

The logo for WRPO, consisting of the letters 'WRPO' in a stylized, dark blue, outlined font. The letters are interconnected and have a slightly irregular, hand-drawn appearance.

WRPO

QUARTERLY
BOARD
MEETINGS

03-24-2026



**WHITE RIVER
REGIONAL SOLID
WASTE MANAGEMENT
DISTRICT**



AGENDAS

QUARTERLY BOARD OF DIRECTORS MEETING MARCH 24, 2026

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.
4441 Harrison Street
Batesville, AR 72501

Pledge of Allegiance

Introduction of Guests

I. White River Regional Solid Waste Management District Board Meeting

- A. Approval of Minutes from December 11, 2025 Meeting – *Eric Smith, Chairman*
- B. Old Business
 - Brief Tire Program Update – *Tracy Wallis*
- C. New Business
 - Election of Officers - *Eric Smith, Chairman*
 - Audit Report- *Byron Southerland*
 - Change Orders- *Sandra Tucker*
 - WRI- 01-22D Augusta
- D. Adjournment

**WHITE RIVER REGIONAL SOLID WASTE MANAGEMENT DISTRICT BOARD
MEETING MINUTES**

10:00 A.M. – December 3, 2024

WRPDD Offices – Batesville, Arkansas

The December 3, 2024, Board meeting was held at the White River Planning and Development District office. Chairman Eric Smith called the White River Regional Solid Waste Management Board Meeting to order. Those in attendance were:

Board Members Present:

Judge Stacey Avey	Mayor Roger Gardner	Mayor Derrick Ratliffe
Mayor Ray Bowman	Mayor James Jackson	Judge Eric Smith
Judge Kenneth Crow	Judge Dale James	
Mayor Rick Elumbaugh	Judge Kevin Jeffery	
Mayor Mat Faulkner	Judge Jeff Phillips	

By Proxy:

Mayor Kasey Griffin

Guests:

Cameron Bandy, Senator Tom Cotton's Office
Eddie Cowell, Stone County
Steve Dixon, Arkansas Municipal League
Susan Dumas, Crews and Associates
Tom Ginn, AEDC
Ron Haynes, Stone County
Gene Higginbotham, Rick Crawford's Office
Billy Holland, USDA Rural Development
Keith Husky, USDA Rural Development
Charles Landrum, Representative Rick Crawford's Office
Kayla McDonald, ORE
Tammy Moser, USDA Rural Development
Kristy Riley, USDA Rural Development
Dr. Brian Shonk, UACCB Chancellor
Bart Shultz, State Representative for District 28
Elijah Snow, Representative Rick Crawford's Office
Amy Williams, AEDC

Judge Eric Smith, the Board Chairman, called the meeting to order and led the Pledge of Allegiance. Jan Smith welcomed all visitors.

Approval of Minutes

Board members were emailed the September 24, 2024 minutes in advance of the meeting. Chairman Judge Eric Smith asked if everyone had received the minutes and if anyone had any

questions or comments. No questions were asked or comments spoken. Judge Jeff Phillips moved to accept the minutes and Mayor Rick Elumbaugh seconded the motion. A unanimous vote carried the motion.

Old Business

Tracy Wallis reported the fourth and final surplus equipment auction with Witcher Auctions will be on December 17th. Items include a Case Box Excavator and a tire trailer that was sold but the District did not receive payment from the buyers. In addition, there are three more tire trailers, an 80-gallon compressor, and a foot blade. The tire processing area is now a clean footprint with no equipment on site. Mr. Wallis said he has provided help to ADEQ in filing some reports for the old collection points. He spoke with the dirt contractor yesterday, and they are hauling the last loads of cover for the monofil. According to Mr. Wallis, the monofil will be ready to be turned over to a third party by the next Board meeting. The third-party contractor will need to be bid. The question was asked if anyone locally could do the third-party stage. Mr. Wallis said he did not think there was anyone local who was qualified to do third-party closures.

New Business

In new business, Sandra Tucker then took the floor asking the Board to reaffirm a Change order that had been emailed out after the last board meeting for a vote. Mrs. Tucker explained the WRI-10-20EWD was an older e-waste grant that was too specific to CRT disposal and that the \$58,715.05 amount could only be used for what was written in the application. By changing it to support the District's electronic waste, recycling operations, and other solid waste management activities it could be utilized more effectively. Judge Smith asked for a motion. Judge Stacey Avey made the motion to approve and Mayor Rick Elumbaugh seconded the motion. The motion was approved unanimously.

Jan Smith presented an update on Regional Solid Waste Management activities. Ms. Smith stated at the Regional Solid Waste Management District Association meeting in Benton, Attorney Walter Wright reviewed the Arkansas Regional Solid Waste Management Districts' duties and responsibilities. A bill to amend Regulation 36 has been drafted by Senator Payton and is being considered by a subcommittee. There may be an amendment to the bill so the \$3.00 rim fee would be applied on all new tires sold. There is also a possibility that a bill to privatize the waste tire program will be considered.

Adjournment

After no further business was presented, Judge Mayor Rick Elumbaugh moved to adjourn the meeting and Judge Jeff Phillips seconded that motion. Motion carried by unanimous vote. The meeting was adjourned.

OFFICERS & EXECUTIVE BOARD MEMBERS

2026-2027

WRPDD BOARD OF DIRECTORS

President	Judge Stacey Avey, Stone County
1st Vice-President	Judge Jeff Phillips, Jackson County
2nd Vice-President	Judge Eric Smith, IZard County
Secretary	Judge Kevin Jeffery, Independence County
Treasurer	Mayor Rick Elumbaugh, City of Batesville
Executive Board Member	Judge Dale James, Van Buren County
Executive Board Member	Mayor Mat Faulkner, City of Searcy
Executive Board Member	Judge Mark Counts, Sharp County
Executive Board Member	Judge Lisa Brown, White County
Executive Board Member	Judge Michael Gray, Woodruff County
Executive Board Member	Beverly Chapple, Woodruff County

WRRSC

Executive Officer	Janet Smith, Exec. Officer-WRPDD
President	Judge Jeff Phillips, Jackson County
Vice-President	Judge Stacey Avey, Stone County
Secretary/Treasurer	Judge Kevin Jeffery, Independence County

WRRSWMD

Chairman	Judge Eric Smith, IZard County
Vice-Chairman	Judge Dale James, Van Buren County
Secretary/Treasurer	Mayor Rick Elumbaugh, City of Batesville

CEO

President	Mayor Rick Elumbaugh, City of Batesville
Vice-President	Judge Eric Smith, IZard County

CHIEF ELECTED OFFICIALS

II. Chief Elected Officials Meeting

- A. Call to Order—*Mayor Rick Elumbaugh*
- B. Approval of Minutes from December 11, 2025 – *Mayor Rick Elumbaugh*
 - Action Item: Motion to approve past minutes
- C. Election of Officers: - *Ms. Elizabeth Smith*
- D. One-Stop Operator Update – *Mrs. Jamie Hill*
- E. Financial Report – *Mr. Calvin Wright and Mr. Chase Shonk*
 - Action Item: Motion to approve financial report
- F. Policy Updates- *Ms. Elizabeth Smith*
 - Eligible Training Provider List (ETPL)
 - Grievance Policy
 - Bylaws
 - Supportive Services
 - On-the-Job Training (OJT)
 - Work Experience
- G. Adjournment

North Central Chief Elected Officials Meeting

December 11, 2025 – 11:15 a.m.

Minutes

Chair Rick Elumbaugh called the North Central Chief Elected Officials to order in a meeting held on December 11, 2025 at White River Planning and Development District, 4441 Harrison Street, Batesville, Arkansas.

Members present were:

Judge Stacey Avey
Mayor Robert Beard
Judge Eric Crosby
Judge Kenneth Crow
Mayor Rick Elumbaugh
Mayor Mat Faulkner
Mayor Roger Gardner

Mayor Kasey Griffin
Judge Kevin Jeffrey
Mayor Gary Looney
Judge Jeff Phillips
Mayor Derrick Ratliffe
Mayor Steven Rose
Judge Eric Smith

Members not present were:

Judge Lisa Brown
Judge Mark Counts
Judge Michael John Gray
Judge Dale James

Mayor Zack Graham
Mayor Daniel Busch
Mayor James Jackson
Mayor Mike Robertson

Guests included:

Jon Abele
Katy Blevins
Gayla Bradley
Eddie Cowell
Mayor Duane DeLair
Curren Everett
Mayor Larry Fowler
Janet Hearyman
Garry Lawrence
Steve Dixon
Billy Holland
Keith Huskey
Kayla McDonald
Stetson Painter
Reagan Sharp
Elijah Snow
Amy Williams
Paul Shuttleworth
Leo Kempf
Andy Baker
Stephany Jason

Kevin Thomas

Mayor Rick Elumbaugh called the meeting to order at 11:15 a.m and asked for approval of the minutes from the September 23, 2025 meeting, which had been previously distributed. A motion to accept the minutes was made by Mayor Kasey Griffin and seconded by Judge Eric Smith. All were in favor and the minutes were approved.

Mayor Rick Elumbaugh then called upon Mr. Calvin Wright, Assistant Fiscal Officer, to provide a financial update. Wright reviewed monthly spending totals through 10/31/2025 for all WIOA grants, noting that current spending trends indicate funding will support participants through 6/30/2025. The fiscal team will evaluate opportunities to increase spending in the Adult FY25 and Youth PY24 OSY grants to ensure full expenditure by that date. The report outlined confirmed grant amounts for DLW PY25 (\$35,959), DLW FY26 (\$132,508), Adult PY25 (\$101,539), Adult FY26 (\$420,001), and Youth PY25 (\$547,002), with fund balances to be monitored monthly to meet participant needs through 6/30/2027. Additional funding from the National Dislocated Worker Grant (NDWG) totaling \$91,798.95 is supporting two participants engaged in disaster relief efforts in Izard County, contributing to a total of approximately \$1.8 million in grant funding available for expenditure through 6/30/2027. Mr. Chase Shonk, Fiscal Clerk, presented graphical spending reports showing ASU as the highest institution for tuition costs, books as the highest supportive service expense, and the Adult program as the highest monthly spending program. Funding for PY25 is projected to exceed PY24 levels, as shown in comparison charts and the WIOA Spending Progress Report. An additional 23 participants will be added under new WIOA program funding and NDWG funding. The motion to approve this report was made by Judge Eric Smith and seconded by Judge Eric Crosby. The motion passed unanimously.

Mayor Rick Elumbaugh then called upon Elizabeth Smith to provide a program update for WIOA Title 1-B . Ms. Elizabeth Smith discussed the recent monitoring by Hightower where no significant findings were made. All findings and concerns were satisfactorily resolved.

Mayor Rick Elumbaugh then called upon Jamie Hill to give an update on the One-Stop Center. Hill stated their monthly activity has been consistent. The Searcy Workforce Center has extended office hours, shifting the closing time from **4:30 p.m. to 5:00 p.m.** to provide additional time for individuals to access services as needed. Hill also stated that the job fairs are doing well and having more job fairs in the same area will increase traffic to them and promote stability.

Having no other business, Mayor Rick Elumbaugh completed the meeting at 12:00 p.m. Mayor Kasey Griffin made a motion to adjourn the meeting and Judge Eric Smith seconded the motion. The motion passed unanimously, and the meeting was adjourned.

Mayor Rick Elumbaugh, CEO Chair

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2026-2027

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CEO

President	Mayor Rick Elumbaugh, City of Batesville
Vice-President	Judge Eric Smith, IZARD County

Monthly Activity Report

Searcy Local Office	November	December	January
Employment Services	84	92	91
ReEmployment Services (UI)	475	501	451
Arkansas Rehabilitation Services	26	16	21
WIOA	10	7	10
Veteran Services	1	1	4
Adult Education	5	9	9
DSB	0	1	0
Work Keys			
Other			
Walk-in Traffic	601	627	586
Monthly Reporting			
Monthly Reporting	November	December	January
Outreach & Events	6	4	8
Employer Outreach	65	88	76
New Job Orders	58	28	48
Partner Referrals	26	58	66
Service Referrals	9	8	19
Placements	6	15	11
Job Referrals	6	4	0

