



## **AGENDA**

**West Central Arkansas Workforce Development Board  
National Park College, Student Commons  
101 College Dr, Arkansas 71913  
June 12, 2025, 10:30 a.m.**

**Microsoft Teams**

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**1000 Central Avenue, Hot Springs, AR 71901 - P.O. Box 6409, Hot Springs, AR 71902 – 501-525-7577**

### Agenda Item 1 – Action

Call to Order.....Lisa Greene

Invocation

Chair Comments.....Lisa Greene

- Approval of Minutes from April 10, 2025
- Approval of Excused Absences
- Review of PY-24 Budgets.....Carrie Pratchard

Director of Workforce Services Comments.....Cora McCaskill

- Approval of 2024-2025 Local Plan
- Monitoring Update
- Executive Order
- Career Readiness Certificate (CRC)

### Agenda Item 2 – Action – Committee Reports

Executive Committee.....Lisa Greene

- Ratification of Executive Committee Minutes
  - a) MOU and IFA
  - b) Tabling of ETP Applications
  - c) Extending One Stop Operator Contract

### Agenda Item 3 - Reports

- One Stop Operator's Report.....Andy Hightower/Lori Strumpf
- WIOA Partner Reports
  - Title II – Adult Education.....Kimberly Darling
  - Title III – Wagner-Peyser.....Cindy White-Hamilton
  - Title IV- Vocational Rehabilitation .....Cynthia Gleghorn

### Agenda Item 4 – New Business

- Revision of By-Laws
- Open Discussion of Workforce Development in Local Communities
- Success Stories.....Cora McCaskill

Adjournment

Future meeting dates

2025: August 14, October 9, December 11

2026: February 12, April 9, June 11, August 13, October 8, December 10

# CHAIR COMMENTS

# West Central Arkansas Workforce Development Board

## Lisa Greene, Chair

The meeting of the West Central Arkansas Workforce Development Board meeting was held on Thursday, April 10, 2025, at Smokin' In Style BBQ in Hot Springs via TEAMS.

**Members Present In-Person:** Pati Brown, Darla Crump, Herman Grayer, Lisa Greene, Tim Hall, Neal Harrington, Tammy Passafiume, Venorris Webb-Delesline, and Cindy White-Hamilton

**Members Present via TEAMS:** Greg Black, Karen Breashears, Cynthia Cleghorn, Kimberly Darling, Allan George, Judge Hart, Mason Robinson

**Members Absent:** Brent Black, Kelli Embry, Ben Freeny, Jessica Gunn, Jeremy Hughes, Gary Troutman, and Eugene Wilson

**Staff:** Ian Bishop, Martha Boyer (Online), Angela Chupp, Cora Easterday, Carrie Pratchard, and Dwayne Pratt

**Guests:** Jessica Ellis, Andy Hightower, Jasmine McCrary Thomas Pittman, Bill Ritter, and Lori Strumpf

### **Chair Comments:**

Lisa Greene opened the meeting at 10:00 A.M. by greeting attendees and inviting online participants to sign in. She moved on to the first agenda item, which was the approval of the minutes from the previous meeting.

### **Approval of Minutes:**

Lisa Greene asked for a motion to approve the minutes of the February 13, 2025, meeting. Darla Crump made a **motion** to approve the minutes, which was seconded by Neal Harrington. The motion carried unanimously.

### **Approval of Excused Absences:**

Lisa Greene said that the following members have requested to be excused from the meeting today: Eugene Wilson, Gary Troutman, Kelli Embry, and Ben Freeny. A **motion** by Darla Crump and seconded by Neal Harrington to approve the requested excused absences. The motion carried unanimously.

### **Review of PY 24 Budgets:**

Lisa Greene turned the floor over to Carrie Pratchard, Finance Manager, who provided an overview of financial activities and funding balances for the current program year. The total remaining WIOA funds across all funding sources as of February 28, 2025, is approximately \$1.3 million. This includes unspent funds from PY23 and new allocations from PY24. There are no pending funding approvals or new awards at this time. Spending across all grants is being closely monitored to ensure full expenditure by the end of their respective grant periods.

### **Board Staff Report:**

Cora reported that West Central's current focus remains on youth engagement amid ongoing funding uncertainties. In March, the team successfully co-hosted the Clark County Career Fair

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## **Lisa Greene, Chair**

with community partners and participated in the Caddo Career Fair in Montgomery County, supported by the AWC Mobile Unit. They also assisted with mock interviews at Lake Hamilton Schools, helping students prepare for employment. Looking ahead, the team plans to engage further with youth through events at National Park College and the Hot Springs Chamber's Draft Day at Lake Hamilton School in April. On the administrative side, all Local Plan and Center Certification documents have been submitted, and the team is preparing for an anticipated DOL monitoring review in early May.

To address regional workforce needs, West Central launched Healthcare Industry Alliance meetings in March with a third-party facilitator. These sessions, held in Hot Springs and Russellville, aimed to identify training and career pathways and will continue quarterly. Healthcare was prioritized as a critical industry alongside manufacturing and retail (tourism). Staffing updates include the hiring of Angela Chupp as the Business and Communications Coordinator and Irma Tejeda as an Intake Specialist in Hot Springs. Additionally, AWC has restructured Local Office Manager roles, now called Regional Outreach Managers, with a shift in responsibilities toward event coordination and outreach. Lastly, the program celebrates two success stories: Samiah Clemons, who became an LPN with WIOA support, and Career Advisor Kathleen Garrett, honored for nine years of exceptional service.

### **Informational:**

#### **One Stop Operator's Report:**

Andy Hightower began by introducing himself (and Lori Strumpf) as the One Stop Operator for those who may be new to the board or unfamiliar with the role. He reminded everyone that the board hires the OSO to coordinate the 18 partner services under WIOA, working to align them toward common goals in the West Central region.

He shared that the partners have come together to finalize a strategic plan to guide the workforce development efforts moving forward. The strategic goals focus heavily on targeted sector strategies, with healthcare being the initial priority. The region is currently assessing existing training programs and identifying workforce needs to better coordinate services and strengthen the healthcare sector locally. This comprehensive approach is intended to meet specific regional needs and ensure the workforce is prepared to support and grow this critical industry.

Another important priority is the establishment of new connection points for job seekers. This initiative depends on completing the certification process for the workforce centers and defining the essential criteria—such as what information and services must be provided at these points—to guarantee every individual accessing the system receives proper service and support.

Additionally, he highlighted the promotion of critical skills development across the 10 counties, focusing on the Career Readiness Certificate (CRC). The CRC helps improve employability and qualifies communities for “work-ready” status. Outreach efforts are targeting both job seekers and employers to boost CRC participation and enhance overall workforce readiness.

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## Lisa Greene, Chair

Regarding operational documents, he reported that the Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) are nearing completion. These documents clearly define the roles and responsibilities of each partner and allocate infrastructure costs accordingly. Once signed by the board chair and chief elected official, the agreements will be submitted to the state for review before being finalized with all partners. This process ensures alignment across the workforce system and compliance with legal requirements.

Turning to customer traffic, he shared data reflecting significant activity in the West Central Arkansas Workforce Centers during February 2024. Russellville had 822 visitors, with Unemployment Insurance claims being the most accessed service (488), followed by job search assistance (174), Arkansas Reemployment Services (72), and AARP (43). Hot Springs saw 1,030 visitors, predominantly for job search assistance (981), UI claims (407), and some WIOA services (21). Morrilton reported 337 total contacts, mainly WIOA calls (277) and 60 in-person visits.

He noted the uptick in visitors aligns with increased unemployment insurance claims during the period, which is typical around the holiday season. He also discussed the broader national context: job openings have decreased significantly, particularly impacting younger workers and recent college graduates. However, individuals with associate degrees are faring better, underscoring the importance of community colleges and two-year programs in workforce preparation.

Lastly, he mentioned that a recent partners meeting reinforced the value of collaboration across the workforce system and served as an important learning opportunity for all involved.

### **New Business:**

### **WIOA Partner Reports:**

**Title II – Adult Education:** Kimberly Darling provided the following update for Adult Education: **Program Overview:** Kimberly stated that 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.

**ASU Three Rivers (Clark and Hot Spring Counties) – Lisa Carpenter:** ASU Three Rivers recently launched a new Integrated Education and Training (IET) program focused on bank telling and customer service. They also began recruiting students on April 1 for a bridge program that will lead into Certified Nursing Assistant (CNA) training. One student successfully completed the Pharmacy Technician program, passed the national exam, and was hired locally. Lisa Carpenter has also been engaged in financial audits and new director and budget training.

**UACCM Adult Ed (Conway and Perry Counties) – Kim Darling:** After a brief delay in hiring due to medical leave, UACCM has resumed efforts to onboard seven new employees. The program has partnered with the college's admissions office to offer the Accuplacer exam free of charge to adult education students, helping them qualify for college more quickly. UACCM is

# West Central Arkansas Workforce Development Board

## Lisa Greene, Chair

celebrating three students being recognized in the Top 25 GED scores statewide for the program. They are also exploring a partnership with Career Pathways to offer supportive services like mileage and childcare assistance.

**National Park College Adult Ed (Garland County) - Lisa Couch:** National Park College had five students named among the Top 25 GED scorers in Arkansas, a significant accomplishment for the program. They have actively participated in recent community events such as career fairs at Cutter Morning Star and Future Fest at Lake Hamilton. Additionally, several CNA program graduates have secured local employment. The team continues to show strong engagement and student success.

**Arkansas Tech University - Ozark Adult Ed (Johnson County) – Regina Olson:** ATU Ozark is currently taking part in a pilot project to test a new software system designed for adult education programs. While details are limited, participation in this pilot positions them as a leader in innovation within the region. More information will likely follow as the pilot progresses.

**U of A Rich Mountain Adult Ed (Montgomery County) – Julie Gordon:** No specific program updates were provided for UA Rich Mountain Adult Education; however, there was mention of launching additional outreach campaigns to raise awareness about the services available in Mt. Ida, should there be community interest.

**U of A Cossatot Adult Ed (Pike County) – Tammy Walker:** UA Cossatot Adult Education started a new training program to help people become paraprofessionals, and many students have signed up. They also added a class to help students improve their computer skills using Microsoft programs. One teacher has finished all the training needed to teach online and is now certified in distance learning. The program began with a new YouthBuild group on March 10 with 11 students and just finished a Corrections class, with another one starting March 31. So far this year, the program has earned over 50 WAGE I certificates, including the first one for an ESL student. UA Cossatot also did an excellent job on their yearly performance, scoring 99.06%—well above the state’s goal. Staff took Spring Break in late March, and two instructors attended a big education conference in Dallas at the end of the month.

**Russellville Adult Ed (Pope County) – Brad Coffman:** No detailed updates were given for the Russellville area during this meeting.

Title III – Wagner-Peyser: Cindy White- Hamilton provided the following update for Wagner-Peyser:

She reported that, effective March 31, 2025, the Arkansas Workforce Connections (AWC) restructured the roles of Local Office Managers (LOMs) statewide. These positions are now designated as Regional Outreach Managers (ROMs), with a new focus on external engagement rather than internal office management.



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As part of this shift, ROMs will no longer enter staff-assisted job orders or manage day-to-day office operations. Instead, their responsibilities will center on coordinating and participating in outreach activities such as job fairs, hiring events, educational programs, and partnerships with nonprofit organizations with direct emphasis on client outreach, engagement, and awareness. She shared that Employment Services staff will continue to provide resume assistance and job search support at the local office level. However, overall service delivery will increasingly rely on collaboration with WIOA partners and the One-Stop Operator to ensure continuity and coverage. Further guidance is expected from the state, and additional meetings will be scheduled to finalize service strategies in partnership with boards and operators.

She noted that coverage responsibilities have been divided regionally. Neil Golden will oversee counties in the northern portion of the service area, while Cindy will serve Clark, Garland, Hot Spring, Montgomery, and Pike Counties. She also mentioned she will be covering the Mena area in Polk County. While Polk County is outside of our WIOA service area, she shared this information as an FYI, given her ongoing involvement in that region.

Although not currently tasked with direct employer engagement, she stated that this may change depending on how AWC finalizes the structure and expectations for the new roles. On upcoming initiatives, she reported that the Be Pro Be Proud Draft Day event was successfully held in Russellville and is scheduled to take place in Hot Springs this April.

She also highlighted recent outreach accomplishments, including staff participation in outreach at Harbor House, Adult Education, and 100 Families. In addition, the team attended six ribbon-cutting ceremonies and coordinated six hiring events across the region in the past month.

Title IV – Vocational Rehabilitation: Cynthia Gleghorn provided the following update for Vocational Rehabilitation:

She reported that Arkansas Rehabilitation Services (ARS) remains in a “business as usual” posture as the agency monitors state and federal legislative developments that could potentially impact service delivery. Despite the uncertain policy environment, ARS continues to provide a full range of vocational rehabilitation services, including career guidance, job readiness training, and support for individuals involved in the Juvenile Justice system. Staff also support participants through high school and postsecondary transitions, including college and career & technical training.

Looking ahead, ARS will host several short-term credentialed training programs this summer at the Arkansas Career Development Center, located at 200 Reserve Street in Hot Springs. These include courses in Retail Management, Supply Chain & Logistics, Forklift Operations, and Certified Cleaning Technician for the hospitality industry. Classes begin June 2 and offer nationally recognized credentials upon successful completion. Cynthia noted that ARS is exploring the option to open these classes to the general public for a fee, which would expand access beyond the traditional ARS participant base.



# West Central Arkansas Workforce Development Board

## Lisa Greene, Chair

Community members interested in learning more or determining their eligibility for ARS services are encouraged to complete the referral form at [https://arkansasdws.formstack.com/forms/ars\\_referral\\_short\\_form](https://arkansasdws.formstack.com/forms/ars_referral_short_form) or call 501-624-4411 for assistance.

