

Western Arkansas Workforce Development Board Meeting Agenda

415 Main Street, Van Buren, AR
Arts on Main- Gallery Meeting Room
December 12, 2023 1:00 PM

Invitees: Greg Aleshire, Dana Byrum, Vanessa Caldwell, John Craig, Cathy Creekmore, Melissa Curry, Brandon Fisher, Jeremy Hughes, Debbie Faubus-Kendrick, Rachel Mize, Stacy Muntz, Nathan Price, Zach Sloan, Kendall Ross, Erick Wiggins

Call to order

- I. Attendance
- II. Approval of minutes from 9/19/23 meeting – sent via email
- III. WIOA Delivery System quarterly report update
 - One-stop operator and center reports - sent via email
 - Title I program report – sent via email
- IV. New Business
 - Bylaws review – sent via email
 - Review for approval policies P0003-23 PII & file controls, P0004-23 Documenting service for Adult & DLW, and P0005-23 Discrimination complaint & Grievance - sent via email
 - State requested plan revisions for final 2023 update - sent via email
 - DOL Monitoring update
 - Mountainburg High School charter project

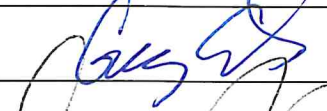
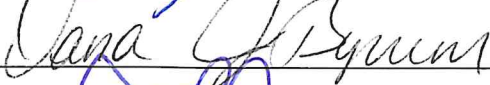
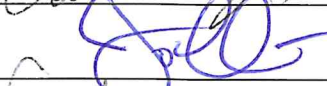
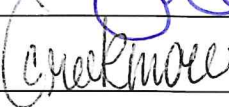
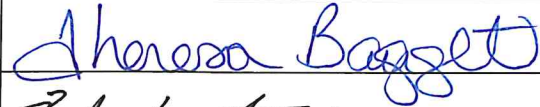
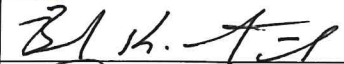
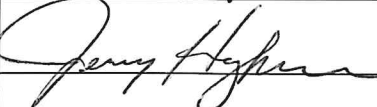
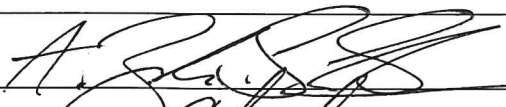
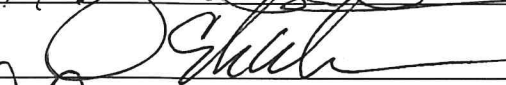
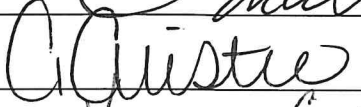

Adjournment

Western Arkansas Workforce Development Meeting

December 12, 2023 – 1:00 PM

Arts on Main, Van Buren

Please sign in:

	Aleshire, Greg
	Byrum, Dana
	Craig, John
	Creekmore, Cathy
	Curry, Melissa
	Faubus-Kendrick, Debbie
	Fisher, Brandon
	Hughes, Jeremy
	Mize, Rachel
	Muntz, Stacy
	Price, Nathan
	Kendall Ross
	Sloan, Zach
	Wiggins, Erick
	Cristee, Courtney
	Caldwell, Vanessa

[illegible]

**Western Arkansas Workforce
Development Board**

Proxy

Date:

Due to a conflict in my schedule, I authorize as my proxy on 12/12/2023
(meeting date)

Theresa Dwyer
(representative name)

of CHARTERED COAL
(company)

at the Western Arkansas Workforce Development Board meeting.

☒ My proxy represents our organization or group being represented and is an individual with optimum policymaking or hiring authority within the organization represented.

Print Name:

Debbie Fabus-Kuduck

Signature:

Debbie Fabus-Kuduck

WAWDB meeting minutes 9/19/23

70 S. 7th St., Suite D, Ft Smith, AR

John called the meeting to order.

Members in attendance Dana Byrum, Vanessa Caldwell, John Craig, Cathy Creekmore, Brandon Fisher proxy Tony Wilson, Debbie Faubus-Kendrick, Rachel Mize, Nathan Price, Kendall Ross, Erick Wiggins. Other attendees were Regina Olsen, Sasha Grist, Ashlie Ross, Dennis Williamson

John stated the minutes of the June 27, 2023, meeting was sent electronically for review. He asked for any additions or corrections to the minutes and there were none. He said as there are no corrections the minutes are approved as distributed.

John stated the minutes of the August 10, 2023, meeting was sent electronically for review. Erick Wiggins made a motion to approve the minutes as distributed and Rachel seconded. John asked for discussion and there was none. A vote was called, and the motion was unanimously approved.

John asked if there are any questions about the Center report or Title I report sent for review. There were no comments. Erick asked about workforce system assistance that could provide preparation to unemployment assistance if Bekaert had a short-term layoff. Vanessa, Debbie, and Dennis shared that the workforce partners could help in advance of the event with notice. Dennis also stated that it was possible to bring in one of the rapid response mobile units with enough notice.

John told the board the PY20 monitoring report is considered closed by ADWS. Dennis reported briefly on USDOL monitoring visit stating that it was going smoothly with good discussion around opportunity areas such as DEIA and the grievance & complaint policy and process.

John stated the state has said they will have a common intake portal soon, but we have not been given any preview.

Debbie Faubus-Kendrick informed the board of a second chance job fair at Adult Ed Crawford County was coming this week.

With no other business Erick made a motion to adjourn the meeting, Rachel seconded, and the meeting was adjourned.

[illegible]

WIOA Monthly Funds Report

As of September 30, 2023

Funds Expended:

Award Amount		Current Month Total Exp.	Total Admin Entity Exp.	Total Fiscal Agent Exp.	Total Program Exp	Grant Total	FUR %
\$65,280	Adult PY22	0.00	217.26	6,310.74	58,752.00	\$65,280.00	100%
\$291,726	Adult FY23	107,686.93	194.24	11,336.72	121,749.06	\$133,280.02	46%
\$58,779	Adult PY23	0.00	0.00	0.00	0.00	\$0.00	0%
\$240,082	Adult FY24	0.00	0.00	0.00	0.00	\$0.00	0%
\$48,519	DLW PY22	0.00	76.35	4,774.65	43,668.00	\$48,519.00	100%
\$192,757	DLW FY23	51,698.17	145.05	10,169.69	54,939.26	\$65,254.00	34%
\$51,353	DLW PY23	0.00	0.00	0.00	0.00	\$0.00	0%
\$186,772	DLW FY24	0.00	0.00	0.00	0.00	\$0.00	0%
\$307,911	Youth PY22	27,297.80	680.17	18,398.78	231,590.22	\$250,669.17	81%
\$289,614	Youth PY23	0.00	0.00	0.00	0.00	\$0.00	0%
\$31,168	HC Youth PY22	1,949.26	0.00	1,453.11	27,821.37	\$29,274.48	94%
\$316,310	TANF Pre-APP	1,444.24	0.00	10,354.12	90,989.39	\$101,343.51	32%
\$12,500	Reg. Plan. PY21	0.00	0.00	370.39	10,030.25	\$10,400.64	83%
\$12,500	Sector Part. PY21	0.00	0.00	370.39	7,428.20	\$7,798.59	62%
\$2,105,271	Total	\$190,076.40	\$1,313.07	\$63,538.59	\$646,967.75	\$711,819.41	

Operating Costs 54.31%

PY22 Youth YTD % - Expended:

ISY	\$30,838.63	13.32%	25% Max.
OSY	\$200,751.59	86.68%	75% Min.
Total	\$231,590.22		

PY22 Youth Work Experience % - Expended:

ISY	\$8,333.62	
OSY	\$38,930.11	
Total	\$47,263.73	20.41% 20% Min.