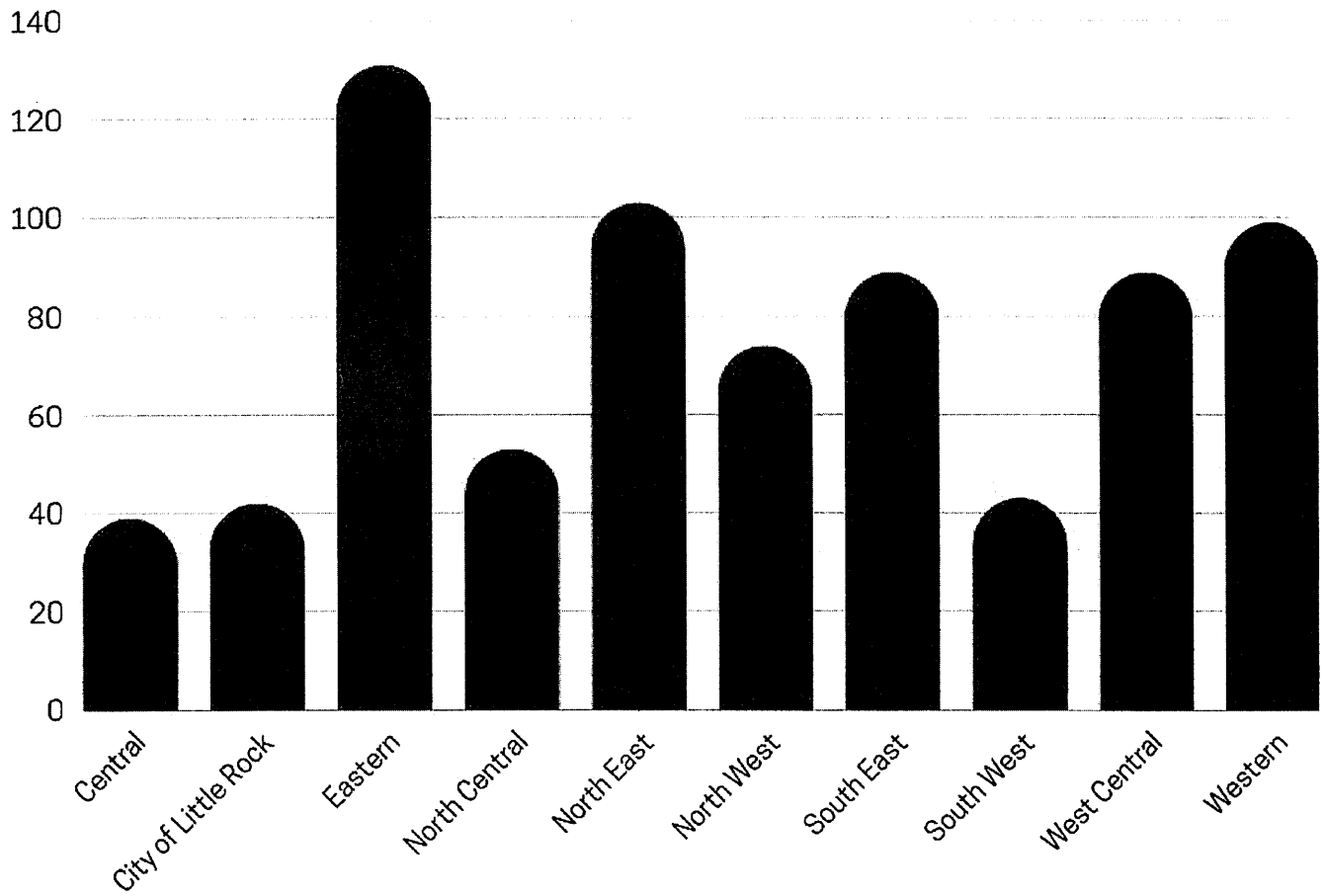
Upcoming Events

- Arkansas Apprenticeship Summit March 18, 8a-3p Robinson Center*
- White County Mental Health Care March 19, 10a-2p St. Paul Global Methodist Church*
- Searcy You're Hired April 15-16, 9a-3p ASU Searcy*
- Jackson County Crisis Coalition meets monthly 2nd Tuesday, 1p Newport Tech Depot*
- Workforce and Education Committee (White County)*
- Searcy Career & Resource Fair TBD*
- High School Career Fairs and events*

Re-Entry Events April 20-24

Locations and times TBD

Local Area Participant Count



Local Area Participant Count Numbers

Central- 39
City of Little Rock-42
Eastern- 131
North Central- 53
North East- 103
North West- 74
South East- 89
South West- 43
West Central 89
Western- 99

Work Experience Participant Numbers

Disaster Grant- 2
OSY- 2
ISY- 1

Training Program

Barber/Stylist

Program Information Performance Data

🔑 Credential(s) Offered

Industry certification, Employment, Measurable Skill Gain Leading to a Credential, Measurable Skill Gain Leading to Employment

Method of Delivery

Hybrid or blended

📅 When offered

Daytime Hours, Evening Hours, Weekends

Instructional Program (CIP)

Cosmetology, Barber/Styling, and Nail Instructor.

120413

Description

1500 Clock hour program to prepare students for licensing exam with Arkansas State Board of Barber Examiners

Details

Program Length (Weeks)	65
Hours	1500
Entrance Requirements	None
School	<u>Burton Barber College</u>

WIOA Approved Program	Yes
Training Location(s)	1100 John Harden Drive, Jacksonville, Arkansas
Local WIB	5005 - City of Little Rock
Name of Credential	Barber License
Type of financial aid offered or have access to	None. In house payment options
Refund Policy	
Is the proposed curriculum currently certified by an accrediting agency or similar national standardization program?	Yes - Arkansas Board of Barber Examiners
Is this proposed curriculum considered a nontraditional program of training services for women?	Yes
Is this proposed curriculum considered a nontraditional program of training services for men?	No

Cost Items

Books (Estimated)	\$400.00
Testing/Exam Fees	\$75.00 After training and before state licensing exam.
In-State Tuition	\$8,500.00
Out-of-State/District Tuition	\$8,500.00
Registration Fee	\$500.00
Supplies/Materials/Hand Tools (not included in tuition)	\$1,000.00
Total In-State Program Cost	\$10,475.00
Total Out-of-State Program Cost	\$10,475.00

Demand Occupation(s)

Hairdressers, Hairstylists, and
Cosmetologists

39-5012.00

\$18.00 per hour

Required Certification: Barber License by exam Arkansas
Board of Barber

Provider Status

Approved


Address

1100 John Harden , Jacksonville, Arkansas 72076

Phone Number

(501) 541-1328

Web Address

<http://www.burtonbarbercollege.com> 

Last Updated

Sep 23, 2025

Created

Oct 10, 2022

Renewal

Nov 18, 2025

CIP Code	Program Title	State	C	E	LR	NC	NE	NW	SE	SW	W	WC
10.0299	Audiovisual Communications Technologies/Technicians, Other.				X							
10.0301	Graphic Communications, General.							X				
10.0302	Printing Management.	X	X	X	X	X	X	X	X	X	X	X
10.0303	Prepress/Desktop Publishing and Digital Imaging Design.							X				
10.0305	Graphic and Printing Equipment Operator, General Production.	X	X	X	X	X	X	X	X	X	X	X
10.0306	Platemaker/Imager.							X				
10.0307	Printing Press Operator.	X	X	X	X	X	X	X	X	X	X	X
10.0308	Computer Typography and Composition Equipment Operator.							X				
10.0399	Graphic Communications, Other.	X	X	X	X	X	X	X	X	X	X	X
Computer, Information Sciences, and Support Sciences												
11.0101	Computer and Information Sciences, General.	X	X	X	X	X	X	X	X	X	X	X
11.0102	Artificial Intelligence.	X	X	X	X	X	X	X	X	X	X	X
11.0103	Information Technology.	X	X	X	X	X	X	X	X	X	X	X
11.0104	Informatics.	X	X	X	X	X	X	X	X	X	X	X
11.0105	Human-Centered Technology Design.	X	X	X	X	X	X	X	X	X	X	X
11.0199	Computer and Information Sciences, Other.							X				
11.0201	Computer Programming/Programmer, General.	X	X	X	X	X	X	X	X	X	X	X
11.0202	Computer Programming, Specific Applications.	X	X	X	X	X	X	X	X	X	X	X
11.0203	Computer Programming, Vendor/Product Certification.	X	X	X	X	X	X	X	X	X	X	X
11.0204	Computer Game Programming.	X	X	X	X	X	X	X	X	X	X	X
11.0205	Computer Programming, Specific Platforms.	X	X	X	X	X	X	X	X	X	X	X
11.0299	Computer Programming, Other.	X	X	X	X	X	X	X	X	X	X	X
11.0401	Information Science/Studies.	X	X	X	X	X	X	X	X	X	X	X
11.0501	Computer Systems Analysis/Analyst.	X	X	X	X	X	X	X	X	X	X	X
11.0601	Data Entry/Microcomputer Applications, General.	X	X	X	X	X	X	X	X	X	X	X
11.0701	Computer Science.	X	X	X	X	X	X	X	X	X	X	X
11.0801	Web Page, Digital/Multimedia and Information Resources Design.	X	X	X	X	X	X	X	X	X	X	X
11.0802	Data Modeling/Warehousing and Database Administration.	X	X	X	X	X	X	X	X	X	X	X
11.0803	Computer Graphics.	X	X	X	X	X	X	X	X	X	X	X
11.0804	Modeling, Virtual Environments and Simulation.	X	X	X	X	X	X	X	X	X	X	X
11.0901	Computer Systems Networking and Telecommunications.	X	X	X	X	X	X	X	X	X	X	X
11.0902	Cloud Computing.	X	X	X	X	X	X	X	X	X	X	X
11.1001	Network and System Administration/Administrator.	X	X	X	X	X	X	X	X	X	X	X
11.1002	System, Networking, and LAN/WAN Management/Manager.	X	X	X	X	X	X	X	X	X	X	X
11.1003	Computer and Information Systems Security/Auditing/Information Assurance.	X	X	X	X	X	X	X	X	X	X	X
11.1004	Web/Multimedia Management and Webmaster.	X	X	X	X	X	X	X	X	X	X	X
11.1005	Information Technology Project Management.	X	X	X	X	X	X	X	X	X	X	X
11.1006	Computer Support Specialist.	X	X	X	X	X	X	X	X	X	X	X
Quinary, Secondary, and Personal Services												
12.0301	Funeral Service and Mortuary Science, General.		X				X	X				X
12.0302	Funeral Direction/Service.		X				X	X				X
12.0399	Funeral Service and Mortuary Science, Other.		X				X	X				X
12.0401	Cosmetology/Cosmetologist, General.	X	X	X	X	X	X	X	X	X	X	X
12.0402	Barbering/Barber.	X	X	X	X	X	X	X	X	X	X	X
12.0404	Electrolysis/Electrology and Electrolysis Technician.	X	X	X	X	X	X	X	X	X	X	X
12.0406	Make-Up Artist/Specialist.	X	X	X	X	X	X	X	X	X	X	X
12.0407	Hair Styling/Stylist and Hair Design.	X	X	X	X	X	X	X	X	X	X	X

Training Program

Radiology Technology (Associates of Applied Science)

Program Information **Performance Data**

 **Credential(s) Offered**

Associate's degree,
Employment,
Measurable Skill Gain
Leading to a
Credential,
Measurable Skill Gain
Leading to
Employment

Method of Delivery

Hybrid or blended

 **When offered**

Daytime Hours,
Evening Hours,
Weekends

Instructional Program (CIP)

Medical Radiologic Technology/Science - Radiation Therapist.

510907

Description

The Radiologic Technology Program is a 21-month program providing clinical and didactical education in the field. Upon graduation, the student will receive an Associate of Applied Science degree, as well as eligibility to take the American Registry of Radiologic Technologists Examination for Radiographers. This examination certifies the applicant as a Registered Technologist, RT®, ARRT.

The radiographer is an important member of the health care team, working closely with the radiologists and physicians and other health care team members. The patient is always the number one concern.

Details

Hours

72

Entrance Requirements

Combination of Education and Course(s)

School	<u>NORTH ARKANSAS COLLEGE - NAC (NORTH CAMPUS AND SOUTH CAMPUS)</u>
WIOA Approved Program	Yes
Training Location(s)	Harrison
Local WIB	5025 - Northwest
Name of Credential	Associate of Applied Science in Radiologic Technology
Type of financial aid offered or have access to	Pell
Refund Policy	<ul style="list-style-type: none"> • Before 4:00 PM on the 5th weekday after the start (2nd day-summer term) 100% of the semester • Before 4:00 PM on the 10th weekday after the start (3rd day-summer term) 75% of the semester • Before 4:00 PM on the 15th weekday after the start (4th day-summer term) 50% of the semester • After 4:00 PM on the 15th weekday after the start none of the semester
Is the proposed curriculum currently certified by an accrediting agency or similar national standardization program?	Yes - ASRT
Is this proposed curriculum considered a nontraditional program of training services for women?	No
Is this proposed curriculum considered a nontraditional program of training services for men?	No
Cost Items	
Books (Estimated)	\$3,341.00

Testing/Exam Fees	\$250.00 Students are responsible for the cost of Developmental Testing Program (monthly exams) and ARRT Registry Exam Application fee
Graduation Fees	\$30.00 Program pin
In-State Tuition	\$8,214.00
Other Fees	\$862.00 Students are responsible for fees associated with immunizations required by clinical sites, CPR certification through American Heart Association, 10 Panel Drug Screen, and Registry Review Seminar fees.
Out-of-State/District Tuition	\$13,542.00
Supplies/Materials/Hand Tools (not included in tuition)	\$340.00 After acceptance, students are responsible for purchasing uniforms and lead markers.
Total In-State Program Cost	\$13,037.00
Total Out-of-State Program Cost	\$18,365.00

Demand Occupation(s)

Radiologic Technologists and Technicians
29-2034.00

\$0.00 per hour

Provider Status

Approved

Address

1515 Pioneer Drive, Harrison, Arkansas 72601

Phone Number

[\(870\) 391-3181](tel:8703913181)

Web Address

<http://www.northark.edu/academics/areas-of-study/health-and-medical/aasradiologicaltechnology>

