

AGENDA

October 11, 2016

ARKANSAS WORKFORCE DEVELOPMENT BOARD FULL BOARD MEETING

10:00 a.m. – 11:00 a.m. Committee Meetings

11:00 a.m. – 1:00 p.m. Luncheon with Presentation on Goodwill Industries of Arkansas
and tour of the workforce center facility

1:00 p.m. Full Board Meeting

Call to Order Charlie Clark, Chair

ACTION Item 1

Minutes of July 12, 2016 Full Board Meeting

Report of Chairperson Charlie Clark, Chair

Report of Staff Daryl Bassett, Director
Arkansas Department of Workforce Services

Cindy Varner, Assistant Director
Arkansas Department of Workforce Services

Report of Committees

§ Strategic Planning Committee Brian Itzkowitz, Committee Chair

§ Program & Performance Evaluation Committee Scott Bull, Committee Chair

§ Temporary Assistance for
Needy Families Oversight Committee Tom Anderson, Committee Chair

Goodwill Industries of Arkansas
7400 Scott Hamilton Drive
Little Rock, Arkansas



Local Board Annual Reports

Eastern.....Dave Brady, Executive Director
Workforce Development Board of Eastern Arkansas

Central.....Devin Howland, WIOA Program Administrative Director
Central Arkansas Planning & Development District

City of Little Rock.....W.J. Monagle, Executive Director
Little Rock Workforce Development Board

North Central.....Lynn Haas, WIOA Administrative Director
White River Planning & Development District

Northwest.....Janie Wheeler, Workforce Administrator
Northwest Arkansas Economic Development District

Southeast.....Eddie Thomas, Southeast Area Manager
Southeast Arkansas Economic Development District

Southwest.....Gina Frederick, WIOA Coordinator
Southwest Arkansas Planning & Development District

West Central.....Local Board Member
West Central Arkansas Workforce Development Board

Western.....Tracy Chapple, WIOA Administrator
Western Arkansas Planning & Development District

Northeast.....James Morgan, Program Manager
Employment & Training Services, Inc.

Board Open Discussion.....Charlie Clark, Chair

Announcements

Adjournment

NEXT MEETING DATES

January 10, 2017	10:00 a.m. 1:00 p.m.	Committees Full Board Meeting	Little Rock Little Rock
April 11, 2017	10:00 a.m. 1:00 p.m.	Committees Full Board Meeting	Little Rock Little Rock
July 11, 2017	10:00 a.m. 1:00 p.m.	Committees Full Board Meeting	Little Rock Little Rock
October 10, 2017	10:00 a.m. 1:00 p.m.	Committees Full Board Meeting	Little Rock Little Rock

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

October 11, 2016

AGENDA ITEM 1 – ACTION: Minutes of the July 12, 2016 Full Board Meeting

RECOMMENDATION: It is recommended that the Arkansas Workforce Development Board approve the minutes of the July 12, 2016 full board meeting.

INFORMATION/RATIONALE: Minutes of the meeting are attached.

UNOFFICIAL
MINUTES
ARKANSAS WORKFORCE DEVELOPMENT BOARD
July 12, 2016

A regular quarterly meeting of the Arkansas Workforce Development Board was held on July 12, 2016, beginning at 1:00 p.m., at the Embassy Suites Hotel, 11301 Financial Centre Parkway, in Little Rock, Arkansas. Chair Charles Clark presided with the following members present: Mr. Jeffrey Allen, Mr. Tom Anderson, Mr. Daryl Bassett, Ms. Karen Breashears, Ms. Charisse Childers by proxy Ms. Sara Yager, Judge Brandon Ellison, Mr. Alan Hughes, Mr. Brian Itzkowitz, Mr. Johnny Key by proxy Ms. Michelle Griffin, Mr. Alan McClain by proxy Mr. Jonathan Bibb, Ms. Katy Morris, Mr. George Nunnally, Mr. Brett Powell by proxy Dr. Karon Rosa, Mr. Mike Preston by proxy Ms. Becky Rheinhardt, Dr. Julie Roberson, Mr. Gary Sams, Mr. Kelley Sharp, and Mr. Robert Thorne. Mr. Chad Bishop, Mr. Lindsay Brown, Mr. Scott Bull, Mr. Robert East, Mr. Jeff Griffin, Ms. Melissa Hanesworth, Ms. Abby Houseworth, Mr. Bart Langley, Ms. Holley Little, Mr. Rodney Loy, Mr. Michael Newcity, and Mayor Harold Perrin were unable to attend.