HC Youth PY22 YTD % - Expended:

ISY	\$6,841.48	24.59%	25% Max.
OSY	\$20,979.89	75.41%	75% Min.
Total	\$27,821.37		

HC Youth PY22 Work Experience % - Expended:

ISY	\$1,356.96	
OSY	\$8,845.36	
Total	\$10,202.32	36.67% 20% Min.

PY23 Youth YTD % - Expended:

ISY	\$0.00	#DIV/0!	25% Max.
OSY	\$0.00	#DIV/0!	75% Min.
Total	\$0.00		

PY23 Youth Work Experience % - Expended:

ISY	\$0.00	
OSY	\$0.00	
Total	\$0.00	#DIV/0! 20% Min.

Funds Remaining:

	Remaining Admin Entity	Fiscal Agent Entity	Remaining Program	Remaining Totals	Grant End Date
Adult PY22	\$304.74	-\$304.74	\$0.00	\$0.00	6/30/2024
Adult FY23	\$6,515.76	\$11,125.28	\$140,805.94	\$158,446.98	6/30/2024
Adult PY23	\$294.00	\$5,583.00	\$52,902.00	\$58,779.00	6/30/2025
Adult FY24	\$0.00	\$24,008.00	\$216,074.00	\$240,082.00	6/30/2025
DLW PY22	\$311.65	-\$311.65	\$0.00	\$0.00	6/30/2024
DLW FY23	\$4,287.95	\$4,672.31	\$118,542.74	\$127,503.00	6/30/2024
DLW PY23	\$466.00	\$4,669.00	\$46,218.00	\$51,353.00	6/30/2025
DLW FY24	\$0.00	\$18,677.00	\$168,095.00	\$186,772.00	6/30/2025
Youth PY22	\$2,007.83	\$9,704.22	\$45,529.78	\$57,241.83	6/30/2024
Youth PY23	\$1,158.00	\$27,803.00	\$260,653.00	\$289,614.00	6/30/2025
HC Youth PY22	\$155.84	\$1,507.76	\$229.92	\$1,893.52	3/31/2024
TANF Pre-APP	\$0.00	\$6,880.88	\$208,085.61	\$214,966.49	9/30/2023
Reg. Plan. PY21	\$0.00	\$4.61	\$2,094.75	\$2,099.36	1/31/2024
Sector Part. PY21	\$0.00	\$4.61	\$4,696.80	\$4,701.41	1/31/2024
Total	\$15,501.77	\$114,023.28	\$1,263,927.54	\$1,393,452.59	

Youth PY22 (25% IS)-vs-(75% OS):

\$307,911.00	Total Youth Grant
\$30,791.00	Admin Budget
\$277,120.00	Total Program Budget
\$69,280.00	25% Max In-School Budget
\$207,840.00	75% Max Out of School Budget
\$277,120.00	Total Program Budget
\$38,441.37	Remaining In-School Funds
\$7,088.41	Remaining Out of School Funds
\$45,529.78	Total Remaining Program Funds
Youth PY23 (25% IS)-vs-(75% OS):	
\$289,614.00	Total Youth Grant
\$28,961.00	Admin Budget
\$260,653.00	Total Program Budget
\$65,163.00	25% Max In-School Budget
\$195,490.00	75% Max Out of School Budget
\$260,653.00	Total Program Budget
\$65,163.00	Remaining In-School Funds
\$195,490.00	Remaining Out of School Funds
\$260,653.00	Total Remaining Program Funds

Funding	Remaining	20% Carry Over	Adjusted Total	%	Average per Month	Months Remaining Based on Avg per Month
Adult PY22	\$0.00	\$0.00	\$0.00	0.00%	\$44,953.49	0
Adult FY23	\$158,446.98	\$0.00	\$158,446.98	15.77%	\$44,953.49	4
Adult PY23	\$58,779.00	\$11,755.80	\$47,023.20	4.68%	\$44,953.49	1
Adult FY24	\$240,082.00	\$48,016.40	\$192,065.60	19.12%	\$44,953.49	4
DLW PY22	\$0.00	\$0.00	\$0.00	0.00%	\$19,399.65	0
DLW FY23	\$127,503.00	\$0.00	\$127,503.00	12.69%	\$19,399.65	7
DLW PY23	\$51,353.00	\$10,270.60	\$41,082.40	4.09%	\$19,399.65	2
DLW FY24	\$186,772.00	\$37,354.40	\$149,417.60	14.88%	\$19,399.65	8
Youth PY22	\$57,241.83	\$0.00	\$57,241.83	5.70%	\$23,452.48	2
Youth PY23	\$289,614.00	\$57,922.80	\$231,691.20	23.07%	\$23,452.48	10
Totals	\$1,169,791.81	\$165,320.00	\$1,004,471.81	100.00%		

Participants Served July 1, 2023 - September 12, 2023

	Adult	DLW	OSY	ISY	Totals:
Total Enrolled	36	18	31	1	86
Services Ended	16	2	14	0	32
Current Totals	20	16	17	1	54

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ARTICLE I: Establishment

Section 1. Purpose of Workforce Development Board: The local workforce development board (LWDB) is established in compliance with the Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128 and the Arkansas Workforce Innovation and Opportunity Act, 907, to provide a comprehensive workforce development system for the residents of the Western Arkansas workforce development area. The Western Arkansas Workforce Development Board shall hereafter be referred to as the Board.

- A. Vision: The Western Arkansas workforce development system will create a workforce that is educated, skilled, and supported to ensure the long-term labor needs of the region's business community are met.
- B. Mission: To facilitate the development of a regional comprehensive workforce development system. A system that provides Western Arkansas citizens with employment, education, and training opportunities that align with the skill sets necessary to fill the needs of area businesses. This supports Arkansas's economy, keeping it competitive in the global marketplace. To carry out this mission a collaboration of workforce system partners and sector industry partners will utilize job market data to align services to provide improved long-term employment capability of citizens within the Western Arkansas workforce development area.

Section 2. Appointment of Representatives: Representatives of the Board shall represent both the private and public sector following the directive of WIOA section 107. Representatives of the private sector shall constitute a majority of the Board. The other board representatives shall be selected as required in WIOA § 679.320(c),(d) and outlined in Section 2,A,b below.

A. Representative appointments.

- a. Chief Elected Officials (CEO) appoint representatives from the nominations packet(s) received by the Board or board staff unless otherwise stated herein.
- b. Effort will be made, and priority given, to make representation geographically diverse to include each county in the local workforce development area.
- c. When a vacancy is determined the CEOs will be notified electronically by the Board Chair or staff within five (5) business days including the vacating representative's name and category represented. This notification will also include the date of resignation or board position termination.
- d. Replacement of board vacancies shall be appointed to fill the vacancy within 60 days.
- e. Representatives appointed to fill a vacancy shall serve the remainder of the unexpired term of the vacant position. A Representative can continue to serve until reappointment or replacement on the Board.
- f. The membership and composition of the Board shall be certified by the Governor as required

B. Nomination Process:

- a. Staff will be responsible for collecting the nomination packets when there is a vacancy on the board.
- b. Nomination packets will be submitted to CEO chair for review and approval.