Last Updated

Dec 02, 2025

Created

Sep 18, 2020

Renewal

Dec 02, 2026

CIP Code	Program Title	State	C	E	LR	NC	NE	NW	SE	SW	W	WC
51.0704	Health Unit Manager/Visit Supervisor.	X	X	X	X	X	X	X	X	X	X	X
51.0705	Medical Office Management/Administration.	X	X	X	X	X	X	X	X	X	X	X
51.0706	Health Information/Medical Records Administration/Administrator.	X	X	X	X	X	X	X	X	X	X	X
51.0707	Health Information/Medical Records Technology/Technician.	X	X	X	X	X	X	X	X	X	X	X
51.0708	Medical Transcription/Transcriptionist.	X	X	X	X	X	X	X	X	X	X	X
51.0709	Medical Office Computer Specialist/Assistant.	X	X	X	X	X	X	X	X	X	X	X
51.0710	Medical Office Assistant/Specialist.	X	X	X	X	X	X	X	X	X	X	X
51.0711	Medical/Health Management and Clinical Assistant/Specialist.	X	X	X	X	X	X	X	X	X	X	X
51.0712	Medical Reception/Receptionist.	X	X	X	X	X	X	X	X	X	X	X
51.0713	Medical Insurance Coding Specialist/Coder.	X	X	X	X	X	X	X	X	X	X	X
51.0714	Medical Insurance Specialist/Medical Biller.	X	X	X	X	X	X	X	X	X	X	X
51.0715	Health/Medical Claims Examiner.	X	X	X	X	X	X	X	X	X	X	X
51.0716	Medical Administrative/Executive Assistant and Medical Secretary.	X	X	X	X	X	X	X	X	X	X	X
51.0717	Medical Staff Services Technology/Technician.	X	X	X	X	X	X	X	X	X	X	X
51.0718	Long Term Care Administration/Management.	X	X	X	X	X	X	X	X	X	X	X
51.0719	Long Term Care Administration/Management.	X	X	X	X	X	X	X	X	X	X	X
51.0720	Regulatory Science/Attaris.	X	X	X	X	X	X	X	X	X	X	X
51.0721	Disease Registry Data Management.	X	X	X	X	X	X	X	X	X	X	X
51.0722	Healthcare Innovation.	X	X	X	X	X	X	X	X	X	X	X
51.0723	Healthcare Information Privacy Assurance and Security.	X	X	X	X	X	X	X	X	X	X	X
51.0801	Medical/Clinical Assistant.	X	X	X	X	X	X	X	X	X	X	X
51.0802	Clinical/Medical Laboratory Assistant.	X	X	X	X	X	X	X	X	X	X	X
51.0803	Occupational Therapist Assistant.	X	X	X	X	X	X	X	X	X	X	X
51.0805	Pharmacy Technician/Assistant.	X	X	X	X	X	X	X	X	X	X	X
51.0806	Physical Therapy Assistant.	X	X	X	X	X	X	X	X	X	X	X
51.0809	Anesthesiologist Assistant.	X	X	X	X	X	X	X	X	X	X	X
51.0811	Pathology/Pathologist Assistant.	X	X	X	X	X	X	X	X	X	X	X
51.0813	Chiropractic Technician/Assistant.	X	X	X	X	X	X	X	X	X	X	X
51.0901	Cardiovascular Technology/Technologist.	X	X	X	X	X	X	X	X	X	X	X
51.0902	Electrocardiograph Technology/Technician.	X	X	X	X	X	X	X	X	X	X	X
51.0903	Electroneurodiagnostic/Electroencephalographic Technology/Technologist.	X	X	X	X	X	X	X	X	X	X	X
51.0904	Emergency Medical Technology/Technician (EMT Paramedic).	X	X	X	X	X	X	X	X	X	X	X
51.0905	Nuclear Medical Technology/Technologist.	X	X	X	X	X	X	X	X	X	X	X
51.0906	Perfusion Technology/Perfusionist.	X	X	X	X	X	X	X	X	X	X	X
51.0907	Medical Radiologic Technology/Science - Radiation Therapist.	X	X	X	X	X	X	X	X	X	X	X
51.0908	Respiratory Care Therapy/Therapist.	X	X	X	X	X	X	X	X	X	X	X
51.0909	Surgical Technology/Technologist.	X	X	X	X	X	X	X	X	X	X	X
51.0910	Diagnostic Medical Sonography/Sonographer and Ultrasound Technician.	X	X	X	X	X	X	X	X	X	X	X
51.0911	Radiologic Technology/Science - Radiographer.	X	X	X	X	X	X	X	X	X	X	X
51.0912	Physician Assistant.	X	X	X	X	X	X	X	X	X	X	X
51.0913	Athletic Training/Trainer.	X	X	X	X	X	X	X	X	X	X	X
51.0914	Gene/Genetic Therapy.	X	X	X	X	X	X	X	X	X	X	X
51.0915	Cardiopulmonary Technology/Technologist.	X	X	X	X	X	X	X	X	X	X	X
51.0916	Radiation Protection/Health Physics Technician.	X	X	X	X	X	X	X	X	X	X	X
51.0917	Polysonnography.	X	X	X	X	X	X	X	X	X	X	X
51.0919	Mammography Technology/Technician.	X	X	X	X	X	X	X	X	X	X	X
51.0920	Magnetic Resonance Imaging (MRI) Technology/Technician.	X	X	X	X	X	X	X	X	X	X	X
51.0921	Hyperbaric Medicine Technology/Technician.	X	X	X	X	X	X	X	X	X	X	X
51.0922	Intraoperative Neuromonitoring Technology/Technician.	X	X	X	X	X	X	X	X	X	X	X

Training Program

Communication Sciences and Disorders BS

Program Information Performance Data

Credential(s) Offered

Bachelor's degree and above, Employment, Measurable Skill Gain Leading to a Credential, Measurable Skill Gain Leading to Employment

Method of Delivery

Hybrid or blended

When offered

Daytime Hours, Evening Hours, Weekends

Instructional Program (CIP)

Audiology/Audiologist and Speech-Language Pathology/Pathologist.

510204

Description

The Bachelor of Science degree in Communication Sciences and Disorders is a preprofessional degree program which provides students with academic and practical preparation considered essential for success in the Communication Disorders graduate program.

The undergraduate curriculum offers students a broad base of preparation in general education requirements, the sciences associated with communication and its disorders, anatomy and physiology, and a number of basic methods courses associated with the identification and treatment of a variety of communication disorders.

Details

Hours 124

Entrance Requirements High School Diploma or Equivalent

School	<u>ARKANSAS STATE UNIVERSITY (ASUJ) - JONESBORO</u> (4 YR)
WIOA Approved Program	Yes
Training Location(s)	Arkansas State University Jonesboro
Local WIB	5050 - Northeast
Name of Credential	Bachelor of Science in Communication Disorders
Type of financial aid offered or have access to	Pell
Refund Policy	yes
Is the proposed curriculum currently certified by an accrediting agency or similar national standardization program?	Yes - HLC
Is this proposed curriculum considered a nontraditional program of training services for women?	No
Is this proposed curriculum considered a nontraditional program of training services for men?	No

Cost Items

Books (Estimated)	\$4,548.00
In-State Tuition	\$34,226.80
Total In-State Program Cost	\$38,774.80

Demand Occupation(s)

Speech-Language Pathologists
29-1127.00

\$0.00 per hour

Provider Status

Approved

Address

2105 AGGIE ROAD, JONESBORO, Arkansas 72467

Phone Number

(870) 972-3454

Last Updated

Dec 15, 2025

Created

Jan 07, 2021

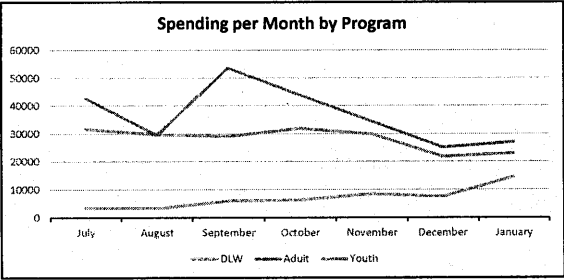
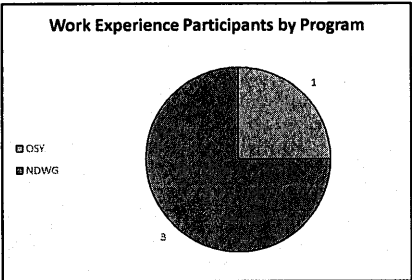
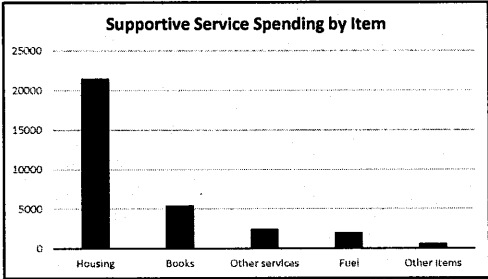
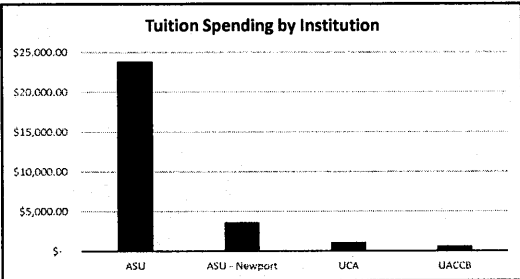
Renewal

Dec 15, 2026

SOC Code	Occupation	Occupational Information												
		May 2024 Median Salary												
		Education	State	C	E	LR	NC	NE	NW	SE	SW	W	WC	
27-2012	Producers and Directors	B	X	X	X	X	X	X	X	X	X	X	X	
27-2021	Athletes and Sports Competitors	NFE	X	X	X	X	X	X	X	X	X	X	X	
27-2022	Coaches and Scouts	B	X	X	X	X	X	X	X	X	X	X	X	
27-2041	Music Directors and Composers	B	X	X	X	X	X	X	X	X	X	X	X	
27-2042	Musicians and Singers	NFE	X	X	X	X	X	X	X	X	X	X	X	
27-3011	Broadcast Announcers and Radio Disc Jockeys	B	X	X	X	X	X	X	X	X	X	X	X	
27-3031	Public Relations Specialists	B	X	X	X	X	X	X	X	X	X	X	X	
27-3041	Editors	B	X	X	X	X	X	X	X	X	X	X	X	
27-3043	Writers and Authors	B	X	X	X	X	X	X	X	X	X	X	X	
27-3091	Interpreters and Translators	B	X	X	X	X	X	X	X	X	X	X	X	
27-3092	Court Reporters and Simultaneous Captioners	PS	X	X	X	X	X	X	X	X	X	X	X	
27-4011	Audio and Video Technicians	PS	X	X	X	X	X	X	X	X	X	X	X	
27-4012	Broadcast Technicians	A	X	X	X	X	X	X	X	X	X	X	X	
27-4021	Photographers	HS	X	X	X	X	X	X	X	X	X	X	X	
29-1021	Dentists, General	D	X	X	X	X	X	X	X	X	X	X	X	
29-1031	Dietitians and Nutritionists	B	X	X	X	X	X	X	X	X	X	X	X	
29-1051	Pharmacists	D	X	X	X	X	X	X	X	X	X	X	X	
29-1071	Physician Assistants	M	X	X	X	X	X	X	X	X	X	X	X	
29-1122	Occupational Therapists	M	X	X	X	X	X	X	X	X	X	X	X	
29-1123	Physical Therapists	D	X	X	X	X	X	X	X	X	X	X	X	
29-1126	Respiratory Therapists	M	X	X	X	X	X	X	X	X	X	X	X	
29-1127	Speech-Language Pathologists	M	X	X	X	X	X	X	X	X	X	X	X	
29-1131	Veterinarians	D	X	X	X	X	X	X	X	X	X	X	X	
29-1141	Registered Nurses	B	X	X	X	X	X	X	X	X	X	X	X	
29-1171	Nurse Practitioners	M	X	X	X	X	X	X	X	X	X	X	X	
29-1211	Anesthesiologists	D	X	X	X	X	X	X	X	X	X	X	X	
29-1215	Family Medicine Physicians	D	X	X	X	X	X	X	X	X	X	X	X	
29-1292	Dental Hygienists	A	X	X	X	X	X	X	X	X	X	X	X	
29-2010	Clinical Laboratory Technologists and Technicians	B	X	X	X	X	X	X	X	X	X	X	X	
29-2031	Cardiovascular Technologists and Technicians	A	X	X	X	X	X	X	X	X	X	X	X	
29-2032	Diagnostic Medical Sonographers	A	X	X	X	X	X	X	X	X	X	X	X	
29-2034	Radiologic Technologists and Technicians	A	X	X	X	X	X	X	X	X	X	X	X	
29-2035	Magnetic Resonance Imaging Technologists	A	X	X	X	X	X	X	X	X	X	X	X	
29-2042	Emergency Medical Technicians	A	X	X	X	X	X	X	X	X	X	X	X	
29-2043	Paramedics	PS	X	X	X	X	X	X	X	X	X	X	X	
29-2052	Pharmacy Technicians	PS	X	X	X	X	X	X	X	X	X	X	X	
29-2053	Psychiatric Technicians	HS	X	X	X	X	X	X	X	X	X	X	X	
29-2055	Surgical Technologists	PS	X	X	X	X	X	X	X	X	X	X	X	
29-2056	Veterinary Technologists and Technicians	A	X	X	X	X	X	X	X	X	X	X	X	
29-2057	Ophthalmic Medical Technicians	PS	X	X	X	X	X	X	X	X	X	X	X	
29-2061	Licensed Practical and Licensed Vocational Nurses	PS	X	X	X	X	X	X	X	X	X	X	X	
29-2072	Medical Records Specialists	PS	X	X	X	X	X	X	X	X	X	X	X	
29-2081	Opticians, Dispensing	HS	X	X	X	X	X	X	X	X	X	X	X	
31-1120*	Home Health and Personal Care Aides	HS	X	X	X	X	X	X	X	X	X	X	X	
31-1131	Nursing Assistants	PS	X	X	X	X	X	X	X	X	X	X	X	
31-1132	Orderlies	HS	X	X	X	X	X	X	X	X	X	X	X	
31-1133	Psychiatric Aides	HS	X	X	X	X	X	X	X	X	X	X	X	

*Other occupations are contained within this SOC Code

WRPDD - WIOA Spending Progress Report for the 2025-2026 Financial Year
as of
1/31/2026
Spending per Month



North Central Workforce Development Board

Eligible Training Provider List (ETPL) Policy Summary

Purpose

This policy outlines the requirements, procedures, and standards for adding, maintaining, removing, and appealing training providers and programs listed on the **WIOA Title I Eligible Training Provider List (ETPL)**. It also clarifies continued WIOA funding for participants and licensing requirements for training institutions.