### **Open Floor for Discussion**

Lisa Greene opened the floor for Workforce Development in Local Communities. No new information was shared from the members.

### **New Business:**

Lisa Greene informed the board that the terms for three current officers - Tammy Passafiume (Vice Chair), Lisa Greene (Chair), and Karen Breashears (Secretary) - are due for reappointment in June. In preparation, she recommended the formation of an Ad Hoc Committee to handle the reappointment process.

The purpose of the committee will be to reach out to the current officers to confirm whether they are willing to continue serving in their current roles. If any of the officers choose not to continue, the committee will be responsible for identifying and reaching out to other board members who may be willing to serve in an officer capacity.

Lisa emphasized that the committee should be composed of board members who are not currently serving as officers. She asked for volunteers. Darla Crump, Cindy White-Hamilton, and Venorris Webb-Deseline volunteered to serve on the committee

### **Adjournment:**

Lisa Greene adjourned the meeting at 11:43 A.M.

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Lisa Greene, Chair

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Date

**WIOA Funding Summary**  
**Fiscal Year Ended 06/30/2025**  
**As of 4/30/2025**

	All Grants		
	Program	Admin	Total
<b>Remaining Funds - February 28, 2025</b>			
PY23 Funding (expires 06/30/2025)	\$ 106,931.14	\$ 11,353.98	\$ 118,285.12
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
<b>Total Remaining Funds - February 28, 2025</b>	<b>\$ 998,462.67</b>	<b>\$ 107,503.20</b>	<b>\$ 1,105,965.87</b>
<b>Adjustments &amp; New Awards</b>			
None	-	-	-
<b>Total Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Funds Expended</b>			
PY23 Funding (expires 06/30/2025)	(106,931.14)	(11,353.98)	(118,285.12)
PY23 Outreach Grant (expires 05/31/2025)	-	-	-
PY24 Funding (expires 06/30/2026)	(62,832.79)	(5,208.69)	(68,041.48)
<b>Total Funds Expended</b>	<b>\$ (106,931.14)</b>	<b>\$ (11,353.98)</b>	<b>\$ (118,285.12)</b>
<b>Remaining Funds - April 30, 2025</b>			
PY23 Funding (expires 06/30/2025)	-	-	-
PY23 Outreach Grant (expires 05/31/2025)	15,000.00	-	15,000.00
PY24 Funding (expires 06/30/2026)	803,698.26	90,458.18	894,156.44
<b>Total Remaining Funds - April 30, 2025</b>	<b>\$ 818,698.26</b>	<b>\$ 90,458.18</b>	<b>\$ 909,156.44</b>
<b>Funding Pending Final Approval/Award</b>			
None	-	-	-
<b>Estimated Funds Available After Pending Items</b>	<b>\$ 818,698.26</b>	<b>\$ 90,458.18</b>	<b>\$ 909,156.44</b>

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 4/30/2025**

	Formulary Grants		
	Youth		
	Program	Admin	Total
<b>Remaining Funds - February 28, 2025</b>			
PY23 Funding (expires 06/30/2025)	\$ 106,931.14	\$ 11,353.98	\$ 118,285.12
PY23 Outreach Grant (expires 05/31/2025)	-	-	-
PY24 Funding (expires 06/30/2026)	423,252.00	47,027.00	470,279.00
<b>Total Remaining Funds - February 28, 2025</b>	<b>\$ 530,183.14</b>	<b>\$ 58,380.98</b>	<b>\$ 588,564.12</b>
<b>Adjustments &amp; New Awards</b>			
None	-	-	-
	-	-	-
<b>Total Adjustments</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Funds Expended</b>			
PY23 Funding (expires 06/30/2025)	(106,931.14)	(11,353.98)	(118,285.12)
PY23 Outreach Grant (expires 05/31/2025)	-	-	-
PY24 Funding (expires 06/30/2026)	-	-	-
<b>Total Funds Expended</b>	<b>\$ (106,931.14)</b>	<b>\$ (11,353.98)</b>	<b>\$ (118,285.12)</b>
<b>Remaining Funds - April 30, 2025</b>			
PY23 Funding (expires 06/30/2025)	-	-	-
PY23 Outreach Grant (expires 05/31/2025)	-	-	-
PY24 Funding (expires 06/30/2026)	413,251.52	46,544.65	459,796.17
<b>Total Remaining Funds - April 30, 2025</b>	<b>\$ 413,251.52</b>	<b>\$ 46,544.65</b>	<b>\$ 459,796.17</b>
<b>Funding Pending Final Approval/Award</b>			
None	-	-	-
<b>Estimated Funds Available After Pending Items</b>	<b>\$ 413,251.52</b>	<b>\$ 46,544.65</b>	<b>\$ 459,796.17</b>
Average Monthly Expenditures	53,465.57	5,676.99	
Approximate Months Remaining	7.73	8.20	
Months Remaining this Fiscal Year	2.00	2.00	
Months Remaining in Grant Periods	14.00	14.00	

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

Program Activities	Program-to-Date			
	Actual	Budget	\$ Over (Under) Budget	% Over (Under) Budget
Work Experience (Minimum of 20%)	\$ 291,633.03	\$ 130,000.00	\$ 161,633.03	124.33%
Pay-for-Performance Contracts (Limited to 10%)	-	-	-	0.00%
Other Training	6,643.39	120,000.00	(113,356.61)	-94.46%
Other Program Related Expenses (Excluding Training)	132,312.58	180,589.00	(48,276.42)	-26.73%
<b>Total Program Activities</b>	<b>\$ 430,589.00</b>	<b>\$ 430,589.00</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Administration (Limited to 10%)</b>				
Administrative Entity	\$ 26,081.23	\$ 17,923.00	\$ 8,158.23	45.52%
Fiscal Agent	19,018.01	27,000.00	(7,981.99)	-29.56%
One-Stop Operator	2,743.76	2,920.00	(176.24)	-6.04%
<b>Total Administration</b>	<b>47,843.00</b>	<b>47,843.00</b>	<b>-</b>	<b>0.00%</b>
<b>Total Funding</b>	<b>\$ 478,432.00</b>	<b>\$ 478,432.00</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Estimated Remaining Funding per Month</b>	<b>\$ -</b>	<b>Funds fully expended during grant performance period.</b>		

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

Program Activities	Program-to-Date			
	Actual	Budget	\$ Over (Under) Budget	% Over (Under) Budget
Pay-for-Performance Contracts (Limited to 10%)	\$ -	\$ -	\$ -	0.00%
Work Experience (Minimum of 20%)	10.82	84,645.00	(84,634.18)	
Other Training including Training Supportive Services	-	16,929.00	(16,929.00)	-100.00%
Supportive Services - non-training related	-	8,465.00	(8,465.00)	
Career Services	9,989.66	160,852.00	(150,862.34)	
Staff to the Board - Program	-	67,716.00	(67,716.00)	
Business Services Team	-	38,090.00	(38,090.00)	
One Stop Operator - Program	-	33,858.00	(33,858.00)	
Other Program Activities	-	12,697.00	(12,697.00)	-100.00%
<b>Total Program Activities</b>	<b>\$ 10,000.48</b>	<b>\$ 423,252.00</b>	<b>\$ (413,251.52)</b>	<b>-97.64%</b>
<b>Administration (Limited to 10%)</b>				
Administrative Entity	\$ 482.35	\$ 15,000.00	\$ (14,517.65)	-96.78%
Fiscal Agent	-	29,777.00	(29,777.00)	-100.00%
One-Stop Operator	-	2,250.00	(2,250.00)	-100.00%
<b>Total Administration</b>	<b>482.35</b>	<b>47,027.00</b>	<b>(46,544.65)</b>	<b>-98.97%</b>
<b>Total Funding</b>	<b>\$ 10,482.83</b>	<b>\$ 470,279.00</b>	<b>\$ (459,796.17)</b>	<b>-97.77%</b>
<b>Estimated Remaining Funding per Month</b>	<b>\$ 32,842.58</b>	<b>Grant funds expected to be expended fully during performance period.</b>		

**WIOA Funding Summary**  
**Fiscal Year Ended 06/30/2025**  
**As of 4/30/2025**

	Formulary Grants		
	Adult		
	Program	Admin	Total
<b>Remaining Funds - February 28, 2025</b>			
PY23 Funding (expires 06/30/2025)	\$ -	\$ -	\$ -
PY23 Outreach Grant (expires 05/31/2025)	-	-	-
PY24 Funding (expires 06/30/2026)	275,182.43	31,483.56	306,665.99
<b>Total Remaining Funds - February 28, 2025</b>	<b>\$ 275,182.43</b>	<b>\$ 31,483.56</b>	<b>\$ 306,665.99</b>
<b>Adjustments &amp; New Awards</b>			
None	-	-	-
	-	-	-
<b>Total Adjustments</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Funds Expended</b>			
PY23 Funding (expires 06/30/2025)	-	-	-
PY23 Outreach Grant (expires 05/31/2025)	-	-	-
PY24 Funding (expires 06/30/2026)	(46,474.85)	(3,712.59)	(50,187.44)
<b>Total Funds Expended</b>	<b>\$ (46,474.85)</b>	<b>\$ (3,712.59)</b>	<b>\$ (50,187.44)</b>
<b>Remaining Funds - April 30, 2025</b>			
PY23 Funding (expires 06/30/2025)	-	-	-
PY23 Outreach Grant (expires 05/31/2025)	-	-	-
PY24 Funding (expires 06/30/2026)	228,707.58	27,770.97	256,478.55
<b>Total Remaining Funds - April 30, 2025</b>	<b>\$ 228,707.58</b>	<b>\$ 27,770.97</b>	<b>\$ 256,478.55</b>
<b>Funding Pending Final Approval/Award</b>			
None	-	-	-
<b>Estimated Funds Available After Pending Items</b>	<b>\$ 228,707.58</b>	<b>\$ 27,770.97</b>	<b>\$ 256,478.55</b>
Average Monthly Expenditures	23,237.43	1,856.30	
Approximate Months Remaining	9.84	14.96	
Months Remaining this Fiscal Year	2.00	2.00	
Months Remaining in Grant Periods	14.00	14.00	

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

	Program-to-Date			% Over
			\$ Over (Under)	(Under)
Program Activities	Actual	Budget	Budget	Budget
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	179,974.40	182,788.00	(2,813.60)	-1.54%
Work Experience	74,352.10	88,961.00	(14,608.90)	-16.42%
Career Services	239,994.68	215,918.00	24,076.68	11.15%
Other Program Related Expenses	119,949.00	84,935.00	35,014.00	41.22%
<b>Total Program Activities</b>	<b>\$ 614,270.18</b>	<b>\$ 572,602.00</b>	<b>\$ 41,668.18</b>	<b>7.28%</b>
<b>Administration (Limited to 10%)</b>				
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%
<b>Total Administration</b>	<b>21,952.82</b>	<b>63,621.00</b>	<b>(41,668.18)</b>	<b>-65.49%</b>
<b>Total Funding</b>	<b>\$ 636,223.00</b>	<b>\$ 636,223.00</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Estimated Remaining Funding per Month</b>	<b>\$ -</b>	<b>Grant fully expended within performance period.</b>		



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

	Program-to-Date			% Over
			\$ Over (Under)	(Under)
Training Activities	Actual	Budget	Budget	Budget
Work-based Learning (Work Experience, OJT, etc.)	\$ 418.43	\$ 55,767.00	\$ (55,348.57)	-99.25%
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.)	32,046.59	36,625.00	(4,578.41)	-12.50%
Training Subtotal	\$ 32,465.02	\$ 92,392.00	\$ (59,926.98)	-64.86%
Program Activities				
Career Services	\$ 87,292.72	\$ 146,292.00	\$ (58,999.28)	-40.33%
Supportive Services (to participants in career services, not training)	-	8,775.00	(8,775.00)	-100.00%
Program Activities	36,510.68	137,517.00	(101,006.32)	-73.45%
Program Subtotal	123,803.40	292,584.00	(168,780.60)	-57.69%
Administration (Limited to 10%)				
Staff to the Board (Budget Development & Fiscal Oversight) - formerly Administrative Entity	\$ 9,507.43	\$ 13,223.00	\$ (3,715.57)	-28.10%
Fiscal Agent (Fiscal and Accounting Staff)	4,050.54	27,254.00	(23,203.46)	-85.14%
	1,436.06	2,288.00	(851.94)	
One-Stop Operator (Fiscal and Administrative Costs)				-37.24%
Administration Subtotal	14,994.03	42,765.00	(27,770.97)	-64.94%
Total Funding	\$ 171,262.45	\$ 427,741.00	\$ (256,478.55)	-59.96%
Estimated Remaining Funding per Month	\$ 18,319.90 Grant funds expected to be expended fully during performance period.			