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- c. Nomination packets will consist of the following documentation:
 - i. Nomination letter from the appropriate nominating party.
 - ii. Attachment A – Board member appointment form.
 - iii. Documentation demonstrating qualification as noted on the appointment form.
 - d. Staff will provide board orientation training after CEO appointment of new board representatives.
- C. Board Representation Makeup:
- a. Business representatives shall make up a majority (at least 51%) of WAWDB membership from the local area.
 - i. Representatives shall include owners of businesses, chief executives, or operating officers for the business, or other executives with the business with optimum policymaking or hiring authority.
 - ii. must include small businesses, as defined by the U.S. Small Business Administration, or organizations that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area.
 - b. Public sector representatives.
 - i. No less than 20 percent of the Representatives shall represent labor organizations who are nominated by local labor federations and a Representative of a joint labor-management apprenticeship program. May include a representative of an organization with demonstrated experience and expertise addressing employment, training, or education needs of eligible youth.
 - ii. Shall include a representative of eligible providers administering adult education and literacy activities under title II.
 - iii. Shall include a representative of institutions of higher education providing workforce investment activities (including community colleges).
 - iv. Shall include a representative of economic and community development entities, include an appropriate representative from the State employment service office under the Wagner-Peyser Act, and an appropriate representative of programs carried out under title I of the Rehabilitation Act of 1973 other than section 112 or part C of that title, serving the local area.
 - v. The local board may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.
- D. Term of Appointment:
- a. Representatives shall be appointed for three (3) year terms and may be considered for reappointment at that time.
 - b. Terms shall be staggered so that approximately one-half of the Board Representatives are appointed or re-appointed.
 - c. As each term expires, appointments shall continue to serve until replaced.
 - d. Representatives shall notify the Chair or staff of a change in employer or employment status at which time it shall be determined if the Representative is eligible to continue serving on the Board.

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E. Release of Representatives:

- a. Representatives who miss three (3) consecutive meetings without notice will be considered to have voluntarily resigned. Appointment of a proxy constitutes attendance and will not be counted as an absence.
- b. Such resignations will be accepted or rejected by a majority vote of Representatives present.
- c. Representatives may be removed if their conduct or actions acting for the Board, personally or professionally, have or will have a severe detrimental effect on the ability of the Board to conduct business. Conduct or actions for removal are defined, but not limited to the following.
 - i. Unlawful conduct: violation of, or refusal to comply with, pertinent laws and regulations when such conduct impairs the efficiency of the LWDB or brings it into public disrepute; conviction of a crime.
 - ii. Intoxication, abusive language, or any other disgraceful conduct when such behavior threatens order, safety, health, or public respect for the LWDB or its subgrantees.
 - iii. Discourtesy to the public while representing the LWDB in any way.
 - iv. Improper use of position or authority for personal profit or advantage.
- d. A removal shall be proposed and discussed by the Executive Committee called for that purpose.
- e. The recommendation for removal shall be presented to the full Board by the Executive Committee for discussion and requires a majority vote of Board Representatives present.
- f. The Representative being considered for removal shall be invited to present a case for reconsideration at both the Executive Committee and full Board meeting.
- g. Removal of a Representative must have the final approval by the CEOs.
- h. If the result of such a Representative removal jeopardizes the WIOA requirements of a LWDB makeup the position must be filled through the appointment process outlined in section 2.B.

Section 3. Convening of workforce development system stakeholders may include, but is not limited to:

- A. The local workforce development system stakeholders will convene 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 workforce development area.
- B. Board members will lead efforts to engage with a diverse range of employers and other entities in the region. Outcomes will be disseminated with other members and staff at board meetings and/or electronically based upon urgency of information and necessary responses.
- C. Board members will actively participate in LWDB meetings, serve on committees, and/or be assigned to projects as necessary to carry out the mission of the Board. Minutes will be posted

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on the board website in a reasonable timeframe to provide board and program activities available to the public.

- D. Additionally, appropriate stakeholders, as defined by their role will participate in CEO meetings, One-stop partner meetings, federal, state, and local training, sector partnership meetings, WIOA director's meetings, ACT Work Ready meetings and other workforce related opportunities as may be deemed necessary.
- E. Board members attending conferences, seminars, and training will report information relevant to the local plan to aid in directing system activities.

ARTICLE II: Organization

Section 1. Elected Officers:

- A. Officers of the Board shall be the Chair and Vice-chair.
 - a. Chair shall have the following duties:
 - i. Shall preside at meetings of the full board as excepted under duties of Vice-chair.
 - ii. Act as Chair of the Executive Committee.
 - iii. Act as the signatory for the Board.
 - iv. Shall approve regular board agendas.
 - b. Vice-chair shall have the following duties:
 - i. Shall fill the role of the Chair in the absence of the Chair.
 - ii. Shall serve on all committees to preside in the absence of a committee chair.
 - iii. If the Chair board position is vacated during a current term the Vice-chair shall assume the Chair position for the remainder of the current term.
- B. Elected officers shall be selected by a majority vote of Board Representatives present.
- C. Elected officers shall be selected from the business Board Representatives.

Section 2. Officer Terms:

- A. Officers shall serve one (1) year and be selected each term.
- B. As Chair a representative may serve up to 3 consecutive terms if reselected. After 3 terms this representative must serve at least one year in a non-officer capacity.

Section 3. Required standing committees: There shall be a minimum of four (4) standing committees.

- A. The Executive committee shall be comprised of the Chair, Vice-chair, and the Committee Chair of the three (3) standing committees.
 - a. This committee shall have the authority of the Board to act during the interim between full board meetings.
 - b. decisions made on issues by this committee will have a majority of Representatives.
 - c. Actions of the executive committee shall be reported at the convening of the next board meeting for ratification and will become part of the minutes of that meeting.
 - d. This committee does not have authority to make decisions on funding or changes in funding of any proposal or contract.

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- e. The executive committee will recommend to the sitting Committee Chairs of the Board committees any work to be performed to report at full board meetings.
- f. The Chair acting as executive Committee Chair shall exercise the power of vote during executive committee meetings as required to constitute a quorum or break a tie vote.
- B. The One-Stop committee shall be comprised of at least one Board Representative as Committee Chair and three or more knowledgeable Representatives.
 - a. The committee will participate in the selection process, provide information to the Board, and assist with operational and other issues relating to the one-stop delivery system.
 - b. The committee will monitor one-stop partners and assist in establishing performance criteria of each partner, according to their performance requirements.
 - c. Will be responsible for the one-stop center certification process.
- C. The Youth committee will consist of one Board Representative as Committee Chair, a youth related Community Based Organization representative, and at least two additional Representatives knowledgeable in youth interaction.
 - a. The committee will provide information and assist with planning, operation, and other issues relating to the provision of services to youth.
 - b. Will work to connect with and create a network of youth related services or outreach.
- D. The Disability Services committee shall consist of one Board Representative as Committee Chair, at least one Representative from a state vocational rehabilitation services agency, and at least two Representatives knowledgeable in interaction with persons with disabilities.
 - a. The committee will provide information and assist with operational and other issues relating to the provision of services to persons with disabilities, including issues relating to compliance with section 188, if applicable, and application provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to services, programs, and activities of the one-stop delivery system.
 - b. The committee will also have the responsibility of ensuring appropriate training for staff on providing support for accommodation to, and finding employment opportunities for, persons with disabilities.
- E. Committee meeting requirements.
 - a. Committee Chair will conduct meetings in such a place as necessity dictates.
 - b. Committees must be chaired by a sitting Board Representative.
 - c. Other committee members may be made up of experts from the community related to the mission of each committee.

Section 4. Additional committees: Committees may be created at the discretion of the executive committee or full board. These committees must follow all the rules of standing committees.

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ARTICLES III: Meetings

Section 1. Meeting schedules: Meetings must be scheduled regularly to ensure the business of the Board in delivery of system services.