Background

- WIOA Section 122 requires states to evaluate and approve training providers receiving WIOA funds.
 - The **Arkansas Workforce Connections (AWC)** manages the statewide ETPL.
 - The ETPL helps job seekers compare training programs based on cost, performance, and outcomes.
 - **Registered Apprenticeship Programs (RAPs)** are automatically eligible when they opt in and follow distinct requirements.
-

Eligible Training Providers (ETPs)

To receive WIOA Individual Training Account (ITA) funds, a provider must:

1. Be listed on the **Arkansas ETPL**.
2. Provide a program leading to a recognized postsecondary credential.
3. Be one of the following:
 - Institution of higher education
 - Registered Apprenticeship Program
 - Public or private training provider (including community organizations and literacy providers paired with training)

Licensing Requirements

- Most training providers must be licensed by the **Arkansas State Board of Private Career Education**, unless exempt.
 - Out-of-state institutions must meet Arkansas licensing/authorization requirements before ETPL placement.
-

Individual Training Accounts (ITAs)

- Main funding tool for occupational skills training under WIOA.
 - North Central Local Workforce Development Boards (NCLWDB) set ITA amounts, duration, and payment processes.
 - North Central LWDB **cannot restrict participant choice** or apply local rules to RAPs.
-

In-Demand Occupations

- Programs must align with in-demand occupations based on labor market information.
 - RAPs are automatically considered in-demand if actively accepting applicants.
-

ETPL Application Process

Initial Eligibility (Non-RAP Providers)

Providers must submit:

- Program descriptions, tuition, fees, and book costs
- Completion rates
- Credential information
- Evidence of business/industry partnerships
- Documentation showing alignment with in-demand occupations

Applications are submitted electronically through **AJL ProviderLink** and reviewed by the North Central LWDB.

Continued Eligibility (Annual Review)

Providers must annually report:

- 2nd and 4th quarter employment rates
- Median 2nd quarter earnings
- Credential attainment rate
- Completion rates
- Updated cost information
- Alignment with in-demand occupations
- Accessibility details
- Licensing status

RAPs are **exempt** from these performance reporting requirements.

Performance Standards

Minimum state standards include:

All Participants

- **Credential Attainment:** $\geq 25\%$
- **Employment (2nd Quarter):** $\geq 30\%$
- **Employment (4th Quarter):** $\geq 35\%$
- **Median Earnings (2nd Quarter):** $\geq \$1,900/\text{quarter}$

WIOA Title I Participants

- **Credential Attainment:** $\geq 25\%$
- **Employment (2nd Quarter):** $\geq 25\%$
- **Employment (4th Quarter):** $\geq 25\%$
- **Median Earnings (2nd Quarter):** $\geq \$2,000/\text{quarter}$

Failure to meet these may lead to denial or removal from the ETPL.

Participant Continuation

If a provider or program is removed from the ETPL:

- WIOA participants **already enrolled** may complete their training with continued funding, when feasible.
-

Denial, Removal, and Appeals

Reasons for Denial

(Providers may reapply after 6 months)

- Failure to meet minimum eligibility standards
- Incomplete application
- Missing required performance reporting
- Not licensed to operate in Arkansas

Reasons for Removal

(Providers may reapply after 1 year)

- Incomplete or missing data
- Performance below required minimums
- Loss of licensure or accreditation
- Failure to update program information

Substantial Violations

(2-year reapplication wait)

- Intentional submission of false information
- Major violations of WIOA Title I or nondiscrimination provisions

Appeals

- Must be submitted within **10 calendar days** of removal notice.
- Appeals must be sent to **ADWS.WIOAAppeals@arkansas.gov**.
- State provides a hearing and issues a written response within **30 days**.
- Programs remain on the ETPL until the appeal is concluded.

Responsibilities

AWC

- Maintain and publish the statewide ETPL.
- Establish eligibility criteria and minimum performance levels.
- Notify RAP sponsors about automatic eligibility.
- Oversee appeals and compliance monitoring.
- Provide technical assistance.

North Central Local Workforce Development Boards (NCLWDB)

- Review and approve program eligibility.
 - Verify performance data and monitor providers.
 - Ensure ETPL access through the one-stop system.
 - May set higher performance standards (not applicable to RAPs).
 - Manage local appeals processes.
-

Reciprocal Agreements

- Arkansas currently has a reciprocal ETPL agreement with **Missouri**.
 - Out-of-state online providers must be approved by the **Arkansas Division of Higher Education (ADHE)**.
 - Only border-state providers, approved apprenticeship sponsors, and properly licensed institutions may be added to the Arkansas ETPL.
-

Disclaimer- North Central LWDB has the right to deny any schools or programs that are not being actively sought out by a participant.

Contact Information

For questions about ETPL policy:
**White River Planning and
Development- WIOA Department**
Email: bdeshazo@wrpdd.org

Approved by the NCLWDB on:

Gayle Cooper, NCLWDB Chairperson:

**NORTH CENTRAL ARKANSAS
WORKFORCE DEVELOPMENT BOARD**

4441 Harrison Street • Batesville, AR 72501 • (870) 793-5233 • Fax (870) 793-4035

Serving the Counties of
Cleburne • Fulton • Independence • Izard • Jackson • Sharp • Stone • Van Buren • White • Woodruff

WDB Policy#: 1.60 Effective Date: 6/12/2019

Revision Date: 3/12/2024, 3/11/2026

SUBJECT Grievance Policy

PURPOSE

This policy and related procedures covers complaints alleging non-criminal violations of the requirements of Workforce Innovation and Opportunity Act (WIOA) in the operation of North Central Arkansas WIOA programs and activities, and transmits policy governing WIOA Title I related grievance and complaint procedures.

BACKGROUND

Title 20 CFR Section 683.600 requires each Local area, State, and direct recipient of funds under Title I of WIOA to establish and maintain a procedure for grievances and complaints from participants and other interested parties affected by the local workforce development system, including One-Stop partners, service providers, and the Statewide workforce development programs.

DEFINITIONS:

A **complaint** is an allegation of discrimination on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or participation in the program and is covered by the nondiscrimination and equal opportunity provisions at 29 CFR 38.

A **grievance** is a complaint about services, working conditions, wages, work assignments, etc., arising in connection with WIOA programs operated by WIOA recipients including service providers, eligible training providers, and other contractors.

GENERAL POLICY:

Applicants and participants of the Workforce Innovation and Opportunity Act (WIOA) program have the right to enter into the grievance process to resolve disputes. Complaint/grievances must be filed in writing within 180 days after the alleged WIOA violation took place. Individuals in grievance investigations are protected from retaliation and are permitted to have translators, interpreters, readers and/or a representative of their choice during the grievance process.

If any individual, group or organization has a complaint/grievance, the problem should first be discussed informally between those involved before a complaint/grievance is filed. A complaint/grievance may be filed at the local service provider level, local Workforce Development Board level (NWDB), State Equal Employment Opportunity (EEO) Officer level and/or at the Federal Department of Labor (DOL) level.

EQUAL OPPORTUNITY POLICY:

Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity.

COMPLAINTS OF DISCRIMINATION:

If you believe that you have been subjected to discrimination under a WIOA funded program or activity, you may file a complaint no later than 180 days after the date of the alleged act of discrimination to:

Brittany Shipley, EEO Officer
White River Planning & Development District, Inc.
North Central Workforce Innovation & Opportunity Act Administrator
4441 Harrison Street, Batesville, AR 72501
870-793-5233
brittany@wrpdd.org

FILING A GRIEVANCE:

A complainant may attempt to resolve all issues of unfair treatment by working with the appropriate Manager or Supervisor and staff member involved informally. After all avenues have been exhausted and the complainant is dissatisfied, a formal grievance may be filed. All non-discrimination or unfair treatment complaints as described in the previous definition may be filed within 180 days after the act in question by first submitting a written request for resolution to:

North Central Arkansas WIOA Program Director
White River Planning & Development District, Inc.
4441 Harrison Street, Batesville, AR 72501
870-793-5233

Complaints filed with NCAWDB shall contain the following:

- a) The full name, telephone number (if any), and address of the person making the complaint.
- b) The full name(s) and address of the persons or organizations against which the complaint is made.
- c) A clear but brief statement of the facts including the dates(s) that the alleged violation occurred.
- d) Relief requested.

Upon receipt of the complaint, the Executive Director will initiate efforts with the complainant and others involved for a timely resolution. If the complaint has not been resolved to the satisfaction of the complainant within thirty (30) days, the complainant may file a written request for a hearing. A written request for hearing may be submitted to:

North Central WIOA Board Chair
White River Planning & Development District, Inc.
P.O. Box 2396
Batesville, AR 72503

A request will be considered to have been filed when the reviewing authority receives from the complainant a written statement, including information specified above which contains sufficient facts and arguments to evaluate the complaint.

After the written request is submitted as indicated above and received by NCAWDB, the complainant(s) and all parties involved will be contacted for resolution within 15 days. Hearings on any grievance filed shall be conducted within thirty (30) days of its filing with NCAWDB. Written decisions shall be rendered not later than sixty (60) days after the filing. Attempts at informal resolution or mediation may proceed during the 30-day period between the filing and hearing of the grievance and prior to the rendering of a decision on the grievance.

A decision by the NCAWDB may be appealed to the Arkansas State Workforce Development Board. If the complaint is not resolved within the 45 days, by the NCAWDB, OR either party is dissatisfied with the results, it will be referred to the Arkansas Department of Commerce Executive Director.

Appeals must be sent by certified mail, return receipt request, to the address below.

Executive Director
Arkansas Department of Commerce
1 Commerce Way, Building 4, Suite 601
Little Rock, AR 72202

No applicant, participant, employee, service provider or training provider will be intimidated, threatened, coerced or discriminated against because they have made a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing.

Approved by the NCAWDB on:

Gayle Cooper, NCAWDB Chairman

DRAFT

Previous version adopted on: 9/02/2015, 9/13/17, 3/19/2019, 9/19/2019, 6/30/2020, 6/15/2022, 6/14/2023

Approved by NCA WDA: 6/15/2022, 6/14/2023, 3/12/2025, 3/11/2026

BY-LAWS OF THE NORTH CENTRAL ARKANSAS WORKFORCE DEVELOPMENT BOARD

Article I - Purpose

Pursuant to Public Law 113-128, the Workforce Innovation and Opportunity Act of 2014, and Act 907 of 2015, the Arkansas Workforce Innovation and Opportunity Act, a Local Workforce Development Board (LWDB) shall be established for the North Central Workforce Development Area in Arkansas. The purpose of the LWDB shall be to establish policy and direction for the portion of the statewide workforce development system within the North Central area to provide workforce investment activities, through statewide and local workforce development systems.

Those systems should increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation.

Article II- Location

The North Central Arkansas Workforce Development Board shall serve the following counties in Arkansas: Cleburne, Fulton, Independence, Izard, Jackson, Sharp, Stone, Van Buren, White, and Woodruff.

Article III- Authority

Section 1 - General Authority

The North Central Arkansas Workforce Development Board shall determine all major policies. The LWDB shall approve proposals for financial assistance under the regulations governing the administration of grants, monies, or gifts from any source, and shall ensure compliance with the conditions thereof.

The LWDB, or its delegated agent, shall serve as the contracting party with the United States and its respective administrative agencies and with the State of Arkansas, local governmental units and non-profit corporations as appropriate. As the contracting party, the LWDB shall seek all necessary resources for the development, conduct, and administration of all activities determined to be in keeping with the goals of the LWDB and in the public interest.

Section 2 - Specific Responsibilities

The North Central Arkansas Workforce Development Board shall:

- A. Enter into an agreement with the Chief Elected Officials clearly detailing the partnership between the two entities for the governance and oversight of activities under the WIOA.
- B. Develop a budget for carrying out the duties of the local board. The Chief Elected Officials must approve the budget.
- C. In partnership with the Chief Elected Officials, develop the vision, goals, objectives and policies for the local workforce development area. The vision shall be aligned with both the economic development mission(s) for the local area and the Arkansas Workforce Development Board's goals.
- D. In partnership with the Chief Elected Officials, develop and submit to the Governor, a local strategic plan that meets the requirements in Section 108 of the Workforce Innovation and Opportunity Act.
- E. In partnership with the Chief Elected Officials, conduct oversight with respect to local programs of youth, adult and dislocated worker activities authorized under the WIOA.
- F. In partnership with the Chief Elected Officials, negotiate and reach agreement with the Arkansas Workforce Development Board on behalf of the Governor on local performance accountability measures.
- G. With the agreement of the Chief Elected Officials, designate or certify one-stop operator(s) and terminate for cause the eligibility of one-stop operators.
- H. Select eligible providers of youth activities by awarding grants or contracts on a competitive basis, as well as select a service provider(s) to implement the workforce development activities under the local plan
- I. Identify eligible providers of training services for adults and dislocated workers.
- J. Develop policies for the local workforce development area.
- K. Assist the Governor in developing a statewide workforce and labor market information system.
- L. Coordinate the workforce activities authorized under WIOA with local economic development strategies and develop employer linkages with those activities.
- M. Promote the participation of local private sector employers through the statewide workforce development system.
- N. May solicit and accept grants and donations from sources other than federal funds made available under WIOA if it has been organized in a manner to do so.
- O. Determine the initial eligibility of entities providing a program of training services, renew the eligibility of providers, and consider the possible termination of an eligible training provider due to the provider's submission of inaccurate eligibility and performance information or the provider's substantial violation of WIOA.
- P. Carry out any other responsibilities as required by the Workforce Innovation and Opportunity Act, Section I 07 (d) or by the Governor.

Article IV - Structure and Organization

The Chief Elected Officials (CEO) of the North Central Workforce Development Area shall make the appointment of LWDB members. Members of the LWDB shall represent both the public and private sectors, and the members can represent more than one membership category as long as the individual is qualified for each position, as defined below. CEO's shall ensure minority representation on the LWDB. Representatives of business shall constitute a majority (at least 51%) of the LWDB members, and the Chairperson shall be selected from among the business representatives. At least 20% of the LWDB shall be representatives of the workforce within the local area. Other public sector representatives shall be presented as follows: a representative from the Arkansas Department of Workforce Services, a representative from Title II Adult Education and Literacy, a representative from higher education providing workforce investment activities, a representative from Arkansas Rehabilitation Services and a representative from the Arkansas Division of Services for the Blind.

