

West Central Arkansas Workforce Development Board

Lisa Greene, Chair

Youth Committee Meeting – Summary Minutes

Date: August 26, 2025

Time: 10:30 AM

Format: In Person

Key Discussion Points

- **Adult Education Data Alignment**
 - Members reviewed how adult education testing (TABE and other benchmarks) aligns with WIOA's basic skills deficiency requirements.
 - Clarification needed on using state crosswalks to interpret scores.
- **Youth Program Elements**
 - Committee discussed updating the list of providers/MOUs that align with the 14 WIOA program elements.
 - Several MOUs have already been collected (ATU-Ozark, National Park College). Additional outreach is needed to other providers.
- **Approved Policies**
 - Incentive Policy and Basic Skills Deficiency Policy were noted as approved at the last board meeting.
- **In-School Youth Outreach & Engagement**
 - Major focus of the meeting was planning outreach to in-school youth.
 - Schools and CTE coordinators are key partners. Many schools already have internship or career practicum programs in place.
 - The group agreed to prioritize outreach to smaller schools or districts without existing work-based learning opportunities.
 - Discussion included examples of past in-school youth programming (tutoring, part-time work placements, summer jobs).
- **Funding & Program Year Considerations**
 - Current waiver allows for a 50/50 split of in-school and out-of-school youth through PY25. Future funding beyond PY25 is uncertain.
 - Members emphasized the need to start small with pilot schools (1–2 locations) and build from there.
 - Placement and service decisions will need to consider limited funding and capacity.
- **Next Steps & Strategic Direction**
 - Identify all schools in the 10-county region and their co-op/CTE coordinators.
 - Prioritize schools without internships or work-based learning.
 - Consider starting with pilot sites to test the model.

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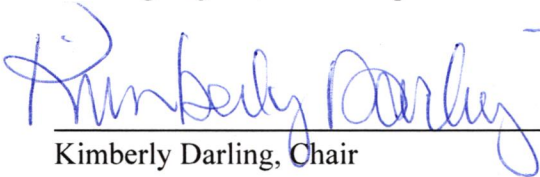
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- Ensure outreach messages emphasize support, not duplication, of what schools already provide.
- Explore leveraging Career Readiness Councils and board committees for additional outreach and support.

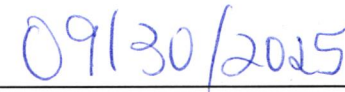
Action Items

- **MOU Updates:** Cora to update 14 Program Elements spreadsheet and follow up on additional MOUs.
- **School Outreach:** Work with co-ops (Dawson, Arch Ford, DeQueen–Mena, etc.) to identify CTE coordinators and confirm which schools currently offer work-based learning.
- **Pilot Selection:** Narrow focus to 1–2 pilot schools without established internship programs.
- **Communication:** Draft introductory email to CTE coordinators/career coaches to explain available services and explore needs.

Meeting Adjourned at 2:10 pm.



Kimberly Darling, Chair



Date