- A. The Board shall convene quarterly at a minimum.
- B. The Chair can determine the need to meet more frequently.
- C. Standing committees will meet at least annually each program year.

Section 2. Meeting attendance: Regular meeting attendance by board and committee members is necessary to carry out the mission of the Board.

- A. Board Representatives are required to attend each meeting of the Board.
 - a. A Board Representative may designate a proxy to represent them and vote at a board meeting if he/she is unable to attend the meeting following the guidelines set in WIOA Title I, Subtitle A, Chapter 1, section 107, (5) and defined herein Article III, section 2, subsection B.
 - b. The designation must be in writing with the proxy qualification statement noted and received by the Chair or board staff prior to the meeting they will act as a representative.
 - c. Proxy designation must also include the name of the Board Representative (printed and signature), date signed, designee, specific meeting date applicable and employer.
 - d. In the absence of a voting designee, the individual Representative may request an excused absence for cause to be ruled on by the Chair.
- B. A designee herein referred to as a proxy must come from the same organization or group as being represented. The proxy must also be an individual with optimum policymaking or hiring authority and certified on the proxy authorization.
- C. Meetings may be attended and conducted by conference call or other electronic means deemed necessary to perform board duties but must adhere to FOIA meeting requirements.

Section 3. Meeting Notice:

- A. Public notice shall be provided including the location, time, and/or means to meet via the Board website at least 3 days prior to a regular Board meeting.
- B. Board members will receive notice and the agenda by hand delivery, email, or mail at least 3 days prior to a regular Board meeting.
- C. Special meetings of the Board may be called the Board Chair or for Board committees by the committee chair.
- D. In the case of special meetings, the location, time and/or means to meet will be posted to the Board website and Board or committee members will be electronically notified at least 24 hours prior to the meeting.
- E. Board Representatives shall be notified of meeting date, time, agenda, and location when the executive committee meets outside of regular board meeting dates.

Section 4. Quorum:

- A. A quorum of the Board shall be a majority of the appointed Representatives.

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- B. Once the quorum has been established, it shall be constituted for the duration of the meeting.

Section 5. Agenda:

- A. An agenda shall be prepared to reflect the principal business of the Board.
- B. Any Representative may request an item be added to the agenda, in writing, five (5) days prior to the scheduled meeting date.

Section 6. Voting:

- A. Each appointed Representative shall have one (1) vote.
- B. A Board Representative shall not vote on any agenda item if that Representative, their represented company, organization, or agency will benefit from the passage or failure of the item.
- C. Representative's votes must be free from real or perceived conflict of interest in the use of WIOA or other funds administered by the Board or CEO's.
- D. All appointed Board Representatives must complete a conflict-of-interest disclosure statement.

Section 7. Parliamentary authority:

The rules of parliamentary procedure in Robert's Rules of Order, newly revised, shall govern all proceedings of the Board and committees. In the case of a conflict between Robert's Rules and these by-laws or a special rule adopted by the Board, the by-laws or special rule shall prevail.

ARTICLE IV: Travel expenses

Section 1. Reimbursement: Board Representative travel.

- A. A Board Representative may be reimbursed for travel cost for attending committee or board meetings, and when traveling as a representative of the Board to a meeting or conference, unless otherwise provided by the Representative's business, organization, or agency.
- B. In consideration of the limited administrative funds, One-Stop Board Representatives shall be reimbursed by their agency.

Section 2. Disbursement: Determination and compensation rates.

- A. The administrative entity will survey the membership to determine who falls within the Board reimbursement policy.
- B. Travel costs will be reimbursed per the current federal travel regulations approved by the Board.

ARTICLE V: Fiscal and periodic reports

- Section 1. Fiscal year: The fiscal year shall be the same as the State's for all workforce development programs.

Western Arkansas Workforce Development Board Bylaws

Section 2. Annual reporting: No less than one (1) annual report will be made to the CEO/Board and the state of Arkansas.

ARTICLE VI: Amendments

Amendments to the by-laws shall be made by a majority vote of Board Representatives present, after a formal motion.

ARTICLE VII: Conflict of interest

Section 1. Board Representatives conflict of interest: Representatives shall avoid real or perceived conflict of interest in the conduct of board business.

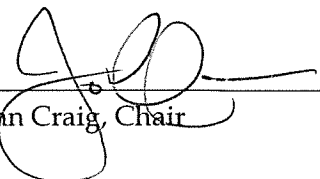
- A. Potential conflict of interest exists if a Board Representative takes action to which that representative has an interest or would provide direct financial benefit to themselves, a family member, employer, or organization they represent.
- B. Potential conflict does not exist if the financial gain or loss affects to the same degree all people in the Western Arkansas Workforce Development Area, sub state area, region 7 or a large class of people with which the Representative is associated.

Section 2. If a conflict arises: Action to follow.

- A. If a conflict of interest arises, the affected Board Representative must give notice before taking action.
- B. The disclosure of potential conflict of interest including the source will be made part of the minutes of the board meeting.
- C. The Representative in conflict must refrain from any discussion or voting on that issue.

ARTICLE VIII: Nepotism

Board Representatives shall not engage in the practice of nepotism. No family member of a Board Representative, subrecipient employee family member, or governing board family member may contract with the Board. (no termination of employees shall occur for persons employed under a previous policy) If federal and/or state statutes, regulations, affirmative action, and equal employment opportunity plans allow for the waiver of this restriction, the board may choose to concur and waive this restriction on a case-by-case basis upon the formal authorization of the full board enacted by a two-thirds (2/3) majority vote. For purposes of this section, the term family applies to wife, husband, son, daughter, mother, father, grandfather, grandmother, grandchild, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, aunt, uncle, niece, nephew, stepparent, and stepchild. Notwithstanding other federal or state restrictions, this section in no way prohibits a program eligible family member of a Board Representative, subrecipient employee family member or governing board family member from participating in program services funded by WIOA or partner programs or other funds administered by the Board or CEO's.



John Craig, Chair

12/12/23
Effected Date

Western Arkansas Workforce Development Area Policies and Procedures

TITLE	Personal Identifiable Information (PII) & Client File Controls
NUMBER	P0003-23
TYPE	Policy - Programmatic
APPROVING AUTHORITY	Western Arkansas Planning & Development District
EFFECTIVE DATE	12/12/2023
NEW/REPLACED	New

To protect PII (personally identifiable information) of clients the following procedure is enacted as required by ETA/DOL and noted in TEGL 39-11. These procedures also ensure trackability of client files.

1. Upon receipt of a client application a file will be created or updated and secured in the file room.
2. ALL files and documents containing PII must be secured in the file room. The exception is when a staff member is working on the file. When staff is not immediately working on a file it is to be secured in the file room including overnight, weekends and holidays.

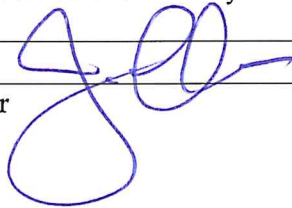
Any PII received or scanned to a computer or temporary storage must be expediently placed in the appropriate file and promptly deleted from any non-designated site.

3. To maintain track of files, a sign in and out sheet has been created and will be maintained in the file room. This is to ensure files can be located any time.
4. To make this manageable for all staff, a file cabinet has been designated and marked for in-process files. This cabinet can be used to place in-process files in your designated drawer or in the appropriate program file drawer.

Staff members must keep the in-process drawers in an orderly manner. This option exists for your convenience of access to client files you are working as you are in the office.

