

**NORTH CENTRAL ARKANSAS
WORKFORCE INVESTMENT BOARD**

**FIVE YEAR PLAN
FOR
TITLE I SERVICES
UNDER THE
WORKFORCE INVESTMENT ACT
OF 1998**

**PROGRAM YEARS 2012-2016
JULY 1, 2012 – JUNE 30, 2017**

**North Central Arkansas Workforce Investment Board
Five-Year Local Plan
Table of Contents**

- I. Local Workforce Strategic Plan..... 1
 - A. Local Board Vision and Goals.....2
 - B. Economic & Workforce Information Analysis.....5
- II. Local Operation Plan.....6
 - A. Local Governance.....7
 - B. One-Stop Delivery System.....9
 - C. Special Target Populations.....11
 - D. Grants Management.....14
 - E. Coordination and Non-Duplication.....16
 - F. Professional Development and System Improvement.....17
 - G. Performance Accountability.....18
 - H. Waiver Requests.....19
 - I. Plan Development and Implementation.....19
- III. Attachments to the Plan.....21
 - A. Chief Elected Officials Agreement.....21
 - B. Local Workforce Investment Board Bylaws.....21
 - C. Local Grievance Policy.....21
 - D. Board of Directors, Bylaws, Organizational Chart for WRPDD, Inc.....21
 - E. Board of Directors, Bylaws, Organizational Chart for NADC, Inc.....21
 - F. North Central AR Workforce Investment Board Organizational Chart.....21
 - G. Memorandum of Understanding.....21

NORTH CENTRAL ARKANSAS WORKFORCE INVESTMENT BOARD

FIVE-YEAR LOCAL PLAN PROGRAM YEARS 2012 – 2016 JULY 1, 2012 – JUNE 30, 2017

The Workforce Investment Act (WIA) of 1998, as amended, requires that the local workforce investment boards submit a Local Plan to the Arkansas Department of Workforce Services that outlines a five-year strategy for its workforce investment system. Local Workforce Investment Boards must have approved local plans in place to receive formula allotments under WIA. (WIA Section 112(a), W-P Section 8 (a). This document represents the five-year strategic plan for the North Central Arkansas Workforce Investment Area (NCAWIA) for the period of July 1, 2012 through June 30, 2017.

I. LOCAL WORKFORCE STRATEGIC PLAN

Describe the Local Workforce Investment Board's (Local Board) strategic vision for its local workforce investment area (local area) and the Board's overarching goals. Rather than simply compiling data from various sources, base this section on a thorough understanding of the economic strengths and employment needs of the workforce area.

Boards must review *Governor Beebe's Plan for Economic Development* (<http://www.arkansasedc.com/arkansas-edc/the-governors-strategic-plan.aspx>) and the *State of Arkansas Integrated Workforce Plan PY 2012–2016* (<http://dws.arkansas.gov/AWIB/pdfs/stateplan/PY%202012-2016%20Arkansas%20State%20WIA%20W-P%20Plan,%20FINAL,%2011-2-2012%20low%20res.pdf>) to ensure that their plans follow the same strategic direction. Consistent strategic direction among Board Plans will aid further integration of the Arkansas workforce system.

Five Goals for Economic Development (Governor's Strategic Plan 2009)

1. Increase the incomes of Arkansans at a growth pace greater than the national average.
2. Expand entrepreneurship, focusing on knowledge-based enterprises.
3. Compete more efficiently in the global marketplace for new businesses and jobs, and create a business retention strategy to reduce closures.
4. Economic development will meet the special needs and take advantage of the extraordinary assets of various areas of the state. It will not be a one size fits all.
5. Increase the number of workers with post-secondary training so they are prepared when they enter the workforce and equipped for new jobs in the future.

AWIB Strategic Objectives (Arkansas Integrated Workforce Plan 2012-2016)

- Serve the Range of Job Seekers
- Serve the Range of Employers
- Serve the Range of Economies
- Increase the effectiveness of local WIBs
- Gain efficiencies across the system
- Re-imagine Learning and Work
- Diversify and Link Resources

A. LOCAL BOARD VISION AND GOALS

Local board plans must identify the key issues, challenges, and opportunities that are expected in the next five years and that have an impact on the workforce system. Identify the goals and objectives for the workforce area. The plan must specifically address the following. *[WIA §117(d)(1)], [WIA §118(a)]*

In an effort to ensure continuity with the governor's Plan for Economic Development and the State of Arkansas Integrated Workforce Plan PY 2012-2016, the North Central Arkansas Workforce Investment Area is participating in the preparation of a statewide Comprehensive Economic Development Strategy (CEDS) with the Arkansas Association of Development Organizations (AADO), the Institute of Economic Advancement at the University of Arkansas at Little Rock (UALR) and the Economic Development Administration. The primary objective of the Arkansas Statewide CEDS is to become a vital document for addressing economic development issues, challenges, and opportunities by creating broad economic development strategies that can be utilized by Arkansas's communities and regions. The planning process involved city/county elected and appointed officials as well as leaders from the private sector, banking, chambers of commerce, economic development, two/four year universities and colleges, K-12, utilities and health care. The top five issues and challenges submitted by the North Central area are:

1. Retain and strengthen the ratio of industrial employment to other economic sectors, such as services, agriculture, timber and mining.
2. Increase income levels. The area income level is well below national averages. Need to narrow the difference between the NCAWIA and the national average.
3. Further development of the tourism base into a more dependable, stable, year round economic sector.
4. Employment opportunities. The NCWIA area is an underemployed workforce. Lack of employment opportunities is still the great challenge.
5. Healthcare is one of the region's major economic engines. Must strengthen the hospital and healthcare base and recruit more doctors into the area.

The top four issues determined through a statewide survey are:

1. Retaining and Creating Jobs
2. Educated and Skilled Workers and Leaders
3. Physical Infrastructure (with broadband as highest priority)
4. Healthy Communities, Affordable Housing, Quality of Life/Place

Regional meetings are currently being scheduled to present the survey findings and solicit reactions and further input. Future plans include development of strategies, development of statewide web portal, and initial draft CEDS preparation.

Preliminary findings indicate cohesiveness with the Governor's five goals for economic development, the Governor's five components of economic development, and the vision and mission of the Arkansas Workforce Investment Board. The preliminary findings will be honed and developed into goals, objectives and strategies for the North Central area with the assistance of the North Central Arkansas Workforce Investment Board (NCAWIB).

- The vision for the local workforce investment system and how the local system will appear at the end of the five-year period covered by this plan.

§ The North Central Arkansas Workforce Investment Board (LWIB) has identified the following vision for the local area:

§ To establish a streamlined workforce system of resources designed to prepare job seekers and workers with the skills, training and education needed to compete in an ever changing job market and to meet the employment needs of business and industry.

The issues, challenges and opportunities that will impact the workforce system over the next five years will be addressed by the local board to ensure a system that responds efficiently and effectively to the needs of the local area. This will be accomplished largely through coordinated efforts to fulfill the goals and objectives set forth in the State Integrated Workforce Plan and the Governor's Plan for Economic Development as well as the economic development strategies prepared through the Comprehensive Economic Development Strategy (CEDS) process. At the end of this five-year period, it is expected that measurable, quantifiable results will indicate considerable progress toward meeting the board's vision and goals.

- How the local workforce investment system will help achieve the state workforce investment goals.

The local area will align its goals with those of the Governor and the State Workforce Investment Board.

Goal 1. Increase the incomes of Arkansans at a growth pace greater than the national average.

The North Central area's income level is well below the national average. The local area will focus training in high demand areas that result in higher wage occupations.

Goal 2. Expand entrepreneurship, focusing on knowledge-based enterprises.

Partner with local agencies and universities that foster entrepreneurship.

Goal 3. Compete more efficiently in the global marketplace for new businesses and jobs and create a business retention strategy to reduce closures.

Align efforts with local Chambers of Commerce, economic development organizations and the CEDS.

Goal 4. Economic development will meet the special needs and take advantage of the extraordinary assets of various areas of the state. It will not be a one size fits all.

Identify local extraordinary assets such as tourism. Further development of the tourism base into a more dependable, stable, year round economic sector is one the top five preliminary issues identified by the North Central area.

Goal 5. Increase the number of workers with post-secondary training so they are prepared when they enter the workforce and equipped for new jobs in the future.

Continue to emphasize training in post-secondary education and internships. The North Central area is an underemployed workforce. By equipping workers with the skills, training and education for future jobs, additional employment opportunities will be available to them.

The statewide CEDS process is including the seven objectives identified by the Arkansas Workforce Investment Board as part of its framework. Combining these planning efforts will result in consistent and unified statewide workforce development strategies and ensure that workforce investment goals are met.

- Aligning efforts among workforce development partners to achieve accessible, seamless, integrated, and comprehensive service; and

Through coordination and collaboration with its workforce center partners, the local area will align efforts to achieve accessible, seamless, integrated and comprehensive services for jobseekers and employers. Services will be integrated and made available through a menu of services, referral process, cross training of partner staff, and dissemination of literature and information.

The local board will use the template provided by DWS to map the availability of workforce services through all partners/providers in its area and match them to service needs of the area. Coordination among partners will ensure that services are not duplicated and will allow service gaps to be identified.

- How the local board will coordinate the workforce investment activities carried out in the local area with local economic development strategies and develop other employer linkages with these activities.

The North Central Arkansas Workforce Investment Area is participating in the preparation of a statewide Comprehensive Economic Development Strategy (CEDS) plan. Once completed, the CEDS will address economic development issues, challenges and opportunities by creating broad economic development strategies that can be utilized by regions throughout the state including the North Central area.

The local board is comprised of mostly businesspeople and members of economic development and chamber of commerce groups who are familiar with the economic development needs in the area. Many of these individuals will have an opportunity to provide input into the development of the CEDS.

The local board will align its strategies with those identified in the CEDS and coordinate the WIA activities to achieve the best results in enhancing the growth of the local economy and to foster partnerships and develop linkages with other businesses, industry and labor.

- How programs and activities described in the plan will support both the Governor’s plan for economic development and the state’s strategic plan for employment and training needs of youth and adults in the state.

The local plan supports a system that provides education, work experience, job training and career planning to job seekers and students in accordance with the Governor’s plan for economic development and the state’s strategic plan.

B. ECONOMIC AND WORKFORCE INFORMATION ANALYSIS

Local plans should include: *[WIA §117(d)(7); A.C.A §15-4-2212]*

- Identify the workforce needs of businesses, job seekers, and workers in the local area and how the local workforce system will address these needs.

Needs of Businesses – Skilled and trained workforce, screening and referral of potential workers, posting job openings, labor market information

Needs of Job Seekers – Training programs, access to job openings, list of occupations in high demand, financial assistance, skills upgrades, jobs that provide decent wages

Needs of Workers – continuing education, training, jobs with growth opportunities and that provide decent wages

The local area will address these needs by referral, partnerships with post-secondary training providers and others, training services, Career Readiness Certificate, and TORQ.

- Current and projected employment opportunities in the local area and the job skills necessary to obtain the employment opportunities.

The North Central area utilizes the Projected Employment Opportunities List produced by Arkansas’s Labor Market Information Department at the following website: <http://www.discoverarkansas.net>. The charts below list the current and projected employment opportunities in the local area:

**North Central Arkansas Workforce Investment Area
Current Employment Opportunities - 2012**

SOC Code	Occupation
47-2211	Sheet Metal Workers
51-4081	Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic
51-9121	Coating, Painting, and Spraying Machine Setters, Operators, and Tenders
53-3033	Truck Drivers, Light or Delivery Services
53-5011	Sailors and Marine Oilers

**Projected Occupational Growth
2008-2018**

Occupation	Estimated Employment	Projected Employment	Numeric Change	Percent Change	Total Annual Openings
Total, All Occupations	84,805	94,046	9,241	10.90	2,915
Management Occupations	11,636	14,365	2,729	23.45	407
Business and Financial Operations Occupations	1,412	1,594	182	12.89	49
Computer and Mathematical Occupations	351	379	28	7.98	12
Architecture and Engineering Occupations	345	391	46	13.33	14
Life, Physical, and Social Science Occupations	340	358	18	5.29	14
Community and Social Services Occupations	834	924	90	10.79	28
Legal Occupations	165	177	12	7.27	4
Education, Training, and Library Occupations	4,939	5,675	736	14.90	186
Arts, Design, Entertain., Sports, & Media Occs	618	713	95	15.37	28
Healthcare Practitioners & Technical Occupations	5,221	6,525	1,304	24.98	246
Healthcare Support Occupations	2,276	2,717	441	19.38	70
Protective Service Occupations	1,597	1,841	244	15.28	69
Food Preparation and Serving Related Occupations	6,781	6,736	-45	-0.66	214
Bldg & Grounds Cleaning & Maintenance Occs	2,921	3,264	343	11.74	86
Personal Care and Service Occupations	2,037	2,476	439	21.55	91
Sales and Related Occupations	7,301	7,743	442	6.05	278
Office and Administrative Support Occupations	11,029	11,728	699	6.34	314
Farming, Fishing, and Forestry Occupations	680	780	100	14.71	31
Construction and Extraction Occupations	4,433	5,498	1,065	24.02	187
Installation, Maintenance, and Repair Occupations	4,063	4,443	380	9.35	138
Production Occupations	8,211	8,622	411	5.01	259
Transportation and Material Moving Occupations	7,615	7,097	-518	-6.80	195

Note: Totals may not add due to rounding.

The basic skills of reading, writing and math are required by employers in most any job. Computer or technical skills are also a requirement for many jobs today. The occupations in the current employment opportunities require skills such as critical thinking, time management, mathematics to solve problems, active listening, reading comprehension, speaking, and judgment/decision making. These jobs in the projected occupation growth list reflect a wide variety of required skills.

- How local boards will work cooperatively with local economic development to identify local targeted industries that supports state identified targeted industries and the Governor’s plan for economic development.

The local board will align with the state’s identified target industries and the North Central area’s targeted industries by encouraging job seekers to focus on training and gaining skills that will allow them to be employable and become self-sufficient.

II. LOCAL OPERATIONAL PLAN

The local operational plan must present an overview of the workforce system in the local area.

A. LOCAL GOVERNANCE

- Identify the fiscal agent or entity responsible for the disbursement of grant funds described in WIA § 117(d)(3)(B)(i)(III), as determined by the chief elected official(s) under WIA § 117(d)(3)(B)(i). *[WIA §118(b)(8); Act 1125 §12(b)(8); 20 CFR 661.350(a)(9)]*

White River Planning and Development District, Inc.

- Describe the agreement specifying the respective roles of the individual chief elected officials, including fiscal liability. *[WIA §101(6)(B); 20 CFR 667.705(c); 20 CFR 661.300(e)]*
 - § Attach a copy of this agreement.

The agreement between the North Central Arkansas Chief Elected Officials and the North Central Workforce Investment Board describes the roles and responsibilities of the parties.

See Attachment A – Chief Elected Officials Agreement

- Describe the local workforce investment board. *[WIA §117(d)(4); Act 1125 §11(g)]*
 - § How will the local board provide a leadership role in developing policy, implementing policy, and providing oversight for the local workforce investment system?

The North Central Arkansas Workforce Investment Board meets each quarter to review and plan activities for the workforce investment system encompassing the counties of Cleburne, Fulton, Independence, IZard, Jackson, Sharp, Stone, Van Buren, White and Woodruff. The local board oversees the development of local policies and reviews them on an annual or as needed basis. Oversight of the system is conducted through monitoring and guidance.

- § How will the local board do this in partnership with the chief elected officials?

The Chief Elected Officials (CEO's) review and approve the actions of the local board.

- § Attach a copy of the board by-laws.

See Attachment B – Local Workforce Investment Board By-laws

- Describe the youth council and its development of the portions of the local plan relating to eligible youth. *[WIA §117(h); Act 1125 §11(o); 20 CFR 661.335; 20 CFR 661.340(b)]*

The Youth Council is a subgroup within the local board and is appointed by the board in cooperation with the CEO's. It is comprised of members as set forth in the WIA Act. The Youth Council makes recommendations to the local board regarding youth providers and activities. The Youth Council met individually and jointly with the local board to review the local plan guidance document and provide input in the development of the portions of the plan relating to eligible youth.

- Describe the local board's plans to provide administrative services. *[WIA §117(3) (b)(ii)(4); Act 1125 §11(e)]*

The Board selected White River Planning & Development District, Inc. to provide administrative services.

§ Identify any staff positions that will be hired directly by the board.

§

There are no staff positions hired directly by the board.

§ Describe the board's plans, if applicable, to contract for some or all of its administrative services (administrative agent).

WRPDD, Inc. in Batesville serves as administrative staff to the local board and as fiscal agent & grant recipient for WIA funds in the area.

- Describe the local grievance procedure established in accordance with 20 CFR 667.600. Attach a copy of the local grievance policy.

North Central established a procedure for dealing with grievances and complaints in accordance with 20 FR 667.600. Grievances or complaints must be filed within one year of the occurrence. The North Central Arkansas Workforce Investment Board works in collaboration with the WRPDD Executive Director or designee on all WIA grievances or complaints. A written decision will be made within 60 days of receipt, and an informal hearing will be held, if requested.