**WIOA Funding Summary**  
**Fiscal Year Ended 06/30/2025**  
**As of 4/30/2025**

Formulary Grants			
Dislocated Worker (DLW)			
	Program	Admin	Total
<b>Remaining Funds - February 28, 2025</b>			
PY23 Funding (expires 06/30/2025)	\$ -	\$ -	\$ -
PY23 Outreach Grant (expires 05/31/2025)	-	-	-
PY24 Funding (expires 06/30/2026)	178,097.10	17,638.66	195,735.76
<b>Total Remaining Funds - February 28, 2025</b>	<b>\$ 178,097.10</b>	<b>\$ 17,638.66</b>	<b>\$ 195,735.76</b>
<b>Adjustments &amp; New Awards</b>			
None	-	-	-
	-	-	-
<b>Total Adjustments</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Funds Expended</b>			
PY23 Funding (expires 06/30/2025)	-	-	-
PY23 Outreach Grant (expires 05/31/2025)	-	-	-
PY24 Funding (expires 06/30/2026)	(16,357.94)	(1,496.10)	(17,854.04)
<b>Total Funds Expended</b>	<b>\$ (16,357.94)</b>	<b>\$ (1,496.10)</b>	<b>\$ (17,854.04)</b>
<b>Remaining Funds - April 30, 2025</b>			
PY23 Funding (expires 06/30/2025)	-	-	-
PY23 Outreach Grant (expires 05/31/2025)	-	-	-
PY24 Funding (expires 06/30/2026)	161,739.16	16,142.56	177,881.72
<b>Total Remaining Funds - April 30, 2025</b>	<b>\$ 161,739.16</b>	<b>\$ 16,142.56</b>	<b>\$ 177,881.72</b>
<b>Funding Pending Final Approval/Award</b>			
None	-	-	-
<b>Estimated Funds Available After Pending Items</b>	<b>\$ 161,739.16</b>	<b>\$ 16,142.56</b>	<b>\$ 177,881.72</b>
Average Monthly Expenditures	8,178.97	748.05	
Approximate Months Remaining	19.78	21.58	
Months Remaining this Fiscal Year	2.00	2.00	
Months Remaining in Grant Periods	14.00	14.00	

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

	Program-to-Date			% Over (Under)
	Actual	Budget	\$ Over (Under) Budget	
<b>Program Activities</b>				
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%
<b>Total Program Activities</b>	<b>\$ 34,273.00</b>	<b>\$ 34,273.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Administration (Limited to 10%)</b>				
Administrative Entity	2,454.24	2,239.50	\$ 214.74	9.59%
Fiscal Agent	1,286.12	1,567.50	(281.38)	-17.95%
One-Stop Operator	66.64	-	66.64	0.00%
<b>Total Administration</b>	<b>3,807.00</b>	<b>3,807.00</b>	<b>(0.00)</b>	<b>0.00%</b>
<b>Total Funding</b>	<b>\$ 38,080.00</b>	<b>\$ 38,080.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Estimated Remaining Funding per Month</b>	<b>\$ -</b>	<b>Grant funds fully expended after transfer to Adult funding stream.</b>		

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

	Program-to-Date			
	Actual	Budget	\$ Over (Under) Budget	% Over (Under) Budget
<b>Training Activities</b>				
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%
<b>Training Subtotal</b>	\$ -	\$ 50,563.00	\$ (50,563.00)	-100.00%
<b>Program Activities</b>				
Career Services	\$ 40,797.68	\$ 80,484.00	\$ (39,686.32)	-49.31%
Supportive Services (to participants in career services, not training)	-	4,871.00	(4,871.00)	-100.00%
Program Activities	8,989.16	75,608.00	(66,618.84)	-88.11%
<b>Program Subtotal</b>	49,786.84	160,963.00	(111,176.16)	-69.07%
<b>Administration (Limited to 10%)</b>				
Staff to the Board (Budget Development & Fiscal Oversight) - formerly Administrative Entity	\$ 4,801.23	\$ 6,031.00	\$ (1,229.77)	-20.39%
Fiscal Agent (Fiscal and Accounting Staff)	2,217.19	17,007.00	(14,789.81)	-86.96%
One-Stop Operator (Fiscal and Administrative Costs)	341.02	464.00	(122.98)	-26.50%
<b>Administration Subtotal</b>	7,359.44	23,502.00	(16,142.56)	-68.69%
<b>Total Funding</b>	\$ 57,146.28	\$ 235,028.00	\$ (177,881.72)	-75.69%

Estimated Remaining Funding per Month	<div> \$ 12,705.84 Current expenditures indicate transfer to Adult Funding Stream should be considered in July 2025. </div>
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**WIOA Funding Summary**  
**Fiscal Year Ended 06/30/2025**  
**As of 4/30/2025**

**Remaining Funds - February 28, 2025**

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

**Total Remaining Funds - February 28, 2025**

**Adjustments & New Awards**

None

**Total Adjustments**

**Funds Expended**

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

**Total Funds Expended**

**Remaining Funds - April 30, 2025**

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

**Total Remaining Funds - April 30, 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
-	-	-
<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>
-	-	-
-	-	-
<b>-</b>	<b>-</b>	<b>-</b>
-	-	-
-	-	-
-	-	-
<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
-	-	-
15,000.00	-	15,000.00
-	-	-
<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>
-	-	-
-	-	-
<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>

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  
April 2025

Program Activities	Program-to-Date			
	Actual	Budget	\$ Over (Under)	% Over
			Budget	(Under) Budget
Outreach Items	\$ -	\$ 1,500.00	\$ (1,500.00)	-100.00%
Digital Marketing Outreach	-	13,500.00	(13,500.00)	-100.00%
<b>Total Program Activities</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>	<b>\$ (15,000.00)</b>	<b>-100.00%</b>
<b>Administration (Limited to 10%)</b>				
Administrative Entity	\$ -	\$ -	\$ -	0.00%
Fiscal Agent	-	-	-	0.00%
<b>Total Administration</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Total Funding</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>	<b>\$ (15,000.00)</b>	<b>-100.00%</b>

Estimated Remaining Funding per Month	\$ 15,000.00	Purchase orders in excess of \$13,000 issued; pending final invoices.
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# DIRECTOR OF WORKFORCE DEVELOPMENT





Hugh McDonald  
SECRETARY OF COMMERCE

Cody Waits  
DIRECTOR OF  
WORKFORCE CONNECTIONS

April 30, 2025

The Honorable Jimmy Hart, Judge – Conway County  
Chief Elected Official  
117 South Moose, Room 203  
Morriston, AR 72110

RE: PY2024-2027 WIOA Local Plan

Dear Judge Hart:

Title I, Chapter 2, Section 108 of the Workforce Innovation and Opportunity Act (WIOA) established the requirements that each Local Workforce Development Board (LWDB) shall develop and submit to the Governor a comprehensive four-year plan, in partnership with the chief elected officials of the local area. WIOA further requires local plans to be consistent with the WIOA Combined State Plan, including alignment with the core programs to support the strategies identified in the State Plan under WIOA sec: 103 (b) and 20 CFR 676.143.

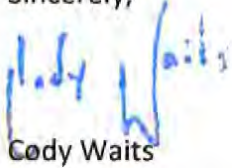
On behalf of Governor Sarah Huckabee Sanders, please accept this letter as an official written approval of the local plan submitted by the West Central Arkansas Workforce Development Board for the WIOA Program Years 2024-2027, effective July 1, 2024.

As we look forward to enhancing our communities around the state, your continued partnership and expertise are not only appreciated but are an integral factor in carrying out initiatives of the governor to improve the quality of life for Arkansans through employment, training, and education. We appreciate the collaborative effort of the West Central Arkansas Workforce Development Board and staff in the revisions and submissions of the WIOA Local Plan for the West Central Area. This type of collaboration and effort is key in the alignment of services and implementation of WIOA to enhance our local workforce development initiatives and align with the evolving needs of our community.

Please do not hesitate to contact Angela Cook, Arkansas Workforce Connections, Office of Employment & Training Assistant Director, at [Angela.Cook@Arkansas.gov](mailto:Angela.Cook@Arkansas.gov) should you require further information or clarification regarding the modification or the approval process.

Thank you for your continued support in our shared mission to empower the families of Arkansas.

Sincerely,



Cody Waits  
Executive Director

Cc: Ms. Lisa Greene, Chair  
West Central Arkansas Workforce Development Board

Mr. Dwayne Pratt, Executive Director  
West Central Arkansas Planning and Development District



AR  
Workforce

# Workforce Innovation and Opportunity Act Program Year 2024 Monitoring Report

## West Central Arkansas Workforce Development Area



# EXECUTIVE SUMMARY

## AUTHORITY

Arkansas Workforce Connections (AWC), formerly the Arkansas Division of Workforce Services, is required to conduct program and financial compliance reviews of its Workforce Innovation and Opportunity Act (WIOA) subrecipients. This review encompassed the program year 2024 (PY24) programs and services in the West Central Arkansas Workforce Development Area as administered by the West Central Arkansas Planning and Development District.

## PURPOSE

The purpose of this review was to verify compliance with the Workforce Innovation and Opportunity Act of 2014, the Workforce Innovation and Opportunity Act Public Law 113-128, the Uniform Guidance codified at 2 CFR Part 200, Arkansas Code Annotated (A.C.A.) §15-4-3701, Title VI of the Civil Rights Act of 1964, 29 CFR Part 38, Section 504 of the Rehabilitation Act of 1973, United States Department of Labor (U.S. DOL) guidance, State and local plans, relevant Federal and State policies and procedures, and applicable guidelines.

## SCOPE

The scope of this review was PY24. The process included an examination of a sample of program and financial elements to identify any instances of non-compliance and to provide technical assistance as needed. Therefore, problems may exist which are not reported here. The report is not intended to be an evaluation of the overall effectiveness of WIOA programs and operations in the local area.

The report consists of three parts: Part A covers program operations, Part B covers financial operations, and Part C covers equal opportunity activities. In addition, the methodology used as well as the individual samples selected are documented in Appendix A.

Please note, there are still unresolved findings from PY23. For the specific details, please reference the PY23 monitoring report and applicable correspondence.

## INDEX OF FINDINGS

1. Program Finding #1 – Outstanding
2. Program Area of Concern #1 – No Response Needed
3. Financial Finding #1 - Outstanding
4. Equal Opportunity Finding #1 – Resolved
5. Equal Opportunity Management Concern #1 – Resolved

\*Please Note: Issues are classified into two categories: “Compliance Findings” and “Areas of Concern.” Compliance findings have existing criteria such as Federal or State regulations. Areas of concern may include deviations from best practices identified or areas where internal controls need to be strengthened around the process in question. **Management responses are encouraged, but NOT required for areas of concern.**

## PART A: PROGRAM OPERATIONS

### OVERVIEW

The following provides a summary of the PY24 monitoring review of the WIOA program operations and activities administered in the West Central Arkansas Workforce Development Area.

### RISK ASSESSMENT

To determine the scope of the monitoring review, the Program Monitoring and Compliance Team (MCT) conducted a review of several documents. This included reviewing the previous monitoring report, the WIOA Title 1-B Monitoring Instrument, the West Central Arkansas Workforce Development Area website, internal and external monitoring reports for program operations, and Tableau reports such as the Measurable Skills Gain (MSG) performance report, special populations report, enrollment data, participants in follow-up, and reportable individuals. The team also examined policies, agreements between entities related to governance and service provision, Board governance documents, and participant files, as well as conducted interviews with program staff.

## PROGRAM COMPLIANCE FINDINGS

### Program Finding #1:

The West Central Arkansas Workforce Development Board had not monitored its one-stop operator for PY22 and PY23. Under WIOA, the one-stop operator must be monitored to ensure compliance with applicable federal and state requirements and achievement of performance expectations.

### Requirement(s):

Excerpts from 20 CFR 683.410 state:

- a) Each recipient and subrecipient of funds under title I of WIOA and under the Wagner-Peyser Act must conduct regular oversight and monitoring of its WIOA and Wagner-Peyser Act program(s) and those of its subrecipients and contractors as required under title I of WIOA and the Wagner-Peyser Act, as well as under 2 CFR part 200, including 2 CFR 200.327, 200.328, 200.330, 200.331, and Department exceptions at 2 CFR part 2900, in order to:
  - (1) Determine that expenditures have been made against the proper cost categories and within the cost limitations specified in WIOA and the regulations in this part;
  - (2) Determine whether there is compliance with other provisions of WIOA and the WIOA regulations and other applicable laws and regulations;
  - (3) Assure compliance with 2 CFR part 200; and
  - (4) Determine compliance with the nondiscrimination, disability, and equal opportunity requirements of sec. 188 of WIOA, including the Assistive Technology Act of 1998 (29 U.S.C. 3003).

Excerpts from 20 CFR 683.400 state:

- (d) Documentation of monitoring, including monitoring reports and audit work papers, conducted under paragraph (c) of this section, along with corrective action plans, must be made available for review upon

request of the Secretary, Governor, or a representative of the Federal government authorized to request the information.

Excerpts from 2 CFR 200.303 state:

The recipient and subrecipient must: (a) Establish, document, and maintain effective internal control over the Federal award that provides reasonable assurance that the recipient or subrecipient is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.

**Corrective Action(s) Required:**

The West Central Arkansas Workforce Development Board must monitor its one-stop operator. This finding will remain unresolved until the monitoring of the one-stop operator has been completed, and a copy of the monitoring report has been submitted to AWC.

**Local Response:**

The West Central Arkansas Workforce Development Board acknowledges the requirement to monitor the One-Stop Operator in accordance with 20 CFR 683.410. We are actively reviewing applicable regulations as we develop a monitoring tool to meet compliance standards and address the oversight needs in our region. To ensure a thorough approach, we plan to submit the proposed tool to the State for feedback by June 30<sup>th</sup> to ensure compliance.

Monitoring will commence once an approved tool is in place to support a comprehensive review of the One-Stop Operator's performance. Our team will continue to gather information and apply best practices to ensure compliance.

## **AREA OF CONCERN**

**Program Management Concern #1:**

During the monitoring review period, the West Central Arkansas Workforce Development Area had zero participants enrolled in Work Experience. Individualized career services such as work experience must be made available, if determined appropriate for an individual to obtain or retain employment.

**Recommendation(s):**

It is recommended that WCAPDD staff ensure that work experience opportunities are made available to participants when determined appropriate. The staff should also put more efforts toward the enrollment of participants in the work experience program, particularly targeting individuals who are most likely to benefit. This approach will enhance their employment opportunities and contribute to their long-term career success.