Approval Signature:

John Craig, Board Chair



Western Arkansas Workforce Development Area Policies and Procedures

TITLE	Providing and Documenting Services for Adults and Dislocated Workers
NUMBER	P0004-23
TYPE	Policy – Programmatic
APPROVING AUTHORITY	Western Arkansas Planning & Development District
EFFECTIVE DATE	12/12/2023
NEW/REPLACED	New

Career services may be provided to adults and dislocated workers based on individual needs. Clients receiving individualized career services must be entered into the Arkansas Job Link.

Training services may be provided to eligible clients based on the need determined in an interview and/or assessment. The criteria used to determine the need for training services are the following.

- The individual is deemed unlikely or unable to obtain or retain employment, that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone.
- The individual needs training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services alone; and
- Has the skills and qualifications to successfully participate in the selected program of training services.

Pursuant to WIOA regulations (20 CFR 680.220) documentation demonstrating the need for a client to participate in training services, and how the determination was made will be collected. The documentation will be included in the client file and in AJL. Justification for training is to be included in the ISS and IEP provided in forms issued by the state.

Approval Signature:

John Craig, Board Chair

Western Arkansas Workforce Development Area Policies and Procedures

TITLE	Discrimination Complaint & Grievance Policy
NUMBER	P0005-23
TYPE	Policy – Programmatic (Section 188 of WIOA, 29 CFR Part 38)
APPROVING AUTHORITY	Western Arkansas Workforce Development Board
EFFECTIVE DATE	12/12/23
NEW/REPLACED	Replaced P0001-23

Summary:

This policy establishes the procedures for accepting and processing discrimination complaints filed by applicants for participation, employment, or funding or by any participant or employee of any WIOA Title I funded entity against any entity receiving financial assistance under WIOA. This policy and procedure govern discrimination complaint investigations arising under Section 188 of the Workforce Innovation and Opportunity Act. This document contains vital information. If English is not your preferred language, please let a staff member know. Reasonable efforts will be made to ensure the information contained herein is understood by affected participants and other individuals, including youth and those who are limited English speakers. Babel notices will be provided and displayed in prominent places alongside this policy.

Section 188 of the Workforce Innovation and Opportunity Act, and the implementing regulation at 29 CFR Part 38, prohibits discrimination because of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions, gender identity, and transgender status), national origin (including limited English proficiency), age, disability or political affiliation or belief, citizenship status, or participation in any WIOA Title I financially assisted program or activity.

Policy:

This policy and the procedures issued hereunder apply to applicants for funding, participation, or employment or to participants or employees of any WIOA-funded entity (hereinafter "covered individual") who wish to file discrimination complaints against any entity within the Western Arkansas Workforce Development Area (WAWDA) receiving financial assistance under WIOA.

The policy of the Western Arkansas Workforce Development Board (WAWDB) is to assure nondiscrimination and equal opportunity in the operation and administration of all programs, services, and activities funded in whole or in part with federal funds. The Equal Opportunity Officer is designated as the responsible individual for affecting compliance with this policy. Any individual who believes that he/she has been discriminated against has the right to file a complaint within 180 days of the alleged discriminatory act(s) in accordance with the procedures described below.

Western Arkansas Workforce Development Area Policies and Procedures

Procedure:

Under 29 CFR 38.69 complaint filing, an individual has the option of filing a complaint either with the recipient of WIOA Title I funds, the ADWS Equal Opportunity Manager or directly with the Civil Rights Center (CRC)

1. Should the complainant opt to file with the recipient, the recipient shall process the complaint within sixty (60) days of receiving the complaint.

Recipient is defined for equal opportunity purposes as any entity to which federal financial assistance under a WIOA Title I funded program is extended, either directly through the Governor or through another recipient (including any successor, assignee, or transferee of a recipient), but excluding the ultimate beneficiaries of the WIOA funded program or activity and the Governor. Recipient includes but is not limited to Arkansas Division of Workforce Services, State-level agencies that administer WIOA funds, grant recipients and service providers, as well as National Program recipients.

Within 60 days, the recipient shall offer a resolution of the complaint to the complainant. If by the end of 60 days, the recipient has not completed the processing of the complaint or has failed to notify the complainant of the resolution, the complainant or his/her representative may, within 30 days of the expiration of the 60-day period or upon notification of resolution, file with CRC .

2. Should the complainant opt to file directly with CRC , recipient staff shall assist the complainant (if requested) in completing the Complaint Information Form for those individuals not requesting assistance, but needing forms, addresses, etc., recipient staff shall provide the necessary Complaint Information Form.

NOTE: Complainants will be notified by the recipient that filing time for all complaints initiated more than 180 days from the date of the alleged discrimination may be extended for good cause by the director of CRC.

Complaint and Investigation

1. Upon receipt of a complaint or information alleging discrimination, the EO Officer of the entity receiving WIOA Title I funds shall:
 - a. Promptly log and initiate a review or investigation of the complaint.
 - b. Provide notice to all parties of the specific charges.
 - c. Inform both parties of their right to representation.
 - d. Inform the complaint of the right to request Alternative Dispute Resolution (ADR) at the complainant's choice.
 - e. Inform both parties of right to present evidence.
 - f. Inform both parties of their right to rebut evidence presented by others.
 - g. Provide for a decision made strictly on the documented evidence.

Western Arkansas Workforce Development Area Policies and Procedures

2. The name of the complainant shall be kept confidential, to the extent possible when consent has been provided for the release of complainant's identity, disclosure should be under the conditions which will promote continued receipt of confidential information.
3. No person, organization or agency may discharge or in any manner retaliate against any person because that person has filed a complaint, instituted any proceeding related to the Act, testified, or is about to testify, in any proceeding or investigation, or has provided information or assisted in an investigation.
4. The funded entity's EO Officer shall review the complaint for accuracy and completeness. From the date of receipt, the EO Officer has 30 days to attempt to resolve the complaint.

Who May File

Any person may file who believes that he/she or any specific class or group of individuals has been or is being subjected to discrimination because of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions, gender identity and transgender status), national origin (including limited English proficiency), age, disability or political affiliation or belief, citizenship status, or participation in any WIOA Title I financially assisted program or activity may file a complaint. The complaint must be in writing and filed by the complainant or by an authorized representative.

Where to File

The complainant may file a complaint with the recipient of WIOA funds or the Civil Rights Center listed below.

When to File

A complaint must be filed within 180 days of any alleged discrimination. Only the Director of the CRC, for good cause shown, may extend the filing time.

Contents of a Complaint

Each complaint shall be in writing and shall:

1. Be signed by the complainant or his/her authorized representative.
2. Contain the complainant's name and address (or specify another means of contacting him/her);
3. Identify the respondent; or
4. Describe the complainant's allegations in sufficient detail to allow the recipient to determine whether the complaint:
 - falls under the recipient's jurisdiction.
 - was timely filed, and
 - has apparent merit.

Right to Representation

The recipient's complaint-handling process should provide for

- notice to all parties of the specific charges and responses of those involved.

Western Arkansas Workforce Development Area Policies and Procedures

- the right of both parties to representation,
- the right of each party to present evidence
- the right of each party to rebut evidence presented by others, and
- a decision made strictly on the documented evidence.

Election of Recipient Level

Coverage and Provision: This policy sets forth a three-level system, which allows any person or organization to file complaint at either the local level with the One Stop Delivery System EO Officer; the State EO Officer, or federal Director of the CRC.

If the complainant elects to file with CRC rather than with the recipient, the recipient can assist the complainant in filling out CRC's complaint information form and forward it to CRC.

