

AGENDA

JULY 21, 2015

ARKANSAS WORKFORCE DEVELOPMENT BOARD FULL BOARD MEETING

9:00 A.M.

Call to OrderCharlie Clark, Chair

ACTION Item 1

Minutes of June 9, 2015 Full Board Meeting

Report of ChairpersonCharlie Clark, Chair

Report of StaffCindy Varner, ADWS

Report of Committees

- Program & Performance Evaluation CommitteeScott Bull, PPE Chair
- Strategic Planning CommitteeBrian Itzkowitz, SP Chair

ACTION Item 2

Recommendation to the Governor on Certification of Local BoardsCindy Varner, ADWS

Announcements

Adjournment

NEXT MEETING DATES

October 13, 2015	10:00 a.m. 1:00 p.m.	Committees Full Board Meeting	Little Rock Little Rock
January 12, 2016	10:00 a.m. 1:00 p.m.	Committees Full Board Meeting	Little Rock Little Rock

DoubleTree Hotel
424 W. Markham Street
Little Rock, Arkansas



**For Consideration of the
Arkansas Workforce Development Board**

July 21, 2015

AGENDA ITEM 1 – ACTION: Minutes of the June 9, 2015 Full Board Meeting

RECOMMENDATION: It is recommended that the Arkansas Workforce Development Board approve the minutes of the June 9, 2015 full board meeting.

INFORMATION/RATIONALE: Minutes of the meeting are attached.

UNOFFICIAL

MINUTES
ARKANSAS WORKFORCE DEVELOPMENT BOARD
June 9, 2015

The first meeting of the Arkansas Workforce Development Board was held on June 9, 2015, beginning at 1:03 p.m., at the Arkansas Workforce Center, 5401 South University, in Little Rock, Arkansas. Chairman Charles Clark presided with the following members present: Mr. Tom Anderson, Mr. Daryl Bassett, Mr. Chad Bishop (by teleconference,) Ms. Karen Breashears, Mr. Lindsay Brown, Mr. Scott Bull, Dr. Charisse Childers, Judge Brandon Ellison, Ms. Melissa Hanesworth, Ms. Diane Hilburn, Mr. Randy Hopper, Mr. Alan Hughes, Governor Asa Hutchinson, Mr. Dean Inman, Mr. Brian Itzkowitz, Mr. Johnny Key (by proxy Ms. Kimberly Friedman,) Mr. Bart Langley, Ms. Holley Little, Mr. Alan McClain, Ms Katy Morris, Mr. Michael Newcity, Mayor Harold Perrin, Dr. Brett Powell, Mr. Mike Preston, Mr. Jerry Riley, Mr. Gary Sams and Mr. Robert Thorne. Ms. Abby Houseworth was unable to attend.

Chairman Clark welcomed members to the first meeting of the Arkansas Workforce Development Board. He stated that two members were joining by teleconference due to the short notice of the meeting and previous commitments. Mr. Chad Bishop answered roll call on the teleconference; however, Ms. Abby Houseworth was not heard answering roll call.

Agenda Item 1 – ACTION – Drawing of Board Member Terms: Chairman Clark stated that in accordance with Arkansas Annotated Code 15-4-3704, which created the board, each member would need to draw for a one, two, three or four year term. He instructed the board to draw a slip of paper, state their name and the term drawn. Lots for terms were drawn by each member present with Daryl Bassett drawing for Mr. Chad Bishop and Ms. Abby Houseworth. Following is the outcome of the drawing:

NAME	TERM	NAME	TERM
Thomas Anderson	2 years	Dean Inman	4 years
Chad Bishop	4 years	Brian Itzkowitz	2 years
Karen Breashears	3 years	Johnny Key	3 years
Lindsay Brown	2 years	Bart Langley	3 years
Scott Bull	3 years	Holley Little	2 years
Charles Clark	1 year	Michael Newcity	4 years
Brandon Ellison	1 year	Harold Perrin	3 years
Melissa Hanesworth	2 years	Brett Powell	4 years
Diane Hilburn	1 year	Mike Preston	3 years
Randy Hopper	1 year	Jerry Riley	4 years
Abby Houseworth	4 years	Gary Sams	2 years
Alan Hughes	1 year	Robert Thorne	1 year

Agenda Item 2 – ACTION – Board Bylaws: Chairman Clark directed the board’s attention to page three of the agenda packet and asked for any questions. Hearing none, **a motion to accept the bylaws as presented was made by Mr. Alan Hughes, seconded by Mr. Lindsay Brown, and carried unanimously.**

Agenda Item 3 – ACTION – Council Resolution 2015-1 - Board Member Stipend: Chairman Clark instructed the members to turn to page 12 of their agenda packet to review Council Resolution 2015-1 allowing board members to accept a stipend in the amount of \$110.00 for reimbursement of expenses to attend meetings of the board. Chair Clark asked for any questions or comments. Hearing none, **a motion to approve was made by Mayor Harold Perrin, seconded by Mr. Brian Itzkowitz, and carried unanimously.**