Chair Clark began by calling on Mr. Daryl Bassett, Director of the Arkansas Department of Workforce Services, for comments. Director Bassett commended the board for its work on Arkansas's Workforce Investment Opportunity Act State Plan and stated that the U.S. Department of Labor was impressed with the efforts of the state. Director Bassett applauded Ms. Cindy Varner, Assistant Director for Employment Assistance, her staff, and state agency partners for their contribution to this process. Director Bassett reported that Mr. Trent Minner will substitute for Ms. Liz Yates as the board's liaison to Governor Asa Hutchinson. He stressed the importance of the board's standing committees which are Program and Performance Evaluation, Strategic Planning, and Temporary Assistance for Needy Families (TANF) Oversight. He indicated that one of the board goals is better collaboration with other state agencies as agencies begin the reorganization plan that will bring them into agreement with the governor's vision for the state. Director Bassett said that a mandate had been issued to find ways among agency partners for expenditure sharing, to co-locate where possible, and to merge responsibilities among state agencies for better utilization of the federal funds received. Director Bassett further reported that ADWS reorganized the monitoring units into a program unit and financial unit, under the responsibility of Ms. Cindy Varner and Ms. Tanya Plunkett respectively, in an effort to allow transparency in the expenditure of funds and to demonstrate accountability as an agency. In conclusion, he also mentioned that the agenda item on ethics training is a direct result of the board's request.

Agenda Item 1 – ACTION – Minutes of the April 12, 2016 Board Meeting: Chair Clark proceeded to Action Item 1, asking if there were any additions or corrections to the minutes. Hearing none, **a motion to accept the minutes as presented was made by Mr. Kelley Sharp, seconded by Mr. Tom Anderson, and the motion carried unanimously.**

Report of the Chairperson: Chair Clark began by stating that the board had experienced vacancies recently due to retirement and resignations. He then welcomed four new board members: Mr. George Gan Nunnally and Mr. Rodney Loy who will serve on the TANF Oversight Committee, and Mr. Jeffery Allen and Dr. Julie Roberson who will serve on the Strategic Planning Committee. Each member briefly introduced themselves to the members. Chair Clark announced that Mr. Gary Sams retired from the board and provided a synopsis of Mr. Sams' many contributions of service to the board and to the State of Arkansas, beginning with his appointment in August, 2009, by former Governor Mike Beebe. Following brief remarks from Mr. Sams, Chair Clark announced that Mr. Brian Itzkowitz and Mr. Scott Bull would be serving on the Executive Committee along with the other committee chairs.

Next, Chair Clark indicated that he will attend the National Governor's Association – State Workforce Board Chairs meeting in Chicago, Illinois, July 31 – August 3, 2016 and will report back to the board following the meeting. He stated that this meeting offers an opportunity for Arkansas to compare its progress with other states and to exchange ideas and thoughts with other states. He indicated that some of the agenda items for discussion include Building a Talent Pipeline Through Sector Strategies and Career Pathways; How to Create a High Performance State Workforce Board; an Overview of WIOA Regulations; and discussion of Labor Market Information in Workforce Development decisions.

Report of Staff: Chair Clark asked Ms. Cindy Varner, ADWS - Assistant Director for Employment Assistance, to provide the staff report. Ms. Varner reported that a letter approving the State Plan was received on June 27, 2016; staff is reviewing the WIOA Regulations that were released on June 30, 2016, to see how they apply to Arkansas. A full report will be provided at the next board meeting.

Ms. Varner stated that local board member training was held on April 27, 2016 with 176 local board members from throughout the state in attendance. She reported that the training, conducted by Maher & Maher, Inc., will be made available online at our website for those members who were unable to attend. She stated that on May 2 – 3, 2016, a very successful case management training was provided to over 200 front line case managers with individuals representing almost every program included in the State Plan. Topics discussed included learning more about the principles of case management, how to document cases, and provide services as required in the State Plan. Ms. Varner said for the past year a joint meeting with all ten of the local board directors is held on the first Thursday of every month in order to coordinate activities, to relay information from the state board, and to discuss any issues. She also reported on July 7, 2016 a joint meeting was held with the WIOA Roundtable Sector Strategies Committee which is the group identified to draft guidance for the State and to implement sector strategies. Presenters included two staff members from the National Governor's Association in Washington, DC, as well as staff members from Maher & Maher, Inc., who provided information about sector strategies. Ms. Varner reported that previously conducted state level and local level assessments of Arkansas's readiness to implement sector strategies were reviewed. She reported that information was shared regarding the American Apprenticeship Initiative and how to increase the use of apprenticeship in Arkansas for training.

Ms. Varner reported that the National Governor's Association staff remained a second day to present additional information to approximately 74 individuals from throughout Arkansas. The second day training provided information about apprenticeship and how to increase it as a workforce development strategy.