If the complainant elects to file a complaint at the local level one stop, the one stop EO Officer shall review the complaint for accuracy and completeness and send a copy to the State EO Officer. From the date of receipt, the EO Officer has 30 days to attempt to resolve the complaint.

All complaints alleging discrimination shall remain with the sub recipient for a period not to exceed 30 days. During this period, the sub recipient shall make every effort to resolve the complaint. Should the sub recipient fail to conciliate the complaint, the EO Officer shall forward the complaint to the State EO Officer by the end of the thirtieth day after receipt of filing the complaint. The State will investigate in accordance with State WIOA policy. The State will render a decision within 30 days.

If the complainant elects the federal process, the state Agency will immediately forward the complaint to the CRC.

Mediation Process

Alternative Dispute Resolution (ADR) may be attempted any time after a written complaint has been filed with the recipient, but before the Notice of Final Action has been issued. The choice whether to use mediation or the customary investigative process rests with the complainant. If the complainant chooses mediation the respondent will be notified. The WAWDA mediation procedures are as follows:

- If mediation is elected, the WAWDA EO Officer will notify the mediator within two (2) business days of receipt of the Mediation Election Form. The session will begin no later than fifteen (15) business days after the mediator is notified.
- Parties will receive notice of time and location where the mediation session will be conducted.
- Two (2) business days will be allowed for the mediation session to achieve a resolution. If the parties do not reach an agreement within the two-day mediation session, a notice will be issued within fifteen (15) calendar days from the end of the two-day mediation session, outlining the facts or circumstances relevant to the attempt to settle the issues. Notice will be given that the complaint has been referred for investigation.

Western Arkansas Workforce Development Area Policies and Procedures

- If mediation is successful, a description of the resolution will be provided. A copy of the settlement agreement will be provided to the complainant and respondent within fifteen (15) days from the conclusion of the mediation session and the agreement will contain the following:
 - Signatures of the mediator, complainant, and respondent.
 - Description of the settlement of the issue(s).
 - Future responsibilities of both parties.
 - Notice of rights, to both complainant and respondent, that if either party to the agreement breaches the agreement, then the non-breaching party may file a complaint with the CRC within 30 days of the learning the agreement was breached.

Breach of Agreement

A party to any agreement reached under ADR may file a complaint with the Civil Rights Center in the event the agreement is breached. The non-breaching party may notify the Director of the Civil Rights Center within 30 days of the date on which the non-breaching party learns of the alleged breach. The Director must evaluate the circumstances to determine whether the agreement has been breached. If the Director determines that the agreement has been breached, the complaint will be reinstated and processed in accordance with the recipient's procedures.

Notification of No Jurisdiction

The recipient shall notify the complainant in writing immediately upon determining that it does not have jurisdiction over a complaint that alleges a violation of the nondiscrimination and equal opportunity provisions of WIOA.

NON-CRIMINAL COMPLAINT PROCEDURES

Who May File a Non-Criminal Complaint and When to File:

Any person or organization alleging a violation of the Act, regulations, grant agreement or other agreement regarding the administration of WIOA Programs may file a non-criminal complaint. A complaint must be filed within 90 days (180 days if it is a discrimination complaint) of alleged violation with the following agency:

Dennis Williamson
Director of Workforce Development
WAPDD, Inc./WAWDB
1109 S 16th Street, Fort Smith, AR 72901

Any person or organization alleging a violation of the nondiscrimination and equal opportunity provisions of WIOA Section 188 29 CFR Part 38, or the One Stop Delivery System may file a non-criminal complaint. The complaint must be filed with the following agency:

Western Arkansas Workforce Development Area Policies and Procedures

Angie Oliver
WIOA Title I EO Officer
WAPDD, Inc.
Office phone (479) 785-2651
Email address a.oliver@wapdd.org
1109 S 16th Street, Fort Smith, AR 72901

How to File a Non-Criminal Complaint:

Each Complaint must be in writing and signed by the complainant or his/her representative with electronic signature capture available. The complainant's name and address must be included, or another means of contact specified.

Each complaint must include a statement disclosing whether any proceedings involving the complaint have been commenced or concluded before any federal, state, or local authority, and if so, the date of the commencement or conclusion; the name and address of the authority and the style of the case; and the provisions of the Act, regulations, grant, or other agreements under the Act believed to have been violated.

Upon receipt of a grievance, the appropriate respondent representative shall send acknowledgement of receipt of the grievance to all parties by certified mail, return receipt requested. The acknowledgment resolution and the grievance shall outline the steps to be taken to resolve the matter, notify all parties of the right to request a hearing, advise of attempt to reach an informal resolution, and provide a synopsis of issues to be decided.

Administrative Investigation:

If a hearing is not requested, the appropriate official shall conduct an administrative fact-finding investigation. The investigation shall include opportunities for all parties to submit an in-depth position statement, including documentary supportive data and/or records, access to a review of appropriate official records, interview of principal parties, and an opportunity for all parties to offer rebuttal to information received, and written decision. Written decisions, resulting either from a hearing or an administrative fact-finding investigation, shall be issued within 60 days of the date the respondent representative received the complaint.

Written decisions shall be sent by certified mail, return receipt requested, and must contain the following: a statement assuring all steps included in the grievance procedure have been adhered to in accordance with provisions of the Act, remedies being offered, if appropriate; summary; and advisement of the right to appeal the decision, by request, for review and/or hearing by the state, as appropriate.

Hearing Procedures:

The following hearing procedures shall apply to grievances at local level. The administrative hearing shall be informal. Technical rules of evidence shall not apply to hearings conducted pursuant to these procedures. Hearsay evidence shall be admissible at the discretion of the

Western Arkansas Workforce Development Area Policies and Procedures

hearing officer. Hearings shall be held at a time and place determined by the hearing officers, upon reasonable notice to the parties and the witnesses in selecting a place for the hearing.

The party requesting the hearing shall have the burden of establishing the facts and the entitlement to relief requested. The hearing procedures shall include written notice of the date, time, and place of the hearing; the manner in which it will be conducted and the issues to be decided; opportunity to be represented by an attorney or other representative of the complainant's choice; opportunity to bring witnesses and documentary evidence.

The appropriate respondent representative shall cooperate in making available any persons under their control or employ to testify if these persons are requested to testify by the complainant to release requested documents relevant to the issue; allow opportunity to question any witness of parties; ensure the rights to an impartial hearing examiner; keep a verbatim record of the proceeding; and issue a written decision by the hearing examiner.

This system provides that a hearing shall be conducted within 60 days of receipt of a grievance if requested by the grievant.

The remedies that may be imposed for a violation for any requirement may include suspension or termination of payments under WIOA Title I; prohibition of placement of a participant with an employer that has violated any requirement under WIOA Title I; where applicable, reinstatement of other relevant terms, conditions, and privileges of employment; and where appropriate other equitable relief.

If the grievant does not receive a decision at the local level within 60 days or receives a decision which is unsatisfactory, the grievant has a right to request a review of his or her grievance by the state. Appeals must follow the Grievance and Appeals Procedure of the State of Arkansas available at any Arkansas Workforce center or at the Arkansas Division of Workforce Services website at [https://dws.arkansas.gov/wp-content/uploads/Arkansas Griev Comp and Appeal Procedures for WIOA Title I Activities 6.1 Change 2 .pdf](https://dws.arkansas.gov/wp-content/uploads/Arkansas_Griev_Comp_and_Appeal_Procedures_for_WIOA_Title_I_Activities_6.1_Change_2.pdf).

Certain grievances and complaints may be filed directly with the State or with the U.S. Department of Labor. Information concerning these circumstances is also available in the Arkansas Grievance, Complaint, and Appeal Procedures for WIOA Title I Activities.

