

# AGENDA

**NOVEMBER 20, 2015**

## **ARKANSAS WORKFORCE DEVELOPMENT BOARD PROGRAM AND PERFORMANCE EVALUATION COMMITTEE MEETING**

2:00 P.M. BY TELECONFERENCE

Teleconference Dial-In Instructions (Board Members Only)  
1-877-336-1831  
Access Code: 2030011

Call to Order..... Scott Bull, PPE Committee Chair

### **ACTION Item 1**

Minutes of the October 13, 2015 Committee Meeting

### **ACTION Item 2**

Review of Performance Targets Established for  
Eligible Training Providers Continued Eligibility Policy..... Cindy Varner, Assistant Director  
Department of Workforce Services

### **NEXT MEETING DATES**

Nov 30- Dec 1, 2015	10:00 a.m. (Nov 30) 8:30 a.m. (Dec 1)	Board Strategic Planning	Little Rock
January 12, 2016	10:00 a.m. 1:00 p.m.	Committees Full Board Meeting	Little Rock Little Rock

Embassy Suites Hotel  
11301 Financial Centre Pkwy  
Little Rock, Arkansas



**For Consideration of the  
Arkansas Workforce Development Board  
Program and Performance Evaluation Committee**

**November 20, 2015**

**AGENDA ITEM 1 – ACTION:** Minutes of the October 13, 2015 Committee Meeting

**RECOMMENDATION:** It is recommended that the Program and Performance Evaluation Committee approve the minutes of the October 13, 2015 committee meeting.

**INFORMATION/RATIONALE:** Minutes of the meeting are attached.

## UNOFFICIAL

### MINUTES

#### ARKANSAS WORKFORCE DEVELOPMENT BOARD Program & Performance Evaluation Committee October 13, 2015

A meeting of the Program & Performance Evaluation Committee of the Arkansas Workforce Development Board was held on October 13, 2015, beginning at 10:05 a.m., at the Embassy Suites Hotel, Little Rock, Arkansas. Chair Scott Bull presided with the following members present: Mr. Jeff Griffin, Ms. Abby Houseworth, Mr. Alan Hughes, Mr. Bart Langley, Mr. Alan McClain, Mr. Brett Powell, Mr. Gary Sams, and Mr. Kelley Sharp. Ms. Holley Little was unable to attend.

A quorum being present, Chair Bull called the meeting to order and began by thanking the members for being present for the Program and Performance Evaluation Committee.

Agenda Item 1 – Minutes of the July 14, 2015 Committee Meeting: Chair Bull proceeded to Agenda 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. Bart Langley, seconded by Mr. Alan Hughes, and the motion carried unanimously.**

Chairman Bull then stated two new members were appointed to the committee since the last committee meeting: Mr. Jeff Griffin, representing business, and Mr. Kelly Sharp, representing Registered Apprenticeship. Chairman Bull asked each new committee member to briefly introduce themselves.

Chair Bull stated the committee had a very full agenda to include learning more about the systems and processes that are already in place to promote continuous improvement, identify best practices, performance, evaluation of local boards, accountability metrics, assessing effectiveness, and data collection.

Chair Bull stated that he developed the agenda with questions that he has about the system that are likely questions other committee members have as well. He indicated the staff took those questions and prepared information to share with the committee to address what is already in place that will help the committee to later identify gaps that need to be filled in making sure that the delivery system is effective, accountable, and transparent.

Mike Kennedy, Tammy Dragon, and Sandy Monaco provided presentations that correlated with questions Chairman Bull included in the agenda. Committee members asked questions throughout the presentations. The PowerPoint presentation is on file with the official board agenda.

At the end of Ms. Dragon's presentation on performance, Chair Bull asked for a motion to approve the Preliminary Policy – Arkansas Performance Accountability Policy. Committee members received a copy of the preliminary policy in their agenda packet. **A motion to accept the Preliminary Policy as presented was made by Mr. Bart Langley, seconded by Mr. Jeff Griffin, and carried unanimously.**

The committee requested that the staff do further research on performance dashboards and bring a recommendation for consideration by the committee.

Announcements: Chair Bull announced the next regular meeting of the Program and Performance Evaluation Committee is scheduled for January 12, at 10:00 a.m. He also informed committee members the state plan must be completed no later than February 1, and that it may be necessary to schedule a special meeting of the committee to look at performance targets for the plan.

He then announced that the full board will meet at 1:00 p.m. that afternoon and the next scheduled meeting of the full board will be for strategic planning on November 30 and December 1, 2015. He indicated the times and location of the event will be announced by the staff at a later date.

Adjourn: Chair Bull adjourned the meeting at 11:50 p.m. on **a motion made by Mr. Bart Langley, seconded by Mr. Jeff Griffin, and carried unanimously.**

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Mr. Scott Bull, Program & Performance  
Evaluation Committee Chair

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Mr. Daryl Bassett, Director  
Department of Workforce Services

*Minutes recorded by Stephanie Carlo  
Department of Workforce Services Staff*

# For Consideration of the Arkansas Workforce Development Board

November 20, 2015

**AGENDA ITEM 2 – ACTION:** Eligible Training Provider Continued Eligibility Certification Process

**RECOMMENDATION:** It is recommended that the Program and Performance Evaluation Committee of the Arkansas Workforce Development Board approve the attached policy regarding Eligible Training Provider Continued Eligibility Certification.