Ms. Varner announced several upcoming events based on major goals identified by the board, to improve employers' and job seekers' awareness of workforce centers and the services they provide. The first effort toward improving awareness of the centers is to schedule six events this fall. The first five events will be held at workforce centers, with time allotted for employers and job seekers separately to curtail the message to each particular group and to provide tours of the centers to communicate the services that are available to both groups. Two in late September and three in October at the following locations: Camden, Fayetteville, Fort Smith, Magnolia, and West Memphis. She reported that on November 3, 2016, a large career expo will be held at Verizon Arena. She stated that over the last several years, the agency has been unable to hold this event due to a lack of funding; however, during the last expo held at Verizon Arena, approximately 125 employers with job openings and about 4,500 job seekers participated within a four hour period. In conclusion, Ms. Varner stated that the board would be notified once the dates for the community events were established, and she encouraged the board members to attend if one is in their area of the state. She stated that notices concerning the career expo also will be sent to employers throughout the state. Chair Clark stated that these awareness events would be a great way to brand the workforce centers, and he encouraged board members to attend.

Committee Reports

Action Item 2 – Revisions to WIOA Combined Plan Ratification: Chair Clark asked Mr. Brian Itzkowitz, Chair of the Strategic Planning Committee, to give a report of the committee's activities since the last quarterly meeting.

Mr. Itzkowitz reported that the Strategic Planning Committee met that morning and approved the minutes of the April 12, 2016 meeting. He stated that the committee heard a report from Mr. Arnell Willis, ADWS – Workforce Investment Director, regarding the revisions made to the WIOA Combined State Plan which was submitted to the U.S. Department of Labor on April 1, 2016. Mr. Itzkowitz reported that during the months of April and May, staff from various state agencies worked with their federal partners to resolve the 116 comments on the plan and that staff from several state agencies were in attendance at that day's meeting to report on those revisions. He further reported, that the plan was approved on June 27, 2016 with the caveat that the five outstanding questions centered around the following: 1) priority of service to veterans; 2) adult education; 3) concurrent activities; and 4) how the goals for achieving the states strategic vision, are based on serving special populations, be resolved. The State has until September 1, 2016 to resolve the final five questions. The committee decided to allow the staff to resolve the final needed revisions as required by the federal approval letter and report back to the committee prior to the next meeting. The committee requested that the staff follow up on the denial of Career Readiness Certificate (CRC) and credential attainment rate

since verbiage for the WAGE program was not mentioned in the denial letter. Finally, the committee voted to approve the revisions to the State Plan.

By direction of the Strategic Planning Committee, Mr. Brian Itzkowitz made a motion to approve the revisions to the WIOA State Combined Plan for PY 2016 through PY 2019, and the approval of the Local Planning Guidance. Chair Clark recognized the motion and asked for any questions from the full board. Hearing none, the board voted and the committee's recommendations passed unanimously.

Mr. Itzkowitz further reported that the committee reviewed and approved the issuance of the local planning guidance for use by local workforce development boards in preparing their regional and local plans for compliance with the Workforce Innovation and Opportunity Act by the December 31, 2016 due date. The committee reviewed a draft action plan matrix that will monitor the required actions and provide status updates. The committee deferred action to the executive committee and staff to ensure the use and completion of the working document. Mr. Itzkowitz concluded his report by announcing that the next committee meeting will be held on October 11, 2016 at 10:00 a.m.

Chair Clark recognized and requested that Mr. Alan Hughes, member of the Program & Performance Evaluation Committee, give a report on that committee's activities since the last full board meeting.

Mr. Hughes reported that the committee met that morning and approved the minutes of the April 12, 2016 meeting. He stated that the committee reviewed a draft action plan prepared by staff to aid the committee in monitoring the required activities of the committee as established in the bylaws. The monitoring is to ensure that the goals and objectives identified in the State Plan are being implemented. He said the committee also approved a revision to the Eligible Training Provider Continued Eligibility Certificate process by adding a statement that the continued eligibility performance targets would not go into effect until two full years of WIOA performance data is acquired. The revision was recommended based on the guidelines from the U.S. Department of Labor. The committee approved guidelines for use by local boards in submitting a local annual report by August 30, 2016. Mr. Hughes stated that the outlines included information on the following: Arkansas workforce centers, WIOA implementation activities, employer service, innovative service delivery, service to targeted populations, leveraging resources, continuous improvement efforts, and success stories. He indicated that the committee heard a positive report from the WIOA Assessment conducted by the U.S. Department of Labor in Arkansas in March, 2016, which identified a few best practices. The committee discussed the results of a report on a common program and finance-related monitoring findings. A request was made by staff to provide an example of persons receiving services and to walk through with the committee from start to finish the services and training. The committee received a staff recommendation concerning a performance dashboard for a quarterly review by the committee. The staff recommended a four phase approach as follows: 1) create a dashboard using the federal common performance measures for core programs; 2) incorporate data from non-core programs included in the State Plan; 3) evaluate the workforce

system using an independent evaluator; and 4) use data collected from the independent evaluator to determine what state specific measures should be added.