## PART B: FINANCIAL OPERATIONS

### OVERVIEW

The following information provides specific requirements of the WIOA laws, federal regulations, Uniform Guidance, state and local two-year plans, and other guidelines relative to findings or concerns detected during the PY24 monitoring review of the federal grants financial and procurement operations and activities in the West Central Arkansas Workforce Development Area.

### RISK ASSESSMENT

To determine the scope of the monitoring review, the Financial Monitoring and Compliance Team (MCT) conducted a review of several documents. This included reviewing the general ledger, check registers, bank statements for District and WIOA accounts, budget-to-actual analysis, leases/contracts, supporting documentation for the monthly expenditure reports, approved indirect cost rate and cost allocation plan, chart of accounts, policies and procedures, Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA), employee list and job descriptions, inventory list and all other financial records. The team also interviewed financial staff and the one-stop operator of the Central Arkansas Workforce Development Area.

## FINANCIAL COMPLIANCE FINDINGS

### Financial Finding #1:

The required referral procedures were not included in the West Central Arkansas Workforce Development Board Supportive Services Policy.

### Requirement:

Excerpts from 20 CFR § 680.900 state:

Local WDBs, in consultation with the one-stop partners and other community service providers, must develop a policy on supportive services that ensures resource and service coordination in the local area. The policy should address procedures for referral to such services, including how such services will be funded when they are not otherwise available from other sources.

Excerpts from 20 CFR § 680.910 state:

- (a) Supportive services may only be provided to individuals who are:
- (1) Participating in career or training services as defined in WIOA secs. 134(c)(2) and (3); and
  - (2) Unable to obtain supportive services through other programs providing such services.

### Corrective Actions Required:

WCAPDD must strengthen their internal controls surrounding the supportive services process to ensure that there are no other programs providing the services. WCAPDD must update the policy on supportive services to include procedures that ensure resource and service coordination in the local area. The policy should address procedures for referral to such services, including how such services will be funded when they are not otherwise



available from other sources. All referrals to other sources for supportive services funding must be documented in the participant's case file.

**Local Response:**

The West Central Arkansas Workforce Development Board acknowledges the finding regarding supportive services referral procedures. We are currently updating our Supportive Services Policy to include clear procedures for referrals and coordination with other programs, as well as how services will be funded when other sources are unavailable. We anticipate completing these updates by August 31, 2025.

## PART C: EQUAL OPPORTUNITY

### OVERVIEW

The following provides a summary of the PY24 Equal Opportunity (EO) Compliance review of the West Central Arkansas Workforce Development Area.

### RISK ASSESSMENT

To determine the scope of the compliance review, the Equal Opportunity (EO) Office conducted a review of several documents. This included reviewing the previous monitoring report, the nine (9) specific Elements of the Equal Opportunity and Nondiscrimination Monitoring Review Instrument, the West Central Arkansas Planning and Development District website, the Local EO Officers job description and the presence of their contact information, internal and external communications, compliant logs, demographic reports, and ADA compliance. The team also examined policies and participant files.

## EQUAL OPPORTUNITY COMPLIANCE FINDINGS

### Equal Opportunity Finding #1:

The Equal Opportunity Notice was not posted in a location that was easily and readily visible.

### Requirement(s):

Excerpts from 29 CFR 38.36 state:

At a minimum, the Equal Opportunity Notice required by §§ 38.34 and 38.35 must be:

- (1) Posted prominently, in reasonable numbers and places, in available and conspicuous physical locations and on the recipient's Web site pages.

### Comment/Note:

The West Central Arkansas Planning and Development District staff relocated the posters to an area where they are easily and readily visible to employees and applicants.

*This finding is considered resolved. No further action is needed.*

## AREA OF CONCERN

### Equal Opportunity Management Concern #1:

The West Central Arkansas Planning and Development District displayed an older version of the “Know Your Rights Poster”.

### Recommendation(s):

The West Central Arkansas Planning and Development District posted the current copy of the “Know Your Rights Poster” and removed the older version.

*This concern is considered resolved. No further action is needed.*

## APPENDIX A: METHODOLOGY

### TEAM MEMBERS

Jasmine McCrary, Joyce Akidi, Ronnie Kroepfl, Tracy Watson, Carlos Wright, Thomas Pittman, Bernard Pighee, and Patrenna White.

### PREPARATION

In preparation for the review, previous monitoring reports, the local plan, local policies, and procedures, local documents, contracts, Arkansas JobLink (AJL) reports, and other documents were reviewed remotely.

Source documents were reviewed with the staff of the West Central Arkansas Planning and Development District. A comprehensive list of source documents is available in the official monitoring instrument. The questions were used as a guide for the review and in interviewing the appropriate West Central Arkansas Planning and Development District staff.

The funding sources reviewed:

- WIOA Formula Grants
  - Youth
  - Adult
  - Dislocated workers

### ENTRANCE

An entrance meeting was held on Monday, October 28, 2024, via Microsoft Teams. Attendees were Dwayne Pratt, Cora Easterday, Margaret Dearmon, Carrie Pratchard, Martha Boyer, and Savannah Hibbs of WCAPDD; Andy Hightower of Hightower Workforce Initiatives, LLC; Eddie Thomas, Jasmine McCrary, Tracy Watson, Patrenna White, Thomas Pittman, Joyce Akidi, and Carlos Wright of AWC.

### EXIT

Local area staff were informed of the program and financial elements to be covered during the review and appropriate contacts for the various program and financial elements were identified. A general timeline for the review process was provided and general questions were answered.

The exit meeting was held on December 16, 2024, via Microsoft Teams. Attendees were Dwayne Pratt, Cora Easterday, Margaret Dearmon and Carrie Pratchard of WCAPDD; Andy Hightower and Lori Strumpf of Hightower Workforce Initiatives, LLC; Jasmine McCrary, Tracy Watson, Patrenna White, Bernard Pighee, Thomas Pittman, Joyce Akidi, Carlos Wright, and Ronnie Kroepfl of AWC.

**PROGRAM  
SAMPLES**

**FINANCIAL  
SAMPLES**

**EQUAL  
OPPORTUNITY  
SAMPLES**

Local area staff and management were informed of the issues identified during the review and afforded an opportunity to seek clarification or provide additional documentation to resolve such issues.

**Participant File Review**

Using the AJL management information system, lists of 40 adult and 17 youth were generated. Names and participant identification numbers are included on the Participant File Review Checklists of the Title I-B Monitoring Instrument and are on file at the AWC Central Office. The following participant files were reviewed:

**Youth**

Karla Erasto
--------------

**Adult**

Lydia Sowles
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**Expenditure Review**

A total of 13 expenditures were selected for review as follows:

Date	Payee	Amount
07/26/23	Levi Purcell	900.00
09/20/23	Arkansas Tech University	3,729.35
09/27/23	Arkansas Tech University	2,780.00
10/11/23	Aleksei Ryvlin	722.40
11/08/23	4 Imprint	2,749.61
11/09/23	Caitlyn Warhurst	295.40
11/13/23	INSURICA Insurance Services	7,894.92
11/20/23	Express Service, Inc.	172.48
01/13/24	Hightower Workforce Initiatives	6,599.04
02/16/24	Capital One Visa	4,536.78
02/22/24	Arkansas Tech University	2,093.00
02/29/24	Shaver Properties LLC	1,700.00
04/01/24	Central Arkansas Development Council	591.27

**Participant File Review**

The review was conducted by observation, interview of staff, participants in work experience worksites, and review of the participant files. A total of 8 Adults, 0 Dislocated Workers and 3 Youth were sampled and reviewed as follows:

**Youth**

Anette Campos	Hazie Philpott	Nickolas Edwards
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**Adult**

		Coleman Cole	Mimorie Atkinson	Savannah Ryan
		Lydia Sowles	Moeechay Dillon	Steven Cole
		Malcom Curry	Parker Dawdy	

## APPENDIX B: DISCLOSURES

<b>SINGLE AUDITS</b>  <b>SUBSEQUENT FINDINGS</b>  <b>APPEAL RIGHTS</b>		<p>Monitoring reports and related correspondence are to be presented to auditors prior to their initiating Single Audit reviews. Problems identified in a monitoring report may be identified as administrative findings or questioned costs in subsequent reviews. Findings and corrective actions may also be used to assist in resolving subsequent findings, if appropriate.</p> <p>Closing a monitoring report, or portions thereof, does not absolve subsequent findings that may arise from the same issue(s) identified in the monitoring report.</p> <p>Appeals of the State’s monitoring reviews, and investigations will be processed through the Executive Director of Arkansas Workforce Connections in accordance with the Grievance, Complaint, and Appeal Policy (WIOA I – 6.1, Change 2).</p>



June 5, 2025

The following summary provides a progress update on the WIOA Title I-B monitoring being conducted by Witt O'Brien's for the West Central Arkansas Planning and Development District.

- Witt O'Brien's is leading a fiscal monitoring process for PY21 for WIOA Title I-B funded programs. Monitoring is guided by the State of Arkansas Monitoring Tool (Section B) and includes review of program level policies and procedures, participant payment files, and program finances.
- The purpose of the monitoring is to ensure full compliance with the State of Arkansas Monitoring Tool, and to minimize risk by identifying policies to be developed or strengthened and recommending opportunities to improve systems.
- This monitoring focuses on Section B of the State monitoring tool and on the financial documentation related to participant eligibility files, such as training justification forms, documentation of expenses, and proof of payment.
- Witt O'Brien's reviewed an initial sample of 10 program files.
- Additionally, Witt O'Brien's monitored Procurement and Financial Monitoring, using section B of the State Tool
- Witt O'Brien's will meet with the WCAPDD program team to review an initial monitoring report and request additional documentation as needed.
- The anticipated completion date for the final monitoring report is June 30, 2025.

Any questions regarding the progress update or planned next steps can be directed to Sarah Perry from the Witt O'Brien's team:

**Sarah Perry**

Email: [sperry@wittobriens.com](mailto:sperry@wittobriens.com)

# EXECUTIVE COMMITTEE REPORT



# **West Central Arkansas Workforce Development Board**

**Lisa Greene, Chair**

## **PLANNING/PERFORMANCE/FINANCE AND EXECUTIVE COMMITTEE MINUTES Wednesday, May 21, 2025, 2:30 PM**

The Executive Committee and the Planning Committee of the West Central Workforce Development Board convened a meeting through electronic means on Wednesday, May 21, 2025, beginning at 2:30 PM. The meeting was conducted via the Teams Platform.

Members of the Planning/Performance/Finance Committee who were present on the call were Karen Breashears, Bill Weston, Brent Black, and Jeremy Hughes.

The following Planning members notified staff that they would not be able to be on the call: Herman Grayer, Cole McCaskill, Eugene Wilson, Gary Troutman, and Allan George.

Members of the Executive Committee on the call were Lisa Greene, Karen Breashears, Cynthia Gleghorn, and Tammy Passafiume.

The following members notified staff that they would not be able to be on the call: Kim Darling, Cindy White – Hamilton.

WCAPDD staff on the call were: Cora McCaskill

Ms. Greene called the meeting to order at 2:30 PM, expressing her gratitude to everyone for their attendance before inviting Karen Breashears to provide an update.

It was noted that the Planning Committee did not have sufficient members present to establish a quorum. However, a quorum was established by the Executive Committee, allowing business to proceed.

After confirming attendance and establishing a quorum, the committee proceeded to review the agenda, which included discussions on a newly received and previously tabled ETPL application, the One-Stop Operator contract, and the MOU/IFA.

Karen Breashears delegated the discussion on ETPL programs to Cora McCaskill, noting that the Nirvana Massage Academy would be tabled until August due to operational requirements of the board. Concerns were raised regarding the River Valley School of Massage's tuition and the quality of its graduates, prompting a debate on whether past experiences should influence current decisions.

Cora highlighted the lower-cost Nirvana Massage Academy as a competing option but expressed caution about the potential for poor job outcomes for graduates who go into training in this occupation. The committee decided to gather more information on credential levels for massage therapy programs and table the topic for further exploration at the upcoming board meeting.

# West Central Arkansas Workforce Development Board

Lisa Greene, Chair

A discussion was held regarding the current One-Stop Operator contract, set to expire on June 30, 2025. Cora reported that the state had approved a four-month extension through October 31, 2025, for the current contract with Hightower. This extension will allow time for a comprehensive review and realignment of the One-Stop Operator's duties and responsibilities, following the restructuring of Center Managers into Regional Outreach Managers, which has resulted in reduced on-site oversight.

A motion was made to extend the current contract for One-Stop Operator services by four months by Karen Breashears. The extension will provide time to clearly define expectations, allow the One-Stop Committee to work with Western Planning and Development District on the procurement process for a new One-Stop Operator, and enable West Central to apply internally for the role. Tammy Passafiume seconded. **Motion carried.**

Lisa Greene proposed a restructuring of the MOU/IFA for the planning district into individual contracts for each center to enhance flexibility, a suggestion that received support from Cora and Karen. Karen Breashears made a motion to restructure the MOU/IFA into contracts for each of the three west central centers in Hot Springs, Morrilton, and Russellville. Tammy Passafiume seconded. **Motion carried.**

Meeting concluded at 3:03 PM.

  
\_\_\_\_\_  
Lisa Greene, Chair

5-21-2025  
\_\_\_\_\_  
Date

West Central  
Arkansas Workforce  
Development Area

## Pending Initial ETP Applications

Award Level					
AA-Associates   BA-Baccalaureate   IHC - Technical Certificate IC-Industry Recognized Credential   GL - Government License					
Provider Name	Program Name	Total Cost	CIP Code	O*NET Code	Approved or Disapproved
Nirvana Massage Academy	Massage Therapy - IC	\$9,131.25	513501	31-9011-00	Tabled until August 2025 to allow them to reach the one-year operational milestone required by our board.