See Attachment C – Local Grievance Policy

- How will the local board ensure that the public – including persons with disabilities – has access to board meetings and activities, including information regarding the local board membership, the designation of One-Stop operators, the award of grants or contracts to eligible providers of youth activities, notification of meetings, and meeting minutes? Per Arkansas Workforce Investment Board Open Public Meetings policy, please provide the website where notices of meetings, board agendas, and minutes will be posted. *[WIA §117(e), AWIB Open Public Meetings Policy]*

The local board provides notification regarding meetings and activities through a variety of means including the news media, email notifications, and WRPDD website, www.wrpdd.org. Individual notices are also provided to those making requests. The public can also obtain information regarding meetings, board agendas and minutes at the state website at the following link: <http://dws.arkansas.gov/AWIB/Meeting>. The board ensures, through adherence with the Arkansas Freedom of Information Act that appropriate media outlets are notified of such meetings and activities. All meetings are conducted at ADA accessible locations to ensure access to persons with disabilities and reasonable accommodations are made upon request.

- Include as a separate attachment a list of the board of directors, the by-laws, and an organizational chart (with names) for the fiscal agent, the administrative agent, and the major entity responsible for providing core and intensive services.

See Attachment D – WRPDD, Inc. Board of Directors, Bylaws & Organizational Chart

See Attachment E – NADC, Inc. Board of Directors, Bylaws & Organizational Chart

- Also include an organizational chart (with names) for the local workforce investment board.

See Attachment F - Organizational Chart for LWIB

B. ONE-STOP DELIVERY SYSTEM

- Describe the One-Stop delivery system to be established in the local area, including the location of comprehensive centers, satellite centers, and affiliate centers. *[WIA §118(b)(2); Act 1125 §12(b)(2); 20 CFR 661.350(a)(3); 20 CFR 662.100(e)]*

The North Central One-Stop delivery system is provided through a coordination of various partner agencies either co-located at the Arkansas Workforce Centers or outside of the centers. Partners co-located at the comprehensive center include the Arkansas Department of Workforce Services, Arkansas Rehabilitation Services, Experience Works and the One-Stop Operator. Whether services are accessed through the physical, co-located sites or through electronic linkages, the centers serve as a single point of contact for employment, training, education and supportive services. Services for employers, adults and youth are provided at the centers.

The comprehensive centers are located at Searcy and Batesville with the affiliate centers in Newport, Salem, Mountain View, Ash Flat, Melbourne and Clinton.

Describe the process used for selecting the One-Stop operator(s), including the appeals process available to entities that were not selected as the One-Stop operator(s). *[WIA §121(d); 20 CFR 662.410; 20 CFR 670.667(b)(1)]*

A Request for Proposals for a One-Stop Operator is published in the statewide newspaper. Proposals are submitted to the local board and are rated in the areas of Experience, Accountability, Performance, Location, Program Knowledge, and Cost Reasonableness. Once the proposals are rated, the local board approves and designates the One-Stop Operator with the agreement of the chief elected officials.

Those entities responding to the RFP whose proposals are not accepted may have recourse under the Grievance and Appeal Procedures of the Arkansas Workforce Investment Board, particularly Section III.

- Describe how the local board will terminate a One-Stop operator for cause. *[WIA §117(d)(2)(A)(ii); Act 1125 §11(a)(2)(B)]*

The LWIB may terminate funding to the One-Stop operator or any subcontractor if the LWIB determines that the operator has failed to comply with applicable regulations or provisions of

a subcontract. If the operator fails to meet performance standards or otherwise does not make satisfactory progress towards meeting those standards, the LWIB may terminate for cause, the agreement between the LWIB and the One-Stop Operator or any subcontractor. If such an action is taken by the board, the operator will receive written notice of such action and will have a period of at least ten days to respond with a written plan of action for correcting any deficiencies. If the operator does not respond within this time with an appropriate plan, the local board may serve a termination notice on the operator, which will become effective within 30 calendar days after receipt of the notice. Terms of this section will be a part of any agreement or subcontract between the local board and any operator or subcontractor.

- What programs and funding streams will support service delivery through the One-Stop system? How will services provided by each of the One-Stop partners be integrated and made available in the local One-Stop system? What optional partners will be included?

All required partners listed under 20CFR part 662.200 and Section 121(b) such as Workforce Investment Act, Wagner-Peyser, Unemployment Insurance, TANF, Rehabilitation, Experience Works.

Services will be integrated and made available through a menu of services, referral process, cross training of partner staff, and dissemination of literature and information.

Optional partners may include Economic Development Districts, Area Agencies on Aging, Literacy Councils, AR Department of Education

- Attach a copy of each memorandum of understanding between the local board and each of the One-Stop partners concerning the operation of the local One-Stop delivery system. *[WIA §118(b)(2)(B); Act 1125 §12(b)(2)(B); 20 CFR 662.310(b)]*

See Attachment G – Memorandum of Understanding

- Typically, what information and services will be provided and how will customers access them? How will the goal of universal access be achieved?

A menu of services offered by the partners at the workforce centers is available to the customers. Services include core such as orientation to center services, intensive, training, case management, access to resource room, labor market information, financial assistance, assessments, job search assistance and other services provided by the various partners. When a person enters the workforce center, an initial interview is completed obtaining enough information for workforce center registration and to determine the customer's needs. A referral is done by directing the customer to the appropriate on or off-site partner.

The goal of universal access will be achieved in the resource room and at key connection points throughout the LWIA by accessing partner services through the dissemination of information.

- What is the local plan for delivery of core and intensive services?

Core services are offered through the resource rooms at the workforce centers. Intensive services are frequently program specific and are provided by program staff such as case managers or workforce specialists.

Customers will have access to core and intensive services at the local One-Stop Center level and/or the Arkansas Job Link system.

- Describe and assess the type and availability of adult and dislocated worker employment and training activities in the local area. *[WIA §118(b)(4); Act 1125 §12(b)(4); 20 CFR 661.350(a)(5)]*

Adult and dislocated worker customers will have access to job postings, internet based searches, local classified listings, and referrals through the AJL system. Training activities such as OJT, customized training, skills upgrades, occupational skills training (including training for nontraditional employment), adult education and literacy activities, and institutional training in accordance with the occupational demand list will be provided through ITAs. If employment that leads to self sufficiency is not obtained at the intensive level, the customer may receive training services. These services will be provided in accordance with the ACRS and the eligible training provider list requirements. In addition, these services are documented on the customer service checklist and IEP that is maintained in the customers file. When training services are determined to be needed and not available through other resources, an ITA will be issued to the eligible training provider on behalf of the WIA customer.

- How will the local board promote the participation of private sector employers in the statewide workforce investment system and ensure the effective provision, through the system, of connecting, brokering, and coaching activities, through intermediaries like the One-Stop operator in the local area or through other organizations to assist the employers in meeting hiring needs. *[Note the limitation on use of funds in WIA §181(e).] [WIA §117(d)(8); Act 1125 §11(k)]*

The local board promotes the participation of private sector employers in the workforce system through job fairs, Informational meetings, recruitment, screening, work experience opportunities, providing space for employers to conduct interviews, presentations at meetings, referring businesses to the system and the business services plan.

The board is comprised of at least 51% business representatives which in itself encourages private sector employers to participate.

C. SPECIAL TARGET POPULATIONS

The local operational plan must describe how all workforce system partners will work together to ensure that customers who need a broad range of services receive them. This is an opportunity for the local area to describe how the workforce center services will address more specific needs of targeted sub-populations.

Describe how the local system will meet the needs of the following groups:

- § Services to the Unemployed, to include:
 - § How will reemployment services to Unemployment Insurance claimants be coordinated

The reemployment services to unemployment insurance claimants will be coordinated through the TORQ system, referrals, WIA partners and other partners.

- § How will services to Trade Adjustment Assistance customers be coordinated and how will these customers be co-enrolled in these programs

WIA case managers coordinate with Trade Adjustment Assistance (TAA) and co-enrolls TAA customers with WIA services when appropriate.

- § Low-Income Individuals – Include how Temporary Assistance to Needy Families (TANF) services will be further integrated into the workforce center system and how services to TANF customers are coordinated within the workforce centers

Low-income persons are offered WIA core, intensive and training services as well as partner services through the centers. TANF is co-located in all of our workforce centers and persons are co-enrolled as appropriate.

- § Migrant and Seasonal Farmworkers – please specify what outreach activities the local area will make to reach this population

In addition to core, intensive and training services, Migrant and Seasonal Farmworkers customers will be offered counseling and referrals to services designed to meet their individual needs and address barriers that cannot be resolved through WIA services.

- § Veterans Services – include how the Veterans Priority of Service will be implemented in the local area

Veterans Priority of Service policy is implemented at the point of intake in accordance with TEGL 10-09. The Priority of Service follows Department of Labor guidance, and all staff have been trained to ensure Veterans Preference. Veterans who meet the job-related selection criteria established by the employer will be given first consideration for all job referrals. Services to veterans through the Gold Card Initiative are available at the workforce centers. The Gold Card Initiative provides unemployed post-9/11 era veterans with the intensive and follow-up services they need to succeed in today's job market.

- § Limited English Proficiency

An interpreter is available upon request for those individuals who have limited English proficiency. They can access English as a Second Language classes and job search assistance. Those who are interested in the Arkansas Career Readiness Certificate Key Train are referred to the Adult Ed Department at a two-year college where they will receive assistance.

§ Ex-Offenders

Staff works with probation and parole agencies to serve ex-offenders as they reenter society and the workforce. Staff also works with employers as well for job placement.

§ Mature Workers

Experience Works is a partner agency and currently provides part-time staff for our two Comprehensive Centers in Batesville and Searcy. Mature workers are served in our area by Experience Works, and these individuals are co-enrolled through WIA as needed.

§ Services to Individuals with Disabilities – Include how the local system will ensure non-discrimination and equal opportunity, as well as compliance with the Americans with Disabilities Act. *[WIA §188(a)(2)]*

All workforce centers are accessible to individuals with disabilities and are ADA compliant. All those who are enrolled in activities are informed of the Equal Opportunity Act and Nondiscrimination policies. An Equal Opportunity Officer has been designated for the area. The JAWS system is provided for visually impaired customers.

§ Youth Services – include the local area's design framework for the youth program and the local area's definition regarding the sixth youth eligibility criterion. Describe and assess the type and availability of youth activities in the local area, including an identification of successful providers of the activities. Also, include how the services for youth will be connected to the workforce center.

The ten required elements for youth are provided by the Title I Service Provider—either directly by Workforce Center staff, through referrals to partners or other agencies, or through subcontracts. Since the Title I Service Provider/One Stop Operator assumes the primary responsibility for youth services, all services throughout the ten-county area are provided through either the area's comprehensive centers and/or affiliate centers located in the area. Each of the ten required youth elements are provided in all ten counties.

The Youth are provided the opportunity to develop the skills and abilities needed to successfully transition from school to work and to achieve success in the workplace, military or post-secondary education. Youth services not directly provided through a subcontractor include case management, summer employment, interest and aptitude testing, tutoring, resume and job search assistance, resource room facilities, support services, work experience, occupational skill training, career development and counseling.

Youth services are coordinated through the One-Stop Operator's case management staff. An individual services strategy is developed for each youth, and the case manager ensures that the necessary services are provided or referrals are made to ensure that the goals of the service strategy are met.

The local area subcontracts for youth services with Jobs for Arkansas Graduates (JAG) at local high schools. Both WIA and non-WIA students are enrolled in these classes, which include career awareness and work readiness skills, as well as specific competencies

related to WIA requirements. JAG Specialists work closely with workforce staff and are very familiar with the workforce system and WIA eligibility criteria.

Sixth Youth Eligibility Criteria – An individual faces a barrier when they require additional assistance to complete an education program or to secure and hold employment. Such barriers may include: the youth is a member of a family which receives Transitional Employment Assistance, Food Stamps or Supplemental Security Income; or one who has not held a full-time, regular job for more than three consecutive months; or one who has been unemployed for eight consecutive weeks and looking for, but unable to find a job; or lacks work-readiness skills necessary to secure and retain employment as documented in the Individual Services Strategy; or is not computer literate; or is at risk of dropping out of school.

D. GRANTS MANAGEMENT

- Describe the process for developing a budget for the purpose of carrying out the duties of the local board. In answering this question, indicate how allowable administrative funds will be divided between the local board and the One-Stop operator(s). *[WIA §117(d)(3)(A); Act 1125 §11(a)(6)]*

The budget is developed based upon historical data and current/future needs. The administrative funds are divided between the administrative agent and the one-stop operator based upon this data and actual expenditures. No more than 10% of the funds are used for administrative costs.

- Describe the competitive process to be used to award grants and contracts in the local area for activities carried out under WIA Title I, Subtitle B, including the process to be used to procure training services that are made as exceptions to the Individual Training Account process as described in WIA §134(d)(4)(G). *[WIA §118(b)(9); Act 1125 §12(b)(9); 20 CFR 661.350(a)(10)]*

The local board uses an RFP process to award grants and contracts. The notice advertising the RFP is placed at least once in a statewide newspaper, no less than five but not more than 30 days prior to the due date. Additional media sources may be used. Each proposal submitted is rated based on specific criteria. After the evaluation, the rating of each proposal is presented to the full board (or youth council if for youth providers). The provider is selected by the local board with approval by the chief elected officials.

The local board reserves the right to reject any or all requests for WIA funding. It further reserves the right to fund only a portion of the proposed training and to request modifications to the proposals prior to funding.

- Describe the criteria to be used under 20 CFR 663.600 to determine whether funds allocated to a local area for adult employment and training activities under WIA sections 133(b)(2)(A) or (3) are limited and the process by which any priority will be applied by the One-Stop operator. *[20 CFR 661.350(a)(11)]*

The board has determined that funds allocated to our area for adult employment and training activities are limited; therefore, priority of service is given to recipients of public assistance and other low-income adults. Other individuals meeting eligibility requirements (applicants who do not receive public assistance, but whose household income is below the level of self-sufficiency) may also be enrolled in training as long as the priority groups are served first. Self-Sufficiency is defined as: Adults – Wages equal to or above 200% of the Lower Living Standard Income Level; Dislocated Workers – Wages equal to or above 100% of the layoff wage.

- Describe any current plans to solicit grants and donations from sources other than WIA funds. *[WIA §117(d)(3)(B)(iii); Act 1125 §11(f)]*

The North Central area routinely applies for grants from other sources. It was recently notified that it was awarded a YouthBuild grant through the U.S. Department of Labor that will cover a three-year period. The YouthBuild Program is a comprehensive youth and community development program which simultaneously addresses several core issues facing low-income communities such as education, housing, employment, crime prevention and leadership development. Out-of-school, low-income youth ages 16-24 will be provided an alternative education and employment pathway that enables them to obtain a high school diploma or GED, advance toward post-secondary education or career-oriented employment and take responsibility for their families and communities. The youth will spend almost half of their time in construction training providing vocational education and on-site general construction skills through Habitat for Humanity.

- How will funds received under the Workforce Investment Act be used to leverage other federal, state, local and private resources to maximize the effectiveness of such resources and expand the participation of business, employees, and individuals in the local workforce investment system? *[WIA §112(b)(10)]*

Funds received under the WIA Act will be leveraged through such means as co-enrollment of participants, use of the resource room and common space at the workforce centers, sharing of costs by the partners per the MOU's, and OJT contracts with employers.

- Describe the ITA system and the procedures for ensuring that exceptions to the use of ITAs, if any, are justified under WIA §134(d)(4)(G)(ii) and 20 CFR 663.430. *[20 CFR 661.350(a)(5)]*

The Individual Training Account (ITA) system is used by participants who are eligible for training services and choose to attend training. However, WIA funds will not be used to pay for training costs when grant assistance from other sources are available. A case manager uses the ITA request form to determine a participant's financial need. The individual selects the course of study from the eligible training provider list. The individual must have made application and received a determination from other funding sources and present the award letter to the case manager to show the monetary amounts of unmet financial need. He/she must also present a statement of how much the family will be able to contribute to the cost of the training. Consideration of all available funds, excluding loans, will determine the person's overall need for WIA funding. The ITA may be used to cover expenses for tuition, books, fees, supplies and/or tools.

The Training Application Review Committee composed of five persons appointed by the WIA Program Director reviews the ITA request. Any three of the five committee members can be used to document approval and initial the ITA request form. The amount of monies available from all sources, the financial status of the family, and the potential of the applicant prior to a determination of qualification are also taken into consideration. If approved, the ITA is completed by the case manager and sent to the eligible training provider (ETP). The ETP bills the WIA Program each semester, and the participant is informed of the account balance at his/her monthly meeting with the case manager. ITA's may be adjusted up or down based upon case necessity. ITA's are not issued if the training program is not on the Arkansas Consumer Report System (ACRS) list.

Other than through ITA's, training services will be provided through the competitive method of procurement except in the cases of the following, which will use contracts: OJT and customized training. These will be decided on a case-by-case basis that best serves the customer.

