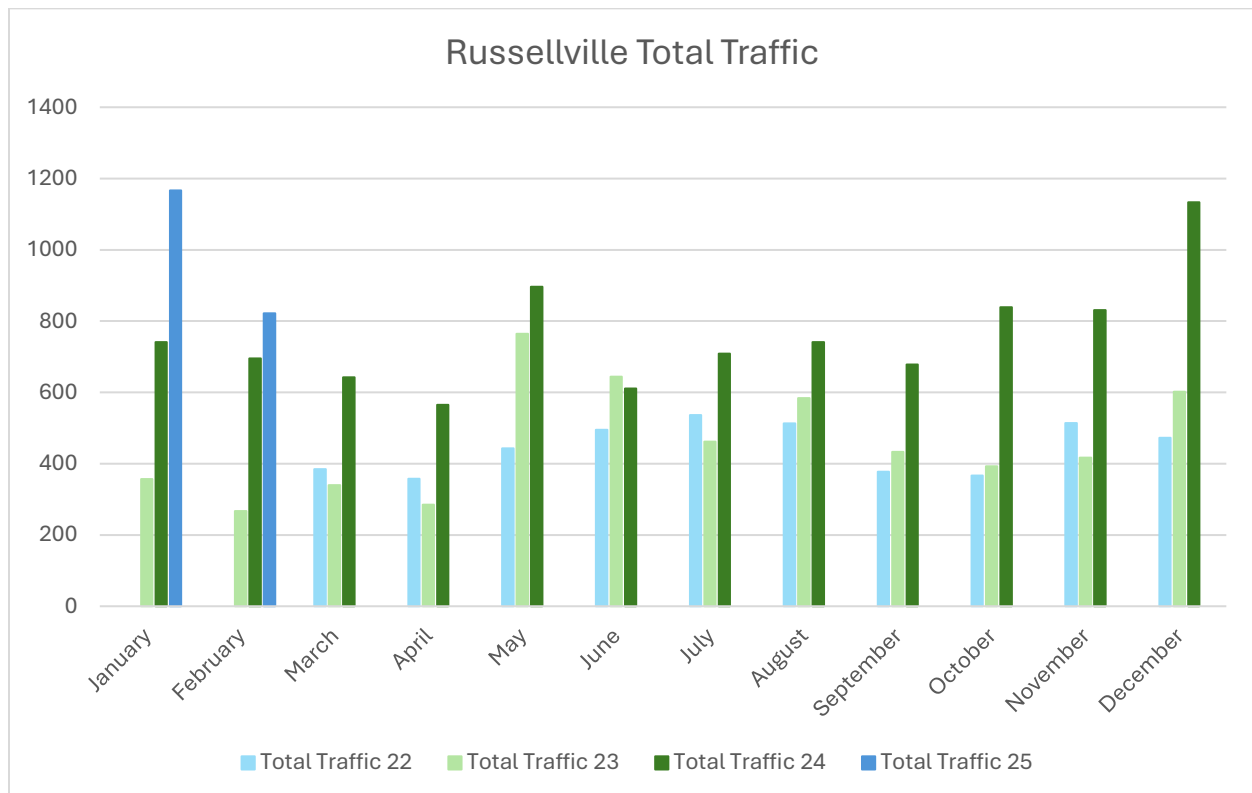
5. Additional Activities

- Both Center Management Teams (CMT) met on site with Lori in January and February.
- Each center continues to conduct a variety of employer events.
- ADWS has updated the job titles and responsibilities of Cindy and Neil, the current center managers. The OSSO and WDB director were informed of these changes on March 21st. While the new roles and responsibilities are still being defined, it is understood that Cindy and

Neil will no longer manage the two centers onsite starting at the end of March. Their new responsibilities will focus on community outreach activities. This change creates a gap in center facilities management and customer issue resolution. The colocated partners will need to develop a plan for the management and operation of the centers. This topic will be discussed at the April CMT meetings.