## Pending Initial ETP Applications

Award Level					
AA-Associates   BA-Baccalaureate   IHC - Technical Certificate IC-Industry Recongized Credential   GL - Government License					
Provider Name	Program Name	Total Cost	CIP Code	O*NET Code	Approved or Disapproved
<b>River Valley School of Massage</b>	Massage Therapy - IC	\$10,471.00	513501	31-9011-00	

# ONE STOP OPERATOR'S REPORT

**ONE STOP SYSTEM OPERATOR (OSSO) REPORT**  
**To the West Central Workforce Development Board**  
**For the June 12, 2025 Meeting**  
**For the Period April and May 2025**

**I. April and May 2025**

**1. Strategic Plan.** The action plan has been completed for the strategies. A strategic planning retreat was scheduled for June to identify new priorities. However, given the operational management transition issues from the state to the WDB (see more below) and an RFP for the one stop operator not being released, we decided to delay developing a new strategic plan.

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.

**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 but two 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**

April	Number of Responses	Ratings	Selected Comments
Hot Springs	1	All 5's (very good)	None
Russellville	No report received		
Morrilton	2	All 5's	None

May	Number of Responses	Ratings	Selected Comments
Hot Springs	1	All 5's (very good)	None
Russellville	8	All 5's	<ul style="list-style-type: none"> <li>Everything was great</li> </ul>
Morrilton	5		<ul style="list-style-type: none"> <li>"Very friendly, lots of help"</li> <li>"Angela helps me find jobs. Nice"</li> <li>"Professional manner, awesome, keep Ms. Angela"</li> </ul>

**4. Customer Traffic Report for April: Attached**

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**5. Additional Activities**

- Both Center Management Teams (CMT) met virtually in April and face to face in May.
- Each center continues to conduct a variety of employer events.
- As reported in our March report, 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.

The OSSO worked with Cindy and Neil to create a task list of their current oversight and job responsibilities for managing the center. At each CMT meeting for the last 2 months we have reviewed the tasks to assign responsibilities and to create standard operating procedures (SOPs). The one stop operator will be putting all the management and operational procedures into an SOP manual once consensus has been reached with the WDB Director, partners and OSO.

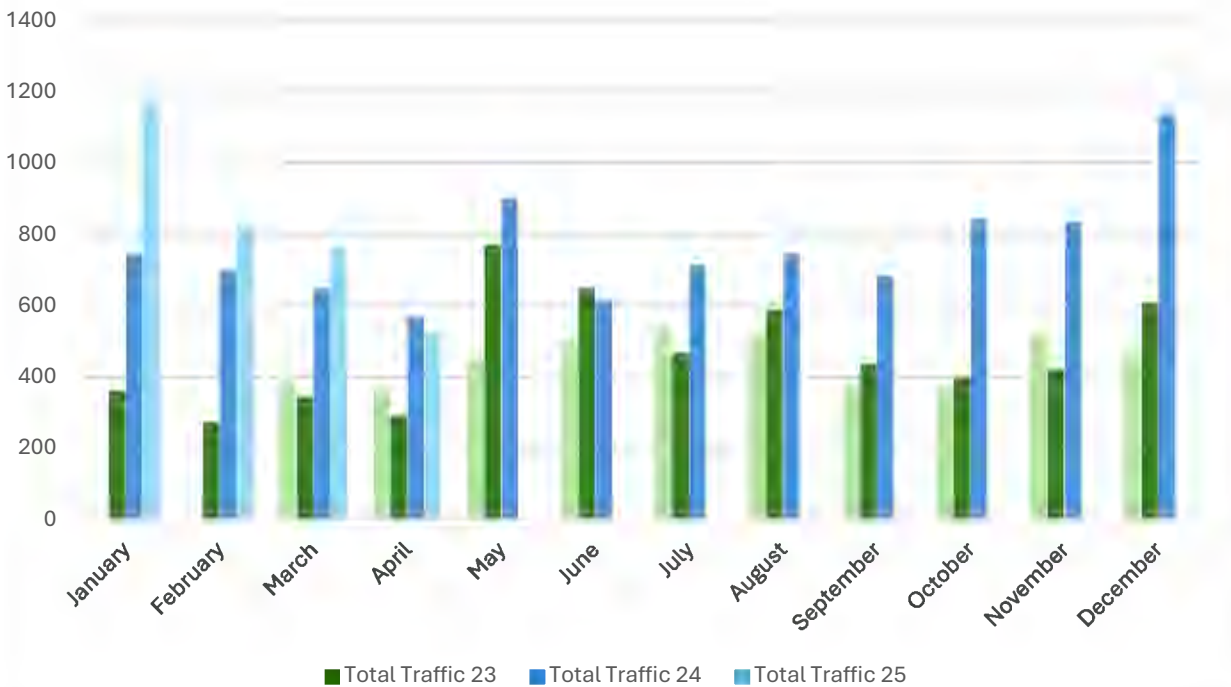
The charts are attached with the notes to date. This transition work is still in process.

## West Central Arkansas Foot Traffic April 2024

### Russellville

	Current 25-Apr	Last 25-Mar	Year Ago 24-Apr	Last 12 mo 5/24-4/25	12 mo avg 5/24-4/25	Prev 12 mo 5/24-4/25
<b>UI</b>	248	372	223	5230	436	3249
<b>JS</b>	171	171	248	2920	243	3055
<b>VET</b>	30	40	26	383	31	331
<b>WIOA</b>	7	29	16	130	11	161
<b>Adult Ed</b>	13			13	1	0
<b>DSB</b>			17	24	2	17
<b>AARP</b>	46	43	25	514	43	109
<b>ARS</b>	10	103		496	41	0
<b>TOTAL</b>	<b>525</b>	<b>758</b>	<b>565</b>	<b>9710</b>	<b>809</b>	<b>6942</b>

### Russellville Total Traffic

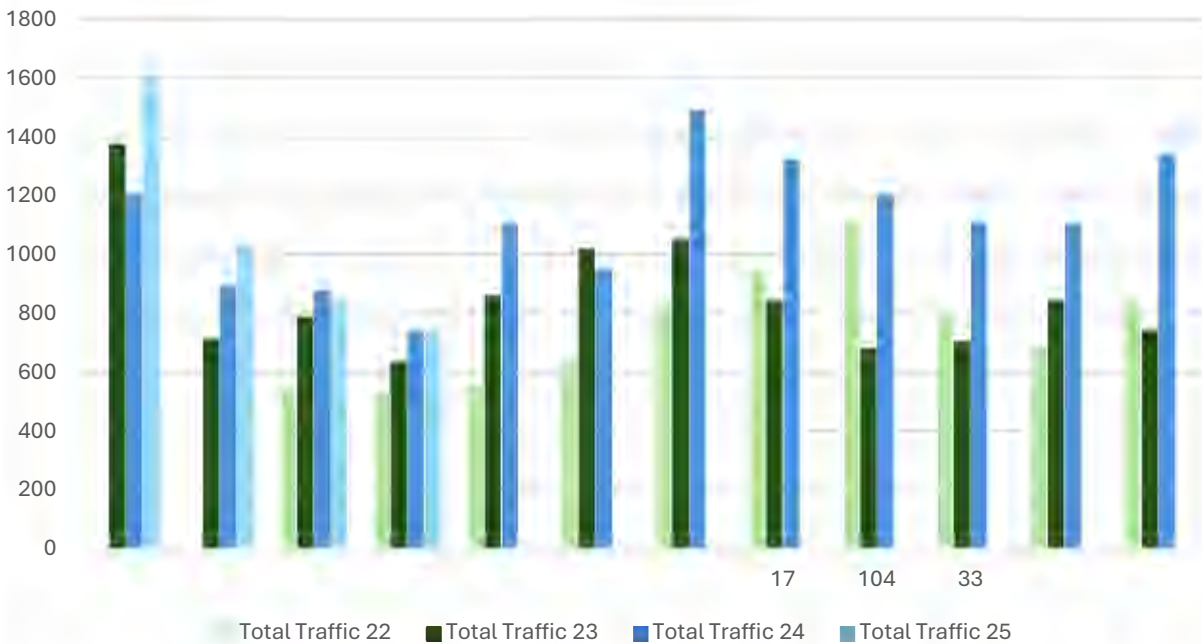




### Hot Springs

	Current 25-Apr	Last 25-Mar	Year Ago 24-Apr	Last 12 mo 5/24-4/25	12 mo avg 5/24-4/25	Prev 12 mo 5/24-4/25
<b>UI</b>	391	456	402	6059	505	6574
<b>JS</b>	269	326	292	7063	589	3306
<b>VET</b>	43	29	34	356	30	250
<b>WIOA</b>	22	26	10	321	27	273
<b>TANF</b>					0	20
<b>Adult Ed</b>	14	5		19	0	0
<b>OTHER</b>	5	3		8	0	2
<b>TOTAL</b>	<b>744</b>	<b>845</b>	<b>738</b>	<b>13820</b>	<b>1150</b>	<b>10425</b>

### Hot Springs Total Traffic



**Morrilton**

	Current 25-Apr	Last 25-Mar	Year Ago 24-Apr	Last 12 mo 5/24-4/25	12 mo avg 5/24-4/25	Prev 12 mo 5/24-4/25
<b>WIOA (Calls)</b>	330	255	366	2,767	252	
<b>WIOA (Visits)</b>	96	65	54	703	64	
<b>TOTAL</b>	<b>426</b>	<b>320</b>	<b>420</b>	<b>3470</b>	<b>316</b>	<b>n/a</b>

**DRAFT Workforce Center Management Duties**  
**As of 5/5/25 and In Process**

Task	Responsible Program	Responsible Person Hot Springs	Responsible Person Russellville
Ensuring the front door is opened and closed on time daily.	AWC Reemployment	Kathy Sigman - the building is controlled by a magnetic lock on a timer. If the magnetic locks do not work, Kathy will contact Mr. Merritt.	Front Desk Staff. If interrupted, will contact Melissa Rogers and she will assign, and text receptionist Melissa is necessary.
Onsite supervision of AARP extra helpers	Specific to Contract	Cora & Martha & Cindy depending on contact	Rebekah Cox and West Central
Monthly janitorial and trash invoices	AWC	Danny Lewis <a href="mailto:Danny.r.lewis@arkansas.gov">Danny.r.lewis@arkansas.gov</a>	Danny Lewis <a href="mailto:Danny.r.lewis@arkansas.gov">Danny.r.lewis@arkansas.gov</a>
Ensure the janitor is performing duties and trash is getting collected		Building Owner	Neil Golden
State Insurance building audits / OSHA Safety Audits / Fire inspections	AWC	Danny Lewis <a href="mailto:Danny.r.lewis@arkansas.gov">Danny.r.lewis@arkansas.gov</a>	Danny Lewis <a href="mailto:Danny.r.lewis@arkansas.gov">Danny.r.lewis@arkansas.gov</a>
Building keys ( <i>who will be responsible for signing keys out to new building staff and who will be responsible for making sure we get the keys back when people leave?</i> )	Program Supervisors/ managers responsible for staff Standard Operating Procedure (to be written) <i>SOP – signing in and out.</i>	E&T – Matthew Young <a href="mailto:Matthew.Young@arkansas.gov">Matthew.Young@arkansas.gov</a> Title I-B: Cora Easterday  JVSG (State grants) – Jo Keagan  <i>HS – Comm Room locked Cindy, Cora and Kathy to have the key to that room</i>	E&T – Matthew Young <a href="mailto:Matthew.Young@arkansas.gov">Matthew.Young@arkansas.gov</a> Title I-B: Martha Boyer, <i>Rebekah, Jay keys to the locked file cabinet</i>
Server room access	AWC <i>SOP – signing in and out.</i>	Danny Lewis <a href="mailto:Danny.r.lewis@arkansas.gov">Danny.r.lewis@arkansas.gov</a>	Danny Lewis <a href="mailto:Danny.r.lewis@arkansas.gov">Danny.r.lewis@arkansas.gov</a>

Task	Responsible Program	Responsible Person Hot Springs	Responsible Person Russellville
		<i>HS – Comm Room - Cora and Kathy to have the key to that room.</i>	
Reporting building maintenance issues	Standard Operating Procedure (to be written)	Danny Lewis <a href="mailto:Danny.r.lewis@arkansas.gov">Danny.r.lewis@arkansas.gov</a>	Danny Lewis <a href="mailto:Danny.r.lewis@arkansas.gov">Danny.r.lewis@arkansas.gov</a>
Office space/cubicles	WCAWDB/OSO	Andy Hightower/Lori Strumpf <a href="mailto:andy@workforceinitiatives.com">andy@workforceinitiatives.com</a> <a href="mailto:strumpfctr@aol.com">strumpfctr@aol.com</a>	Andy Hightower/Lori Strumpf <a href="mailto:andy@workforceinitiatives.com">andy@workforceinitiatives.com</a> <a href="mailto:strumpfctr@aol.com">strumpfctr@aol.com</a>
Thermostat control	ARS	Landlord controls through request to Danny Lewis	Office will be kept at 72°. Staff will report temperature issues to their supervisor. Suggested to assign control of the six thermostats. Need procedure for weather-related thermostat decisions.
Who handles angry customers or customers causing a scene in the front lobby	Standard Operating Procedure (to be written)  From the state: Customer to fill out complaint form and supervisor will respond by next bus day  If it Escalates – try to		