- Describe any limits on ITAs as established by local board policies, in accordance with 20 CFR 663.420. *[20 CFR 663.420(c)]*

The limit established by the local board is \$8,000 per participant per year.

- If the local board has determined that there are an insufficient number of eligible providers in the local area to accomplish the purpose of a system of ITAs, describe the process to be used in selecting the providers under a contract for services. This process must include a public comment period for interested providers of at least 30 days. *[20 CFR 663.430(a)(2)]*

The local board has determined that there are a sufficient number of eligible providers in the local area.

E. COORDINATION AND NON-DUPLICATION

- Describe how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities, as appropriate. *[WIA §118(b)(5); Act 1125 §12(b)(5); 20 CFR 661.350(a)(6)]*

WIA activities carried out in the local area with statewide rapid response activities are coordinated through the Workforce Center Operator upon notification of DWS that a mass layoff is to occur. Workforce Center staff participates in the initial planning meeting coordinated by the Governor's Dislocated Worker Task Force. The planning meeting is attended by representatives of the company, local community leaders and various state agencies to discuss the services needed for the affected workers.

After the planning meeting, a Worker Assistance Workshop is scheduled for workers being dislocated. The workshop includes information presented by a variety of agencies, including the workforce center, on issues which affect the laid-off employees and the services available to them. Customers are enrolled in WIA services as appropriate.

- Describe how coordination with Job Corps, Youth Opportunity Grants, and other youth programs in the local area will occur. *Note the limitation on use of funds in WIA §129(c)(6)(B). [WIA §112(b)(18)(C)]*

Coordination with these groups will occur through referrals and co-enrollment.

- Describe the local plan for avoiding duplication of services. *[WIA §112(b)(8)(A)]*

In order to avoid duplication of services while still ensuring that eligible participants receive the services they need, staff of all partners involved in the workforce centers meet and discuss services offered. This increases coordination and helps eliminate duplication. Case managers avoid duplication by using the Arkansas Job Link (AJL) website to view the services being provided by the partner agencies.

Partners are co-located in workforce centers and with the “Operator” being a consortium, management responsibilities are shared. This assures that duties are divided up to make better use of resources. Through shared duties and responsibilities of the consortium team, integration of services is enhanced and duplication of services is reduced.

- Describe the business service team and how the team will be used to coordinate services to employers.

The business service team consists of a Business Services Coordinator who serves as the point of contact with employers in the area and as the leader of the business service team. The team consists of representatives from each partner in the center and is responsible for developing strategies to meet the employer needs.

F. PROFESSIONAL DEVELOPMENT AND SYSTEM IMPROVEMENT

- Describe how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants. *[WIA §118(b)(2)(A); Act 1125 §12(b)(2)(A); 20 CFR 661.350(a)(3)(i)]*

Because of the waiver to extend initial eligibility requirements, exempt providers are not required to submit performance data. Non-exempt providers must meet the State minimum eligibility requirement for performance. Those who do not meet minimum requirements are not added or will be removed from the eligible training provider list.

- How will the local board determine the satisfaction of users of the workforce system?

A local customer satisfaction survey is made available at the Workforce Centers. The One-Stop Operator also provides a survey for customers to complete. Monitoring of the programs at each level determines if employers/participants are satisfied with the system. Resolution of complaints or grievances can also be an indicator of the satisfaction of users.

- How will the board develop and implement a continuous improvement plan based on customer feedback?

Results of the surveys, monitoring and complaints from the customers will be reviewed by appropriate staff. Feedback from the customers is considered and action is taken when appropriate. If any of the feedback from the customer results from current policies and procedures, the policies that led to the action of the customer will be reviewed to determine if a change in policy would result in better customer service. This method of instituting corrective changes would result in continuous improvement of service delivery.

- Provide a staff development plan for each classification of staff working in the workforce center to include professional development goals, priorities, and training needs. Describe the plan for cross-training of partner staff.

WIA and DWS staff meets quarterly to address professional development goals, priorities and training needs. Both groups meet monthly to address cross training needs of partner staff. Staff of DWS follows the state’s training programs. Workforce3one webinars and state webinars are attended as needed.

G. PERFORMANCE ACCOUNTABILITY

Describe and provide specific quantitative targets for the local levels of performance negotiated pursuant to WIA §136(c), to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers, and the One-Stop delivery system, in the local area. [WIA §118(b)(3); Act 1125 §12(b)(3); 20 CFR 661.350(a)(4) 20 CFR 661.350(c)]

Fiscal agent measures are not applicable. One-Stop delivery system’s performance measures are currently under negotiation. The collection and provision of eligible providers’ performance is currently waived.

WIA Requirement at Section 136(b)	PY 2012 Performance Goal
Adults: Entered Employment Rate Employment Retention Rate Average Six-Months Earnings Certificate Rate	92.5% 93.5% \$11,000
Dislocated Workers: Entered Employment Rate Employment Retention Rate Average Six-Months Earnings Certificate Rate	97.5% 95.5% \$12,200
Youth Common Measures:	

Placement in Employment or Education	79.7%
Attainment of a Degree or Certificate	76.9%
Literacy and Numeracy Gains	48.0%
W-P Requirement at Section 13(a)	PY 2012 Performance Goal*
Entered Employment Rate	63.0%
Employment Retention Rate	80.5%
Average Six-Months Earnings	\$11,350

H. WAIVER REQUESTS

Will the local area be requesting any waivers in accordance with WIA sections 117, 189, or 192 as part of this plan? If so, waiver plans should be developed in accordance with 20 CFR 661.420(c) that includes the following information for each waiver requested:

- Statutory and/or regulatory requirements for which a waiver is requested.

The local area is not anticipating requesting any waivers at this time.

- A description of the actions the local area has undertaken to remove state or local statutory or regulatory barriers.

N/A

- A description of the goals of the waiver, how those goals relate to workforce plan goals, and expected programmatic outcomes if the waiver is granted.

N/A

- A description of individuals impacted by the waiver.

N/A

- A description of the processes used to monitor implementation and ensure meaningful public comment, including comment from business and labor.

N/A

I. PLAN DEVELOPMENT AND IMPLEMENTATION

- Describe the plan development process, including a discussion of the process used by the local board, consistent with WIA §118(c) to provide an opportunity for public comment – including

comment by representatives of business and labor organizations – and input into the development of the local plan, prior to submission of the plan.

The local board and youth council met jointly in December 2012 and were asked for their input into the development of the local plan. The local plan was also discussed at the local board and youth council meetings in September 2012. Businesses, labor organizations, partner agencies, educators, and economic developers from throughout the ten-county local area are all represented on the local board and had the opportunity to comment. Preliminary findings from the statewide CEDS survey were also considered in the development. The plan was submitted to the local board and Chief Elected Officials for review, comments and approval. Public notice was placed in the newspaper allowing for a 30-day public review and comment period of the plan.

- What other organizations were involved in the development of the local plan, visions, and goals, and how were they involved? *[WIA §118(b)(7); Act 1125 §12(b)(7); 20 CFR661.350 (a)(8)]*

The White River Planning and Development District, educators, AADO CEDS Committee, local economic developers, and local workforce administrators/providers workgroup were all involved through surveys through the Statewide CEDS Program and/or meetings to develop the plan.

- What was the role of the chief elected official(s) (CEOs) in developing the Plan? *[WIA §118(a)]*

The chief elected officials reviewed and approved the plan prior to submission. They also had the opportunity to provide input through surveys through the Statewide CEDS Program.

- Describe the method used to make copies of the local plan available through such means as public hearings, the local news media, and via the Internet. *[WIA §118(c)(1)]*

A public notice was placed in the newspaper advising that the public has 30 days from that date to submit comments on the proposed plan. The plan was made available for review at the same address to which comments could be submitted: WRPDD, 1652 White Drive, Batesville, AR 72501. Interested parties could contact the WIA Administrative Director for additional information at 870-793-5233.

- Attach any public comments received. How were these comments considered in developing the local plan? *[WIA §118(c)(3); Act 1125 §12(c)(3); 20 CFR 661.345(c)]*

No comments were received. However, if any comments had been received they would have been attached to the local plan with a plan of action addressing any disagreements as needed.

**ATTACHMENTS TO THE
NCAWIB PLAN**

ATTACHMENT A

AGREEMENT

**Between the
North Central Arkansas Chief Elected Officials
And the
North Central Workforce Investment Board**

In accordance with the Workforce Investment Act of 1998 (Public Law 105-220) and Arkansas Workforce Investment Act (Act 1125), hereinafter referred to as the Act, the North Central Workforce Investment Board (hereinafter referred to as LWIB) and the North Central Arkansas Chief Elected Officials (hereinafter referred to as CEOs), hereinafter agree to be bound under the provision of this agreement by affixing the signature of the duly authorized representatives of the parties.

The CEOs have appointed, and the Governor has certified, the LWIB. The CEOs will appoint replacements for vacancies on the LWIB in accordance with the Act upon notification from the LWIB Chairman that such vacancy exists, which shall include notification when the term of a LWIB member expires. The CEOs have appointed LWIB members in a manner to ensure fair and equitable representation across the North Central area, and will appoint replacements to maintain that balance.

It shall be the responsibility of the LWIB to provide governance over the programs and operations referenced in the Act, in partnership with and with the approval of the CEOs. The LWIB will develop and submit the local Unified Plan for the North Central Workforce Investment Area, upon approval of such Plan by the CEOs. The Plan will be submitted after public comment has been obtained, with appropriate responses made to such comments, and the comments and responses included in the Plan. LWIB governance will include monitoring and reporting on the Unified Plan once the Plan has been approved by the Governor.

The LWIB is authorized to maintain staff to assist in conducting the business of the LWIB. The LWIB will prepare budgets as required and may accept contributions and grant funds for Workforce Investment programs and operations within the WIA. The LWIB has selected the White River Planning & Development District, Inc. to act as staff for the LWIB.

The LWIB staff will assist the LWIB and CEOs in solicitation and review of proposals for One-Stop operators in this area. The LWIB will ensure that One-Stop Career Centers are operated within the North Central area, with physical locations or electronic centers as best fits the Unified Plan and program operations within the area.

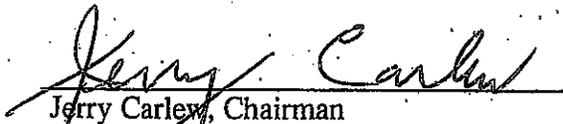
The CEOs have selected White River Planning & Development District, Inc. as the grant recipient and fiscal agent for the LWIB. WRPDD shall be bound by the Act, appropriate OMB circulars, and state and federal regulations, and will be liable for all funds received under WIA.

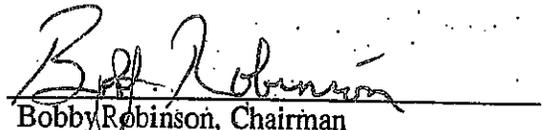
North Central Arkansas Development Council, Inc. (NADC) has been designated by the LWIB and the CEOs to provide services to Adults, Youth and Dislocated Workers under Title I of the Act. WRPDD as fiscal agent shall contract with NADC for provision of Title I services, and NADC will be liable for all funds received under such contract.

Each entity designated, contracted, or retained shall be responsible for the eligibility of participants served, and funds spent or obligated in program operation, including the extension of that liability to contractors and subcontractors receiving funds under Title I of WIA.

The LWIB shall establish such rules and by-laws as are appropriate under the Act and that are necessary to carry out its functions and responsibilities under the Act.

The CEOs and LWB hereby certify and assure that they will comply with all provisions in the Act, applicable regulations, and the policies and directives established by the Governor and the state Workforce Investment Board.


Jerry Carlew, Chairman
North Central AR Chief Elected Officials


Bobby Robinson, Chairman
North Central Workforce Investment Board

ATTACHMENT B

BY-LAWS OF THE NORTH CENTRAL ARKANSAS WORKFORCE INVESTMENT BOARD

Article I Purpose

Pursuant to Public Law 105-220, the Workforce Investment Act of 1998, and the Arkansas Workforce Investment Act, Act 1125 of 1999, a Workforce Investment Board (WIB) shall be established for the North Central Workforce Investment Area in Arkansas. The purpose of the local WIB shall be to establish policy and direction for the portion of the statewide workforce investment system within the North Central area.

Article II Location

The North Central Arkansas Workforce Investment Board shall serve the following counties in Arkansas: Cleburne, Fulton, Independence, Izard, Jackson, Sharp, Stone, Van Buren, White and Woodruff. The staff of the WIB shall be the staff of White River Planning & Development District, Inc, located at 1652 White Drive in Batesville, Arkansas.

Article III Authority

Section 1 – General Authority

The North Central Workforce Investment Board shall determine all major policies and procedures. The WIB 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 WIB, 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 private concerns or non-profit corporations as appropriate. As the contracting party, the WIB shall seek all necessary resources for the development, conduct, and administration of all activities determined to be in keeping with the goals of the WIB and in the public interest.

Section 2 – Specific Responsibilities

The WIB, with agreement of the Chief Elected Officials of the North Central Workforce Investment Area, shall:

- A. Provide policy guidance for and exercise oversight of the local employment and training activities, one-stop career development centers, and activities and services funded under the area Workforce Investment Plan.
- B. Designate or certify the entity or entities who will serve as the local grant subrecipient and one-stop operator and may terminate for cause the eligibility of the operators.
- C. Develop the area Workforce Investment Plan, and any modifications thereto, in accordance with the necessary agreements of Section II, part A above, and submission of the plan to the Governor for approval.
- D. Develop procedures for selecting service providers for youth, core, and intensive services, and select a service provider or providers to implement the workforce investment activities under the local plan.
- E. Identify eligible training providers using criteria established by the state.
- F. Negotiate agreement with local Chief Elected Officials and the Governor on developing a system of performance measures for the local areas.
- G. Assist the Governor in the development of a statewide employment statistics system.
- H. Coordinate activities funded under the local Workforce Investment Plan with economic development strategies and develop employer linkages with such activities.
- I. Promote the participation of private sector employers in the statewide workforce investment system and ensure the effective provision of activities which assist employers in meeting their hiring needs.
- J. Develop a budget for the purpose of carrying out the duties of the local board.
- K. Carry out any other responsibilities given to the local WIB by authority of Public Law 105-220 and Arkansas Act 1125.

Article IV Structure and Organization

The appointment of WIB members shall be made by the Chief Elected Officials of the North Central Workforce Investment Area. Members of the WIB shall represent both the public and private sectors, and the CEO's shall ensure minority representation on the WIB. Representatives of the private sector shall constitute a majority of the WIB members, and the chairperson shall be selected from among the private sector representatives. Public sector representatives shall be represented as follows: two members representing all area education agencies; two members representing organized labor; two representatives of a community-based organization; two members representing economic development organizations; one member representing veterans; one local school superintendent; one member representing each one-stop partner; and one member with a disability, familiar with vocational rehabilitation, who represents an organization of Arkansans with a disability, or a business person familiar with vocational rehabilitation and the needs/interests of people with disabilities. Appointment to the WIB shall be made as follows:

Section 1 – Nominations to the Board

Nominations are to be sent to the Chief Elected Official in a local area for representation on the local WIB. Members of the board that represent organizations, agencies, or other entities shall be individuals with policymaking authority within the organizations, agencies, or entities.

- A. Nominations for private sector representatives shall be made from business owners, chief executive or operating officers, or local business organizations and business trade associations. Nominees should have policy making or hiring authority, and represent businesses whose employment opportunities reflect those of the local area.
- B. Representatives of labor should be nominated by local labor federations from among their membership; or if no employees are represented by labor unions, other representatives of employees.
- C. Representatives of local educational entities, including representatives of local educational agencies, local school boards, two (2) year colleges and universities, entities providing adult education and literacy activities, and postsecondary educational institutions, should be nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities.
- D. Nominations for a veterans representative shall be made from a local post or chapter of the American Legion, Disabled American Veterans, Veterans of Foreign Wars and/or Vietnam Veterans of America through a central point named by these veterans' organizations.

- E. Nominations of other individuals or representatives of entities may be accepted as the local chief elected officials may determine to be appropriate.

Section 2 – Certification

The Northcentral Arkansas WIB shall be certified by the Governor once every two years.

Section 3 – Vacancies

Members of the WIB should be residents of the local area, and if a member moves from the area, the position becomes vacant. All vacancies must be filled using the nomination process outlined in Article IV, Section 1 above.

Section 4 – Terms of Membership

WIB members shall be appointed for fixed, staggered terms and may serve until the appointment of their successor. Members of the initial WIB shall draw for terms as follows: 1/3 of the membership shall draw two-year terms, 1/3 shall draw for three-year terms and 1/3 shall draw for five-year terms. Once the terms for the initial WIB are set, successors to those initial board members will serve three year terms. Members may be eligible for reappointment as long as they remain eligible for nomination.

Section 5 – Removal of Members

Members may 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 WIB 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 WIB or its subgrantees.
- C. Discourtesy to the public while representing the WIB 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.

Section 6 – Officers, Committees, and Staff

- A. Officers – The officers of the WIB 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 shall be selected from representatives of private business.