Notification of No Jurisdiction:

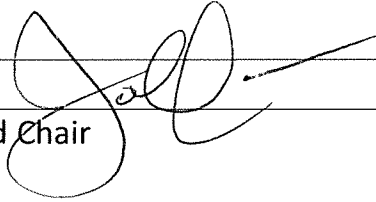
The recipient of the complaint shall notify the complainant in writing immediately upon determining that it does not have the jurisdiction over a complaint that alleges a violation of the non-discrimination equal opportunity provision of WIOA. Complaints of discrimination will be managed in accordance with WIOA 188 and the Department of Labor's nondiscrimination regulations implementing that section.

**Western Arkansas Workforce Development Area
Policies and Procedures**

Questions about or complaints alleging violation of the nondiscrimination provisions of WIOA 188 may be mailed to the Director, Civil Rights Center, U.S. Department of Labor, Room N4123, 200 Constitution Avenue, NW, Washington, DC 20210. Nothing in this procedure precludes a grievant or complainant from pursuing a remedy authorized under another Federal, State, or local law.

Approval Signature:

John Craig, Board Chair

A handwritten signature in black ink, appearing to be 'John Craig', written over a horizontal line.

Dennis Williamson

From: Rebecca Edwards <Rebecca.Edwards@arkansas.gov>
Sent: Monday, November 20, 2023 9:35 AM
To: Sasha Grist
Cc: Dennis Williamson; Eddie Thomas; Mary Wilson (DWS); Claudia Griffin
Subject: ACTION REQUIRED: Western's Local Plan

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning, Ms. Grist!

We appreciate the collaborative effort in modifying the WIOA Local Plan as required by Title I, Chapter 2, Section 108 of the Workforce Innovation and Opportunity Act (WIOA). The proposed changes are expected to enhance our local workforce development initiatives and align with the evolving needs of our communities.

Our review of the modifications submitted by the Western Arkansas Workforce Development Board found the following issue(s) in need of revision:

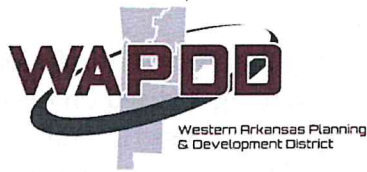
- “Regional” needs to be removed from the document. This is a local plan.
- “MOD” needs to be added to the title page after the year.
- Section 1.3 does not provide narrative of labor market trends, educational and skill levels of the workforce in the region that includes individuals with barriers. They do talk some about individuals with disabilities and labor force trends. (*Individuals with barriers does include individuals with disabilities; however, there are others within this population. SEE ADWS Policy WIOA I-B – 2.8*)

To ensure that final approval of the modified plan meets all requirements and guidelines, we kindly request that any outstanding documentation or revisions be submitted to wioa@arkansas.gov by noon on **December 1, 2023**.

We look forward to continuing our partnership with the Western Arkansas Workforce Development Board to implement these planned improvements and foster economic growth and employment opportunities within our communities.

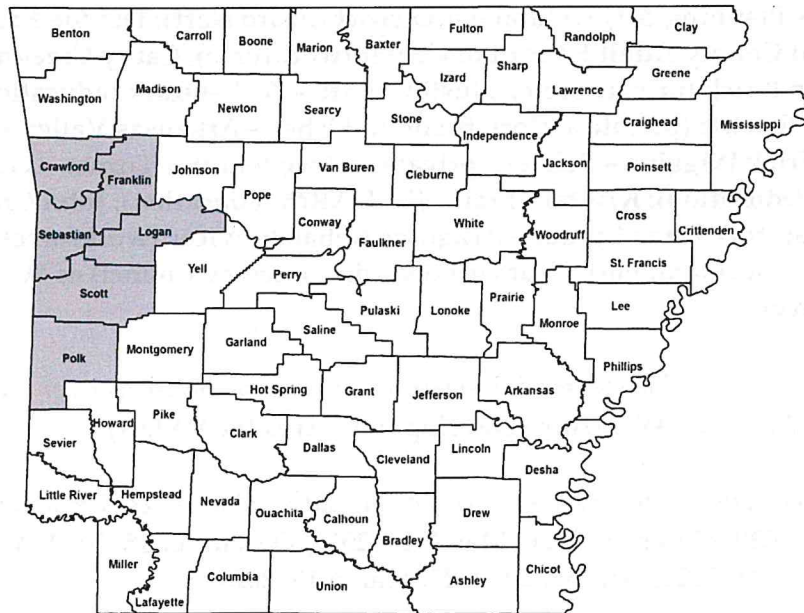
Respectfully,

Rebecca Edwards, AGM, CPM, CGF



Western Arkansas Workforce Development Area

Local Plans
PY 2020 – PY 2023 Modified



Western Arkansas Local Plan

The Workforce Innovation and Opportunity Act, hereafter referred to as WIOA, requires regional planning– a broad strategic approach to planning focused on the overarching vision, goals, alignment and shared responsibilities within the region. Arkansas intends to implement a two-tiered regional approach to meeting this requirement by allowing a two-year transitional plan. This approach provides latitude for regions that may not yet be able to address all the outlined elements required in a four-year regional plan.

- A. *A reference name for the planning region.*
Western Arkansas Workforce Development Area (WAWDA)
- B. *Identification of the local workforce development areas that comprise the planning region.*
Western Arkansas Workforce Development Area (WAWDA)
- C. *Identification of the counties each local workforce development area serves.*
Crawford, Franklin, Logan, Polk, Scott, Sebastian
- D. *Identification of the key planning region committee members charged with drafting the regional plan.*
Rachel Mize – Stark Manufacturing LLC (private sector); Stacy Muntz – City of Mulberry (economic development); Zach Sloan (Labor); Dennis Williamson – Western Arkansas Planning & Development District (board staff); Debbie Faubus-Kendrick – Crawford County Adult Education Center (workforce); Cathy Creekmore – Harry Robinson Buick (private sector); Justin Smith – ATU-Ozark (education); Greg Aleshire – Aleshire Electric (private sector); Brandon Fisher – Arkansas Valley Electric (private sector); Erick Wiggins – Bekaert (private sector); Jennifer Turner – Guy Fenter Co-op (Perkins/education); Krystal Thrailkill – UARM (education); John Craig – BancorpSouth (private sector); Dana Byrum – Arkansas Rehab Services (workforce), Sasha Grist – (economic development), Heather Edwards – Literacy Council of Western Arkansas (workforce).
- E. *Indication of the local workforce development area each committee member is associated with.*
Western Arkansas Workforce Development Area (WAWDA)
- F. *A list of key planning region committee meeting dates. [WIOA Sec. 106(a) and (c)].*
March 5, 2020, March 10, 2020, March 14, 2020, December 15, 2020, August 30, 2021, September 21, 2021, October 24, 2022, March 13, 2023

Western Arkansas Local Plans PY 2020-23

and CEOs both internally and with outside workforce experts like the training provided in October of 2022.