Task	Responsible Program	Responsible Person Hot Springs	Responsible Person Russellville
	deescalate and call the police (Lori said that she does de-escalation training around the country and would offer to do it in this region)		
Who handles small disputes or arguments between staff?	Standard Operating Procedure (to be written)	E&T - Matthew Young Matthew.Young@arkansas.gov	E&T - Matthew Young Matthew.Young@arkansas.gov
Winter Weather days	Standard Operating Procedure (to be written)  Board can determine closure if the Gov doesn't make a declaration of state agency closures		E&T - Matthew Young Matthew.Young@arkansas.gov
Ice treatment	Standard Operating Procedure (to be written)	Danny Lewis <a href="mailto:Danny.r.lewis@arkansas.gov">Danny.r.lewis@arkansas.gov</a>	Danny Lewis <a href="mailto:Danny.r.lewis@arkansas.gov">Danny.r.lewis@arkansas.gov</a>

Task	Responsible Program	Responsible Person Hot Springs	Responsible Person Russellville
Annual active shooter and hazardous chemical training documentation	Standard Operating Procedure (to be written)	Matthew Young Matthew.Young@arkansas.gov	Matthew Young Matthew.Young@arkansas.gov
Weekly #'s collection and monthly #'s reports to OSO	AWC Reemployment	Kathy Sigman	Front Desk Staff/Melissa R/Dea
Comment Card Collection and Summary			Melissa E
Quarterly Complaint Report	WCAWDB	Cora	Cora
Ensure that everyone that works in the building gets a background check for AJL Access ( <i>non-ARS</i> )	OSO + Standard Operating Procedure (to be written)	Matthew Young <a href="mailto:Matthew.Young@arkansas.gov">Matthew.Young@arkansas.gov</a>	Matthew Young <a href="mailto:Matthew.Young@arkansas.gov">Matthew.Young@arkansas.gov</a>
Obvious dress code violations  Every manager to onboard staff – use video	Standard Operating Procedure (to be written)		
Front desk coverage	AWC Reemployment	Melissa Bailey	Melissa Bailey
Severe weather/tornado warnings	Standard Operating Procedure (to be written)	E&T - Matthew Young Matthew.Young@arkansas.gov	E&T - Matthew Young Matthew.Young@arkansas.gov
Required Federal/State signage	WCAWDB	Cora Easterday	Cora Easterday
Parking lot checks ( <i>Who decides when to tow vehicles?</i> )	Standard Operating Procedure (to be written)  HS - Kathy verifies if car has been there	OSSO- text building individual responsible	Rus – Melissa and Ashley

Task	Responsible Program	Responsible Person Hot Springs	Responsible Person Russellville
	<i>for over a week; towing a car; report to Kathy</i>		
CRC Monitoring/Lead	AWC	Eric	Anne
Room Scheduling	Reemployment	Kathy	<i>Need a call with Neil</i>

# WIOA PARTNER REPORTS





**Clear Form**

# West Central Workforce Development Area

## Board Report

**Board Meeting Date:**

6/12/25

**Provider Name:**

UACCM Adult Education (Conway and Perry Counties)

### 1. Top-Level Changes in Service Delivery:

UACCM continues to search for a full-time Workforce Preparation Teacher. Pharmacy Technician training and Bank Teller certification options continued to be in high demand. In addition, students are interested in training options that support entry level employment in construction, manufacturing, and health-care.

### 2. Key Events or Initiatives for the Upcoming Month:

Annually, the month of June serves as a close-out period for the current program year. Students are working diligently to complete the end of year post-assessment process. In addition, several students are expected to make rapid advancement toward GED attainment. The annual UACCM Adult Education GED Graduation will be held on Friday, July 18 at H.B. White Auditorium in Morrilton.

### 3. Successes or Accomplishments in the Past Month:

During the spring Adult Education Administrators' meeting, the Arkansas Workforce Connections Office of Adult Education reported the UACCM Adult Education program served the greatest number of SNAP E&T participants during Fiscal Year 2024-2025. UACCM served 132 SNAP E&T participants throughout the program's four-county service area.

### 4. Additional Comments:

For Program Year 2024-2025, UACCM will continued to provide daytime and evening instruction through close of business on June 30. With regard to Program Year 2025-2026, the UACCM Adult Education program will launch the delivery of services and instruction beginning on Monday, July 7. Daytime and evening classes will be delivered throughout the four-county service area. During June, UACCM is on target to on-board six new part-time teachers.

**Submitted by:**

Kim Darling



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## **West Central Workforce Development Area**

### **Board Report**

**Board Meeting Date:**

6/12/25

**Provider Name:**

Arkansas State University Three Rivers

#### **1. Top-Level Changes in Service Delivery:**

*-Partnering with ASUTR Workforce Services Department to provide Bridge to CNA class for students. Students will go through our Bridge to CNA class, then move into the CNA class offered through Workforce Services. Class begins in June, with CNA class beginning in July.*  
*-Currently meeting with key stakeholders in Gurdon community to study feasibility of night classes there beginning in July or August*

#### **2. Key Events or Initiatives for the Upcoming Month:**

June will be used for closing out the program year. We will be post-testing current students and working on end of year reports. Faculty and staff will also be working on overhauling our current inventory and doing some "spring cleaning" to remove old/unused items from inventory.

#### **3. Successes or Accomplishments in the Past Month:**

20 GED students participated in ASUTR's commencement ceremony held on May 13 at Bank OZK Arena in Hot Springs, the most in our program's history. As of 5/20/2025, we currently have 65 GED completions for the 24-25 program year and are slated to have 3 more before the end of June.

#### **4. Additional Comments:**

Summer break will be June 16-July 4. No classes will be held during this three week period, but centers will be open for prospective students and other guests. Faculty and staff will work regular hours (M-Th 8:00-4:30 and F 8:00-12:00) to close out the current program year and prepare for the new program year. Prospective students are welcome to come in and enroll during those weeks for classes that begin in July. All centers will welcome new and returning students when classes begin for the new program year on July 7.

**Submitted by:**

Lisa Carpenter



**Clear Form**

## West Central Workforce Development Area Board Report

**Board Meeting Date:**

6/12/25

**Provider Name:**

Arkansas Tech University - Ozark Campus Adult Education

### 1. Top-Level Changes in Service Delivery:

We are currently waiting approval for two new IET programs - Office Support Staff (begins in September) and Emergency Medical Responder (begins in July)

### 2. Key Events or Initiatives for the Upcoming Month:

ESL Completion Ceremony - June 6th @ 5 pm in Clarksville; GED Graduation - June 12, 2025 @ 6:30 pm in Ozark; Regina Olson's Next Chapter (Farewell) Celebration - June 12th @ 1 - 3 pm in Ozark

### 3. Successes or Accomplishments in the Past Month:

Recognized Top Twenty-five GED Graduate, Mr. Andrew Shilling. He was recognized for 20th highest score in the State for 2024.  
Enrollment has increased over last year, IET certifications has increased over last year.

### 4. Additional Comments:

ESL Career Coach position open in Clarksville, AR. Anticipated hire date - August 1st, 2025.

Director position closes June 3rd.

**Submitted by:**

Regina Olson



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## West Central Workforce Development Area Board Report

**Board Meeting Date:**

6/12/25

**Provider Name:**

National Park College

### 1. Top-Level Changes in Service Delivery:

None

### 2. Key Events or Initiatives for the Upcoming Month:

None

### 3. Successes or Accomplishments in the Past Month:

We had 65 Adult Ed students walk at NPC's graduation. We had a total of 114 GED graduates and 106 Allied Health certifications for FY 2024-25. Our GED completion rate was 90% and our CNA certification is 97% passing.

### 4. Additional Comments:

Our Gardner location and classes in the detention center are closed the last two weeks of June. Students return July 1. The campus location will be opened during that time from 8-4, M-F, but will be short staffed.

**Submitted by:**

Lisa Couch



**Clear Form**

## West Central Workforce Development Area Board Report

**Board Meeting Date:**

6/12/25

**Provider Name:**

UA Rich Mountain Mt Ida campus

### 1. Top-Level Changes in Service Delivery:

CNA classes scheduled for June 2nd

### 2. Key Events or Initiatives for the Upcoming Month:

An ad campaign is seeking participants for the CNA class

### 3. Successes or Accomplishments in the Past Month:

We have some students close to finishing all official exams.

### 4. Additional Comments:

Planning to gauge participation from CNA course about future offerings. Hoping to offer phlebotomy in the fall.

**Submitted by:**

Julie Gordon



**Clear Form**

## West Central Workforce Development Area

### Board Report

**Board Meeting Date:**

6/12/25

**Provider Name:**

Russellville Adult Education

#### 1. Top-Level Changes in Service Delivery:

This fall, Russellville Adult Education will be implementing a new IET program - Medical Coding & Billing. We are also developing a new student workflow for clarity of staff roles as well as smooth enrollment for new students. Our testing lab should be operational in June which will expand testing opportunities for students and community.

#### 2. Key Events or Initiatives for the Upcoming Month:

Russellville Adult Education is making plans to participate in the Hispanic Heritage festival this fall (September) for community outreach and information.

#### 3. Successes or Accomplishments in the Past Month:

Ribbon Cutting on our new location was held on May 22. We were joined by Russellville School District, Chamber of Commerce, and other officials.

RAEC provided an informational booth at Goodwill in May.

RAEC was recognized for having the #1 GED Score in Arkansas for 2024.

#### 4. Additional Comments:

We are currently hiring for a part-time GED teacher in Yell County. This teacher will provide in-person classes in Dardanelle as well as some remote opportunities for Danville and other Yell County areas.

**Submitted by:**

Brad Coffman



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## West Central Workforce Development Area Board Report

**Board Meeting Date:**

May 25, 2025

**Provider Name:**

ARS Business Engagement

### 1. Top-Level Changes in Service Delivery:

Sector Strategies and Career Pathways:  
ARS BEU is emphasizing industry-focused training through sector partnerships and career pathway approaches through potential apprenticeships.

### 2. Key Events or Initiatives for the Upcoming Month:

Initiative in the works for apprenticeship programs in Region 5 which include working with Subiaco, health care businesses and Apprenticely.

### 3. Successes or Accomplishments in the Past Month:

On a state level, still working with Apprenticely and Cintas to form apprenticeships.

### 4. Additional Comments:

Caddo Hills School District- Working with Juniors and Seniors.  
Job Fair / Job Expo- Benton Event Center  
Disability Etiquette Training- HS Workforce Center  
3 Businesses signed up for Launch  
March and April Outcomes  
10 People served  
2 People signed up for services  
Business that you met with and what were those outcomes  
28 Business in person contact visits by ARS Business Engagement Representative in Region 6 Area

**Submitted by:**

Gretchen Newton

**Board Meeting Date:**

**Provider Name:**

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**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:**

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**Submitted by:**



# NEW BUSINESS

# **BY-LAWS**

## **WEST CENTRAL ARKANSAS WORKFORCE DEVELOPMENT BOARD**

### **Section I-Name:**

This organization shall be known as the West Central Arkansas Workforce Development Board. This organization shall not have a corporate seal.

### **Section II -Workforce Development Board Service Delivery Area.**

The service delivery area of West Central Arkansas shall consist of the counties of Clark, Conway, Garland, Hot Spring, Johnson, Montgomery, Perry, Pike, Pope, and Yell.

### **Section III – Authorization**

The West Central Arkansas Workforce Development Board is organized under the provision of the Workforce Innovation and Opportunity Act (Public Law 113-128), and is required to be recertified every two years, by the Governor of Arkansas.

### **Section IV– Mission Statement**

The vision of the West Central Arkansas Workforce Development Board is to serve as a strategic leader and conveners of local workforce development system stakeholders. The West Central Arkansas Workforce Development Board partners with employers and the workforce development system to develop policies and investments that support public workforce system strategies that support regional economies, the development of effective approaches including local and regional sector partnerships and career pathways, and high quality, customer centered service delivery and service delivery approaches.

The members must participate in their area's community activities which may include, but not limited to roundtables, community coffees, and any other community activities as much as possible. During the New Business agenda item at each local board meeting board members will be afforded the opportunity to discuss WIOA activities in their communities.

### **Section V - Purpose:**

The purpose of the West Central Arkansas Workforce Development Board is to:

- A. Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high- quality workforce development system in the local area and larger planning region;
- B. Assist in the achievement of the State's strategic and operational vision and goals as outlined in the Unified State Plan or the Combined State Plan; and
- C. Maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the services provided.

## **Section VI – Functions of the Board:**

The West Central Arkansas Workforce Development Board must:

- A. Develop and submit a 4-year local plan for the West Central Workforce Development Area, herein after known as “local area” in partnership with the Chief Elected Officials and consistent with WIOA sec. 108;

Local plan must be submitted to the Governor and approved/jointly submitted by the Board and the Chief Elected Officials.

- B. In order to assist in the development and implementation of the local plan, conduct workforce research and regional labor market analysis of West Central Arkansas;
- C. Convene local workforce development system stakeholders to assist in the development of the local plan and identifying non-federal expertise and resources to leverage support for workforce development activities; This shall be done through the process and use of collaborative meetings/information sharing amongst members of the standing committees, community leaders, educational institutions, local chamber executives and economic developers and other stakeholders in the local area.