Agenda Item 4 – ACTION – Committee Assignments: Chairman Clark reported that the bylaws state that the board will have four standing committees. He asked Ms. Cindy Varner to give an overview of each committee and its purpose. He then asked that each member complete the Committee Preference handout provided, ranking their committee choices by using a one through four ranking system, with one being the committee they are most interested in being assigned. Ms. Varner asked the board members to turn to page six in the agenda packet and reported that the committees are the Executive, Strategic Planning, Program and Performance Evaluation and Temporary Assistance to Needy Families (TANF) Oversight. She reviewed the committees’ roles and responsibilities as outlined in the board bylaws.

Ms. Varner explained that the Chairman will collect and consider the member preferences listed when making committee assignments and will communicate those to the board at the next meeting.

Agenda Item 5 – ACTION – Input on Local Workforce Development Area Designation: Chairman Clark stated that each member has a copy of the Governor’s plan for designating local workforce development areas for Arkansas for the purposes of implementing the Workforce Innovation and Opportunity Act. He informed the group that per federal law, they must provide input on this plan. He asked that Ms. Cindy Varner give an overview explaining the information provided and answer any questions the members may have regarding the area designations. Ms. Varner discussed the information provided stating that under the WIOA one of the responsibilities the state has is to designate local workforce development areas before July 1, 2015. She explained the criteria for designating local areas and stated that the Governor’s plan was to retain the ten local workforce development areas as established under the Workforce Investment Act (WIA) for a multitude of reasons including that they align with the economic development districts, they already have infrastructure in place, workforce centers established, agreements with the chief elected officials, and contracts in place to continue services after July 1. She further explained that after two years the local boards will have to re-certify and meet the requirements of the new WIOA criteria. Following discussion the area designations, the board voted to support the plan to retain the existing ten local workforce areas as presented on **a motion made by Mr. Dean Inman, seconded by Mr. Robert Thorne, and carried unanimously.**

Agenda Item 6 – ACTION – Policy on Certifying Local Workforce Boards: Chairman Clark stated that the federal Workforce Innovation and Opportunity Act requires the state board to develop a policy for appointing members and certifying local workforce development boards. He directed the members to page 16 of their agenda packets and asked Ms. Varner to give an overview of the Local Board Certification Policy presented for approval. Ms. Varner explained the composition of the local boards, membership requirements, functions, appointment process, conflict of interest and certification of the local boards. She detailed the membership criteria and explained that the local board chairperson must be elected annually from among the business representatives. She further explained that membership terms must be staggered like the state board, vacancies must be filled within sixty days, and if an individual is no longer eligible due to retirement or other reasons that they can no longer serve on the board.

Next, she gave an overview of nominations and selection of members; functions and responsibilities of the board; restrictions of the boards functions; requirements as to number of meetings yearly; what constitutes a quorum; public notice requirements for meetings; conflicts of interest for local board members; certification criteria of the local boards; and the Governor's responsibilities for certification of local boards. Following discussion the policy was approved on a **motion made by Mr. Lindsay Brown, seconded by Ms. Melissa Hanesworth, and carried unanimously.**

Agenda Item 7 – ACTION – Policy for Chief Elected Officials Roles and Responsibilities:

Chairman Clark stated that chief elected officials have a great responsibilities under the Workforce Innovation and Opportunity Act. He directed the attention of the members to page 32 of their agenda packet to review the chief elected officials' (CEO) roles and responsibilities and asked Ms. Varner to give an overview of these responsibilities. Ms. Varner stated that many CEO's are unaware of their roles and responsibilities under the Workforce Innovation and Opportunity Act and their liability for the funds awarded to their communities if any misuse were to take place. She informed the board that on June 17 – 18, 2015 staff would be providing a training session for CEOs statewide. She discussed the appointment of local board members; local grant recipient for funds allocated to their local area; submission of local plan; approval of the designation and certification of one-stop operators; memorandum of understanding with one-stop partners; oversight of the one-stop delivery system; and the development of a local workforce development board budget and oversight. Following discussion the policy was approved on a **motion made by Mr. Brian Itzkowitz, seconded by Ms. Karen Breashears, and carried unanimously.**

Agenda Item 8 – ACTION – Eligible Training Provider: Chairman Clark stated that in an effort to ensure that only quality training is available to jobseekers, the State must ensure that a process is in place to determine eligible providers of training. He directed the members to turn to page 37 of their agenda packet and asked Ms. Varner to give an overview of the Eligible Training Provider Initial Eligibility Certification Process. Ms. Varner began by explaining that this certification was for those that were not approved under the Workforce Investment Act, and training providers who were previously approved are still eligible to provide training.

This agenda item was postponed due to the arrival of Governor Asa Hutchinson. Governor Asa Hutchinson addressed the board.