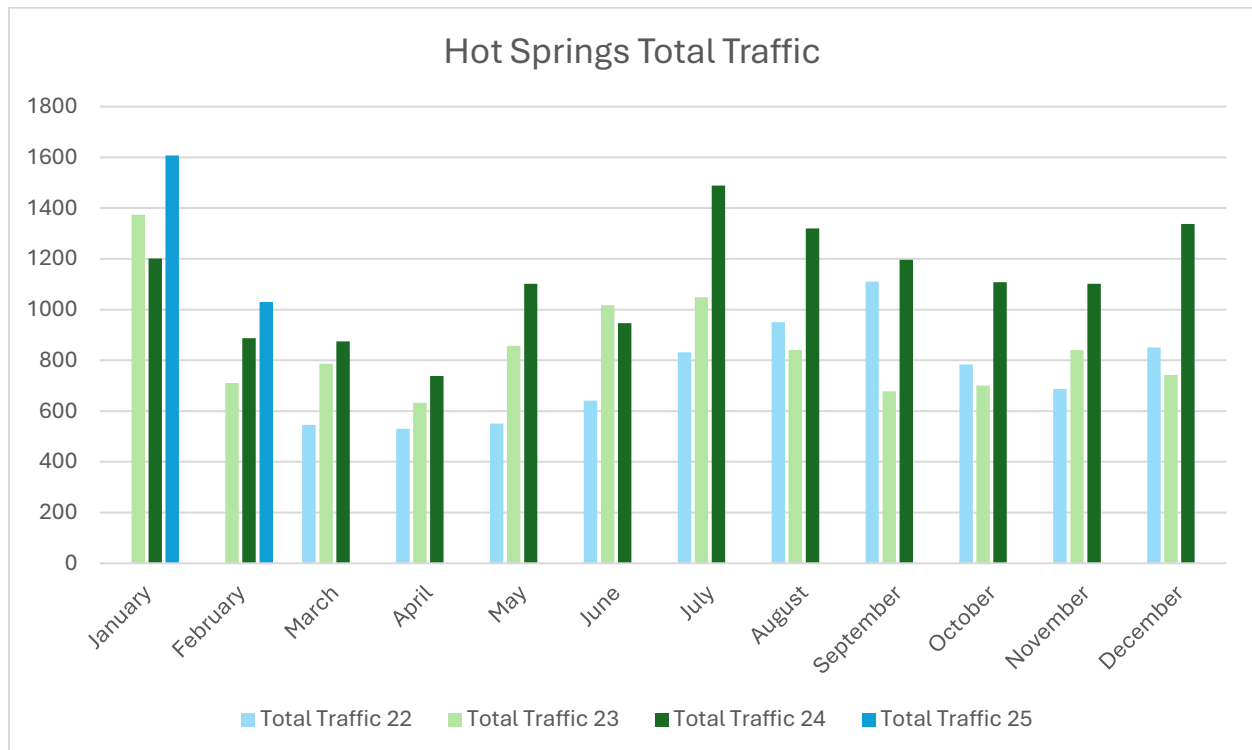
West Central Arkansas Foot Traffic February 2024

Russellville						
	Current 25-Feb	Last 25-Jan	Year Ago 24-Feb	Last 12 mo 3/24-2/25	12 mo avg 3/24-2/25	Prev 12 mo 3/24-2/25
UI	488	692	309	5111	426	3038
JS	174	319	311	3137	261	2745
VET	33	32	22	372	31	320
WIOA	12	1	13	116	10	173
TANF				0	0	24
DSB				41	3	0
AARP	43	53	40	474	20	60
ARS	72	70		383	32	0
TOTAL	822	1097	741	9634	794	6360



Hot Springs

	Current 25-Feb	Last 25-Jan	Year Ago 24-Feb	Last 12 mo 3/24-2/25	12 mo avg 3/24-2/25	Prev 12 mo 3/23-2/24
UI	407	693	523	6103	509	6558
JS	981	851	325	7118	593	3059
VET	21	33	18	332	28	237
WIOA	21	30	25	296	25	316
TANF					0	49
DSB				1	0	0
OTHER					0	12
TOTAL	1030	1607	887	13707	1142	10231



Morrilton

	Current 25-Feb	Last 25-Jan	Year Ago 24-Feb	Last 12 mo 2/24-1/25	12 mo avg 2/24-1/25	Prev 12 mo 2/23-1/24
WIOA (Calls)	277	438	106	2,769	252	
WIOA (Visits)	60	62	56	645	59	
TOTAL	337	500	162	3414	311	n/a

Board Meeting Date:

Provider Name:

1. Top-Level Changes in Service Delivery:

2. Key Events or Initiatives for the Upcoming Month:

3. Successes or Accomplishments in the Past Month:

4. Additional Comments:

Submitted by:

Board Meeting Date:

Provider Name:

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