The Process for the board to actively participate in convening stakeholders and brokering relationships as par of workforce development activities will be:

- ❖ Board members will participate as much as possible by attending and participating in the local board and committee meetings.
  - ❖ Board members will continue to participate in the various local community events of their choosing that can promote workforce development.
  - ❖ Board members will report at the local workforce development board meetings on the various activities they have participated in with other boards such as the Chamber of Commerce, Rotary Clubs etc.
  - ❖ Board members will reach out to other non-profit organizations, private for profit and public entities to build relationships to leverage support for workforce development activities;
- D. Lead efforts to engage with a diverse range of employers and other entities in theregion in order to:
    - (1) Promote business representation (particularly representatives with optimum policy-making or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region in the local area.;
    - (2) Develop effective linkages (including the use of intermediaries) with employers in the region to support employer utilization of the local workforce development system and to support local

workforce investment activities;

- (3) Ensure that workforce investment activities meet the needs of employers and support economic growth in the region by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and
  - (4) Develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships), that provide the skilled workforce needed by employers in the region and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations;
- E. With representatives of secondary and post-secondary education programs, lead efforts to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment;
- F. Lead efforts in the local area to identify and promote proven and promising strategies and initiative for meeting the needs of employers, workers and job seekers and identify and disseminate information on proven and promising practices carried out in other local area for meeting such needs;
- G. Develop strategies for using technology to maximize the accessibility and effectiveness of local workforce development system for employers, and workers and job seekers by:
- (1) Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;
  - (2) Facilitating access to services provided through the one-stop delivery system involved, including access in remote areas;
  - (3) Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and
  - (4) Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment;
- H. In partnership with the Chief Elected Officials for the West Central Arkansas Workforce Development Area:
- (1) conduct oversight of youth workforce investment activities authorized under WIOA sec. 129(c), adult and dislocated worker employment and training activities under WIOA secs. 134(c) and (d), and the entire one-stop delivery system in the local area;
  - (2) Ensure the appropriate use and management of the funds provided under WIOA subtitle B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area; and

- (3) Ensure the appropriate use management, and investment of funds to maximize performance outcomes under WIOA sec. 116;
- I. Negotiate and reach agreement on local performance indications with Chief Elected Officials and the Governor;
- J. Negotiate with Chief Elected Officials and required partners on the methods for funding the infrastructure cost of one-stop centers in the local area in accordance with 678.715 of this chapter or must notify the Governor if they fail to reach agreement at the local level and will use a State infrastructure funding mechanism;
- K. Select the following providers in the local area, and where appropriate terminate such providers in accordance with 2 CFR part 200:
  - (1) Providers of youth workforce investment activities through competitive grants or contracts based on the recommendations of the youth standing committee (if such a committee is established); however, if the Local WDB determines there is an insufficient number of eligible training providers in a local area, the Local WDB may award contracts on a sole-source basis as per the provisions at WIOA sec. 123(b);
  - (2) Providers of training services consistent with the criteria and information requirements established by the Governor and WIOA sec. 122;
  - (3) Providers of career services through the award of contracts, if the one-stop operator does not provide such services; and
  - (4) One-stop operators in accordance with 678.600 through 678.635 of this chapter;
- L. In accordance with WIOA sec. 107(d)(10)(E) work with State to ensure there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities;
- M. Coordinate activities with education and training providers in the local area, including:
  - (1) Reviewing applications to provide adult education and literacy activities under WIOA title II for the local area to determine whether such applications are consistent with the local plan;
  - (2) Making recommendations to the eligible agency to promote alignment with such plan; and
  - (3) Replicating and implementing cooperative agreements to enhance the provision of the services to individuals with disabilities and other individuals, such as cross training of staff technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination;
- N. Develop a budget for the activities of the Local WDB, with approval of the Chief Elected Officials and consistent with the local plan and the duties of the Local WDB;
- O. Assess, on an annual basis, the physical and programmatic accessibility of all one-stop centers

in the Local area, in accordance with WIOA sec.188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.); and

P. Certification of one-stop centers in accordance with 678.800 of this chapter

## **Section VII - Membership**

A. Membership in this organization shall be established by the Chief Elected Officials of the West Central Arkansas Development Area, consistent with Arkansas Act 907 of the Regular Session of 2015. Pursuant to the provision of Act 907 membership of the Board shall include:

1. At least 51% of the members of the West Central Arkansas Workforce Development Board must be representatives of businesses in the local area, who are owners of businesses, chief executives or chief operating officers or other business executives or employers with optimum policymaking or hiring authority. Such members shall represent businesses with employment opportunities of the local area; and which have been nominated by local business organization and business trade associations; and
2. At least 20% of the members of the West Central Arkansas Workforce Development Board must be representatives of labor organizations other representatives of employees; must include a representative, who must be a representatives of joint labor- management or union affiliated, registered apprenticeship program, who must be a training director or a member of a labor organization; may be a representative of community-based organization that demonstrate experience and expertise in addressing employment, training or education needs of individuals with barriers to employment; and may include representative of organizations that have demonstrated experience and expertise in addressing employment, training or education needs of eligible youth;and
3. At least one member of the West Central Arkansas Workforce Development Board must be a representative of an eligible training provider administering adult education and literacy activities and institute of higher education providing workforce investment activities: and
4. At least one member of the West Central Arkansas Workforce Development Board must be a representative from Economic and community development entities;
5. At least one member of the West Central Arkansas Workforce Development Board must be a representative from the State Employment Service office under the Wagner-Peyser Act serving the local area;and
6. At least one member of the West Central Arkansas Workforce Development Board must be a member of the programs carried out under title I of the Rehabilitation Act of 1873, other than sec.112 or part C of that title;and
7. The membership of the West Central Arkansas Workforce Development Board may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and
8. The membership of the West Central Arkansas Workforce Development Board may include representatives of philanthropic organizations serving the local area; and

9. The membership of the West Central Arkansas Workforce Development Board may include such other individuals or representatives of entities as the Chief Elected Officials in the West Central Arkansas area may determine to be appropriate.
- B. All representatives of the West Central Arkansas Workforce Development Board must have optimum policy-making authority within the entities they represent.

Dual sector representation

An individual member may be a representative of more than one sector or category described in the CEO Membership Guide for Local Workforce Development Boards - Required Categories **IF** the individual meets all the criteria for each entity, they intend on representing.

## **Section VIII: Nomination to the Board**

The following procedures must be followed to nominate and appoint a new member to the Board:

- ~~A. Chief Elected Officials shall accept nominations for appointments from nomination organizations located within the political boundary of the county in which the organization is located. The CEO will submit a letter of appointment to the Board staff appointing the new member.~~
- ~~B. When the appointment letter is received by the CEO, the board staff will submit the Workforce Development Board Member Appointment form to the nominating entity to complete. The nominating organizations shall complete and submit the Workforce Development Board Member Appointment form provided by Arkansas Division of Workforce Services to the board staff. The Board staff will submit the Board Member Appointment Form along with back up documentation to the Chief Elected Official representative for signature.~~
- ~~C. Nominee documentation shall be kept on file by the staff of the West Central Arkansas Workforce Development Board.~~
- ~~D. Reference: CEO Membership Guide:~~  
  
~~<https://dws.arkansas.gov/wp-content/uploads/CEO-Membership-Guide-8.17.21-10.28.22-wForms.pdf>~~
- ~~E. Timeline After staff of the West Central Arkansas Workforce Development Board has received signed Board Member Appointment Form, a letter will be sent to the newly appointed Workforce Development Board member, within 30 days, notifying the member of his/her appointment and the tentative date of the next official board meeting. Orientation for the newly appointed board member shall be provided within 90 days of his/her appointment notification.~~

- A. When a vacancy arises on the Board, Board staff shall notify the appropriate nominating entity within the relevant county. Upon identifying an individual who satisfies the qualifications for the open position, the nominating entity shall submit a formal nomination letter to the Board staff.
- B. Board staff will contact the nominated individual to request the necessary supporting documentation to complete their appointment process:
  - a. Qualification Documentation – This may include the nominee's job description, resume, and organizational chart, demonstrating the qualifications required to serve in the nominated position.
  - b. Policy-Making Authority Documentation – The following must be provided to demonstrate that the nominee holds policy-making authority for the entity they represent:
    - (1) A letter on official letterhead from the nominating organization affirming that the nominee possesses optimum policy-making authority within the West Central region. "Optimum policy-making authority" refers to an individual who can confidently speak on behalf of the entity they represent and commit the entity to a particular course of action.
    - (2) The nominee's position within the organization (e.g., owner, president, CEO, COO, or other executive roles) may serve as documentation of their policy-making authority.
    - (3) If the nominee is not an executive officer, a letter from an authorized executive within the entity must confirm that the nominee has the authority to represent the organization and commit it to a chosen course of action. This letter must be on the entity's letterhead, dated, and signed by the authorized executive officer. It should also summarize the nominee's job description and relevant experience.
- C. Upon receipt of the nomination letter and supporting documents, Board staff will complete the latest version of the Arkansas Workforce Connections' Policy 6.5 Attachment A – Board Member Nomination & Appointment Form. This form will be sent to the County Judge of the nominee's residence. For individuals residing outside the West Central area, Attachment A will be submitted to the CEO Representative of the local board for signature, confirming the individual's nomination and appointment in compliance with A.C.A. §15-4-3709.
- D. Upon receipt of the signed Board Member Nomination & Appointment Form, Board staff will complete 6.5 Attachment B – Board Roster Form. This form, along with the supporting documents, will be submitted to the CEO Representative of the local board for signature, affirming the nominee's appointment in accordance with A.C.A. §15-4-3709.
- E. Board staff will email Attachment A, Attachment B, and the supporting documentation to [WIOA@arkansas.gov](mailto:WIOA@arkansas.gov) for review and approval by Arkansas Workforce Connections.
- F. All nominee documentation will be retained on file by the staff of the West Central Arkansas Workforce Development Board.



G. Reference: CEO Membership Guide: [CEO Membership Guide](#)

H. Timeline: After receiving approval for the appointment from Arkansas Workforce Connections, Board staff will send a formal letter to the newly appointed Board member within 30 days. This letter will notify the member of their appointment and provide the date for the next scheduled Board meeting. Orientation for the new Board member will be conducted within 90 days of the appointment notification.

#### **Section IX - Board Membership Reappointments:**

- A. Chief Elected Officials are responsible for all reappointments. Reappointments must be handled in the same process as an original nomination and appointment.
- B. Chief Elected Officials shall process reappointments within 60 calendar days from the effective date of the term expiration. During the 60 calendar-day period, the West Central Arkansas Workforce Development Board will be able to legally act and conduct business. If the Chief Elected Officials fail to reappoint a Board member in a required category within 60 calendar days, the Board will be out of compliance with its membership composition, and any business conducted may not be considered legal.

#### **Section X - Board Membership Vacancies:**

- A. If a vacancy on the West Central Arkansas Workforce Development Board occurs, the Board Chair or the Workforce Development Board staff shall provide notice to the Chief Elected Officials, within 30 days of the vacancy. The notice shall be sent via phone call followed by an email and include the name of the Board member, the category represented and the effective date of resignation or removal. A copy of the correspondence shall be kept on record for the West Central Arkansas Workforce Development Board and staff.
- B. The vacancy shall be limited to the resignation of a member, or the removal of a member by the Chief Elected Officials and shall be filled in the same manner as the original appointment. Members changing occupations and no longer representing their original sector shall be removed from the West Central Arkansas Workforce Development Board or reappointed in accordance with the provisions set forth above.
- C. A member, whose category changes adversely impacts the majority business threshold of 51%, that member shall be required to resign from Workforce Development Board; however, if that member's category change does not cause the business majority to drop below the threshold of 51%, that member may continue to serve on the Workforce Development Board.
- D. ~~In the event that a member shall fail to attend three (3) successive regular meetings during the program year, shall be subject to removal from the board~~ West Central Arkansas Workforce Development Board members who miss three (3) consecutive Workforce Development Board meetings without good cause during the program year (July 1 – June 30), shall be removed from the board. Good Cause is defined as: business conflict, illness, vacation, and any other valid excuse accepted by the local board. The affected members may submit their requests in writing, calling, texting, or emailing to the Chair and/or board staff. The full board will vote on these excused absence requests at the beginning of each board meeting.

- E. Members shall be appointed for staggered terms of four (4) years and shall serve until a replacement has been appointed.
- F. Members may be reappointed and continue to serve on the Board with the approval of the Chief Elected Officials.
- G. The occurrence of a vacancy shall be limited to the resignation of a member, or the removal of a member by the Chief Elected Officials and shall be filled in the same manner as the original appointment.

### **Section XI - Officers:**

The Workforce Development Board shall elect from and by the general membership of the Board a Chair, a Vice-Chair, and a Secretary for one-year terms expiring on June 30 of each year. Officers may continue to serve until their replacement has been named. These officers will have the following indicated duties:

- A. Chair - The Chair shall be selected from the Business Representative category, who shall be selected by majority vote from among the West Central Arkansas Workforce Development Board. The Chair shall preside at all Workforce Development Board meetings, shall appoint all committees, have access to program and financial reports and certificates as required by law, and advise the other officers of the Board on matters of policy. He or she shall have the powers and perform other such duties as may be incidental to the office, as are given by these By-Laws or may be assigned by the Board. The Chair shall serve as ex-officio on each standing committee.
- B. Vice-Chair – The Vice Chair shall be selected from the Business Representative category. In the event of the absence of the Chair, the Vice-Chair shall function as Chair with all the rights, privileges, and powers as if he had been the duly elected Chairperson.
- C. Secretary- All meeting minutes and financial reports shall be made available to this officer upon request. This officer shall also have other duties, powers, and responsibilities as are assigned by the Chairperson, the Board, or these By-Laws.

### **Section XII – Executive and Standing Committees:**

Executive Committee shall have the following membership:

1. Board Chair, who shall serve as Chairperson of the executive committee;
2. Vice- Chair;
3. Secretary; and
4. Chairperson of each of the standing committees.

Executive Committee Meetings - The Executive Committee shall hold meetings, as the Chairperson deems it necessary to conduct the affairs and business of the Committee after appropriate notice, according to the Freedom of Information Act.

Authority - The Executive Committee shall have the authority of the Board to act during the interim between Board meetings but shall defer to the Board, whenever practical, action on matters of major policy implications. Executive Committee decisions will be implemented immediately and will be ratified at the

next full Board meeting. Between Board meetings, the Executive Committee shall review and coordinate the work of the other committees. All Board functions not specifically enumerated and assigned to another committee by these by-laws shall be the responsibility of the full Board and the Executive Committee unless the function is assigned by the Chairperson to another standing or ad hoc committee.