Section 1 - Membership

Members of the board that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority within the organizations, agencies, or entities. The members of the board shall represent diverse geographic areas within the local area and maintain the proper membership category percentages as detailed below:

- A. At least 51% of the members must be made up of business representatives located in the local workforce development area. Business representatives must be an owner, Chief executive officer, chief operating officer, or other business executive with optimum policy-making or hiring authority AND provide employment opportunities in in-demand industry sectors or occupations in the local area.
- B. Not less than 20% of the members of the local board shall be representatives of the workforce within the local area, including:
 - a. At least two representatives of organized labor who have been nominated by local labor federations or for a local area in which no employees are represented by such labor organizations other representatives of employees;
 - b. At least one representative, who shall be a member of a labor organization or a training director, from a joint-labor management apprenticeship program, or if no such program exists in the area, such a representative of an apprenticeship program in the area if one exists.
 - c. May include representatives of economic or community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities.

- d. May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or educational needs of eligible youth, including representatives of organizations that serve out-of-school youth.
- C. At least one representative from among nominations made by the Director of the Arkansas Department of Workforce Services (ADWS) to represent WIOA Title III activities for the local area.
- D. At least one representative from among nominations made by the Director of the Arkansas Department of Career Education to represent Title II Adult Education and Literacy activities administered locally.
- E. At least one representative from higher education providing workforce investment activities.
- F. At least one representative from among nominations made by the Director of the Arkansas Rehabilitation Services to represent WIOA Title IV activities for the local area.
- G. At least one representative from among nominations made by the Director of the Division of Services for the Blind of the Arkansas Department of Human Services to represent Title IV activities for the local area.
- H. Optional members may include a representative of an entity in the area that administers programs relating to housing, transportation or public assistance, a representative of a philanthropic organization or any other representative of an entity as the chief elected officials determine to be appropriate.

Section 2- Nominations to the Board

Nominations are to be sent to the Chief Elected Official in a local area for representation on the local LWDB. Members of the board must be individuals with optimum policymaking authority within the organizations, agencies or entities they represent.

- A. Nominations for business representatives shall be made from local business organizations such as business trade associations, chambers of commerce, and economic development agencies. These representatives can include owners of businesses, chief executives or operating officers of businesses and other business executives. Nominees should have optimum policy-making or hiring authority, and represent businesses whose employment opportunities reflect those of the local area.
- B. Labor representatives, included in the workforce category, must be nominated by local labor. Federations (or in a local area in which no employees are represented by such organizations, other representatives of employees, such as employee organizations and/or the state AFL- CIO).
- C. Local educational entity representatives must be nominated by regional or local educational agencies, institutions or organizations representing such local educational entities including local school boards, entities providing vocational education, entities

providing secondary adult education and literacy activities and postsecondary educational institutions (including community colleges).

- D. The director of the respective state agency for which representation is needed must nominate state government representatives.
- E. For all other members, including representatives of community-based organizations and local economic development agencies, the Chief Elected Officials shall consult with the appropriate groups in the local area for possible individuals to serve.

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

- 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:
 - i. A letter on official letterhead from the nominating organization affirming that the nominee possesses optimum policy-making authority within the North 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.
 - ii. The nominee's position within the organization (e.g., owner, president, CEO, COO, or other executive roles) may serve as documentation of their policymaking authority.
 - iii. 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

North 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 for review and approval by Arkansas Workforce Connections.
- F. All nominee documentation will be retained on file by the staff of the North 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.

Chief Elected Officials are responsible for all reappointments. Reappointments must be handled in the same process as an original nomination and appointment.

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 North 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 3-Certification

The Governor shall certify the North Central Arkansas LWDB membership and composition once every two years.

Section 4 - Vacancies

All vacancies must be filled using the nomination process outlined in Article IV, Section 2 above. Vacancies resulting from resignations or removal of mandatory members must be filled within 60 days. In the event of a vacancy on the board, the CEO's will be notified by email including the category and requirements for a new board member appointment.

Section 5 - Terms of Membership

LWDB members shall be appointed for fixed, staggered terms and shall continue to serve until the appointment of their successor. Members of the LWDB will serve three year terms. When a

new member fills a vacant position in which the previous member did not complete a three year term, the new board member will have the same term end date as the previous member. Members may be eligible for reappointment as long as they remain eligible for nomination.

Reappointments must be handled in the same process as an original nomination and appointment. Each member should actively participate in LWDB meetings and will serve on committees and/or be assigned individual projects, as necessary. LWDB members who subsequently retire or no longer hold the position that made them eligible board members shall not continue to serve on the local board.

Section 6 - Removal of Members

Members could be removed for good cause by a majority vote of the members present, once a quorum is declared in any regular or special meeting. Good cause may be defined as, but is not limited to, the following:

- A. 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.
- B. Intoxication, abusive language, or any other disgraceful conduct when such behavior threatens order, safety, health, or public respect for the LWDB or its sub grantees.
- C. Discourtesy to the public while representing the LWDB in any way;
- D. Improper use of position or authority for personal profit or advantage; or
- E. Unexcused absence from three (3) consecutive regular meetings. Members may be notified in writing after their second consecutive unexcused absence. An excused absence is defined as illness, emergency, work conflict or funeral. Appointment of a proxy constitutes attendance and will not be counted as an absence.

Section 7-Officers, Committees, and Staff

- A. Officers - The officers of the LWDB shall be the Chairperson, the Vice-Chairperson, and the Secretary. Officers shall be selected by a majority vote of the members and shall serve annual terms. The Chairperson and the Vice Chair shall be selected from representatives of business.
- B. Committees - the LWDB Chairperson shall appoint Standing committees and their chairpersons. Such committees shall include, but not be limited to, an Executive Committee, a One-Stop Committee, a Youth Committee, and Serving Individuals with Disabilities Committee as well as any others deemed necessary. The members shall assign responsibilities to the committees. Committees should include additional individuals appointed by the local board who have the appropriate experience and expertise.
 - a. The Executive Committee is authorized to act on emergency business during interim periods between regularly scheduled LWDB meetings and their actions

are subject to approval by the full LWDB at the next regular meeting. The Executive Committee shall be comprised of the LWDB Chair, Vice-Chair, Secretary, and at least two at-large LWDB members. The committee shall have a business majority and shall be representative of Workforce Center communities in the Local Workforce Development Area. The at-large members are to be appointed by the LWDB Chair.

- b. The Executive Committee shall have the authority of the LWDB to act during the interim between full board meetings under the conditions outlined below:
 - i. The Executive Committee will have a majority on any issues that will require LWDB approval at a later date.
 - ii. All actions of the Executive Committee will be reported at the next convening LWDB meeting for ratification.
- c. The LWDB Chair shall act as the Executive Committee Chair and shall exercise the power of vote on the Executive Committee only as required to constitute a quorum or break a tie vote.
- d. The LWDB Chair shall refer to the Executive Committee such business, which in the LWDB Chair's judgement, may require action or approval of the LWDB. All action of the Executive Committee shall be reported to the LWDB at its next meeting following such action and such reports shall become part of the minutes of that meeting.
- e. The One Stop Operations Committee is a standing committee to provide information and assist with operational and other issues relating to the one-stop delivery system and may include as members representatives of the one-stop partners.
- f. The Youth Committee is a standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth. A standing committee designated under this section shall include community-based organizations with a demonstrated record of success in serving eligible youth.
- g. The Disabilities Committee is a standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including without limitation issues relating to compliance with Section 188 of the Workforce Innovation and Opportunity Act, Pub.L. No. 113-128, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq., regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on finding employment opportunities for individuals with disabilities, including providing the appropriate supports and accommodations to employment for individuals with disabilities.

- h. Ad hoc committees may be appointed on a short-term basis by the Chairperson to address issues of concern to the board which require research, planning, and recommendations of specific workforce, community, or economic development needs of the area.
- C. Staff - The LWDB will utilize the staff of White River Planning & Development District, Inc. in the necessary conduct of business.

Article V - Meetings

Section 1 - Meetings

- A. The North Central Arkansas Workforce Development Board meetings shall occur as needed, but at minimum frequency of at least once a quarter of each calendar year. The Board Chairman, a majority of the Chief Elected Officials or the Chairman of the Chief Elected Officials, shall call the meetings.
- B. A minimum of nine (9) 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. Special called meetings shall serve in the manner describe 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. North Central Arkansas Workforce Development Board members may participate in a meeting of the Workforce Development Board or committee 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, proxies, 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 Chairman before the meeting of the subject he/she wishes to address and shall be limited to a 5-minute presentation, unless granted by the Chairman to extend it.

Meetings will be publicly announced in advance and shall be open to the public. The LWDB's rules of conduct for meetings will be Robert's Rules of Order. In the case of conflict between Robert's Rules and these bylaws, or between Robert's Rules and a special rule adopted by the LWDB, the bylaws or special rule shall prevail.

Section 2- Quorum

A quorum of the LWDB shall be a majority of the total membership. A quorum shall be necessary for the transaction of any official business.

Requirements for a proxy are as follows:

- a. If the alternative designee is a business representative, he or she must have optimum policymaking AND hiring authority.
- b. Other alternative designees must have demonstrated experience and expertise and optimum policy-making authority

Board members who are unable to physically attend are encouraged to participate through teleconference. In the event board members are present by teleconference, their attendance by teleconference will be recorded in the minutes.

Section 3- Agenda

An agenda shall be prepared by the Chairperson to reflect the principal business of each LWDB meeting. Any member may request that an item be added to the agenda by making a written request two weeks prior to the scheduled meeting date.

Section 4- Open Meetings

Meetings of the LWDB shall be open to the public except for discussions of personnel matters, which may be deemed by the LWDB to require executive sessions.

The local board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the local board. This includes but not limited to information regarding the local plan prior to submission of the plan, board membership, the designation and certification of one-stop operators, the award of grants or contracts to eligible providers of youth workforce investment activities, and minutes of formal meetings of the local board.

Section 5- Voting & Conflict of Interest

The LWDB shall meet the minimum conflict of interest standards set forth in the provisions of Arkansas Code Annotated (A.C.A) § 21-8-1001, §21-8-1002, §21-8-101 and §21-8-304. A potential conflict does not exist if the financial gain or loss affects to the same degree all people in the Local Workforce Development Area or a large class of people with which the member is associated.

A member of the LWDB shall not:

- A. Cast a vote nor participate in a decision making capacity on a matter under consideration by the LWDB:
 - a. Regarding the provision of services by the member or by an entity that the member represents; or
 - b. That would provide direct financial benefit to the member or the immediate family of the member;

Or

- B. Engage in another activity determined by the Governor to constitute a conflict of interest as specified in the state plan.

Article VI - Official Records

Section 1 - Official Records

The LWDB shall maintain official minutes of regular and special meetings, which shall bear the signature of the Chairperson. In addition, an official membership list shall be maintained and kept current.

Section 2 - Budgets and Other Records

An annual budget and an adequate accounting system will be developed for funds received by the LWDB. An annual audit of all accounts or records of the LWDB will be made by a qualified, independent auditor to be completed within 120 days after the end of the fiscal year, or as otherwise required by the LWDB. The LWDB may maintain any other records deemed necessary by the LWDB. The Chairperson and Secretary shall have the authority to sign all legal covenants of the LWDB.

Section 3 - Funds Disbursement

Funds of the LWDB shall be disbursed only by order of the LWDB or its designated agent.

Section 4- Bonding

The LWDB shall require those who are authorized to receive and disburse funds on its behalf to be adequately bonded.

Article VII - Compensation

Members of the LWDB shall not receive any salary or wages for their services, but may be reimbursed for any out-of-pocket, allowable expenses incurred on behalf of the LWDB, including reimbursement for mileage to attend official LWDB meetings or other travel directly associated with duties assigned by the LWDB. Travel costs will be reimbursed per the current federal travel regulations or as approved by the LWDB.

Article VIII- Amendments

The CEO's in the interest of the Board will make amendments to the North Central Arkansas Workforce Development Board By-Laws.

Article IX- Resolution of Disputes

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

Article X - Nepotism

LWDB members shall not engage in the practice of nepotism. The LWDB shall not employ a member of the family of a LWDB member, a sub recipient employee family member, or governing board family member. An exception applies when a member of an employee's family is elected to the LWDB after the employee is hired. (No termination of employees shall occur for persons employed under a previous policy.) If federal and/or state statutes, regulations, affirmative action and equal employment opportunity plans allow for the waiver of this restriction, the LWDB may choose to concur and waive this restriction on a case-by-case basis upon the formal authorization of the full board enacted by a majority vote.

For the purposes of this policy, the term "relative" shall include the following relationships: relationships established by blood, marriage or legal action. Examples include the employee's spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandchild or cousin. The term also includes domestic partners (a person with whom the employee's life is interdependent and who shares a common residence) and, a daughter or son of an employee's domestic partner.

Article XX- Workforce Stakeholders Convening

The local Board is composed of local businesses, labor, partner agencies, and other key stakeholders to create a diverse and functional group. North Central has made concerted efforts to develop partnerships and alliances through the Chambers of Commerce, AEDC and educational institutions at all levels, economic development, business and industry, the CEO's, apprenticeship and labor organizations in our workforce develop area.

Various methods used for convening stakeholders may include:

- Quarterly local Board meetings
- Quarterly CEO meetings
- Local Board committee meetings
- One-Stop partner meetings

- Federal, State and local training
- Active engagement with business and industry during chamber meetings and events
- Sector meetings
- Monthly WIOA State Director's meetings
- Regional WIOA Director's meetings
- Recruiting events
- Arkansas Workforce Centers tours and meetings

Approved by the NCAWDB on:

NCAWDB Chairperson:

NORTH CENTRAL ARKANSAS WORKFORCE DEVELOPMENT BOARD

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WDB Policy #: 2.31

Effective Date: 3/28/2012 (WIA)

Revision Date: 3/08/2017, 12/13/2017, 6/13/2018, 3/13/2019, 12/11/2019, 6/23/2020, 3/10/2021, 3/24/2022, 6/15/2022, 8/16/2022, 12/14/2022, 6/14/2023, 9/13/2023, 3/13/2024, 3/11/2026

SUBJECT Policy and Procedures for Supportive Services for Adults/DLW and Youth

PURPOSE

The purpose of this policy is to describe and to detail the regulations concerning supportive services to Adults and Dislocated Workers and Youth, in accordance with the rules and regulations of Workforce Innovation and Opportunity Act of 2014 (WIOA), the WIOA Final Rule, Training and Employment Guidance Letters (TEGLs) published by the Employment and Training Administration of the U.S. Department of Labor (ETA), Issuances from the Arkansas Division of Workforce Services (ADWS), WIOA Title I-B Policy Manual, and local workforce board policy.