Mr. Hughes further reported that the committee reviewed each federal common performance measure in detail and asked multiple questions. The committee agreed that the staff would provide data on common performance measures at the next meeting on October 11, 2016.

By direction of the Program & Performance Evaluation Committee, Mr. Alan Hughes made a motion to adopt the revision made to the Eligible Training Provider Continued Eligibility Certificate process and local annual report guidelines. Chair Clark recognized the motion, and asked for any questions from the full board. Dr. Karen Rosa requested clarification on the eligible training providers, and Mr. Hughes deferred to Ms. Varner for a response. Ms. Varner indicated that the statement places an effective date in the policy stating that the performance criteria will not be effective on the training providers until two years of baseline data is acquired. Based on technical assistance provided by the U. S. Department of Labor, in the past, two years of WIA data was used as a baseline. It was recommended that the same method should be used for a WIOA data baseline. Hearing no other questions, the board voted and the committee's recommendations passed unanimously.

Chair Clark recognized Mr. Tom Anderson, Chair of the TANF Oversight Committee, to give a report of the committee's activities since the last quarterly meeting.

Mr. Anderson reported that the TANF Oversight committee met that morning, approved the minutes of the April 12, 2016 committee meeting, and heard an update on the implementation of requirements of Act 1205 of 2015. He stated that the committee continued its review of the new drug screening and drug testing program for TANF participants as required by state law. Mr. Anderson indicated that the committee also heard reports on the TANF program enrollment and strategies to increase enrollment in declining programs; the TEA and Work Pays program performance; and the EBT restrictions law which required ADWS to request a federal waiver to apply additional restrictions regarding the use of cash assistance placed on EBT cards, which was denied by the Administration for Children and Families. The TANF Oversight committee reviewed a draft action plan developed by the staff to aid the committee in monitoring required activities as established by the by-laws and to ensure that the goals and objectives identified in the State Plan are implemented. In conclusion, Mr. Anderson stated that the next meeting of the TANF Oversight Committee would be held on October 11, 2016 at 10:00 a.m.

Board Ethical Behavior and Effective Governance: Chair Clark noted that, in April, 2016, the Program & Performance Evaluation Committee requested that the board receive ethics training, and Mr. Jerry Spratt of Spratt Financial Forensics, Inc. was recommended following research by the staff. Chair Clark stated that Mr. Spratt's full bio was included in the agenda packet and introduced him to the board.

Mr. Spratt provided a detailed presentation on ethical behavior and effective governance as outlined in his PowerPoint, of which a copy is included in the official meeting file. Upon conclusion of Mr. Spratt's presentation, Chair Clark stated that the board would be much stronger if each member fulfilled the responsibility of maintaining integrity in all decision making processes.

Open Discussion: The State Plan is Submitted and Now What?: Chair Clark moved to the open discussion item on next steps following the approval of the State Plan. As the plan is to be implemented, one of the major goals is to create awareness of the workforce centers by informing employers and job seekers of the center functions. He indicated that he would form an Ad Hoc Committee of approximately six individuals to focus solely on increasing awareness through outreach strategies and plans. He then asked that volunteers with special interests in advertising, marketing, grass root movements, or experience in other outreach efforts notify him or Ms. Varner.

Next, he stated that each committee had received a committee action plan based on respective roles and responsibilities according to the board bylaws. Each committee also had received an assignment of goals and objectives from the State Plan that related to the mission of each committee. Chair Clark noted that this tool would keep the committee actions on track and would make certain the board achieves the goals and objectives established for the board and the State. He indicated that the open discussion item would appear on each agenda and asked if there were any comments or thoughts. Hearing none, he moved to the next agenda item.

Announcements: Chair Clark announced that the next meeting of the full board would be held at Goodwill Industries, Inc., on October 11, 2016, at 1:00 p.m., with committees meeting at 10:00 a.m.

Adjourn: Chair Clark adjourned the meeting at 2:52 p.m., on a motion made by Ms. Karen Breashears, seconded by Mr. Jeffrey Allen, and carried unanimously.

Charles Clark, Chairman

Arnell Willis, Director Workforce Investment
Department of Workforce Services

*Minutes recorded by Darlister Mitchell
Department of Workforce Services Staff*