- B. Committees – Standing committees shall be appointed by the Chairperson. Such committees shall include, but not be limited to, an Executive Committee, a Planning Committee, a Performance Committee, and others as deemed necessary. Responsibilities shall be assigned to the committees by the members. The Executive Committee is authorized to act on emergency business during interim periods between regularly scheduled WIB meetings and their actions are subject to approval by the full WIB at the next regular meeting.
- C. Staff – The WIB will utilize the staff of White River Planning & Development District Inc. in the necessary conduct of business.

Article V Meetings

Section 1 – Meetings

The WIB shall meet at least once every quarter at a time and place chosen by the WIB. Other special meetings may be called at the discretion of the Chairperson, or by a majority of the WIB members. Meetings will be publicly announced in advance, and shall be open to the public. The WIB's rules of conduct for meetings will be Robert's Rules of Order.

Section 2 – Quorum

A quorum of the WIB shall be a majority of the total membership. A quorum shall be necessary for the transaction of any official business, except that a two-thirds vote of the entire membership of the Board shall be required for amendment to the by-laws. A member may assign by proxy his voting authority to any other WIB member and proxy forms shall be allowed in the determination of a quorum.

Section 3 – Agenda

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

Section 4 – Open Meetings

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

Section 5 – Voting

Each member of the WIB shall be eligible to vote on all matters before the WIB. No member may vote or discuss an item of the agenda if he/she or the agency or company he/she represents will benefit from the passage or failure of the item.

Article VI Official Records

Section 1 – Official Records

The WIB 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 WIB. An annual audit of all accounts or records of the WIB 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 WIB. The WIB may maintain any other records deemed necessary by the WIB. The Chairperson and Secretary shall have the authority to sign all legal covenants of the WIB.

Section 3 – Funds Disbursement

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

Section 4 – Bonding

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

Article VII Compensation

Members of the WIB shall not receive any salary or wages for their services, but may be reimbursed for any out-of-pocket, reasonable expenses incurred on behalf of the WIB, including the cost of attending official WIB meetings.

ATTACHMENT C

North Central Workforce Investment Area

Grievance Procedures

Grievances or complaints involving local activities should follow these grievance procedures and should be addressed to: Executive Director, White River Planning & Development District, P.O. Box 2396, Batesville, AR 72503. Grievances or complaints involving statewide activities should be sent by certified mail, return receipt requested, to the Executive Director of the Arkansas Workforce Investment Board at PO Box 2981, Little Rock, AR 72203.

All complaints with the exception of those alleging fraud or criminal activity must be filed within one year of occurrence.

The name of the complainant will be kept confidential whenever possible, but may be subject to the Arkansas Freedom of Information Act.

No person, organization or agency may discharge or in any other manner retaliate against any person because that person has filed a complaint, instituted any proceeding related to the Workforce Investment Act, testified or is about to testify in any proceeding or investigation, or provided information or assisted in an investigation.

Complainant's statement must include:

- ✓ The full name, telephone number and address of the person making the complaint.
- ✓ The full name and address of the entity or person against whom the complaint is made.
- ✓ A clear and concise statement of the facts, including pertinent dates, constituting the alleged violation.
- ✓ The provisions of the Workforce Investment Act of 1998, Act 1125 of 1999, regulations, a grant, or other agreements under WIA Title I believed to have been violated.
- ✓ A statement disclosing whether proceedings involving the subject of the request have been commenced or concluded before any federal, state, or local authority, and if so, the date of the commencement or conclusion and the name and address of the authority.

Upon receipt of the complaint, the Executive Director or designee will acknowledge receipt of the grievance to all parties by certified mail, return receipt requested. The acknowledgement of receipt of the grievance will:

- ✓ Outline the steps to be taken to resolve the matter.
- ✓ Notify all parties of the right to request a hearing.
- ✓ Advise of attempt to reach an informal resolution.
- ✓ Provide a synopsis of issues to be decided.

The North Central Workforce Investment Board will be consulted on all grievances or complaints. A written decision will be made within 60 days of receipt of the grievance or complaint. If requested, a hearing will be held within those 60 days. The hearing will be informal. Technical rules of evidence will not apply and hearsay evidence will be admissible at the discretion of the hearing examiner. Hearings will be held at a time and place designated by the Executive Director, in agreement with the LWIB, after reasonable written notice has been sent to the parties and the witnesses. The party requesting the hearing will have the burden of establishing the facts and entitlement to the relief requested. The respondent will cooperate by making available any person under their control or employ to testify, if these persons are requested to testify by the complainant, and to release requested documents relevant to the issue after the requesting party has established that such testimony/documentation is relative and not cumulative. Either party or representative will have the opportunity to question any witness. A verbatim record or tape recording will be made of the proceeding. A written decision will be made by the Executive Director or designee, after consultation with the LWIB.

If a hearing is not requested, the Executive Director or designee will conduct an administrative fact-finding investigation, with the collaboration of the LWIB. Such investigation will include: opportunities for all parties to submit an in-depth position statement, including documentary supportive data and/or records; access to and review of appropriate official records; interview of principal parties and opportunity for all parties to offer rebuttal to information received; a written decision.

A written decision will be sent by certified mail, return receipt requested, and will contain the following: a statement assuring that all steps included in the grievance/complaint procedures have been adhered to; issues being decided; statement of facts; reasons for the decision; remedies to be offered if appropriate; a summary and advisement of the right to appeal the decision.

When either party is dissatisfied with the local decision or when no decision has been made within 60 days, either party may appeal to the Arkansas Workforce Investment Board through its Executive Director at the address listed above. A training provider, including a provider of on-the-job training or customized training, that has been denied eligibility or has had eligibility terminated may appeal to the state WIB within 60 days of the decision. The appeal must be sent by certified mail, return receipt requested, to the Executive Director of the state WIB within 60 days of the original decision, or in a case where a local decision was not made in 60 days, within 120 days of the date the complaint was originally filed. The Executive Director of the state WIB will contact the local board director or administrator and investigate the appeal. Procedures outlined in this section shall apply to appeals, except as follows: a decision made under the state appeal process concerning a training provider (including on-the-job training and customized training), may not be appealed to the Secretary of Labor.

Complaints of discrimination from participants and other interested parties will be handled in accordance with WIA section 188(b) and the Department of Labor non-discrimination regulations implementing that section. Questions about or complaints alleging a violation of the nondiscrimination provisions of WIA section 188 may be mailed to the Director, Civil Rights Center, US Department of Labor, Room N4123, 200 Constitution Avenue NW, Washington, DC 20210. A complaint may be made directly to the Secretary of Labor if a WIA Title I recipient has discharged or in any other manner discriminated against a participant or against any individual in connection with the administration of the program involved, or against any such individual because such individual has filed any complaint or instituted or caused to be instituted, any proceeding under or related to this title, or has testified or is about to testify in any such proceeding or investigation under or related to this title, or otherwise unlawfully denied to any individual a benefit to which that individual is entitled under the provisions of this title or the Secretary's regulations. In this case, the Secretary shall take such action or order such corrective measures as necessary, within 30 days.

Information and complaints involving criminal fraud, waste, abuse or other criminal activity must be reported immediately through the Department of Labor's Incident Reporting System to the DOL Office of Inspector General, Office of Investigations, Room S5514, 200 Constitution Avenue NW, Washington, DC 20210, or to the corresponding Regional Inspector General for Investigations, with a copy simultaneously provided to the Employment and Training Administration. The Hotline number is 800-347-3756.

Testing for use of controlled substances is not part of the Arkansas Workforce Investment system; therefore, an appeal process for this procedure is not established at this time.

Job Corps has a separate appeal procedure which is available upon request from the administrative entity, White River Planning and Development District, at the address listed above.

ATTACHMENT D

WHITE RIVER PLANNING & DEVELOPMENT DISTRICT BOARD OF DIRECTORS

Judge Stacey Avey
Exec. Board 1st Vice-
President
107 W. Main, Suite C
Mountain View, AR 72560

Regina Burkett, President
Augusta Chamber of
Commerce
15 S. 2nd Street
Augusta, AR 72006

Rawlins Collerain
P.O. Box 1037
Fairfield Bay, AR 72088

Mayor Rick Elumbaugh
Exec. Board Treasurer
500 E. Main Street
Batesville, AR 72501

Judge Roger Hooper
P.O. Box 60
Clinton, AR 72031

Jim Kelley
600 N. 9th
Augusta, AR 72006

Edwin Luther
P.O. Box 1318
Mtn. View, 72560

Sonny Blackwell
209 Country Club Road
Bald Knob, AR 72010

Jerry Carlew
1604 Eastern Avenue
Newport, AR 72112

Judge Charles Dallas
Exec. Board Member
P.O. Box 300
Augusta, AR 72006

Larry Goodwin
1494 Nelsonville Road
Smithville, AR 72466

Judge Brenda Hunt
301 W. Main
Heber Springs, AR
72543

Garry Lawrence
137 Iroquois Drive
Cherokee Village, AR
72529

Mayor Jackie McPherson
1001 W. Main Street
Heber Springs, AR
72543

Judge Larry Brown
Exec. Board Member
P.O. Box 97
Ash Flat, AR 72513

Nick Coleman
P.O. Box 426
Salem, AR 72576

Boris Dover
1325 Harrison Street
Batesville, AR 72501

Judge Robert Griffin
Exec. Board Member
192 E. Main
Batesville, AR 72501

Jim Jackson
300 W. Main
Heber Springs, AR
72543

Judge Michael Lincoln
300 N. Spruce
Searcy, AR 72143

John E. Miller
P.O. Box 1099
Melbourne, AR 72556

ATTACHMENT D

**WHITE RIVER PLANNING & DEVELOPMENT DISTRICT
BOARD OF DIRECTORS**

**Mayor David Morris
Exec. Board Secretary
401 W. Arch
Searcy, AR 72143**

**Judge Jeff Phillips
208 Main Street
Newport, AR 72112**

**Mayor Roger Rorie
P.O. Box 970
Clinton, AR 72031**

**Judge David Sherrell
Exec. Board Member
P.O. Box 327
Melbourne, AR 72556**

**Mayor Ron Sterling
P.O. Box 360
Mtn. View, AR 72560**

**Mayor David Stewart
Exec. Board President
615 3rd Street
Newport, AR 72112**

**Richard White
716 Spruce Street
Augusta, AR 72006**

**Dennis Wiles
Exec. Board Member
402 Isabella Lane
Horseshoe Bend, AR
72512**

**Judge Charles Willett
P.O. Box 278
Salem, AR 72576**

**Rep. Tommy Wren
P.O. Box 943
Melbourne, AR 72556**

**Darrell Zimmer
P.O. Box 278
Salem, AR 72576**

ATTACHMENT D

BY LAWS OF WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

SECTION 1. ELIGIBILITY FOR MEMBERSHIP TO DISTRICT

Sufficient action establishing intent to join said District shall be such action as is required by the local laws of the governing body of each municipality, and also as may be required by applicable state law for inter-municipal organizations.

SECTION 2. BUDGET AND SHARING OF COSTS OF DISTRICT

The District Board of Directors shall adopt an annual budget. The member counties shall pay annually to the District budget a fair share on a pro rata basis to be agreed to by the members.

Failure to pay such assessment by any member within ninety (90) days of receiving notice from the District of its being due shall be grounds for revocation of membership in the District of the delinquent member.

SECTION 3. LENGTH OF TERMS OF MEMBERS OF BOARD OF DIRECTORS

The terms of the members of the Board of Directors shall be three (3) years; except that at the inception, one-third of the Board shall serve for a period of one year, one-third for two years, and one-third for three years, as shall be determined by lot and/or vote.

SECTION 4. MEETINGS

A. Meetings of the Board of Directors shall:

1. Take place at least once a quarter or
2. On call of a majority of the members of the Executive Committee.

B. Meetings of the Executive Committee shall:

1. Take place at least once a quarter (in addition to the quarterly Board of Director's meetings).
2. On call of the President of the Executive Committee.

C. Said meetings shall be on call by the President and shall require at least five days written notice to the members of the Board of Directors or Executive Committee.

SECTION 5. QUORUM

A quorum shall be present at any meeting for either the Board of Directors or the Executive Committee with the presence of a simple majority of the membership. Proxy's may be used to gain a quorum.

SECTION 6. VOTE REQUIRED FOR ACTION BY BOARD OF DIRECTORS

Any action of the Board of Directors may be taken by a simple majority vote of the Board with a quorum present, except that a two-thirds vote of the entire membership of the Board of Directors shall be required for approval of annual or supplemental budget, expulsion for cause of a member of the District, acceptance of withdrawal of a member from the District, admission of a new member to the District, or amendment to the Articles of Organization or By-Laws of the District. The Board of Directors shall have the prerogative to delegate to the Executive Committee the foregoing actions. If so, a two-thirds vote of the Executive Committee is required.

SECTION 7. VOTE REQUIRED FOR ACTION BY EXECUTIVE COMMITTEE

The same requirements of a majority for action by the Executive Committee shall apply as pertaining to the Board of Directors.

SECTION 8. ELECTION OF MEMBERS TO THE EXECUTIVE COMMITTEE AND DUTIES OF MEMBERS

The members of the Executive Committee shall be elected by the membership of the board of Directors and shall have the indicated duties.

A. President - The President shall preside at all meetings of the Board of Directors and the Executive Committee, and shall perform such other duties as may be assigned to him by action of the Board of Directors or Executive Committee.

- B. 1st Vice President - In the event of the absence or inability of the President, the Vice President shall act as President.
- C. 2nd Vice President - In the event of the absence or inability of the President or the 1st Vice President, the 2nd Vice President shall act as President.
- D. Secretary - The Secretary shall (a) keep minutes of the proceedings of the Board of Directors and the Executive Committee in appropriate books provided for that purpose; (b) see that all notices are duly given as required by law, regulation or the By-Laws of the District; and (c) in general, perform all the duties incident to the office of Secretary, and such other duties as may be assigned or delegated to him by the President, the Board of Directors or the Executive Committee.
- E. Treasurer - The Treasurer shall (a) have general charge and custody of, and be responsible for, all funds of the District. Deposit all monies received in the name of the District in such banks, or other depository as may be designated by the Board of Directors; (b) keep correct and complete books and records of account; and (c) perform such other duties as may be assigned to him by the Board of Directors.
- F. Minority Representative - A minority representative shall be elected by the minority members of the WRPDD Board of Directors to serve on the Executive Committee. As the position implies, he shall represent the interest of the minority population of the WRPDD as well as perform other duties as assigned by the Board of Directors.

Said officers shall provide such bond as may be required by the Board of Directors. Such bond will be paid for by the White River Planning and Development District.

SECTION 9. DUTIES OF THE EXECUTIVE COMMITTEE

As a general guide, the Executive Committee shall have the following functions, duties and responsibilities:

- A. To prepare and submit to the Board of Directors an annual budget for its action and approval.
- B. To hire an executive director subject to approval of the Board of Directors.
- C. To appoint advisory committees to the Board of Directors, subject to board approval, to assist in carrying out the purposes, functions, duties and responsibilities of the District as outlined in the Articles of Organization of this District.
- D. Recommend to the Board of Directors on the acceptance or rejection by the District of any gifts, contributions and donations offered to the District.
- E. Take such other actions, make recommendations and formulate policy on those matters which may be delegated to it, by the Board of Directors which will best effectuate and carry out the PURPOSES AND FUNCTIONS for which this District is created and as outlined in the Articles of Organization.

SECTION 10. REQUIREMENTS FOR PERIODIC REPORTS

No less than once annually, the Board of Directors shall report comprehensively to its membership, the Governor of the State of Arkansas, and the Director of the Economic Development Administration, and shall have such other reports prepared as may be required by federal, state or municipal law or regulation as may be required other than under these Articles of Organization and By-Laws.

SECTION 11. OBLIGATION FOR DUES ON WITHDRAWAL OR ADMISSION

In the event of withdrawal by a member from the District, said member shall be entitled to no return of any annual dues or portion thereof, hitherto paid; in the event of admission of a new member during the fiscal year, said new member

shall pay a pro rata share of the annual dues required for the balance of the fiscal year yet remaining.

SECTION 12. PUBLICATION OF PROCEEDINGS

The minutes of the meetings of the Board of Directors and the Executive Committee shall be published as required for local government units by the laws of the State of Arkansas.

SECTION 13. FISCAL YEAR

The fiscal year for the District shall be the fiscal year coinciding with that of the United States Government.

SECTION 14. RULES FOR PARLIAMENTARY PROCEDURE

Robert's Rules of Order shall govern on all matters of parliamentary procedure.

RESOLUTION NO. 5 -78

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT

WHEREAS, the White River Planning and Development District By-laws call for: 1) Three year terms for members of the Board of Directors (Section 3); and 2) Fiscal year for the District shall be the fiscal year coinciding with that of the United States Government (Section 13); and

WHEREAS, the Board of Directors wishes to institute two year terms for Board members and make permanent the District fiscal year of July 1 through June 30.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the White River Planning and Development District that the changes noted in the preceding paragraph be accepted and incorporated into the corporate by-laws.