REFERENCES

WIOA § 3(59); 134(c)(2)(A)(iv); 134(d)(2) 20
CFR 679.430, 680 & 681
TEGL 19-16
WIOA Title I-B Policy Manual

BACKGROUND

For any individual to receive supportive services, he or she must meet all eligibility requirements for a WIOA Title I-B program. In order to meet the needs of WIOA participants, supportive services may be provided on an “as needed” basis to cover expenses necessary to enable an individual to participate in an activity authorized as a WIOA Title I-B career or training service. Such services must not be otherwise available from other programs. Each Career Specialist should have accurate information on supportive services available from other programs/partners and a referral system for timely access to these resources.

SUPPORTIVE SERVICES

The need for supportive services may be determined through an interview, an evaluation or assessment, or the development of an individual employment plan (IEP) or individual service strategy (ISS).

Supportive services may be made available to any participant who is participating in title I career services or training activities that is unable to obtain supportive services through other programs providing such services. Additionally, the supportive services must be necessary to enable the individual to participate in career services or training activities. Note that follow-up career services are not a qualifying service for the receipt of supportive services; therefore, an individual who is only receiving “follow-up” services may not receive supportive services, unless this individual falls into the “Youth” category. Individuals identified as needing ongoing supportive services must still be participating in career services (other than follow-up, unless he/she is a youth participant), training activities, or both to continue to receive supportive services. Supportive services also may not be used to extend the date of exit for performance accountability purposes. Supportive services, like follow-up services, do not make an individual a participant or extend participation.

Supportive services are only available as funds allow. The WIOA Program Manager or Records Manager will sign all agreements with service providers if applicable when WIOA funds are used. If a participant has stopped attending or dropped classes without sufficient cause (approved in advance), supportive services may be withheld. Sufficient Cause for dropping classes is defined by the North Central Local Workforce Development Board as:

- Long or short term medical issues
- Family or mental health issues
- Loss of adequate housing
- Loss of transportation (if not attending fully online)
- Keeping the course would negatively impact the participant's GPA

MUST BE APPROVED IN ADVANCE BY THE RESPECTIVE CAREER SPECIALIST

The individual participant-spending limit will be set by the North Central Local Workforce Development Board based on availability of funds and the funding projections. As of June of 2023, the participant-spending limit is \$8,000 per program year.

TYPES OF SUPPORTIVE SERVICES:

(Participants must seek other options first and have proof that they cannot receive the service elsewhere.)

Type of Supportive Service	Monetary Limit	Time Limit	Procedure
Housing	Up to \$1,000 per month	None, however the participant must be in a WIOA approved activity.	See Attachment A
Emergency/Temporary Housing	None	None, however the participant must be in a WIOA approved activity and must apply for HUD within the first week of receiving Emergency Housing. Once HUD is received, the participant who is receiving Emergency Housing then has two weeks to find an approved home. Temporary Housing is for individuals who are in CDL training or a training similar, and the training site is over 75 miles from the participants place of residence OR the participant does not have access to transportation to reach the training site.	See Attachment B
Transportation	Reimbursement of mileage will be .42 cents per mile traveled. Up to \$600 for vehicle registration Up to \$600 for vehicle insurance	None on mileage reimbursement and vehicle insurance, however the participant must be in a WIOA approved activity. Onetime payment for vehicle registration.	See Attachment C
Child Care	None	None, however the participant must be in a WIOA approved activity and the childcare provider must be licensed.	See Attachment D

Dependent Care	None	None, however the participant must be in a WIOA approved activity and the provider must be licensed.	See Attachment E
Work Tools	Up to \$1,000	Cannot exceed the monetary amount for the duration of participation in the WIOA program unless otherwise approved by the Executive Director (the limit does not include follow-up for youth).	See Attachment F
Work Attire	Up to \$300	Cannot exceed the monetary amount for the duration of participation in the WIOA program unless otherwise approved by the Executive Director (the limit does not include follow-up for youth).	See Attachment G
School Supplies/Testing Fees	Up to \$1,000	Cannot exceed the monetary amount for the duration of participation in the WIOA program unless otherwise approved by the Executive Director (the limit does not include follow-up for youth).	See Attachment H
Laptops	Up to \$1,000	Cannot exceed the monetary amount for the duration of participation in the WIOA program unless otherwise approved by the Executive Director (the limit does not include follow-up for youth).	See Attachment I
Court Fines	25% of the fine not to exceed \$500	Cannot exceed the monetary amount for the duration of participation in the WIOA program unless otherwise approved by the Executive Director (the limit does not include follow-up for youth).	See Attachment J
Bug Removal	Up to \$1,300	Cannot exceed the monetary amount for the duration of participation in the WIOA program unless otherwise approved by the Executive Director (the limit does not include follow-up for youth).	See Attachment K
Auto Repair	Up to \$1,000	Cannot exceed the monetary amount for the duration of participation in the WIOA program unless otherwise approved by the Executive Director (the limit does not include follow-up for youth).	See Attachment L
Internet	None	None, however the participant must be in a WIOA approved activity.	See Attachment M

Utilities	Up to \$500	None, however the participant must be in a WIOA approved activity.	See Attachment N
Glasses	Up to \$200	None, however the participant must be in a WIOA approved activity.	See Attachment O
Tutoring (Youth Only)	Up to \$1,000	None, however the participant must be in a WIOA approved activity.	See Attachment P

Those in work experience or OJT will be allowed supportive services for three months during the training period. Those in Occupational Skills Training will continue to receive supportive services as they have need during the training period.

If additional support is needed, the Executive Director on a case-by-case basis can grant approval.

Referral to other partner agencies:

WIOA Title I-B program providers are encouraged to partner with American Job Center partners and other entities that can provide supportive services to participants [WIOA § 134(d)(2); 20 CFR 680.910; 20 CFR 681.460(c); 20 CFR 681.470; TEGLs 19-16 & 21-16]. The North Central WIOA case manager must work with the other entities to ensure that participants receive coordinated service to create an appropriate total package [20 CFR 681.470; TEGLs 19-16 & 21-16].

The choice of referral process depends on the customer's needs, what arrangements, if any, have been agreed to with the service to which the customer is to be referred. In addition, the capacity of both the referring organization and the service to which the customer is being referred must be considered at any particular point in time. Referral processes can take many forms. Referral processes can occur in a telephone environment, in face-to-face settings or in the form of written communication (including e-mail) or a combination of these channels. A referral process selected may combine aspects of each of these processes. The Career Specialists may choose one or more of the above forms of referral and they must case note the referral.

Supportive services for Adults and Dislocated Workers are NOT ALLOWED during follow-up but are allowed for Youth during follow-up.

- Attachment A: Housing Procedure
- Attachment B: Emergency/Temporary Housing Procedure
- Attachment C: Transportation Procedure
- Attachment D: Child Care Procedure
- Attachment E: Dependent Care Procedure
- Attachment F: Work Supplies Procedure
- Attachment G: Work Attire Procedure
- Attachment H: School Supplies Procedure
- Attachment I: Laptops Procedure
- Attachment J: Court Fines Procedure
- Attachment K: Bug Removal Procedure
- Attachment L: Auto Repair Procedure
- Attachment M: Internet Procedure
- Attachment N: Utilities Procedure
- Attachment O: Glasses Procedure
- Attachment P: Tutoring (Youth Only) Procedure

Approved by the NCAWDB on:

 Gayle Cooper, NCAWDB Chairperson:

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WDB Policy#: 2.33

Effective Date: 4/25/2008 (WIA)

Revision Date: 12/13/2017, 6/13/2018, 3/13/2019, 6/14/2023, 3/11/2026

SUBJECT On-the-Job Training Policy and Procedures

References:

WIOA §§ 3(24), 3(44), 134(c)(3), & 188(a)(3)

20 CFR 680, 681, & 683

Comments in WIOA Final Rule concerning §680.320

29 CFR part 2, subpart D

TEGLs 10-16, Change 1; 13-16; 19-16; & 14-18

ADWS Policy No. WIOA I-B 3.4, Change 1

On the Job Training (OJT) is primarily designed to first hire the participant and provide them with the knowledge and skills necessary for the full performance of the job. OJT is considered a training service for Adults and Dislocated Workers and a Work Experience for Youth. OJT is training provided by an employer to a paid participant who is engaged in productive work in a job that:

- (a) provides knowledge or skills essentially to the full and adequate performance of the job;
- (b) is made available through a program that provides reimbursement to the employer of up to 50% of the wage rate of the participant (except in some cases where it may be as high as 90%) for the extraordinary costs of providing the training and additional supervision related to the training; and
- (c) is limited in duration as appropriate to the occupation for which the participant is being training, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant

Given that WIOA's purpose is to train a workforce that can fill in-demand jobs, priority is given to jobs that are in-demand but will not disallow specialized jobs that will also lead to self-sufficient wages. Ideally, OJT will lead to an industry-recognized credential.

OJT is provided under a contract with an employer or registered apprenticeship program in the public, private non-profit, or private sector. The Program Manager or Records Manager has the authority to approve/disapprove contracts. An OJT contract must be limited to the time required for

a participant to become proficient in the occupation for which the training is being provided.

Through the OJT contract, occupational training is provided for the WIOA participant in exchange for the reimbursement. NCAWDB will reimburse up to 50 percent of participant's wages up to 40 hours a week based on the contract wage. No overtime, paid holidays, paid vacations, paid sick leave, jury duty, etc. will be reimbursed.

In limited circumstances, as provided in WIOA sec. 134(c) (3) (h) and § 680.730, the reimbursement may be up to 75 percent of the wage rate of the participant. The Governor may increase the reimbursement rate for OJT contracts funded through the statewide employment and training activities described in § 682.210 of this chapter up to 75 percent, and the Local WDB also may increase the reimbursement rate for OJT contracts described in § 680.320(a)(1) up to 75 percent, when taking into account the following factors:

- The characteristics of the participants taking into consideration whether they are "individuals with barriers to employment," as defined in WIOA sec. 3(24);
- The size of the employer, with an emphasis on small businesses;
- The quality of employer-provided training and advancement opportunities, for example if the OJT contract is for an in-demand occupation and will lead to an industry-recognized credential;
- Other factors the Governor or Local WDB may determine to be appropriate, which may include the number of employees participating, wage and benefit levels of the employees (both at present and after completion), and relation of the training to the competitiveness of the participant.

Governors or Local WDBs must document the factors used when deciding to increase the wage reimbursement levels above 50 percent up to 75 percent. Reimbursements up to 75 percent will be considered on a case-by-case basis.

OJT contracts under WIOA title I, must not be entered into with an employer who has received payments under previous contracts under WIOA or WIA if the employer has exhibited a pattern of failing to provide OJT participants with continued long-term employment as regular employees with wages and employment benefits (including health benefits) and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work.

OJT contracts may be written for eligible employed workers when:

- The employee is not earning a self-sufficient wage or wages comparable to or higher than wages from previous employment.
- The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the Local WDB.
- All other conditions set forth in this policy are met.

Adult and Dislocated Worker Participant Requirements for OJT

For adults and dislocated workers, eligibility for this training is the same as for all other training services. The individual must have met all requirements to become a participant in the particular program.

The participant must have been determined, after an interview, evaluation, or assessment, and career planning to be (a) unable or unlikely to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment without the training, (b) in need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment (and the OJT can result in that), (c) has the skills and qualifications to participate successfully in training services, and (d) is unable to obtain assistance from other sources to pay the costs of the training [20 CFR 680.210]. **“Unlikely to return to a previous industry or occupation”** means that, based on documented individual circumstances, a participant is not reasonably expected to obtain employment in their prior industry or occupation within a reasonable period.

This determination may be based on one or more of the following factors, as applicable:

- Permanent or long-term physical or medical limitations
- Significant changes in labor market demand resulting in limited or no available employment opportunities
- Obsolescence of skills or credentials that cannot be reasonably updated or transferred
- Extended separation from prior industry or occupation
- Industry-wide layoffs, closures, or structural changes
- Other documented barriers that materially limit reemployment in the prior industry or occupation

The determination must be made on a **case-by-case basis**, supported by documentation in the participant file, and approved in accordance with North Central’s On-the-Job Training (OJT) Policy.

See ADWS Policy No. WIOA I-B – 3.1 (Services for Adults and Dislocated Workers) or 20 CFR 680.210 for complete eligibility requirements.

Special rules apply if an OJT contract is written for an employed worker. An OJT contract may be written for an eligible employed worker (an employed worker who meets eligibility criteria for the particular program) only when all other program eligibility requirements and other OJT requirements are met (as described in this policy), and when the employee meets all of the following requirements [20 CFR 680.210 & 680.710]: (a) The employee meets basic requirements to receive training services, as listed above, in 20 CFR 680.210, and in ADWS Policy No. WIOA I-B – 3.1 (Services for Adults and Dislocated Workers); (b) The employee is not earning a self-sufficient wage, as determined by the LWDB, or wages compared to or higher than wages from previous employment; (c) All other OJT requirements are met; and (d) The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the LWDB, along with increased wages.

For the purpose of determining eligibility for OJT, “employment status” is determined at the time of eligibility determination for the training and is defined in ADWS Policy No. WIOA I-B – 1.2 (Definitions). Eligibility for OJT may be determined at the time of program entry, or it may be made after other services or activities have been provided and participant needs OJT. Note that an individual who is

in the military, is in a Registered Apprenticeship program, or is self-employed is considered as employed [TEGLs 10-16 & 13-16]. An OJT contract may be entered into with registered apprenticeship program sponsors or participating employers in registered apprenticeship programs for some or all of the OJT portion of the registered apprenticeship program, consistent with the guidelines of this policy [TEGL 19-16]. Depending on the length of the registered apprenticeship and local policies, the OJT may last for some or all of the registered apprenticeship training [20 CFR 680.740(a)].