Standing Committees - the Chair and or Executive Committee may establish standing committees as it deems prudent and shall have such powers and duties as are assigned or as are necessary to perform its stated purpose. The Chairperson shall appoint committee membership. Chairpersons of the committees shall become members of the Executive Committee. The standing committees shall consist of One Stop Systems Oversight, Performance/Planning/Finance, Rehabilitation and Youth Council. Ad Hoc committees may be appointed on an as needed basis.

### **Section XIII – Meetings**

- A. Regular meetings will be held bi-monthly unless extenuating circumstances occur. The meeting will be on the second (2<sup>nd</sup>) Thursday of August, October, December, February, April, and June or at the discretion of the Chairperson. Once a quorum is obtained, it shall be retained for the duration of the meeting.
- B. A minimum of seven (7) days' notice of all meetings shall be given to each member of the Board. All meeting materials shall be hand delivered, mailed, emailed or by phone to the members with the meeting notice and the agenda. Specially called meetings shall serve in the manner described above with no less than 24-hour notice before such meeting.
- C. All meetings of the Board will be held at a place and time reasonably accessible to all Board members.
- D. All meetings will be conducted in an open manner and operate under the "Sunshine provision" of WIOA and adhere to "FOIA" regulations.
- E. The West Central Arkansas Workforce Development Board members may participate in regular board meetings or committee meetings by telephone or similar communication device or by Web-based video. Such participation in a meeting shall be deemed present in person at such meeting.
- F. Only members, staff or invited guests listed on the agenda will be allowed to address the Board. Invited guests will be allowed to speak near the end of the meeting. Any other individual desiring to participate in the meeting must notify the Chair before the meeting of the subject he/she wishes to address and shall be limited to a 5-minute presentation, unless granted by the Chair to extend it.

### **Section XIV - Compensation:**

The West Central Arkansas Workforce Development Board members may be reimbursed for travel expenses to regular meetings, special called meetings and any other meeting deemed appropriate by the Chair at the current federal per diem rate, only if the Workforce Board member is not reimbursed by any other agency for that same expense. No other compensation shall be paid to any Workforce Development Board member for participation in or attendance at any meeting of the West Central Arkansas Workforce Development Board. Travel reimbursement shall be made within thirty (30) days of submission of a completed reimbursement form that will be provided by Workforce Development Board staff.

### **Section XV - Board Member Training:**

- A. Orientation and training shall be provided to each new West Central Arkansas Workforce Development Board member within 90 days of their appointment, by the Workforce Development Board staff.
- B. An annual board member training meeting will be held for the West Central Arkansas Workforce Development Board members.
- C. West Central Arkansas Workforce Development Board members will also receive training sessions and development opportunities during the regularly scheduled Workforce Development Board meetings.
- D. Continued training opportunities for the West Central Arkansas Workforce Development Board members will be provided by the Arkansas Division of Workforce Services and the Workforce Development Board staff. The training options will be self-paced, classroom style or web based.

Section XVI - Quorum:

A quorum of the Board shall be a simple majority or as declared by the Chairperson. A quorum shall be necessary for the transaction of any official business. Each member shall have one (1) vote.

Section XVII:

The Workforce Development Board chooses not to use proxies at all, therefore there will be no process of designating a proxy and alternative designee.

Section XVIII - Vote Required for Board Action:

- A. A West Central Arkansas Workforce Development Board member shall not cast a vote on, nor participate in any decision making capacity or the provision of services by such member (or any other organization which that member directly represent), nor on any matter in which the Workforce Development Board member has an interest or which would provide any direct person financial benefit to that member. Board members shall abstain from such votes and the meeting minutes should record the abstention.
- B. All members must complete an annual Conflict of Interest Form to report any possible conflict of interest.

Section XIX – By-Laws Amendments:

These by-laws may be altered or amended or may be repealed at any meeting of the membership after a seven (7) day written notice to the members of the proposed changes.

Such proposed changes should first be submitted to the Workforce Development Board or Executive Committee for consideration and recommendation.

APPROVED:

\_\_\_\_\_  
Lisa Greene, WDB Chair

\_\_\_\_\_  
Date

Judge Jimmy Hart, Chief Elected Official's Representative

Date

# SUCCESS STORIES

From a small town in Texas to a thriving engineering career in Arkansas, Robin Cung's journey is one of resilience, responsibility, and remarkable growth.

After graduating high school in Sherman, TX in 2020, Robin began college at the University of North Texas. As the eldest child of immigrant parents and an English Language Learner, he balanced his studies with part-time work, determined to build a brighter future for himself and his family. When his family moved to Cleveland, Arkansas to operate poultry farms, Robin transferred to Arkansas Tech University to continue pursuing his dream of becoming an engineer.

While continuing his education, Robin was referred to the **WIOA program** for assistance—a moment that shifted his outlook from **skeptical to optimistic**. He enrolled in the program on May 10, 2023, and received Occupational Skills Training, supportive services for books, fees, and housing—all of which helped relieve the financial stress of college life and allowed him to focus on academic success.

🎓 On **May 10, 2025**, Robin graduated from Arkansas Tech University with a **Bachelor of Science in Electrical Engineering**. Just nine days later, he began his professional career with **Harvest Hill Beverage Company** as an Electrical Engineer.

Congratulations, Robin! Your dedication and perseverance, paired with WIOA support, helped you take the next big step in your journey. We're proud to celebrate your success!

# NEW BUSINESS



# WCA Budget Proposal Incorporating Tasks for PY 2025 July-October

## Budget Proposal

Line Item Breakdown	2024 Hours	AH Ext. Hours	LS Ext. Hours	Total Hours	Proposed Budget for PY 2025 July-October PROGRAM	Proposed Budget for PY 2025 July-October ADMIN
<b>Staff Salaries</b>						
<b>Partnership Management</b>	345	48	64	112	\$10,480	
<b>Data</b>						
Foot Traffic and referrals (monthly)	12	8		8	\$680	
<b>MOU/IFA informaiton collection</b>	48	16		16	\$1,360	
<b>Strategic Plan</b>						
Management and implementation	48	0	16	16	\$1,600	
<b>Board Reporting</b>	31	6	12	18	\$1,710	
<b>Center Certification Updates</b>						
Updates from 2024 cert.	32	0	0	0	\$0	
<b>Admin – Invoices, Payments and Accounting</b>	63	21	0	21		\$1,785
<b>Staff Salaries Total</b>					\$15,830	\$1,785
<b>Staff Fringe</b>						

<b>Partnership Management</b>	345	48	64	112	\$1147	
<b>Data</b>						
Foot Traffic and referrals (monthly)	12	8		8	\$110	
<b>MOU/IFA informaiton collection</b>	48	16		16	\$219	
<b>Strategic Plan</b>						
Management and implementation	48	0	16	16	\$123	
<b>Board Reporting</b>	31	6	12	18	\$174	
<b>Center Certification Updates</b>						
Updates from 2024 cert.	32	0	0	0	\$0	
<b>Admin – Invoices, Payments and Accounting</b>	63	21	0	21		\$287
<b>Staff Fringe Total</b>					\$1,773	\$287
<b>Rent/Utilities</b>						
<b>Communications</b>						
<b>Postage</b>						
<b>Supplies</b>						
<b>Travel (2 site visits)</b>					\$3,200	
<b>Equipment/ Maintenance</b>						
<b>Payroll Service</b>						
<b>Insurance</b>						

<b>Audit</b>						
<b>Subtotal</b>					\$20,803	\$2,072
<b>Indirect</b> ( <i>de minimus</i> 15%)					\$3,121	\$311
<b>Subtotal</b>					\$23,924	\$2,383
<b>Profit (3.5%)</b>					\$838	\$84
<b>Subtotal</b>					\$24,762	\$2,467
<b>Total Budget</b>					\$27,229	

## Managing the Partnership

Managing the partnerships including monthly CMT meetings in Hot Springs and Russellville (two on-site and two virtual) and the coordination of center management by the partners.

### 1. Partnership Management

**Task 1.1:** Establish and maintain effective working relationships with workforce center core partners, so that we can expand our relationships with local employers, community organizations, educational institutions, and other stakeholders as a one voice system.

**Metric 1.1:** Meetings are conducted according to the timetable and with preset actionable agendas with notes kept and distributed.

**Metric 1.2:** Progress on the strategic plan goals accomplished by the timeline set forth in the strategic plan.

### 2. Coordination of Services

**Task 2.1:** Coordinate management of centers by coordinating partners

**Metric 2.1:** Complete task assignment list and standard operating procedures.

**Task 2.2:** Assist WDB staff with outreach

**Metric 2.2:** Include outreach goals in strategic plan and defined strategies in the outreach grant if awarded

**Task 2.3:** When applicable, support WCAPPD staff with developing documents needed for funding and outreach initiatives, internal

documents, etc.

**Metric 2.3:** Director affirms that documents have met expectations.

Task	Hours for Preparation, Travel, Meeting and Notes	Number of Meeting Locations	Number of Meetings	Total Hours for Andy and Lori	Estimated cost (hours)
CMT Meetings Hot Springs, Russellville and other partner coordination activity	~16 hours	2	4	112 (AH:48, LS 64 each)	\$11,627

## Data

Monthly collection, analysis and charting of Workforce Center traffic data

### 3. Performance Reporting - Data

Gathering and reporting this data will increase the hours due to the effort required to get performance data from Adult Ed, ARS and Workforce Connections partners.

**Task 3.1:** Conduct foot traffic report for each center

**Metric 3.1:** Monthly foot traffic report reported to CMT and included in bi-monthly OSSO report to LWDB meetings.

EXISTING PROJECT	Hours for collection and charting	Number of reports	Price per report	Total Annual Hours for Andy	Estimated cost
Foot Traffic Data collection and reporting	1 hours	4		8	\$790

#### **MOU/IFA Reconciliation**

Monthly process required by ADWS to distribute estimated costs and collect actual expenditures to reconcile, and working with partners to incorporate and amend the IFA as necessary.

#### **4. MOU/IFA**

**Task 4.1:** Ensure the execution of a comprehensive Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) with all relevant partners and stakeholders are completed and in compliance according to federal, state, and local compliance requirements.

**Metric 4.1:** Make sustained efforts to complete and document the MOU/IFA process with all partners. Provide copies of signed MOUs/IFAs, meeting minutes, and records of communications with partners as evidence of completion.

The negotiation of the MOU/IFA is one of the 17 defined responsibilities of the LWDB (20 CFR 679.370(k)). We are glad to assist with the effort by facilitating discussion, and chasing information and signatures, but ultimately it is out of our hands. Our contractual role is to administer the completed MOU/IFA.

Every year, attention to this effort has taken more hours than budgeted. We hope this year it will take less.

EXISTING PROJECT				Total Hours for Andy	Estimated cost
MOU/IFA information collection				16	\$1,579

### **Moving Strategic Plan Forward**

In order to establish strategic direction we facilitated a strategic planning session for all the Center Management Team members in December 2022.

#### **5. Set Strategic Plan with Partners**

**Task 5.1:** Develop strategic plan with Center partners that align with LWDB goals.

*Ex. ACT WorkReady Initiative, Strategic Partnerships, etc.*

**Metric 5.1:** Provide update at bimonthly board meetings on strategic goals.

EXISTING PROJECT				Total Hours for Lori	Estimated cost
Manage, coordinate and communicate with partners to drive strategic plan implementation				16 hours	\$1,723

### Reporting to the Board and Board Staff Support

Additional hours to prepare bi-monthly reports to the West Central Workforce Development Board and

EXISTING PROJECT	Hours each month	Months		Total Annual Hours for Lori and Andy	Estimated cost
Summarize activity and data in a report for the Workforce Development Board	~4.5 hours	4		18 (AH:6; LS:12)	\$1,884

### 6. Compliance and Risk Management

**Task 6.1:** Provide advice and consultation on Federal, State, and local regulations and manage potential risks.

### Center Certification Upgrades

Despite being certified for three years, the Arkansas Workforce Board determined that centers should be recertified. Should the AWDS review of WCA certification reviews reveal additional tasks to complete certification, the One Stop Systems Operator will generate and coordinate resolutions.

**Task 7.1:** Complete recertification of Centers from 2024 certification effort.

**Metric 7.1:** Documentation of completed elements of certification

EXISTING PROJECT	Hours	Events	Travel	Total Annual Hours for Lori and Andy	Estimated cost
Manage and coordinate tasks to resolve	0			0	0

conditional center certifications					
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### Administrative

EXISTING PROJECT*	Hours each month	Months		Total Annual Hours for Andy	Estimated cost
*New to LS					
Create invoices with specific time and date for tasks and submit them monthly	5.25 hours Admin			21	\$2,072

### 8. Administrative and Programmatic Support

**Task 8.1:** Provide administrative support for One Stop Operations.

**Metric 8.1:** Submit monthly invoices with time identified by task to Finance Manager.



### **Budget Line-Items**

Andy Hightower and Lori Strumpf function as a team to provide One Stop System Operation

**Salary** includes 78 hours for Andy Hightower at a rate of \$85/hour and 92 hours for Lori Strumpf at a rate of \$100/hr.

**Fringe** includes the same hours at a rate of \$13.67 for Hightower and \$7.65 for Strumpf

**Travel** includes two site visits.

**Indirect** is a de minimus 15%. Indirect costs include:

- Insurance
- Rent, coworking space and parking
- Business software systems licensing and digital/cloud storage
- Business fees
- Banking fees that are allowable costs
- Accounting software and accounting
- Email systems
- General business supplies and printing
- Telecom and internet
- Costs of website
- General media subscriptions for business

**Profit** is applied at 3.5% rate.