February 14 - 1978
DATE

J. C. Coe
PRESIDENT

Greta J. Wallis
ATTEST

[Signature]
EXECUTIVE DIRECTOR

Expires 1-1-81

ATTACHMENT D WHITE RIVER PLANNING & DEVELOPMENT DISTRICT ORGANIZATIONAL CHART

Board of Directors
Mayor David Stewart
President

Executive Director
Van C. Thomas

Child Care Programs

Debbie Webb
Director
ChildCare Aware of
Northcentral Arkansas

Jill Dockins
Director
Child Care
Food Program

Workforce
Investment Act
Program
Lynn Haas
Director

Gayle Yates
EO Officer

Community
Development
Programs
Mizzi Hargan
Director

Carrie McIntosh
Community Dev.
Grants Asst.

Economic Dev.,
Planning & Solid
Waste Programs
Jan Smith
Director

Sarah Sexton
Recycling &
SW Coordinator

Support Staff
Bobbie Jo Haley
Office Manager

Fiscal Staff
Bill Ray
Fiscal Officer

Bobbie Jo Haley
WRPDD
Fiscal Clerk

Debbie Mize
Childcare Health
Coordinator /
Infant-Toddler
Specialist

Reagan Miller
Childcare Referral
Specialist

Amy Pinkston
Resource Manager

Carol Crockett
Satellite Office Manager

Aimee Sexton
Community Dev.
Grants Asst.

Mike Clark
Solid Waste
Coordinator &
Business Dev. Dir.

Gayle Yates
WRRSWM/ MC
Fiscal Clerk

ATTACHMENT E

NORTHCENTRAL ARKANSAS DEVELOPMENT COUNCIL, INC.
 BOARD MEMBER LIST
 2012-2013

<u>Name& Address</u>	<u>Group</u>	<u>Elected</u>	<u>Term Expires</u>
Fulton County			
Hon. Charles Willett P.O. BOX 278 Salem, AR. 72576	Public	Position (2006)	
Carolyn Lewis 201 Bay Creek Road Sturkie, AR. 72578	Private	3/12	3/15
Darla York P.O. Box 940 Salem, AR. 72576	Private	3/10	3/13
Dixie Harris PO Box 814 Salem, AR. 72576	Target	3/12	3/15
Jake Hardin 150 Country Home Lane Camp, AR. 72520	Target	2/11	2/14
Independence County			
Hon. Robert Griffin 192 East Main Street Batesville, AR. 72501	Public	2/11	Position
Harold Wilson 2919 East Main Street Batesville, AR. 72501	Public		Position
Willie Strong PO Box 3494 Batesville, AR. 72503	Private	2/11	2/14
Patty Cash 1692 N. Hill Street Batesville, AR. 72501	Private	2/10	2/13
Barbara Taylor PO Box 16 Sulphur Rock, AR. 72579	Target	2/12	2/17

ATTACHMENT E

NORTHCENTRAL ARKANSAS DEVELOPMENT COUNCIL, INC.
 BOARD MEMBER LIST
 2012-2013

Tammy Spurlock 2237 Highway 354 Evening Shade, AR. 72532	Target	3/12	3/15
James Wyatt 321 Homewood Village Apt. D Ash Flat, Ar. 72513	Target	2/11	2/14
<u>Stone County</u>			
Willie Fay Ivy 107 W. Main Suite C Mtn. View, AR. 72560	Public	Position (2004)	
Hon. Clara Ramsey 7282 Roasting Ear Road Fifty-Six, AR. 72533	Public	Position (1998)	
Virginia Wood 22802 Highway 14 east Mtn. View, AR. 72560	Private	2/09	2/14
Ruby Nell Fulks 28144 Highway 14 East Pleasant Grove, AR. 72567	Private	2/12	2/17
Roger Forshee 28077 Hwy 14 east Pleasant Grove, AR. 72567	Target	2/09	2/14
Junior Golden PO Box 732 Mtn. View, AR. 72560	Target	2/09	2/14

ATTACHMENT E

AMENDED
BY-LAWS
of

NORTHCENTRAL ARKANSAS
DEVELOPMENT COUNCIL INC.

ARTICLE I

The name of this nonprofit corporation is Northcentral Arkansas Development Council Inc. (NADC, Inc.)

ARTICLE II

The period of duration for which this corporation is organized and incorporated shall be perpetual.

ARTICLE III

This corporation is organized exclusively for charitable and educational purposes, which include the following:

- (a) To develop and administer a community action program for the area region of north central Arkansas.
- (b) To support any other area and/or county projects that will aid in the social and/or economic development of the aforementioned geographical area.
- (c) To provide programs that assist low income individuals and families to become self sufficient.

ARTICLE IV

The principal place of business or main office of the corporation shall be Batesville, Arkansas.

ARTICLE V

Section 1. The business and property of the corporation shall be managed by a board of thirty (30) directors. This board will be made up of six (6) members from each county who will be representatives of and elected by the following:

Public Officials

Elected public officials, or their representatives, comprise one-third (1/3) of the board. The designating officials of local governments shall select the public officials to serve on the board. In the event that there are not enough elected public officials reasonably available and willing to serve on the board, the designating officials may select appointed public officials to serve on the board. Both the elected and the appointed public officials selected to serve on the board shall have either general governmental responsibilities or responsibilities which require them to deal with poverty related issues. They may not be officials with only limited, specialized or administrative responsibilities.

Each public official selected to serve on the board may choose one permanent representative to serve on the board either full time in his/her place or whenever he/she is unable to attend a meeting. These representatives need not be public officials themselves, but they shall have full authority to act for the public officials whom they represent at meetings of the board.

If the public officials, both elected and appointed, who are willing to serve do not comprise one-third of the board, then the remainder of the seats allocated to public officials shall remain vacant. However, the designating officials may fill these seats at any time, as soon as an official is willing to sit on the board.

Target Groups

One-third (1/3) of the board will be comprised of target group representatives. Economic conditions being approximately uniform throughout the agency's service area, no geographic areas are identified as "target areas" for purposes of specific emphasis. Two target group representatives from each county are to be selected at public meetings to be held in each county. Target representatives need not be poor themselves, but participation in the selection of target group representatives will be restricted to only those individuals who are being served or are eligible to be served by this organization.

Eligibility to vote will be established by self-declaration of the county residents at the general meetings.

Every effort will be made to insure that all active or eligible program participants have the opportunity to attend and participate. Transportation will be provided when necessary.

Private Groups

The remaining one-third (1/3) of the board shall be made up of two members from each county who represent private groups and interests. The board shall draw representation from among private social service organizations, constituencies of the poor concerned with specific problems,

private educational institutions, and from business, industry and labor organizations within the community. Representation, of these will be approximately one-third private social service organizations and constituencies of the poor, one-third private educational institutions, and one-third representatives of business, industry and labor. As vacancies occur on the board at the normal rate of approximately one-third of the positions each year, the directors will determine which interested groups should be asked to select representatives to serve on the board. Invitations to fill vacancies will be extended first to private groups having not had previous or recent representation.

With a 30 member board all areas will usually be represented. If enough seats are not available for all segments to be represented, the board will rotate the representatives.

If a private group feels themselves inadequately represented they may petition the board for a seat as outlined In Article IX of these By-Laws.

Section 2. The directors shall be elected for a period of three (3) years. Public officials or their representatives, serve at the pleasure of the designating officials and as long as the public official is currently holding office. Representatives of the poor and of private organizations may serve up to five consecutive years, but no more than a total of ten years. After serving five consecutive years, a representative of the poor or of a private organization may not serve on the board in any capacity for at least one full year.

Section 3. Regular meetings of the board of directors shall be held quarterly at a time to be determined at the first meeting of the board. All meetings of the board of directors will be held at a time and place convenient to all parties concerned, especially program participants and potential participants.

Section 4. Special meetings of the board of directors may be called by the chairman or by petition from a majority of the members of the board. Notice of all special and regular meetings shall be mailed to each board member and other interested parties, which will include all newspapers within the area, so as to be received at least seven (7) days prior to such meetings. This notice shall specify the purpose of such meetings, place to be held, date to be held and time to be held.

Section 5. A quorum for the transaction of business at any regular or special meetings of the directors shall consist of at least fifty percent (50%) of the total nonvacant membership of the board.

Section 6. There shall be no proxy voting for members of the board of directors.

Section 7. All vacancies upon the board of directors shall be filled as prescribed in Section 1 of this Article. Elections will be held prior to program year end date (February 28) of each year, and all directors so elected shall take office at the next regular board meeting following their election.

Section 8. Private and target board members may be removed from his/her position by a majority vote of the board providing cause for removal can be shown. Cause for removal could include failure to attend board meetings (three consecutive meetings missed) and/or using his/her position on the board for purposes other than furthering the objectives of the corporation, cessation of residency in the service area, or the request of the group having designated that representative if he/she ceases to be a part of the group.

Section 9. The powers and responsibilities of the board of directors include the following:

- (a) To appoint and supervise the Executive Director;
- (b) To delegate to the Executive Director the authority to oversee the day to day operations of the agency.
- (c) To determine major personnel, organization, fiscal and program policies and insuring their implementation;
- (d) To determine overall program plans and priorities for the organization, including provisions for evaluating progress against performance;
- (e) To make final approval of all program proposals and budgets;
- (f) To enforce compliance with all conditions of grants;
- (g) To oversee the extent and the quality of the participation of the poor in the programs of the organization;
- (h) To determine rules and procedures for the governing board;
- (i) To select the officers and the executive committee, if any, of the governing board.

Section 10. Board members must reside within the county they represent.

Section 11. The board of directors shall cause to be observed and are themselves subject to the following minimum standards:

- (a) Shall not accept gifts, gratuities, favors or anything of monetary value;
- (b) Shall not have a financial interest in any contract of the agency. This shall not be construed to deny services provided to a person otherwise eligible to receive such services;

- (c) No member of the board of director's family shall be employed by the agency. For the purpose of these requirements, an immediate family shall be defined as follows: Husband, Wife, Father, Father-in-law, Mother, Mother-in-law, Brother, Brother-in-law, Sister, Sister-in-law, Son, Son-in-law, Daughter and Daughter-In-law.

Section 12. The board secretary shall keep for each meeting minutes which include a record of votes on all motions. Minutes of the previous meeting shall be distributed to all members before the next meeting, and shall be made available to the public upon request. Translation of minutes will be available upon request where a significant portion of the poverty population does not speak English.

Section 13. Reimbursement to all members of the board for expenses are permitted. Regular compensation to members for their services on the board is not permitted.

ARTICLE VI

Section 1. The officers of the corporation and the board of directors shall be a chairman, vice-chairman and secretary.

Section 2. The officers of the corporation will be elected at the first regular meeting after program year end date (February 28) for a term of one (1) year. They will take office immediately and will serve until their successors are duly elected and qualified.

Section 3. Only directors of the corporation will be eligible to serve as chairman and/or vice-chairman.

Section 4. The chairman shall preside at all meetings and perform whatever other duties that may be assigned to him/her by the directors.

Section 5. The vice-chairman shall preside in the absence of the chairman and perform other duties as assigned by the directors.

Section 6. The secretary shall issue notice of all meetings of the board of directors and shall keep minutes of such meetings. He/she may also have other duties as assigned by the directors.

Section 7. All meetings of the board are open to the public. The board may vote to enter executive session for the purpose of considering and acting upon issues affecting specific personnel.

Section 8. Procedural matters not otherwise governed by the By-laws or by specific action of the board will be governed by Robert's Rules of Order.

Section 8. The board of directors may establish any other committees It considers necessary to carry on Its business. The composition of these committees shall fairly reflect the composition of the full board.

ARTICLE VIII

The funds of the corporation shall be deposited in such banks or trust companies as the directors shall designate and shall be withdrawn only upon the check or order of such persons as the directors may designate.

ARTICLE IX

Section 1. In the event a representative of any group, especially the poor, feel themselves inadequately represented on the board of directors of this agency, they may petition for adequate representation on this board by following the procedure hereinafter set out:

- (a) A petition bearing the signatures of no less than twenty (20) persons belonging to the group concerned stating that they are not adequately represented shall be submitted to the board of directors.
- (b) The board of directors shall select a committee comprised of representatives from each category of representation on the said board. The duties of this committee shall be to determine the validity of the petition and the merits of the complaint. The committee shall within fifteen (15) days file a report with the secretary of the board with its recommendations. A copy of said report shall be simultaneously sent to the spokesman for the group filing the petition and to all agencies having fiscal responsibility in the affected programs.
- (c) At the next meeting of the board of directors following the date of filing of the committee report, the entire board of directors shall determine the adequacy of the representation of the group which presented the petition. During its deliberation, the board shall allot time for the spokesman of the petitioning group to reply to the report of the committee. The reply may be either verbal or in writing.
- (d) The board shall then vote to determine if representation or additional representation shall be given to the petitioning group. If it is determined that additional representation is needed, then the board shall also determine how many representatives shall be chosen, how they shall be chosen and shall do all other things necessary to effect the immediate implementation of those decisions, including amendment of Articles of Incorporation or By-Laws as necessary.

ARTICLE X

In the event of dissolution of this corporation, its property and other assets shall be disposed of according to State, Federal, and local laws and regulations of funding agencies governing a corporation which qualifies for exemption under Section 501(c)(3) of the Internal Revenue Code. In no case will any distribution of property or other assets be made to any individual.

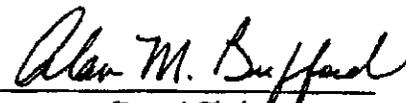
ARTICLE XI

Section 1. Amendments to the constitution and/or By-Laws may be made by a vote of a majority of the directors. A written report of such amendments will be furnished to all local, state, and federal agencies providing funds to the corporation.

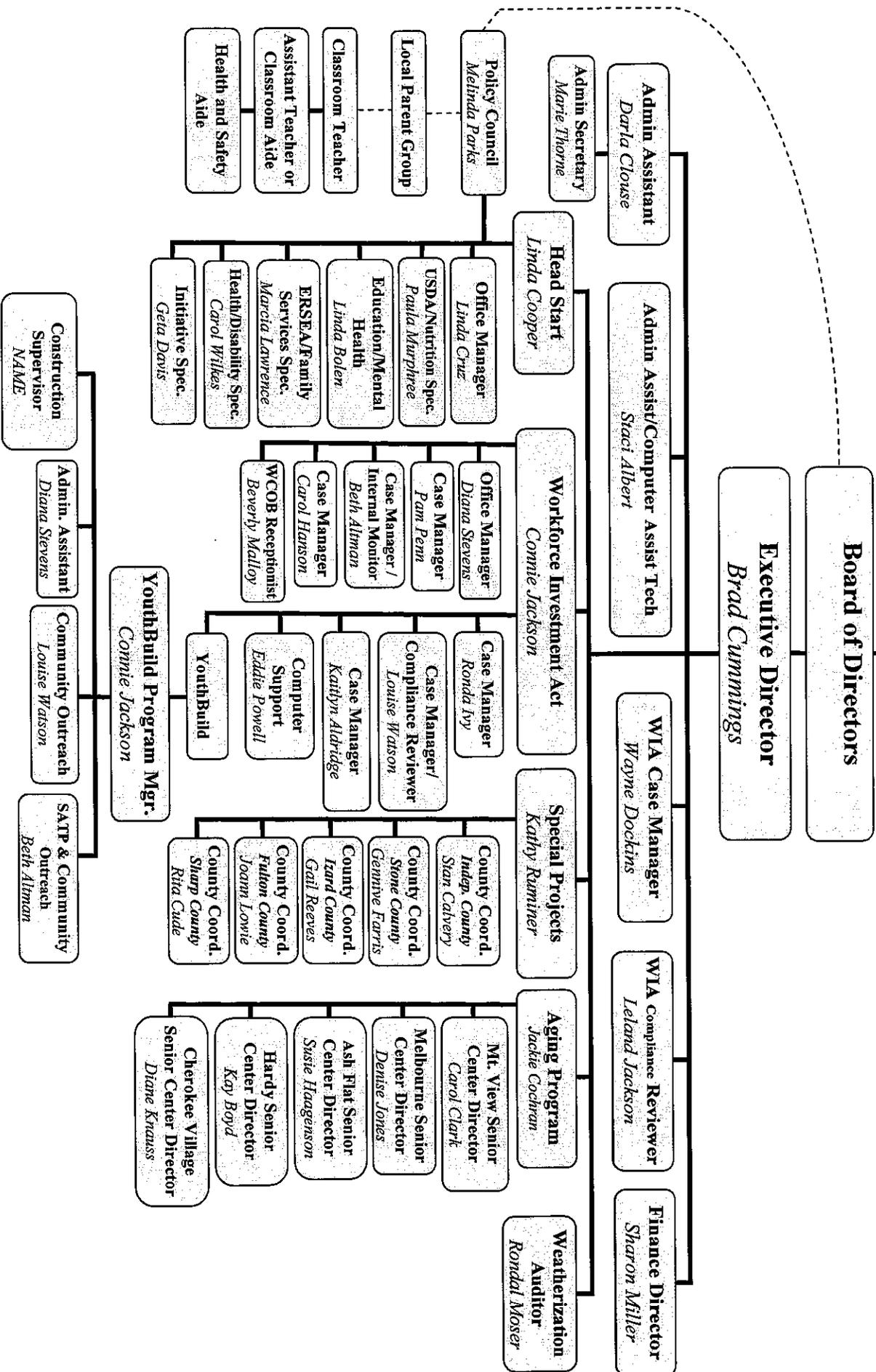
Section 2. These By-Laws shall become effective immediately after being approved by a majority of the directors of this corporation.