Some information concerning the connection between an OJT and a registered apprenticeship (RA) are included in this policy. Additional information is contained in ADWS Policy No. WIOA I-B – 3.5 (Registered Apprenticeships). When an OJT contract is written for participation in a registered apprenticeship program, all eligibility requirements and other OJT requirements must be met. This means that if the apprentice is employed at the time of participation in the OJT: (a) He or she must not be receiving a wage leading to self-sufficiency (or wages lower than wages from previous employment) before the OJT contract; (b) He or she must expect to receive a wage leading to self-sufficiency (or wages comparable to or higher than wages from previous employment) because of the OJT; (c) The OJT must be related to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the LWDB; (d) The participant is unable to obtain or retain employment without the training; and (e) The participant is unable to obtain assistance from other sources to pay the costs of the training [20 CFR 680.210, 680.720, & 680.740]. Incumbent worker training may be an option for upskilling apprentices who already have an established working/training relationship with the RA program [TEGL 19-16].

See ADWS Policy No. WIOA I-B – 3.6 (Incumbent Worker Training) for more information. More information concerning options for participants in a Registered Apprenticeship program may be found in ADWS Policy No. WIOA I-B – 3.5 (Registered Apprenticeships).

Participant Requirements for Youth

OJT is classified as a paid work experience under Program Element 3 of the Youth Program. Each youth who has been determined eligible either as an In-school Youth or an Out-of-school Youth may receive OJT if appropriate, as determined by the local area. The appropriateness of this program element for an eligible youth is established through the participant's objective assessment and individual service strategy [20 CFR 681.460(b)]. Although OJT is a training service for adults/dislocated workers and a work experience for youth, the guidelines and policies for both are the same [20 CFR 681.600(c)(4)].

Employer Requirements for OJT

An OJT may be provided under contract with an employer or RA sponsor in the public, private nonprofit, or private sector [20 CFR 680.700(a)]. More information concerning the entities with which RA contracts are written is found in ADWS Policy No. WIOA I-B – 3.5 (Registered Apprenticeships).

Providers of on-the-job training are not subject to the requirements applicable to entities listed on the eligible training provider list, and they are not included on the state list of eligible training providers and programs [20 CFR 680.530], unless they are included for other reasons, such as being registered apprenticeship programs [20 CFR 680.470]. If the State, however, decides to impose performance regulations, local areas must collect required performance data and identify providers that meet

required performance levels [20 CFR 680.530].

OJT contracts under Title I must not be entered into with an employer who has received payments under WIOA or the Workforce Investment Act (WIA) and has established a pattern of not providing OJT participants with continued long-term employment and the same wages, benefits, and working conditions as other employees working a similar length of time and doing the same type of work [20 CFR 680.700(b)].

Training Requirements

An OJT contract must be limited to the period of time required for the participant to become proficient in the occupation for which the training is being provided, considering the skill requirements of the occupation, the academic and occupational skill level of the participant, the participant's prior work experience, and the individual employment plan of the participant [20 CFR 680.700(c)].

When OJT contracts are written with RA sponsors or participating employers in RA programs for the OJT portion of the RA program, the length of the OJT is limited to the time requirements given in the previous paragraph and the policies of the local area. Depending on the length of the RA and local OJT policies, these funds may cover some or all of the registered apprenticeship training. All other regulations concerning OJT participants and contracts apply [20 CFR 680.740].

In some cases, a combination of individual training accounts (ITAs) and contracts is the most effective approach to serve participants [TEGL 19-16]. There is no prohibition on the combination of ITAs with OJTs if conditions for both services are met [20 CFR 680.750]. An OJT may be combined with an ITA to support a participant in a registered apprenticeship program if conditions for all three programs are met (See ADWS Policy No. WIOA I-B – 3.3 Occupational Skills Training or 20 CFR 680.330 for additional information concerning using an ITA to support participants in registered apprenticeship) [20 CFR 680.750].

An OJT contract may also be written for the on-the-job training portion of customized training, incumbent worker training, or transitional jobs [TEGL 19-16]. When this is done, regulations concerning both types of services must be met. See ADWS Policies No. WIOA I-B – 3.7 (Customized Training), 3.6 (Incumbent Worker Training), and 3.8 (Work Experience) for more information.

Other Guidelines and Requirements

The participant may not be employed to construct, operate, or maintain any part of a facility used for sectarian instruction or as a place for religious worship, with the exception of maintenance of facilities that are not used primarily for sectarian instruction or worship and are operated by organizations providing services to WIOA participants [WIOA § 188(a)(3); 20 CFR 683.255(a); 20 CFR 683.285(b)]. Special rules concerning training administered by religious organizations can be found in 29 CFR part 2, subpart D (Equal Treatment in Department of Labor Programs for Religious Organizations, Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries) [20 CFR 683.255(b); 20 CFR 683.285(b)].

No funds may be provided to employers for work-based training may be used directly or indirectly to assist, promote, or deter union organizing [20 CFR 680.830]. No funds may be provided to employers for work-based training to be used directly or indirectly to aid in the filling of a job opening that is vacant

because the former employee is on strike, the former employee is being locked out in the course of a labor dispute, or the job is vacant because of an issue in a labor dispute involving a work stoppage [20 CFR 680.840].

WIOA funds may not be used for the encouragement or inducement of a business or part of a business to relocate from any location in the United States if the relocation results in any employee losing his or her job at the original location. No individual may be placed in work experience in any business or part of a business that has relocated from any location in the United States until the company has operated at that location for 120 days if the relocation has resulted in any employee losing his or her job at the original location. To verify that a business that is new or expanding and is not, in fact, relocating employment from another area, a standardized Arkansas pre-award review criteria must be completed and documented jointly by the local area and the business (FORM WIOA I-B – 4.1 Standardized PreAward Review Criteria) [20 CFR 683.260].

A participant in any workforce training activity must not displace any currently employed employee, including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits. The workforce training activity must not impair existing contracts for services or collective bargaining agreements unless the appropriate labor organization and the employer provide written concurrence before the activity begins. The participant may not replace an unsubsidized employee who was laid off from the same or any substantially equivalent job or who was terminated with the intention of hiring the participant. The participant may not be placed in a promotional line that infringes in any way on the promotional opportunities of currently employed workers as of the date of the participation in the training activity [20 CFR 683.270].

No individual may be placed in a WIOA employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual [20 CFR 683.200(g)]. The Arkansas State definition of "immediate family" is (1) a spouse and (2) any other person residing in the same household as the participant, who is a dependent of the participant or of whom the participant is a dependent. Dependent means any person, whether or not related by blood or marriage, which receives from the participant, or provides to the participant, more than one-half of his/her financial support [ADWS Certification of Local Workforce Development Boards]. (This definition is different from the definition of "family" used for eligibility purposes.)

Participants must receive benefits and working conditions at the same level as other trainees or employees working a similar length of time and doing the same type of work [20 CFR 683.275]. Health and safety standards established under Federal and State law otherwise applicable to working conditions of employees are equally applicable to working conditions of participants. To the extent that a State workers' compensation law applies, workers' compensation must be provided to participants on the same basis as the compensation is provided to other individuals in the State in similar employment [20 CFR 683.280].

Exceptions may be made by the Executive Director.

Approved by the NCAWBD on _____

NCAWDB Board Chair Signature _____

NORTH CENTRAL ARKANSAS WORKFORCE DEVELOPMENT BOARD

1652 White Drive • Batesville, AR 72501 • (870) 793-5233 • Fax (870) 793-4035

Serving the Counties of
Cleburne • Fulton • Independence • Izard • Jackson • Sharp • Stone • Van Buren • White • Woodruff

WDB Policy#: 2.32

Effective Date: 6/13/2018

Revision Date: 12/11/2019, 3/11/2026

SUBJECT Work Experience

PURPOSE

The purpose of this policy is to describe and to detail the regulations concerning work experience, in accordance with the rules and regulations of Workforce Innovation and Opportunity Act of 2014 (WIOA), the WIOA Final Rule, Training and Employment Guidance Letters (TEGLs) published by the Employment and Training Administration of the U.S. Department of Labor (ETA), Issuances from the Arkansas Division of Workforce Services (ADWS), WIOA Title I-B Policy Manual, and local workforce board policy.

REFERENCES

WIOA §§129(c)(2)(C), 129(c)(4), 134, 181(d), & 188(a)(3) 20 CFR 680, 681, & 683 Comments in WIOA Final Rule concerning §§ 680.140, 680.180, 680.190, 680.195, & 680.320 TEGL 19-16 29 CFR part 2, subpart D Fair Labor Standards Act, WIOA Title I-B Policy Manual

BACKGROUND

~~Work experiences, including internships and transitional jobs, may be provided to Adults, Dislocated Workers and Youth who have met eligibility requirements and when these services are determined to be appropriate in order for individuals to obtain or retain employment.~~ Work experiences are planned, structured learning experiences that take place in the private for-profit sector, the non-profit sector, or the public sector for limited periods of time. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists [20 CFR 680.180;20 CFR681.600]. Work experience may be paid or unpaid, as appropriate. Participant will be given time off to attend required pre-employment workshops.

WORK EXPERIENCE

ADULTS AND DISLOCATED WORKERS

Internships and other types of work experience for adults and dislocated workers do not require other particular career or supportive services. In addition, there is no cap on the percent of adult and dislocated funds that may be spent for other work experiences, including internships.

High school dropouts must also be enrolled in Adult Education and working toward their High School Equivalency Diploma to be approved for work experience.

YOUTH

Work experience for youth may be in the form of summer employment, employment during the school year, a pre-

apprenticeship program, an internship, job shadowing, or on-the-job training.

- Youth work experience must include an academic and occupational component; youth will do hands-on training along with workforce preparation activities.
- High school dropouts must also be enrolled in Adult Education and working toward their High School Equivalency Diploma to be approved for work experience.
- Work experiences provide youth participants with opportunities for career exploration and skill development.

WIOA does not conduct background checks or drug testing. Participants shall abide by all policies of the worksite.

DURATION:

- Work experience may be granted for a time period between three to six months.
- Exceptions must be approved by the Executive Director.

PARTICIPANT PAY:

- Work experience participants will earn \$0.50 above state or federal minimum wage, whichever is higher.
- Participants are expected to be available for work 40 hours a week unless they are attending Adult Education classes or another acceptable form of educational training, unless approved by the Executive Director.
- No participant is allowed to work over 40 hours in a 7-day period.
- Participants have the option of direct depositing their check to an existing bank account or receiving a paper check via postal service mail.

Employees in a work experience placement may receive a raise only if approved by their supervisor. Eligibility will be based on performance, completion of program objectives, duration of placement, and available funding. All approved raises must be documented in writing and communicated to payroll.

The WIOA Program Manager or Records Manager will be responsible for reviewing and approving all worksite agreements.

Approved by the NCAWDB on _____

NCAWDB Chair Signature: _____

White River
Regional
Services Center



III. White River Regional Services Center Meeting

- A. Approval of Minutes from December 11, 2025 – *Jeff Phillips, President*
- B. Old Business
- C. New Business
 - Election of Officers- *Jeff Phillips*
- D. Adjournment

OFFICERS & EXECUTIVE BOARD MEMBERS
2026-2027

WRPDD BOARD OF DIRECTORS

President	Judge Stacey Avey, Stone County
1st Vice-President	Judge Jeff Phillips, Jackson County
2nd Vice-President	Judge Eric Smith, IZARD County
Secretary	Judge Kevin Jeffery, Independence County
Treasurer	Mayor Rick Elumbaugh, City of Batesville
Executive Board Member	Judge Dale James, Van Buren County
Executive Board Member	Mayor Mat Faulkner, City of Searcy
Executive Board Member	Judge Mark Counts, Sharp County
Executive Board Member	Judge Lisa Brown, White County
Executive Board Member	Judge Michael Gray, Woodruff County
Executive Board Member	Beverly Chapple, Woodruff County

WRRSC

Executive Officer	Janet Smith, Exec. Officer-WRPDD
President	Judge Jeff Phillips, Jackson County
Vice-President	Judge Stacey Avey, Stone County
Secretary/Treasurer	Judge Kevin Jeffery, Independence County

WRRSWMD

Chairman	Judge Eric Smith, IZARD County
Vice-Chairman	Judge Dale James, Van Buren County
Secretary/Treasurer	Mayor Rick Elumbaugh, City of Batesville

CEO

President	Mayor Rick Elumbaugh, City of Batesville
Vice-President	Judge Eric Smith, IZARD County



White River
Planning &
Development
District

IV. White River Planning and Development District Board Meeting

- A. Approval of Minutes from December 11, 2025 – *Stacey Avey, President*
- B. Arkansas Economic Development Institute (AEDI)- *Aaron Huntley*
- C. Old Business
- D. New Business
 - Election of Officers
 - Audit Report- *Byron Southerland*
 - Artificial Intelligence Policy- *Jan Smith*
 - Staff Reports- *Mitzi Hargan*
 - Loan Request- City of Cave City- *Calvin Wright*
- E. Prayer and Adjournment

Lunch to follow Board meetings.

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.
QUARTERLY BOARD OF DIRECTORS MEETING
4441 HARRISON STREET
BATESVILLE, AR 72501
December 11, 2025

The White River Planning and Development District, Inc., Board of Directors met in a quarterly session on Thursday, December 11, 2025, at 10:00 a.m. at the White River Planning and Development District office, in Batesville, Arkansas.