**INFORMATION/RATIONALE:** Under the Workforce Innovation and Opportunity Act (WIOA), in an effort to ensure that only quality training that leads to employment is available to jobseekers, the State must ensure that a process is in place to determine eligible providers of training. Under WIOA, this process is two-fold—1) initial eligibility and 2) continued eligibility. For WIOA implementation purposes, the initial eligibility process had to be in place by July 1, 2015, which was approved by the AWDB in June 2015. This represents an application process for new training providers that have never provided training under the Workforce Investment Act program. A policy for continued eligibility must be in place by December 31, 2015. A process for continued eligibility is attached for consideration and includes performance targets that training providers must achieve in order to stay on the certified list of providers.

This policy has been reviewed by the directors and staff of the current ten local workforce investment boards established under the Workforce Investment Act (predecessor to WIOA) and the WIOA Roundtable Policy Committee, which is made up of staff members from the Arkansas Department of Workforce Services, Arkansas Department of Career Education, Arkansas Rehabilitation Services, Division of Services for the Blind of the Department of Human Services, Registered Apprenticeship, and local workforce board directors. The feedback received from these groups was considered and incorporated where possible into the final draft presented for the board's consideration.

## **Continued Eligibility Certification Process**

### **General Overview:**

Section 122 of WIOA requires that training providers submit verifiable program specific information on the outcomes of WIOA program participants who have attended the training program when applying for continued eligibility. Section 122 also stipulates that some of the information submitted must meet minimum levels set by the State. Local Workforce Development Boards have the option of setting performance levels higher than the minimum levels established by the State.

### **Projected Employment Opportunities:**

All training must be directly linked to employment opportunities either in the local area or in an area to which the individual is willing to relocate. If a local area does not have a particular occupation on its projected employment opportunities list, they may send a participant to, or a customer may choose, a training provider/program not approved by their LWDB if that participant agrees in writing that s/he would be willing to relocate or commute to become employed in that occupation.

An occupation is considered an employment opportunity for a local area if it appears on the *Projected Employment Opportunities List* for the State or local area. Occupations on an adjacent local area's list, including local areas in other states, may also be considered employment opportunities in the local area. If a local area would like to train in an occupation that is not on their local area's projected employment opportunities list, but is on the list of an adjacent area, they should contact the Labor Market Information section of the Department of Workforce Services to have the occupation added within the Arkansas Consumer Report System web site. For local areas in other states, the LWDB must provide the adjacent area's projected employment opportunities list, along with the adjacent state's contact information and occupations to be trained in before the occupations can be added to the Arkansas Consumer Report System.

### **Required Information for Continued Eligibility:**

The information to be included on the continued application is described below.

1. The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program
2. The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program

3. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program
4. The percentage of program participants who obtain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent, during participation in or within 1 year after exit from the program
5. The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment
6. Information on cost of attendance, including cost of tuition and fees, for program participants
7. Information on the program completion rate for such participants

#### **The Continued Eligibility Certification Process:**

1. Providers eligible to apply under this section will complete an online electronic application for “continued certification” through the automated Arkansas Consumer Report System (ACRS) located at <https://www.workforce.arkansas.gov/acrs/>. Providers must apply for each individual program. If multiple training locations exist, an application must be made for **each location**. Providers may make application to any or all Local Workforce Development Boards (LWDBs) at the same time.
2. The LWDBs will receive the application via Internet file if (1) The program’s CIP Code appears on the current *Projected Employment Opportunities List* for the State or Local Workforce Development Area, and (2) Required items are complete and meet minimum qualifications.
3. The LWDB will electronically approve or disapprove each application received via the Internet. The LWDB is responsible for ensuring that the provider’s performance information meets or exceeds the State minimum levels.
4. Upon approval by the LWDB, the provider will be automatically placed on the ACRS website as a WIOA Eligible Training Provider for the applicable program.

**State Minimum Performance Standards for Training Providers**

<b><i>Performance Measure</i></b>	<b><i>State Minimum Level</i></b>
<b>PERFORMANCE MEASURES</b> Programs must meet the State minimum levels for the performance measure.	
Percentage of WIOA participants who are in unsubsidized employment during the second quarter after exit from the program.	61%
Percentage of WIOA participants who are in unsubsidized employment during the fourth quarter after exit from the program.	63%
Median earnings of WIOA participants who are in unsubsidized employment during the second quarter after exit from the program.	\$5,000/qtr.
<b>INFORMATIONAL MEASURES</b> Programs must only report these performance measures.	
Percentage of WIOA participants who obtain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent, during participation or within 1 year after exit from the program.	%
Cost of attendance, including cost of tuition and fees, for WIOA participants.	\$
Program completion rate for WIOA participants.	%