Section 3. All By-Laws previously adopted are hereby repealed.

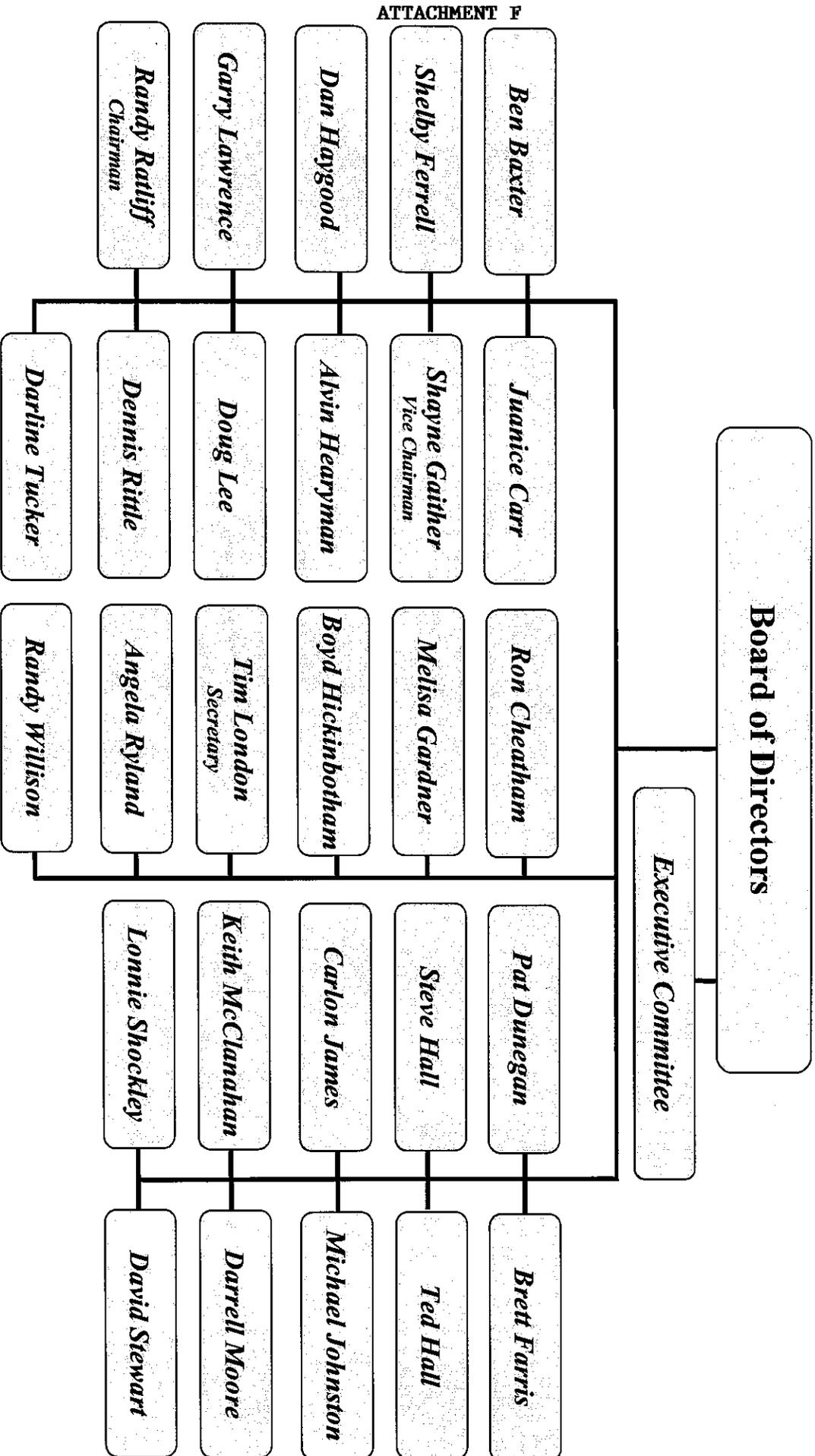
ADOPTED THIS 9th DAY OF September, 1998.


Board Chairman

Northcentral Arkansas Development Council, Inc. Organization Chart



North Central Arkansas Workforce Investment Board Organization Chart



North Central Arkansas Workforce Investment Board
Memorandum of Understanding

Introduction

This Memorandum of Understanding (MOU) is entered into in accordance with the Workforce Investment Act of 1998 (WIA). This agreement among the signature agencies and organizations describes how their resources will be utilized to better serve mutual customers in the North Central Arkansas Workforce Investment Area, and the Workforce Center which is part of the Arkansas Workforce Investment System. It is understood that the Centers will be a collaborative effort based on trust and teamwork among agencies working together as partners to accomplish a shared goal of improving the quality of life for individuals through employment, training, and education.

This collaboration will enhance economic development to better serve the present and future needs of employers in this area. This will be accomplished through comprehensive workforce centers located in Batesville and Searcy, and the Center's affiliates located in Salem, Melbourne, Newport, Ash Flat, Mountain View, and Searcy. Cleburne and Van Buren Counties are consolidated with Mountain View; Woodruff County is consolidated with Searcy.

Vision Statement

The purpose of the Arkansas Workforce Center is to advance the economic well being of our area by developing and maintaining a quality workforce. North Central Workforce Center Partners will ensure universal access to services for all customers, provide customer choice in service and service delivery, and ensure accountability in performance and customer satisfaction. These services are designed to connect the unemployed citizen and dislocated worker to a job, prepare the underemployed citizen for a new job, and introduce youth to employment. This will be achieved through the co-location and integration of employment, training, education, and economic development services for youth, job seekers, workers, and employers.

Management and Structure

Parties to this agreement will work as partners to ensure that all youth, jobseekers, workers, and employers will be served comprehensively, in a seamless system which addresses their needs, merges common services across programs, and minimizes duplication.

Partners will retain responsibility for reporting and monitoring of their respective programs. In addition, any tracking request by the One-stop Operator will be done as required by the law.

Parties to this agreement will work under the direction of the center manager for all non-programmatic issues.

Duration

This Memorandum of Understanding shall remain in effect until terminated by the repeal of the Workforce Investment Act of 1998 (WIA), otherwise by action of law, or in accordance with this section.

Any partner may withdraw from this MOU by giving written notice of intent to withdraw at least 60 calendar days in advance of the effective withdrawal date.

The withdrawal of a partner shall not affect the cost to the remaining partners.

Withdrawal will in no way nullify the MOU for the other partners.

Notice shall be provided to all partners.

All partners may agree to the termination of this MOU in writing.

Any partner may request modification of its terms.

Ratification of the request by all other partners will constitute the modification in question.

Confidentiality

All partners agree to honor the attached information release form. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the partners collecting, receiving, or sharing information. Additionally, workforce center personnel must recognize that client-counselor communications must be protected and the need for privacy accommodated.

Nondiscrimination and Equal Opportunity Provisions

The partners of this agreement and respective staff assure that applicants, claimants, and participants of our Workforce Center programs shall not be discriminated against on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief. Furthermore, if applicants are receiving WIA program benefits or are participating in any WIA Title I financially-assisted program or activity (Section 188 of WIA and 29 CFR Part 37.20 identifies civil rights laws) as a lawfully admitted immigrant authorized to work in the United States, they shall not be discriminated against in any way.

The partners to this agreement will agree on a One-Stop Equal Opportunity Officer for the workforce area who will process complaints of discrimination and attempt to address same as prescribed by 29 CFR Part 37, "Implementation of the Nondiscrimination and Equal Opportunity Provisions of WIA."

The partners to this agreement will abide by 29 CFR Part: Section 188 of WIA, and implementing directive issued by the State of Arkansas.

Cost Allocation Plan

Shared Funding of Services

This MOU will not change with the quarterly review and/or adjustments reflected by the Cost Allocation.

A partner can only pay for costs that are allocable to that partner's fund source. Each partner will contribute services and pay for costs associated with those services. If the partners are only sharing space, "fair share" will be charged according to a formula based on square footage as the basis for allocation. The cost per square foot becomes a pooled cost that is directly charged to the partners located at the Arkansas Workforce Center. For common area computation, WIA Title 1 may be considered as up to three separate funding streams based on the presence of Adult, Dislocated Worker and Youth programs.

Exceptions to the general principle requiring that costs be shared proportionately may include:

- ◆ Unrestricted Funds may be used to pay for any portion of the costs, since there are no restrictions on the type or amount of costs these funds may pay.
- ◆ Partially Restricted Funds may be used to provide services to the general population.
- ◆ Costs Fully Allowable to More Than One Fund Source may be paid in part or in whole by one of the sources without regard to the rules on cost allocation.
- ◆ Immaterial Costs are costs so minor in amount that they do not need to be allocated.

Although the North Central Workforce Center System is designed to be a seamless service delivery system for the customer, available services will be provided from various entities with different funding accountability. Because of these various funding streams, this plan has been developed to ensure that each partner bears its fair share of the costs of maintaining the Centers.

Common Space, which is available for use by all partners, includes a conference room; break room, reception area, storage and restrooms, computer-resource lab, and testing room.

Dedicated Space is space intended for the use of one partner only.

Indemnification

Any public liability claims against the State pertaining to the leased premises shall be submitted to the Arkansas Claims Commission for adjudication in accordance with Arkansas Code Annotated §19-10-201 et. seq.

Systematic Referral Process for Workforce Center Customers

It is agreed that the Workforce System partners of this signed MOU will conduct referral for services in the following manner. Common intake will be used to determine the customer's needs. This will allow staff to make the appropriate referral. The following process will be used for all customers referred for services.

- ◆ Customers will receive a written referral form with the date, time, and place of the appointment.
- ◆ The maximum amount of time to schedule a customer appointment should not exceed three working days.
- ◆ The individual making the appointment will be responsible for follow-up.

Arkansas Workforce Center Performance Criteria

It is agreed that the local workforce center will strive to achieve the following standard of quality service for its customers, employees, and partners.

All partner agencies can expect:

- ◆ To be listed as a source for applicable referrals for services rendered to customers.
- ◆ To work in a safe and professional environment.

All job seekers or those seeking employment enhancement can expect:

- ◆ Prompt and courteous service from the staff.
- ◆ The services designed to assist customers in achieving their educational and/or job placement goals.
- ◆ Access to job listings, which includes job description, salary, location, and required experience/education.
- ◆ Unbiased and/or non-discriminatory pre-screening practices.

- ◆ Courteous service from staff representatives.

Employer customers can expect:

- ◆ Ability to post their job openings either openly for access by any job seeker or in a masked format so that potential applicants are screened.
- ◆ Courteous service from staff representatives.
- ◆ Access to job applicants, either screened by the Workforce center or self-referred.

All employees can expect:

- ◆ To work in a safe and professional environment.
- ◆ To receive the best tools to achieve the desired outcomes for their customers.
- ◆ To be fairly compensated for their-services.

All partners will:

- ◆ Deliver high quality services through the Workforce Centers.
- ◆ Make a positive attempt to place customers in jobs with family sustaining wages.
- ◆ Make a positive attempt to place customers in jobs for a minimum of 180 days.

Governance of the Workforce Delivery System

In accordance with WIA section 117(d), the North Central Workforce Investment Board will select a One-Stop Operator with the agreement of the Chief Elected Officials. The WIB will conduct oversight of the workforce system, youth activities and employment and training activities under title I of WIA, in partnership with the Chief Elected Officials.

In accordance with WIA section 121(d), the agreement between the Local Board and the One- Stop Operator shall specify the operator's role. That role may range between simply coordinating service providers within the centers, to being the primary provider of services within the centers, to coordinating activities throughout the local workforce system.

Each partner in the Workforce delivery system agrees to abide by the Federal and State laws and regulations that apply to their individual programs.

Confidential Personal Information Release

I hereby authorize the Arkansas Workforce Center to use and exchange all pertinent personal information with all Workforce Center partners as necessary to better serve my needs.

I understand that all exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the Workforce Center Partners collecting, receiving, or sharing information.

Printed name

Signature

Date

Witness

Date

All partners/programs are expected to participate in the workforce center to the extent allowed by law. For example, the North Central Workforce System recognizes that Arkansas Rehabilitation Services, Division of Services to the Blind, and the LVER/DVOP Veterans representatives, are restricted by specific federal law to work activities associated with these three programs. The following are the services that will be delivered through the Workforce Center, along with those agencies responsible for delivering the services and the various funding sources that each will bring to the operation:

Core Services	Agencies	Funding Sources
Intake	DWS DHS Voc Rehab TEA Experience Works ADE/Lit	WIA Title I, Subtitle B WIA Title III, Subtitle A, Wagner-Peyser Subtitle B Department of Human Services WIA Title IV Rehabilitation Act Welfare Reform Act (Dept. of Human Services) Older Americans Act of 1965 Title V WIA Title II
One-Stop Services Orientation	Voc Rehab Experience Works WIA	WIA Title I, Subtitle B WIA Title IV Rehabilitation Act Older Americans Act of 1965 Title V
Assessment	UACCB ASU Beebe ASU Searcy ASU Newport Ozarka College Job Corps Voc Rehab TEA Experience Works ADE/Lit WIA	WIA Title I, Subtitle B Carl Perkins WIA Title I, Subtitle C (Job Corps) Department of Human Services WIA Title IV Rehabilitation Act Welfare Reform Act (Dept. of Human Services) Older Americans Act of 1965 Title V WIA Title II
Job Search, Placement Assistance, Career Counseling	DWS Job Corps Voc Rehab TEA Experience Works UACCB ASU Beebe ASU Searcy ASU Newport Ozarka College ADE/Lit	WIA Title I, Subtitle B WIA Title III, Subtitle A, Wagner-Peyser Subtitle B Cari Perkins WIA Title I, Subtitle C (Job Corps) Department of Human Services WIA Title IV Rehabilitation Act Welfare Reform Act (Dept. of Human Services) Older Americans Act of 1965 Title V WIA Title II
Labor Market Information	DWS Job Corps Voc Rehab WIA	WIA Title II, Subtitle A, Wagner-Peyser Subtitle B WIA Title I, Subtitle C (Job Corps) WIA Title IV Rehabilitation Act WIA Title I, Subtitle B

Core Services	Agencies	Funding Sources
Local Area Performance and One-Stop Delivery System Information	WIA	WIA Title I, Subtitle B
Local Area Supportive Services Information & Referral	DWS WIA DHS Voc Rehab TEA Experience Works CVSO	WIA Title I, Subtitle B WIA Title III, Subtitle A, Wagner-Peyser Subtitle B Department of Human Services WIA Title IV Rehabilitation Act Welfare Reform Act (Dept. of Human Services) Older Americans Act of 1965 Title V WIA Title I, Subtitle D (County Veteran Serv. Officer)
Filing UI Claims Information	DWS	WIA Title III, Subtitle A, Wagner-Peyser Subtitle B
Establishing Eligibility Financial, Training and Education, Other than WIA	Job Corps DHS Voc Rehab TEA	WIA Title I, Subtitle C (Job Corps) Department of Human Services WIA Title IV Rehabilitation Act Welfare Reform Act (Dept. of Human Services)
Follow-up Title I Individuals Unsubsidized Employment	ADE/Lit Job Corps DHS WIA	WIA Title II WIA Title I, Subtitle B WIA Title I, Subtitle C (Job Corps) Department of Human Services
Eligibility Determination Title I of WIA	Job Corps WIA	WIA Title I, Subtitle B WIA Title I, Subtitle C (Job Corps)
Resource Room Usage	Job Corps Experience Works DWS WIA	WIA Title I, Subtitle B WIA Title I, Subtitle C (Job Corps) Older Americans Act of 1965 Title V Wagner-Peyser Subtitle B
Job Referrals	DWS Job Corps DHS Voc Rehab Experience Works WIA ADE/Lit	WIA Title III, Subtitle A, Wagner-Peyser Subtitle B WIA Title I, Subtitle C (Job Corps) Department of Human Services WIA Title IV Rehabilitation Act Older Americans Act of 1965 Title V WIA Title I, Subtitle B
Job Screening	DWS WIA	WIA Title III, Subtitle A, Wagner-Peyser Subtitle B WIA Title I, Subtitle B
Job Clubs	Experience Works Job Corps	Older Americans Act of 1965 Title V WIA Title I, Subtitle C (Job Corps)
Internet Browsing Job, Information & Training Searches	DWS Job Corps Voc Rehab WIA ADE/Lit	WIA Title I, Subtitle B WIA Title III, Subtitle A, Wagner-Peyser Subtitle B Carl Perkins WIA Title I, Subtitle C (Job Corps) WIA Title IV Rehabilitation Act