Board members present were:

Jon Abele
Judge Stacey Avey
Katy Blevins
Gayla Bradley
Eddie Cowell
Judge Eric Crosby
Judge Kenneth Crow
Mayor Duane DeLair
Mayor Rick Elumbaugh
Curren Everett

Mayor Mat Faulkner
Mayor Roger Gardener
Mayor Kasey Griffin
Janet Hearyman
Judge Kevin Jeffrey
Garry Lawrence
Judge Jeff Phillips
Mayor Derrick Ratliffe
Judge Eric Smith

Members represented by Proxy were:

Beverly Chapple
Judge Dale James
Boris Dover

Chairman Stacey Avey opened the meeting with the Pledge of Allegiance and Judge Jeff Phillips followed with a prayer. Judge Stacey Avey then announced a quorum present. Judge Avey and Jan Smith welcomed all members and guests.

Guests included:

Mayor Robert Beard, Mayor of Augusta
Mayor Larry Fowler, Mayor of Ash Flat
Mayor Steven Rose, Mayor of Cherokee Village
Steve Dixon, Arkansas Municipal League
Billy Holland, USDA
Keith Huskey, USDA
Kayla McDonald, ORE
Stetson Painter, State Rep, District 3
Reagan Sharp, Congressman French Hill's Office

Elijah Snow, Congressman Rick Crawford's Office
Amy Williams, AEDC
Paul Shuttleworth, Waste Connections
Leo Kempf, Urban Forge
Andy Baker, Urban Forge
Stephany Jason, Urban Forge
Kevin Thomas, Urban Forge

The minutes of the September 23, 2025, meeting were emailed to each Board member. The motion to approve the minutes was made by Judge Eric Smith and was seconded by Mayor Kasey Griffin. The motion was passed unanimously.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Jan Smith, Executive Director, presented Resolution #8-2025 – District Partnership Planning Grant with Department of Commerce Economic Development Administration. A motion to approve Resolution #8-2025 was made by Judge Jeff Phillips and seconded by Mayor Roger Gardner. The motion carried unanimously.

Jan Smith then presented Resolution #9-2025 – Environmental Protection Agency Brownfield Assessment Coalition Grant. A motion to approve Resolution #9-2025 was made by Judge Eric Smith and seconded by Mayor Rick Elumbaugh. The motion carried unanimously.

Chris Tackett, Economic Development Specialist, then presented Resolution #1-2026 – United States Department of Agriculture for the Rural Business Development Grant. A motion to approve Resolution #9-2025 was made by Mayor Rick Elumbaugh and seconded by Judge Jeff Phillips. The motion carried unanimously.

Judge Stacey Avey then introduced Andy Baker, CEO of Urban FX. Urban FX specializes in designing and fabricating extraordinary things. The work at Urban FX includes art forms, functional components, and engineered elements in metal, wood, glass, and advanced polymers all paired with tailored lighting.

Staff Reports – Community and Economic Development Department

- Carrie McIntosh provided updates on recently awarded grants.
- Chris Tackett reported on:
 - Russell Wastewater Project Closeout
 - Bradford Water Project Closeout
 - Timbo Fire Equipment Project Closeout
 - Ash Flat RSBG Application
 - Batesville Firehouse Subs Grant Application

- Woodruff County Courthouse Generator Project (FEMA)
- Stone County Hazard Mitigation Plan
- Mammoth Spring Hazard Mitigation Plan
- Hardy Loberg Park funding
- Debbie Mize presented a presentation on Early Childhood and the Local Leads program. Mize explained that significant funding cuts have been made as well major updates involving child care licensing manuals.

With no further business, a motion to adjourn was made by Judge Eric Smith and seconded by Mayor Rick Elumbaugh. The motion carried unanimously.

Judge Stacey Avey, Board President

DRAFT

OFFICERS & EXECUTIVE BOARD MEMBERS
2026-2027

WRPDD BOARD OF DIRECTORS

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CEO

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Vice-President	Judge Eric Smith, IZARD County

ARTIFICIAL INTELLIGENCE POLICY

White River Planning and Development District, Inc.

1. Purpose

The purpose of this policy is to establish guidelines for the appropriate use of Artificial Intelligence (AI) tools by employees of the White River Planning and Development District (WRPDD). This policy ensures that AI tools are used in a manner that protects confidential information, maintains professional standards, and preserves the integrity of the District's work.

2. Authorized Use

Employees may use approved AI tools to assist with work-related tasks that improve productivity and efficiency, including but not limited to:

- Drafting or editing general written communications.
- Brainstorming ideas or outlines for reports or presentations.
- Summarizing publicly available information.
- Research assistance.
- Data organization or formatting assistance.
- Preparing draft materials for internal use.
 - AI-generated material must always be reviewed, edited, and verified by the employee before being used or distributed. Employees remain fully responsible for the accuracy and integrity of all work produced.

3. Prohibited Use

Employees shall not use AI tools in the following ways:

- Entering or uploading confidential, sensitive, or restricted information into AI systems such as personnel records, internal district documents not intended for public distribution, financial records, etc.
- AI tools should not be used as the sole source for decisions related to program eligibility, personnel actions, financial determinations, or grant recommendations.
- Employees shall not represent AI-generated material as verified information without review.
- AI tools shall not be used to generate inappropriate, discriminatory, offensive, or unethical material
- Employees should not intentionally override or avoid the security and system integrity procedures of WRPDD.

4. Oversight and Approval

The Executive Director reserves the right to:

- Approve or restrict the use of specific AI tools.
- Establish additional guidelines or training requirements.
- Monitor the use of AI technologies within the District.

5. Disciplinary Action

Failure to comply with this policy may result in disciplinary action in accordance with WRPDD personnel policies. All employees are expected to exercise professional judgment when using AI tools and to ensure their use aligns with the mission and responsibilities of the District.

6. Acknowledgment

I acknowledge that I have read and understood the Artificial Intelligence Policy. I agree to follow all rules, responsibilities, and guidelines outlined in the policy, including the appropriate and ethical use of artificial intelligence tools. I understand that violations of this policy and/or failure to comply with this policy may result in disciplinary action, up to and including termination.

Employee Signature

Date

1 State of Arkansas
2 95th General Assembly
3 Regular Session, 2025
4

As Engrossed: 8/9/25

A Bill

HOUSE BILL 1958

5 By: Representative S. Meeks
6 By: Senator J. English
7

For An Act To Be Entitled

9 AN ACT TO REQUIRE PUBLIC ENTITIES TO CREATE A POLICY
10 CONCERNING THE AUTHORIZED USE OF ARTIFICIAL
11 INTELLIGENCE; AND FOR OTHER PURPOSES.
12
13

Subtitle

15 TO REQUIRE PUBLIC ENTITIES TO CREATE A
16 POLICY CONCERNING THE AUTHORIZED USE OF
17 ARTIFICIAL INTELLIGENCE.
18

19 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:
20

21 SECTION 1. Arkansas Code § 25-1-128(a) – (e), as amended by Acts 2025,
22 No. 205, concerning the creation of a policy regarding use of technology
23 resources and cybersecurity by public entities, are amended to read as
24 follows:

25 (a) As used in this section:

26 (1) "Artificial intelligence" means a machine-based system that
27 can, based on a given set of human-defined objectives, make predictions,
28 recommendations, or decisions influencing a real or virtual environment;

29 (2) "Automated decision tool" means a system or service that
30 uses artificial intelligence and has been specifically developed and
31 marketed, or specifically modified, to make or to be a controlling factor in
32 making consequential decisions;

33 ~~(1)~~(3) "Employee" means a person employed by a public entity;

34 ~~(2)~~(4) "Public entity" means an instrumentality funded in whole
35 or in part by taxpayer funds, including without limitation:

36 (A) The Department of Agriculture;



- 1 (B) The Department of Commerce;
- 2 (C) The Department of Corrections;
- 3 (D) The Department of Education;
- 4 (E) The Department of Energy and Environment;
- 5 (F) The Department of Finance and Administration;
- 6 (G) The Department of Health;
- 7 (H) The Department of Human Services;
- 8 (I) The Department of Inspector General;
- 9 (J) The Department of Labor and Licensing;
- 10 (K) The Department of the Military;
- 11 (L) The Department of Parks, Heritage, and Tourism;
- 12 (M) The Department of Public Safety;
- 13 (N) The Department of Transformation and Shared
- 14 Administrative Services;
- 15 (O) The Department of Veterans Affairs;
- 16 (P) The office of a constitutional officer;
- 17 (Q) A political subdivision of the state;
- 18 (R) A public school district;
- 19 (S) A public school district board of directors;
- 20 (T) An open-enrollment public charter school;
- 21 (U) An institution of higher education;
- 22 (V) The State Highway Commission;
- 23 (W) The Arkansas Department of Transportation; or
- 24 (X) The Arkansas State Game and Fish Commission;

25 ~~(3)~~(5) "State educational entity" means an entity with an
 26 educational purpose that is funded in whole or in part by taxpayer funds that
 27 is, including without limitation:

- 28 (A) A public school district;
- 29 (B) A public school district board of directors; and
- 30 (C) An open-enrollment charter school;

31 ~~(4)~~(6) "State entity" means:

- 32 (A) The Department of Agriculture;
- 33 (B) The Department of Commerce;
- 34 (C) The Department of Corrections;
- 35 (D) The Department of Education;
- 36 (E) The Department of Energy and Environment;

- 1 (F) The Department of Finance and Administration;
- 2 (G) The Department of Health;
- 3 (H) The Department of Human Services;
- 4 (I) The Department of Inspector General;
- 5 (J) The Department of Labor and Licensing;
- 6 (K) The Department of the Military;
- 7 (L) The Department of Parks, Heritage, and Tourism;
- 8 (M) The Department of Public Safety;
- 9 (N) The Department of Shared Administrative Services;
- 10 (O) The Department of Veterans Affairs;
- 11 (P) The State Highway Commission;
- 12 (Q) The Arkansas Department of Transportation;
- 13 (R) The Arkansas State Game and Fish Commission; and
- 14 (S) An institution of higher education; and

15 ~~(5)~~(7) "Technology resources" means:

- 16 (A) The machines, devices, and transmission facilities
- 17 used in information processing, including computers, word processors,
- 18 terminals, telephones, cables, software, and related products;
- 19 (B) The devices used to process information through
- 20 electronic capture, collection, storage, manipulation, transmission,
- 21 retrieval, and presentation of information in the form of data, text, voice,
- 22 or image and includes telecommunications and office automation functions;
- 23 (C) Any component related to information processing and
- 24 wired and wireless telecommunications, including data processing and
- 25 telecommunications hardware, software, services, planning, personnel,
- 26 facilities, and training;
- 27 (D) The procedures, equipment, and software that are
- 28 designed, built, operated, and maintained to collect, record, process, store,
- 29 retrieve, display, and transmit information, and the associated personnel,
- 30 including consultants and contractors; and
- 31 (E) All ~~electronic-mail~~ email accounts issued by a public
- 32 entity.

33 (b) A public entity shall:

- 34 (1) Create a technology resources policy that defines the
- 35 authorized use of technology resources for the public entity;
- 36 (2)(A) Develop a cybersecurity policy for all technology

1 resources of the public entity based on the standards and guidelines set by
2 the State Cybersecurity Office.

3 (B) Subdivision (b)(2)(A) of this section shall not apply
4 to political subdivisions of the state; and

5 (3) Create an artificial intelligence and automated decision
6 tool policy that:

7 (A) Defines the authorized use of artificial intelligence
8 and automated decision tools for the public entity; and

9 (B) Requires an authorized human employee or designee to
10 make any final decision in the course of his or her employment, regardless of
11 what artificial intelligence or automated decision tool the employee or
12 designee recommends; and

13 ~~(3)(4)~~ (A) Develop a training program for all employees of the
14 public entity concerning the technology resources policy, and the
15 cybersecurity policy, and the artificial intelligence and automated decision
16 tool policy, including training on the appropriate use of artificial
17 intelligence and automated decision tools in deciding an outcome in the
18 course of an employee's employment.

19 (B) A political subdivision of the state is not required
20 to develop a training program under this section for a cybersecurity policy.

21 (c)(1) The technology resources policy and artificial intelligence and
22 automated decision tool policy for each state entity shall be available to
23 the public upon request.

24 (2) The Department of Education, in coordination with the State
25 Cybersecurity Office, shall:

26 (A) Develop technology resources and artificial
27 intelligence and automated decision tool policies that shall be used by each
28 type of state educational institution; and

29 (B) Make the policies developed under subdivision
30 (c)(2)(A) of this section available to the public upon request.

31 (d) Each technology resources and artificial intelligence and
32 automated decision tool policy shall include prohibitions on the use of a
33 public entity's technology resources and artificial intelligence and
34 automated decision tools, including without limitation that a public entity's
35 technology resources shall not be used to:

36 (1) Express a personal political opinion to an elected official

1 unless the opinion is:

2 (A) Within the scope of the employee's regular job duties;

3 or

4 (B) Requested by an elected official or public entity;

5 (2) Engage in lobbying an elected official on a personal opinion
6 if the employee is not a registered lobbyist for the public entity;

7 (3) Engage in illegal activities or activities otherwise
8 prohibited by federal law or state law; or

9 (4) Intentionally override or avoid the security and system
10 integrity procedures of the public entity.

11 (e) A public entity shall create a disciplinary procedure for a
12 violation of the public entity's technology resources and artificial
13 intelligence and automated decision tool policy concerning authorized use of
14 technology resources.

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/s/S. Meeks

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APPROVED: 4/17/25

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White River Planning & Development District, Inc.

(870)793-5233 P.O. Box 2396 Batesville, Arkansas 72503-2396
Janet Smith - Executive Director
Fax (870) 793-4035
www.wrpdd.org

DATE: March 24, 2026
TO: WRPDD Loan Committee and Board
FROM: Calvin Wright
SUBJECT: WRPDD Loan Approval

WRPDD is seeking loan approval for the City of Cave City. The city needs to make improvements to their sewer system. The loan will be financed through the Intermediary Relending Program.

White River Planning and Development District, Inc. Intermediary Relending Program is asking the committee to approve the following loan and terms:

<u>Loan</u>	<u>Amount</u>		<u>Term</u>
IRP City of Cave City	\$230,366	5.5%	60 months