Governor Hutchinson began by welcoming the members and thanking them for their service to the board. He reported that he had read the board by-laws the night before. He emphasized that the members were not chosen lightly – they were chosen because they represent a balance of the State but also because of their interest in this area of skills development. He stated that the issue of workforce development is critical to economic development of the State, as well as being important to him on a personal level. He ran his campaign and wants to be remembered as the “Jobs- Governor.” He stated that his goal is to increase jobs within the state, and to accomplish this the focus should be two-fold. The first being worker skills and capabilities development and the second being the development of partnerships which should include high schools, two-year colleges, technical schools and industry. He stated that going forward everything must be regionally driven by industry. He further stated that it is the board’s responsibility to provide guidance within the different regions throughout the state. The ultimate goal is to provide every Arkansan the ability to have the dignity of working, and reducing dependency on social programs. We must make sure that training is available and that it provides an economic ladder to a better job in the future.

Chair Clark thanked the Governor for his time and trust in the Arkansas Workforce Development Board.

Agenda Item 8 – ACTION – Eligible Training Provider continued:

Following the Governor’s speech Ms. Varner continued by explaining that the new initial eligibility process for eligible training providers is only for those not previously approved for the Workforce Investment Act program. She gave an overview of the policy listing the required information that must be provided by the new applicants, which includes a description of the training program to be offered including the costs of tuition, books and fees; the program completion rate for all individuals participating in the applicable program; if the training provider is in partnership with business and/or industry and an explanation of the partnership; if the training program leads to a recognized postsecondary credential and a description of the credential; and if the program aligns with in-demand industry sectors and occupations. Ms. Varner stated that the certification has been reviewed by the local board directors of the current ten local workforce investment boards established under the Workforce Investment Act, (the predecessor to WIOA) and the WIOA Roundtable Policy Committee with feedback from these groups considered and incorporated into the draft being presented today. Following discussion the certification was approved as presented on **a motion made by Mr. Bart Langley, seconded by Mr. Robert Thorne, and carried unanimously.**

Agenda Item 9 – INFORMATION: Workforce Development Training Grants Update:

Chairman Clark stated that the Arkansas Department of Workforce Services has made it a priority to research and apply for additional grant funded opportunities to increase the funding available in our state for workforce training. He stated that many of these grant opportunities

must be applied for in partnership with the State Workforce Development Board. He asked that Ms. Lisa Ferrell, Discretionary Grants Project Administrator with the Arkansas Department of Workforce Services share with the board the funding already in place for workforce development and some new opportunities for which ADWS has applied in the past several weeks.

Ms. Ferrell reported that in the past five years the department has overseen over \$23 million dollars in federal grants, partnering with over 300 employers throughout the state, training over 4,000 individuals resulting in employment. She provided a handout to the board providing information on all discretionary grants administered by the Department of Workforce Services, which is included with the official copy of the board agenda packet. Ms. Ferrell shared success stories from individuals around the state and listed many partnerships that have been developed and programs that have been created and maintained even after grant funding has ended. She discussed several ongoing grants including the Arkansas Partnership for Nursing's Future, a \$4.9 million dollar grant that has provided training that led to employment for 541 individuals; the Arkansas PROMISE grant, \$7.7 million, with a goal of providing a paid summer work experience for 1,000 youth receiving SSI; and the the Arkansas Job Driven National Emergency Grant, \$2.4 million, partnering with the University of Arkansas at Fort Smith, Western Arkansas Planning and Development District, Western Arkansas Economic Development Association, Winrock International and many local employers.

Announcements: Chairman Clark announced the next meeting of the full board will be held at 9:00 a.m., on July 21, 2015, at the DoubleTree Hotel in Little Rock. The meeting will be followed by a two-day training event on Implementing WIOA in Arkansas.

Adjourn: Chairman Clark adjourned the meeting at 2:46 p.m., on a **motion made by Ms. Karen Breashears, seconded by Mr. Michael Newcity, and carried unanimously.**

Charles Clark, Chairman

Daryl Bassett, Director
Department of Workforce Services

*Minutes recorded by Kim Kight
Department of Workforce Services Staff*

For Consideration of the Arkansas Workforce Development Board

July 21, 2015

AGENDA ITEM 2 – ACTION: Recommendation to the Governor on the Certification of Local Workforce Development Boards

RECOMMENDATION: It is recommended that the Arkansas Workforce Development Board recommend certification to the Governor of the local workforce development boards that meet membership criteria for certification.

INFORMATION/RATIONALE: Local boards have until July 31, 2015 to submit their request for certification of the local workforce development board. Some local boards have elected to submit their board membership rosters early in an effort to become certified sooner. Review is required by the Arkansas Workforce Development Board. The staff is in the process of reviewing the membership rosters currently received and will present this information to the board on July 21, including a staff recommendation regarding certification.