Core Services	Agencies	Funding Sources
For Employees	Agencies	Funding Sources
Labor Market Information	DWS WIA Job Corps Voc Rehab	WIA Title III, Subtitle A, Wagner-Peyser Subtitle B WIA Title I, Subtitle C (Job Corps) WIA Title IV Rehabilitation Act WIA Title I, Subtitle B
Training Program Information	WIA Job Corps DHS Voc Rehab TEA Experience Works ADE/Lit	WIA Title I, Subtitle B Carl Perkins WIA Title I, Subtitle C (Job Corps) Department of Human Services WIA Title IV Rehabilitation Act Welfare Reform Act (Dept. of Human Services) Older Americans Act of 1965 Title V WIA Title II

For Employers	Agencies	Funding Sources
Skills Assessment	Job Corps DHS Voc Rehab TEA Experience Works ADE/Lit WIA	WIA Title I, Subtitle B Carl Perkins WIA Title I, Subtitle C (Job Corps) Department of Human Services WIA Title IV Rehabilitation Act Older Americans Act of 1965 Title V Welfare Reform Act (Dept. of Human Services)
Screened Referrals	DWS Job Corps Voc Rehab Experience Works WIA	WIA Title III, Subtitle A, Wagner-Peyser Subtitle B WIA Title I, Subtitle B WIA Title I, Subtitle C (Job Corps) WIA Title IV Rehabilitation Act Older Americans Act of 1965 Title V
WOTC & WW Tax Credits	DWS DHS Voc Rehab	WIA Title III, Subtitle A, Wagner-Peyser Subtitle B Department of Human Services WIA Title IV Rehabilitation Act
Access to Economic Development Information	Administrative Entity/WIB	WIA Title I, Subtitle B
Labor Law Information	DWS ASU Beebe ASU Searcy ASU Newport Ozarka College	WIA Title I, Subtitle B WIA Title III, Subtitle A, Wagner-Peyser Subtitle B Carl Perkins WIA Title II

Intensive Services	Agencies	Funding Sources
Comprehensive and Specialized Assessments of Skills Levels and Service Needs	ASU Beebe ASU Searcy ASU Newport Ozarka College Job Corps Voc Rehab Experience Works ADE/Lit WIA	WIA Title I, Subtitle B Carl Perkins WIA Title I, Subtitle C (Job Corps) WIA Title IV Rehabilitation Act Older Americans Act of 1965 Title V WIA Title II
Individual Employment Plan Development	Job Corps DHS Voc Rehab Experience Works WIA DWS	WIA Title I, Subtitle B WIA Title III, Subtitle A, Wagner-Peyser Subtitle B Perkins WIA Title I, Subtitle C (Job Corps) Department of Human Services WIA Title IV Rehabilitation Act Older Americans Act of 1965 Title V
Group Counseling	Job Corps Voc Rehab	WIA Title I, Subtitle C (Job Corps) WIA Title IV Rehabilitation Act
Individual Counseling and Career Planning	ASU Beebe ASU Searcy ASU Newport Ozarka College Job Corps DHS Voc Rehab TEA Experience Works CVSO	WIA Title I, Subtitle B Carl Perkins WIA Title I, Subtitle C (Job Corps) Department of Human Services WIA Title IV Rehabilitation Act Welfare Reform Act (Dept. of Human Services) Older Americans Act of 1965 Title V WIA Title I, Subtitle D
Case Management for Participants Seeking Training	WIA Job Corps DHS Voc Rehab Experience Works	WIA Title I, Subtitle B WIA Title I, Subtitle C (Job Corps) Department of Human Services WIA Title IV Rehabilitation Act Older Americans Act of 1965 Title V
Short Term Prevocational Services – learning, communications, interviewing, personal maintenance, professional conduct – to prepare individuals for unsubsidized employment or training	ASU Beebe ASU Searcy ASU Newport Ozarka College Job Corps Voc Rehab TEA Experience Works ADE/Lit	WIA Title I, Subtitle B Carl Perkins WIA Title I, Subtitle C (Job Corps) WIA Title IV Rehabilitation Act Welfare Reform Act (Dept. of Human Services) Older Americans Act of 1965 Title V WIA Title II

Training Services	Agencies	Funding Sources
Occupational Skills Training	ASU Beebe ASU Searcy ASU Newport Ozarka College DHS Voc Rehab TEA Experience Works WIA	Carl Perkins WIA Title I, Subtitle B Department of Human Services WIA Title IV Rehabilitation Act Welfare Reform Act (Dept. of Human Services) Older Americans Act of 1965 Title V WIA Title I, Subtitle D
On-the-Job Training	WIA Job Corps DHS Voc Rehab TEA Experience Works	WIA Title I, Subtitle C (Job Corps) Department of Human Services WIA Title IV Rehabilitation Act Welfare Form Act (Dept. of Human Services) Older Americans Act of 1965 Title V
Programs combining workplace training with related instruction	ASU Beebe ASU Searcy ASU Newport Ozarka College DHS Job Corps Voc Rehab WIA Youth ADE/Lit	Carl Perkins Department of Human Services WIA Title I, Subtitle C (Job Corps) WIA Title IV Rehabilitation Act WIA Title II WIA Title I, Subtitle B
Training programs operated by the private sector	DHS Voc Rehab	Department of Human Services WIA Title IV Rehabilitation Act
Skill Upgrading and Retraining	ASU Beebe ASU Searcy ASU Newport Ozarka College DHS Voc Rehab Experience Works ADE/Lit WIA	Carl Perkins Department of Human Services WIA Title IV Rehabilitation Act Older Americans Act of 1965 Title V WIA Title II WIA Title I, Subtitle D WIA Title I, Subtitle B
Entrepreneurial Training	ASU Beebe ASU Searcy ASU Newport Ozarka College DHS	Carl Perkins Department of Human Services

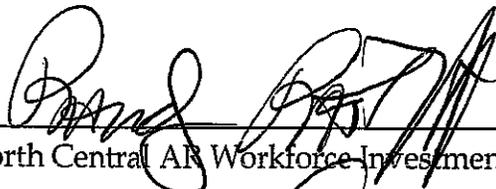
Training Services	Agencies	Funding Sources
Job Readiness Training	ASU Beebe ASU Searcy ASU Newport Ozarka College Job Corps DHS Voc Rehab Experience Works WIA	Carl Perkins WIA Title I, Subtitle C (Job Corps) Department of Human Services WIA Title IV Rehabilitation Act Welfare Reform Act (Dept. of Human Services) Older Americans Act of 1965 Title V WIA Title II WIA Title I, Subtitle B
Adult Education and Literacy activities provided in combination with any of the above training services	ASU Beebe ASU Searcy ASU Newport Ozarka College Job Corps DHS TEA Experience Works ADE/Lit WIA	WIA Title I, Subtitle B Department of Human Services Welfare Reform Act (Dept. of Human Services) Older Americans Act of 1965 Title V Carl Perkins WIA Title II WIA Title I, Subtitle C (Job Corps)
Customized training conducted with a commitment by an employer to employ upon successful completion of training	ASU Beebe ASU Searcy ASU Newport Ozarka College Voc Rehab Experience Works WIA	Carl Perkins WIA Title IV Rehabilitation Act Older Americans Act of 1965 Title V WIA Title I, Subtitle B Title IV Rehabilitation Act WIA Title II

Other Support Services	Agencies	Funding Resources
Needs related payments	DHS TEA	Department of Human Services Welfare Reform Act (Dept. of Human Services)
Child Care, Transportation or Housing	WIA Job Corps DHS TEA	WIA Title I, Subtitle B WIA Title I, Subtitle C (Job Corps) Department of Human Services Welfare Reform Act (Dept. of Human Services)

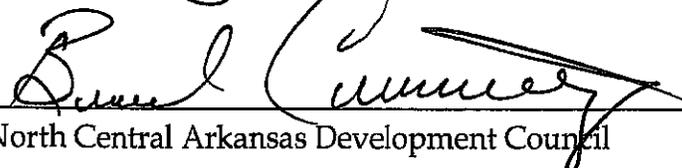
North Central Arkansas Workforce Investment Board
Memorandum of Understanding

Having agreed to the terms of this Memorandum of Understanding, the undersigned parties hereby represent and warrant that they are authorized to enter into and execute this agreement as an official or representative of their respective partnering agency.

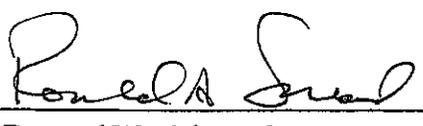
Agreed to this 1st day of July, 2012.



North Central AR Workforce Investment Board



North Central Arkansas Development Council



AR Dept of Workforce Services

Partner

Partner

Partner

**Resource Sharing Agreement
Between Partners in the
Arkansas Workforce Centers in Batesville and Searcy
and the Affiliate Workforce Center
in Newport**

Period of Agreement

This agreement becomes effective on the date signed by the parties and continues in effect until terminated by mutual consent; however, if such mutual consent cannot be attained, then any party to this agreement may consider it to be canceled by giving thirty days notice in writing to the other parties, and this agreement shall thereupon be canceled upon the expiration of such thirty day period.

In the event that any party fails to materially fulfill that party's responsibilities in accordance with the provisions of this agreement, the North Central Workforce Investment Board may, upon timely written notice of default to the other party, immediately terminate the whole or any part of this agreement.

Furthermore, in the event that federal or State laws or other requirements should be amended or judicially interpreted so as to render continued fulfillment of this agreement, on the part of any party, substantially unreasonable or impossible, or if the parties should be unable to agree upon any amendment which would therefore be needed to enable the substantial continuation of the services contemplated herein, then the parties shall be discharged from any further obligations created under the terms of this agreement.

This agreement is subject to the availability of State and/or federal funds, and if such funds become unavailable, then by written notice the contract will be terminated as specified in the written notice.

Any change in the scope of the agreement must be mutually agreed to in writing prior to, or contemporaneously with, the effective date of the change.

Authority and Purposes

The purposes of this agreement are to:

- ◆ Coordinate the resources and assets of the partnering agencies to provide an efficient system for delivering the core and intensive services for employers and job seekers as envisioned by the Workforce Investment Act.
- ◆ Establish guidelines for creating and maintaining a cooperative working relationship, which will allow the North Central Workforce Investment Board and its partners to coordinate services to clients served at the Workforce Centers located in Batesville and Searcy, and affiliates thereof.
- ◆ Provide for joint planning and evaluation to devise methods to effectively coordinate service delivery to clients, and to effect more efficient management of limited financial and staff resources.

General Provisions

All parties to this agreement shall:

- ◆ Comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), Section 504 of the Rehabilitation Act of 1990 (Public Law 93-112), The Americans With Disabilities Act of 1990 (Public Law 101-336), The Workforce Investment Act of 1998 (Public Law 105-220), The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in DOL funded programs, and all amendments to each, and all requirements imposed by the regulations issued pursuant to these acts. These regulations provide in part that no persons in the United States shall, on the grounds of race, color, national origin, sex, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by Federal and/or State funding, or otherwise be subjected to discrimination.
- ◆ Mutually agree to reasonably assist the other partners in the development of necessary service delivery protocol, including the following:
 - Client orientation, referral, job search and enrollment.
 - Development and coordination of clients' service plans.
 - Sharing client service delivery information between partners and Workforce Center Staff.
- ◆ All partners agree that the provisions contained herein are made subject to all applicable federal and State laws (Facility Use Agreements) regulations and/or guidelines imposed on either or all

parties relating to privacy rights to participants, maintenance of records and other confidential information relating to clients.

- ◆ Partners agree that all equipment and furniture purchased by any party for purposes described herein shall remain the property of the purchaser after the termination of this agreement.

Cost Allocation

A partner can only pay for costs that are allocable to that partner's funding sources. Each partner will contribute services and pay for costs associated with those services. If the partners are sharing space, "fair share" will be charged according to a formula based on square footage as the basis for allocation. If there is agreement between partners, their total staff hours of operations may also be used in conjunction with square footage. The cost per square foot becomes a pooled cost that is direct charged to the partners located at the Workforce Center.

Exceptions to the general principle requiring that costs be shared proportionately may include:

- ◆ Unrestricted Funds may be used to pay for any portion of the costs, since there are no restrictions on the type or amount of costs these funds may pay.
- ◆ Partially Restricted Funds may be used to provide services to the general population.
- ◆ Costs Fully Allowable to More Than One Funding Source may be paid in whole or in part by one of the sources without regard to the rules on cost allocation.
- ◆ Immaterial Costs are costs so minor in amount that they need not be allocated.

Although the North Central Workforce Center System is designed to be a seamless service delivery system for the customer, available services are provided from various partner locations with separate funding accountability.

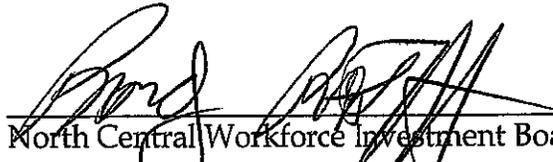
The partners are responsible for the total cost of these services.

Because of these various funding streams, this Cost Allocation Agreement has been developed to ensure that each partner bears its fair share of the costs of maintaining the center. Data is being collected to support future adjustments of the cost allocation formula. All partners are responsible for providing verifiable data in an acceptable reporting format to allow the terms of this agreement to be monitored on at least an annual basis.

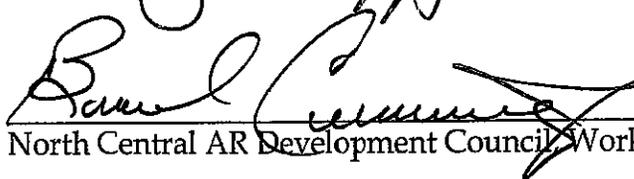
The terms of this agreement may be renegotiated at any time to insure all parties achieve equitable benefit. The cost allocation/resource sharing allocation may be adjusted quarterly and adjusted, as necessary.

Having agreed to the terms herein, the undersigned parties hereby represent and warrant that they are authorized to enter into and execute this agreement as an official or representative of their respective partnering agency:

AGREED TO this 15th day of July, 2012



North Central Workforce Investment Board



North Central AR Development Council Workforce Center Operator



Partner - AR Department of Workforce Services

Partner

Partner

Partner

Partner

**North Central Workforce Investment Area
Resource Sharing Agreement Worksheet
Batesville Workforce Center
Cost Allocation and Resource Sharing Budget**

Partners	Square Footage	Percentage of Use
Department of Workforce Services (DWS)	6332	95.86%
North Central AR Development Co. (NACDC)	273	4.14%
Total	6605	100.00%

Shared Expense Description	Average	Annual	WIA	DWS
	Monthly Cost	Cost	4.14%	95.86%
Rent	\$4,540.94	\$54,491.25	\$2,255.94	\$52,235.31
Communications Line	\$ 992.00	\$11,904.00	\$ 492.82	\$11,411.18
Utilities	\$ 307.95	\$ 3,695.39	\$ 152.99	\$ 3,542.40
Janitorial	\$ 532.80	\$ 6,393.60	\$ 264.70	\$ 6,128.90
Total	\$6,373.69	\$76,484.24	\$3,166.45	\$73,317.79

Additional shared costs (not listed above) must be billed using the above percentages and approved in writing by both parties. DWS will prepare and send an invoice for actual billings on July 1st of each year. The above billings for communications lines, utilities and janitorial are based on actual DWS billings from prior calendar year.

WORKFORCE CENTER - BATESVILLE

Occupied Space	Total Occupied Square Footage	Total Common Space	Total Square Footage
DWS	3776	2556	6332
WIA	<u>163</u>	<u>110</u>	<u>273</u>
TOTALS	3939	2666	6605

TOTAL OCCUPIED

DWS 3776 (95.86%)
WIA 163 (4.14%)
TOTAL 3939

COMMON SPACE

2666 x 95.86% = 2556
2666 x 4.14% = 110
2666

TOTAL BUILDING SQUARE FOOTAGE -- 6605
LESS OCCUPIED SPACE - 3939
TOTAL COMMON SPACE - 2666

**North Central Workforce Investment Area
 PY 2012 Workforce Center Cost Allocation
 Searcy Comprehensive Center**

Costs	Annual Costs	Cash Partners:			Experience* Works	Total Center Costs
		WIA	Rehab	DWS		
T-1 Data Line	\$11,103	\$444	\$1,221	\$9,438	\$0	\$11,103
Pest Control	405	\$16	\$45	\$344	\$0	\$405
Electrical	1,437	\$67	\$158	\$1,222	\$0	\$1,437
Water	2,470	\$99	\$272	\$2,099	\$0	\$2,470
Natural Gas	1,150	\$46	\$126	\$978	\$0	\$1,150
Janitorial	12,736	\$509	\$1,401	\$10,826	\$0	\$12,736
Laundry	873	\$35	\$96	\$742	\$0	\$873
	\$30,174	\$1,206	\$3,319	\$25,649	\$0	\$30,174

Total Sq. Ft. Occupied:	3,098	127.50	334	2,636.50	0	3,098
% of Tot Sq. Ft Occupied	100%	4%	11%	85%	0%	100%
Monthly Cost	\$100.50	\$276.58	\$2,137.42			

* There is no charge to Experience Works since they provide personnel to the Workforce Center.