- 1.3. *Provide an analysis of the local workforce, including current labor force employment (and unemployment) data, and information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment. [WIOA Sec. 108(b)(1)(C)] and [proposed 20 CFR 679.560(a)]*

2022 LWDA Average Labor Force		2022 LWDA Average Unemployment- County	
Labor Force	118,174	Crawford	3.2%
Employment	114,281	Franklin	3.5%
Unemployment	3,893	Logan	3.8%
Unemployment Rate	3.37%	Polk	3.7%
		Scott	3.0%
		Sebastian	3.2%

<https://www.discover.arkansas.gov/Employment/Labor-Force-By-County>

Education Attainment, Population Age 25+ in WAWDA

	Pop 25+ (1,000s)	Less than 9 th Grade Edu.	Some High School	High School Graduate	Some College	Associate degree	Bachelor's Degree	Graduate Degree +	*High School Graduate+	*Bachelor's Degree +
Arkansas	1,999	7%	9%	34%	22.6%	7%	14.4%	8.1%	86.2%	22.6%
WAPDD	174	9%	10%	35.9%	23.5%	7.8%	11.1%	5.3%	83.7%	16.5%
Crawford	42	7%	12%	37.4%	24.2%	8.2%	10.5%	4.8%	85.2%	15.3%
Franklin	12	8%	12%	40.1%	23.1%	7.6%	9.0%	2.8%	82.6%	11.8%
Logan	15	9%	10%	45%	21.4%	6.6%	8.3%	3.8%	85.1%	12.1%
Polk	14	9%	11%	37.4%	24.1%	9.9%	8.0%	5.3%	84.6%	13.3%
Scott	7	12%	13%	43%	20.0%	6.8%	4.8%	4.3%	78.9%	9.1%
Sebastian	87	9%	9%	35%	22%	8%	6%	6%	85.4%	20.8%

U.S. Census Bureau, American Community Survey, S1501, Educational Attainment 2018

The Western Arkansas LWDA labor force increased 1,781 to 109,484 and employment increased by 2,289 to 105,951 from 2021 to 2022. Over the 2018-2022 period, the labor force decreased by 2,990 while employment decreased by 2,405. Unemployment and the unemployment rate both fluctuated from 2018 to 2022. Unemployment ultimately decreased by 585 to 3,533 unemployed, while the unemployment rate dropped by 0.5 percent to 3.2 percent. The area's unemployment rate fluctuated through 2023, ending at 3.6 percent in July.

Western Arkansas LWDA 2018-2022 Labor Force/Employment					
	2018	2019	2020	2021	2022
Labor Force	112,474	112,131	111,094	107,703	109,484
Employment	108,356	108,262	104,581	103,662	105,951
Unemployment	4,118	3,869	6,513	4,041	3,533
Unemployment Rate	3.7%	3.5%	5.9%	3.8%	3.2%

Source: Arkansas Division of Workforce Services

Western Arkansas Local Plans PY 2020-23

Western Arkansas LWDA Wages of 10 Largest Occupations

Occupation	Estimated Employment	Average Wage	Entry Wage	Experienced Wage
Heavy and Tractor-Trailer Truck Drivers	3,290	\$45,585	\$27,064	\$54,846
Cashiers	2,970	\$25,249	\$23,173	\$26,287
Fast Food and Counter Workers	2,940	\$24,890	\$23,053	\$25,808
Retail Salespersons	2,810	\$30,112	\$23,627	\$33,354
Laborers and Freight, Stock, and Material Movers, Hand	2,700	\$32,184	\$26,106	\$35,223
Stockers and Order Fillers	2,510	\$31,739	\$26,351	\$34,434
General and Operations Managers	2,500	\$79,183	\$34,456	\$101,547
Registered Nurses	2,390	\$61,821	\$41,767	\$71,848
Meat, Poultry, and Fish Cutters and Trimmers	2,360	\$28,238	\$24,624	\$30,045
Office Clerks, General	2,100	\$35,224	\$25,632	\$40,019

Source: Arkansas Division of Workforce Services, May 2022 Wage Survey

Several key barriered and underserved populations are a focus of the local area. Single parents (teen mothers) as identified at <https://www.aspirearkansas.org/families/births-to-teens> number 222, the foster care numbers are 1191 according to <https://humanservices.arkansas.gov/wp-content/uploads/ARC-SFY-2021-FINAL.pdf>, the incarcerated population was 682 in 2017 per the Vera Institute of Justice, and the homeless individuals located in the Fort Smith shelters alone counted 210 per <https://www.hudexchange.info/resource/3031/pit-and-hic-data-since-2007/> 2022 report. These four categories alone represent 2.1% of the population as compared to the labor force of the region. Western also works to support those who are unemployed in the region and was at 3.2% unemployment at the end of 2022.

The Arkansas Division of Career and Technical Education (ADCTE), Arkansas Rehabilitation Services (ARS) and the Division of Services for the Blind (DSB) provide vocational rehabilitation services to people with disabilities. According to the September 2022 report on Disability Employment Statistics on individuals ages 16 and over from the Department of Labor Statistics (<http://www.dol.gov/odep>) nationwide there is a 23.2% labor force participation for persons with disabilities and a 67.8% participation rate for persons without disabilities. The unemployment rate of persons with disabilities is 7.3%, while the unemployment rate of people without disabilities is 3.1%.

- 1.4. *Provide an analysis and description of workforce development activities, including type and availability of education, training and employment activities. Include analysis of the strengths and weaknesses of such services, and the capacity to provide such services, in order to address the education and skill needs of the workforce and the employment needs of employers in the region. [WIOA Sec. 108(b)(1)(D)] and [proposed 20 CFR 679.560(a)]*

Western Arkansas's workforce development activities are coordinated through the following agencies at the local level: Western Arkansas Planning & Development District (WAPDD), the Arkansas Division of Workforce Services (ADWS), the Arkansas Division of Career and Technical Education (ADCTE), the Department of Human Services (DHS), Division of County Operations (DCO).

Western Arkansas Workforce Development Area
2024 Board Meeting Schedule

Tuesday, March 5, 2024 at 1:00 pm
TBD

Monday, June 4, 2024 at 1:00 p.m.
TBD

Tuesday, September 17, 2024 at 1:00 p.m.
TBD

Tuesday, December 10, 2024 at 1:00 p.m.
TBD

WAWDB meeting minutes 9/19/23

70 S. 7th St., Suite D, Ft Smith, AR

John called the meeting to order.

Members in attendance Dana Byrum, Vanessa Caldwell, John Craig, Cathy Creekmore, Brandon Fisher proxy Tony Wilson, Debbie Faubus-Kendrick, Rachel Mize, Nathan Price, Kendall Ross, Erick Wiggins. Other attendees were Regina Olsen, Sasha Grist, Ashlie Ross, Dennis Williamson

John stated the minutes of the June 27, 2023, meeting was sent electronically for review. He asked for any additions or corrections to the minutes and there were none. He said as there are no corrections the minutes are approved as distributed.

John stated the minutes of the August 10, 2023, meeting was sent electronically for review. Erick Wiggins made a motion to approve the minutes as distributed and Rachel seconded. John asked for discussion and there was none. A vote was called, and the motion was unanimously approved.

John asked if there are any questions about the Center report or Title I report sent for review. There were no comments. Erick asked about workforce system assistance that could provide preparation to unemployment assistance if Bekaert had a short-term layoff. Vanessa, Debbie, and Dennis shared that the workforce partners could help in advance of the event with notice. Dennis also stated that it was possible to bring in one of the rapid response mobile units with enough notice.

John told the board the PY20 monitoring report is considered closed by ADWS. Dennis reported briefly on USDOL monitoring visit stating that it was going smoothly with good discussion around opportunity areas such as DEIA and the grievance & complaint policy and process.

John stated the state has said they will have a common intake portal soon, but we have not been given any preview.

Debbie Faubus-Kendrick informed the board of a second chance job fair at Adult Ed Crawford County was coming this week.

With no other business Erick made a motion to adjourn the meeting, Rachel seconded, and the meeting was adjourned.



John Craig, Chair

12-12-23

Date