**North Central Workforce Investment Area
Resource Sharing Agreement Worksheet
Newport Workforce Center
Cost Allocation and Resource Sharing Budget**

Partners	Square Footage	Percentage of Use
Department of Workforce Services (DWS)	2552	95.03%
North Central AR Development Co. (NACDC)	133	4.97%
Total	2685	100.00%

Shared Expense Description	Average Monthly Cost	Annual Cost	WIA 4.97%	DWS 95.03%
Rent	\$2,237.50	\$26,850.00	\$1,334.44	\$25,515.56
Communications Line	\$ 992.00	\$11,904.00	\$ 591.63	\$11,312.37
Total	\$3,229.50	\$38,754.00	\$1,926.07	\$36,827.93

Additional shared costs (not listed above) must be billed using the above percentages and approved in writing by both parties. DWS will prepare and send an invoice for actual billings on July 1st of each year. The above billings for communications lines are based on actual DWS billings from the prior calendar year. All utilities, janitorial, security and maintenance are covered in the rent cost. Even though WIA only occupies the space for two days per week, DWS will no longer be able to absorb the cost for the remaining three days per week.

WORKFORCE CENTER - Newport

Occupied Space	Total Occupied Square Footage	Total Common Space	Total Square Footage
DWS	2141	411	2552
WIA	<u>112</u>	<u>21</u>	<u>133</u>
TOTALS	2253	432	2685

TOTAL OCCUPIED

DWS 2141 (95.03%)

WIA 112 (4.97%)

TOTAL 2253

COMMON SPACE

432 x 95.03% = 411

432 x 4.97% = 21

432

TOTAL BUILDING SQUARE FOOTAGE - 2685
LESS OCCUPIED SPACE - 2253
TOTAL COMMON SPACE - 432

WIA Comprehensive Five-Year Local Plan Submittal
July 1, 2012 – June 30, 2017

In compliance with the provisions of the Workforce Investment Act of 1998, the final rule, and planning guidelines and instructions developed by the Governor, this WIA Comprehensive Five-Year Local Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

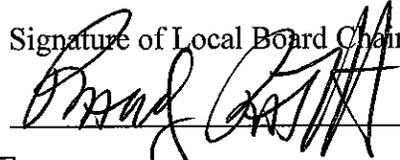
By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies.
- Affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §667.705 of the rules and regulations.
- Affirm that the composition of the Local Board is in compliance with the laws, rules and regulations and is approved by the State.
- Affirm that this WIA Comprehensive Five-Year Local Plan was developed in collaboration with the Local Board and is jointly submitted with the Chief Elected Official(s) on behalf of the Local Board.
- Agree to comply with §661.310 by ensuring a firewall exists between the board and the provision of core services, intensive services, training services and the One Stop Operator.

Date:

Signature of Local Board Chair:

2/13/13



Mr. Ms. Other (Please check one)

Print Name of Local Board Chair: Randy Ratliff

Address 1 857 Hwy 167

Address 2 _____

City: Cave City

State: AR

Zip Code: 72521

Phone: 870-613-2618

E-mail: None

WIA Comprehensive Five-Year Local Plan Submittal
July 1, 2012 – June 30, 2017

In compliance with the provisions of the Workforce Investment Act of 1998, the final rule, and planning guidelines and instructions developed by the Governor, this WIA Comprehensive Five-Year Local Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

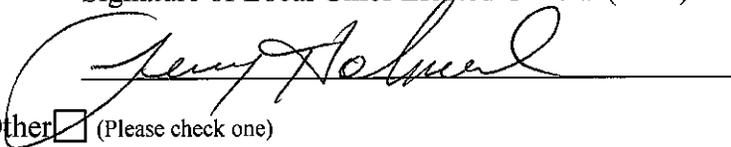
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Note: A separate signature sheet is required for each Chief Elected Official.

Date: _____ Signature of Local Chief Elected Official (CEO): _____

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: Jerry Holmes

Title of Local CEO: County Judge

Address 1 301 W. Main

Address 2 _____

City: Heber Springs

State: AR

Zip Code: 72543

Phone: 501-362-8141

E-mail: judgejholmes@yahoo.com

**WIA Comprehensive Five-Year Local Plan Submittal
July 1, 2012 – June 30, 2017**

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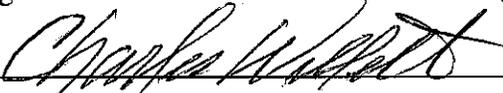
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Date: _____ Signature of Local Chief Elected Official (CEO): _____

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: Charles Willett

Title of Local CEO: County Judge

Address 1: P.O. Box 278

Address 2: _____

City: Salem

State: AR

Zip Code: 72576

Phone: 870-895-3341

E-mail: fultonjudge@yahoo.com

**WIA Comprehensive Five-Year Local Plan Submittal
July 1, 2012 – June 30, 2017**

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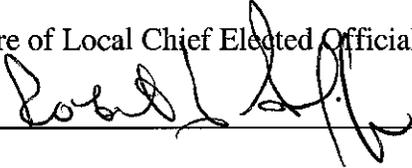
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Note: A separate signature sheet is required for each Chief Elected Official.

Date:

Signature of Local Chief Elected Official (CEO):

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: Robert Griffin

Title of Local CEO: County Judge

Address 1 192 E. Main

Address 2 _____

City: Batesville

State: AR

Zip Code: 72501

Phone: 870-793-8800

E-mail: countyjudgegriffin@swbell.net

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July 1, 2012 – June 30, 2017**

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Note: A separate signature sheet is required for each Chief Elected Official.

Date: _____ Signature of Local Chief Elected Official (CEO): _____

2/21/13

David Sherrell

Mr. Ms. Other (Please check one)

Print Name of Local CEO: David Sherrell

Title of Local CEO: County Judge

Address 1 P.O. Box 327

Address 2 _____

City: Melbourne

State: AR

Zip Code: 72556

Phone: 870-368-4328

E-mail: countyjudge@izardcountyar.org

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July 1, 2012 – June 30, 2017**

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Note: A separate signature sheet is required for each Chief Elected Official.

Date: Signature of Local Chief Elected Official (CEO):

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: Jeff Phillips

Title of Local CEO: County Judge

Address 1 P.O. Box 611

Address 2 _____

City: Newport

State: AR

Zip Code: 72112

Phone: 870-523-7400

E-mail: phillipsjudge@yahoo.com

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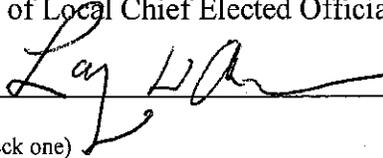
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Date: _____ Signature of Local Chief Elected Official (CEO): _____

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: Larry Brown

Title of Local CEO: County Judge

Address 1: P.O. Box 97

Address 2: _____

City: Ash Flat

State: AR

Zip Code: 72513

Phone: 870-994-7338

E-mail: larrybrow60@yahoo.com

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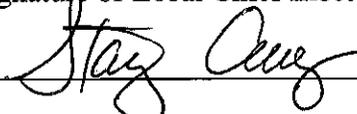
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Date: _____ Signature of Local Chief Elected Official (CEO): _____

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: Stacey Avey

Title of Local CEO: County Judge

Address 1 107 W. Main, Suite C

Address 2 _____

City: Mountain View

State: AR

Zip Code: 72560

Phone: 870-269-3351

E-mail: sc_judge@mvtel.com

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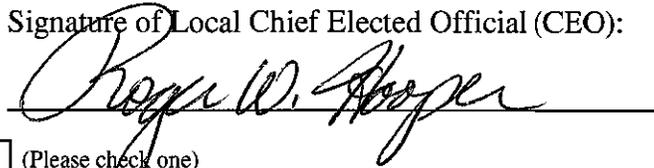
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Note: A separate signature sheet is required for each Chief Elected Official.

Date: Signature of Local Chief Elected Official (CEO):

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: Roger Hooper

Title of Local CEO: County Judge

Address 1 P.O. Box 60

Address 2 _____

City: Clinton

State: AR

Phone: 501-745-2443

Zip Code: 72031

E-mail: vbc911@artelco.com

WIA Comprehensive Five-Year Local Plan Submittal
July 1, 2012 – June 30, 2017

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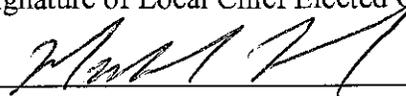
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Note: A separate signature sheet is required for each Chief Elected Official.

Date: _____ Signature of Local Chief Elected Official (CEO): _____

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: Michael Lincoln

Title of Local CEO: County Judge

Address 1 300 N. Spruce

Address 2 _____

City: Searcy

State: AR

Phone: 501-279-6200

Zip Code: 72143

E-mail: wcjudgeasst@att.net

WIA Comprehensive Five-Year Local Plan Submittal
July 1, 2012 – June 30, 2017

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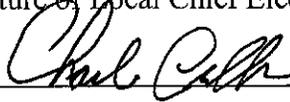
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Date: _____ Signature of Local Chief Elected Official (CEO): _____

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: Charles Dallas

Title of Local CEO: County Judge

Address 1 P.O. Box 300

Address 2 _____

City: Augusta

State: AR

Phone: 870-347-5206

Zip Code: 72006

E-mail: woodruffcojudge@gmail.com

WIA Comprehensive Five-Year Local Plan Submittal
July 1, 2012 – June 30, 2017

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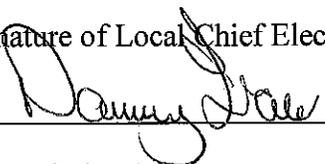
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Note: A separate signature sheet is required for each Chief Elected Official.

Date:

Signature of Local Chief Elected Official (CEO):

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: Danny Traw

Title of Local CEO: Mayor

Address 1 P.O. Box 280

Address 2 _____

City: Ash Flat

State: AR

Zip Code: 72513

Phone: 870-994-2701

E-mail: dannysauto@centurytel.net

**WIA Comprehensive Five-Year Local Plan Submittal
July 1, 2012 – June 30, 2017**

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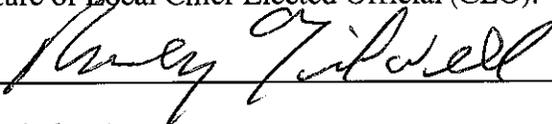
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Date: Signature of Local Chief Elected Official (CEO):

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: Rocky Tidwell

Title of Local CEO: Mayor

Address 1 P.O. Box 502

Address 2 _____

City: Augusta

State: AR

Phone: 870-347-5656

Zip Code: 72006

E-mail: rocky561@live.com

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Date: Signature of Local Chief Elected Official (CEO):

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: Doyle Wallace

Title of Local CEO: Mayor

Address 1 P.O. Box 1119

Address 2 _____

City: Bald Knob

State: AR

Zip Code: 72010

Phone: 501-724-6371

E-mail: bkcityhall@cablelynx.com

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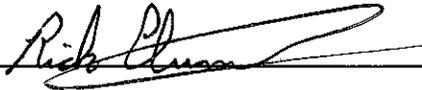
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Date: Signature of Local Chief Elected Official (CEO):

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: Rick Elumbaugh

Title of Local CEO: Mayor

Address 1 500 E. Main

Address 2 _____

City: Batesville

State: AR

Zip Code: 72501

Phone: 870-698-2400

E-mail: mayor@cityofbatesville.com

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Date: Signature of Local Chief Elected Official (CEO):

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: Mike Robertson

Title of Local CEO: Mayor

Address 1: 321 N. Elm

Address 2: _____

City: Beebe

State: AR

Zip Code: 72012

Phone: 501-882-6295

E-mail: mikewhf@sbcglobal.net

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July 1, 2012 – June 30, 2017**

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Date: _____ Signature of Local Chief Elected Official (CEO): _____

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: Lloyd Hefley

Title of Local CEO: Mayor

Address 1 P.O. Box 129

Address 2 _____

City: Cherokee Village

State: AR

Zip Code: 72529

Phone: _____

870-257-5522

E-mail: lhefley@cherokeevillage.org

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July 1, 2012 – June 30, 2017**

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Date: _____ Signature of Local Chief Elected Official (CEO): _____

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: Roger Rorie

Title of Local CEO: Mayor

Address 1 P.O. Box 970

Address 2 _____

City: Clinton

State: AR

Zip Code: 72031

Phone: 501-253-0160

E-mail: clintonmayor@artelco.com

WIA Comprehensive Five-Year Local Plan Submittal
July 1, 2012 – June 30, 2017

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Date: _____ Signature of Local Chief Elected Official (CEO):

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: Jackie McPherson

Title of Local CEO: Mayor

Address 1: 1001 W. Main

Address 2: _____

City: Heber Springs

State: AR

Zip Code: 72543

Phone: 501-362-3635

E-mail: hsmayor@suddenlinkmail.com

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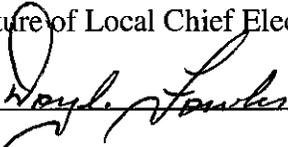
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Note: A separate signature sheet is required for each Chief Elected Official.

Date: _____ Signature of Local Chief Elected Official (CEO):

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: Doyle Fowler

Title of Local CEO: Mayor

Address 1 P.O. Box 897

Address 2 _____

City: McCrary

State: AR

Zip Code: 72101

Phone: 870-731-2041

E-mail: doylewflower001@hotmail.com

WIA Comprehensive Five-Year Local Plan Submittal
July 1, 2012 – June 30, 2017

In compliance with the provisions of the Workforce Investment Act of 1998, the final rule, and planning guidelines and instructions developed by the Governor, this WIA Comprehensive Five-Year Local Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

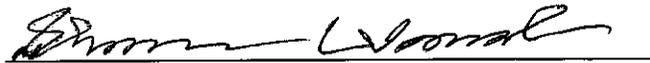
By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies.
- Affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §667.705 of the rules and regulations.
- Affirm that the composition of the Local Board is in compliance with the laws, rules and regulations and is approved by the State.
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Note: A separate signature sheet is required for each Chief Elected Official.

Date: _____ Signature of Local Chief Elected Official (CEO): _____

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: Shannon Womack

Title of Local CEO: Mayor

Address 1 P.O. Box 800

Address 2 _____

City: Melbourne

State: AR

Zip Code: 72556

Phone: 870-368-4215

E-mail: shannonwomack@centurytel.net

**WIA Comprehensive Five-Year Local Plan Submittal
July 1, 2012 – June 30, 2017**

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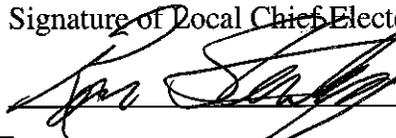
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Date: Signature of Local Chief Elected Official (CEO):

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: Ron Sterling

Title of Local CEO: Mayor

Address 1 P.O. Drawer 360

Address 2 _____

City: Mountain View

State: AR

Zip Code: 72560

Phone: 870-269-3804

E-mail: cityhall@mtnviewcity.com

**WIA Comprehensive Five-Year Local Plan Submittal
July 1, 2012 – June 30, 2017**

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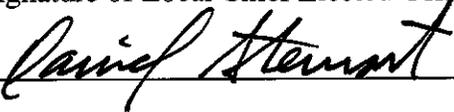
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Date: _____ Signature of Local Chief Elected Official (CEO): _____

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: David Stewart

Title of Local CEO: Mayor

Address 1: 615 Third St.

Address 2: _____

City: Newport

State: AR

Zip Code: 72112

Phone: 870-523-6568

E-mail: newportmayor@suddenlinkmail.com

**WIA Comprehensive Five-Year Local Plan Submittal
July 1, 2012 – June 30, 2017**

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Date: Signature of Local Chief Elected Official (CEO):

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: Gary Clayton

Title of Local CEO: Mayor

Address 1: P.O. Box 619

Address 2: _____

City: Salem

State: AR

Zip Code: 72576

Phone: 870-895-3478

E-mail: city_of_salem@centurytel.net

WIA Comprehensive Five-Year Local Plan Submittal
July 1, 2012 – June 30, 2017

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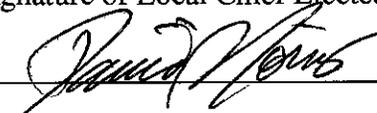
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Note: A separate signature sheet is required for each Chief Elected Official.

Date: _____ Signature of Local Chief Elected Official (CEO): _____

2/21/13



Mr. Ms. Other (Please check one)

Print Name of Local CEO: David Morris

Title of Local CEO: Mayor

Address 1: 401 W. Arch

Address 2: _____

City: Searcy

State: AR

Zip Code: 72143

Phone: 501-268-2483

E-mail: dmorris@cityofsearcy.org

**WIA Comprehensive Five-Year Local Plan Submittal
July 1, 2012 – June 30, 2017**

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Note: A separate signature sheet is required for each Chief Elected Official.

Date: Signature of Local Chief Elected Official (CEO):

2/21/13

Larry R. Bowen

Mr. Ms. Other (Please check one)

Print Name of Local CEO: Larry Bowen

Title of Local CEO: Mayor

Address 1 P.O. Box 1117

Address 2 _____

City: Tuckerman

State: AR

Zip Code: 72473

Phone: 870-349-5313

E-mail: cityoftuckerman@yahoo.com