



**DEPARTMENT OF WORKFORCE SERVICES  
ISSUANCE PY 09-01**

**Artee Williams, Director**

**July 17, 2009**

**TO:** Local Workforce Investment Board Chairs  
Chief Elected Officials  
Local Workforce Investment Board Administrators  
Local Service Providers

**SUBJECT:** Transfer of the Arkansas Workforce Investment Board to the Department of Workforce Services and Composition Changes to the Arkansas Workforce Investment Board.

- 1. Purpose:** To communicate organizational changes at the state level and composition changes to the state workforce investment board to local workforce investment areas.
- 2. References:** Arkansas Act 1487 of 2009.  
<http://www.arkleg.state.ar.us/assembly/2009/R/Acts/Act1487.pdf>
- 3. General Information:** Arkansas Act 1487 of 2009 transferred the Arkansas Workforce Investment Board (AWIB) to the Arkansas Department of Workforce Services (DWS) effective July 1, 2009 and made several changes to the composition of the state board.

By moving the staff support of the state board to the primary workforce agency, the Department of Workforce Services, the state will realize a savings of reduced administration expenses by utilizing already existing infrastructure within the DWS for program oversight, management, and fiscal services for the WIA programs. One leadership direction will be realized at the state level for workforce development and can be consistently applied at the local workforce investment area level. Furthermore, there will be one contact agency for the state, rather than two, for the benefit of our federal awarding agency.

The transfer of the AWIB personnel to DWS took place on July 1, 2009. Former AWIB employees were retained and integrated into other programs at DWS such as Trade Adjustment Assistance, Temporary Assistance for Needy Families, Workforce Investment Act, and the Office of Monitoring and Compliance.

Attachment A provides points of contact at DWS for state board and WIA related activities.

A management level organizational chart for the DWS agency, the Office of Employment Assistance and Office of Financial Management and Administrative Services is attached for reference.

Arkansas Act 1487 of 2009 also made several changes to the composition of the Arkansas Workforce Investment Board to bring the membership requirements back in line with federal legislation. In the 2003 legislative session, several changes to the Arkansas statute were made that caused the state workforce investment board membership to be contradictory to federal legislation and membership requirements. As of July 1, 2009 all existing state board membership terms expired. The Governor's Office of Appointments is in the process of making appointments to the state board according to the new membership criteria.

4. **Action Required:** Ensure that all staff and partners have received this communication.
5. **Inquiries:** Questions regarding this guidance should be directed to Cindy Varner at 501-371-1028 or [cindy.varner@arkanas.gov](mailto:cindy.varner@arkanas.gov).
6. **Attachments:**
  - Attachment A: DWS Points of Contact for WIA Related Activities
  - Attachment B: DWS Organizational Chart (Management Level)
  - Attachment C: Employment Assistance Organizational Chart (Management Level), and
  - Attachment D: Financial Management & Administrative Services Organizational Chart (Management Level)
  - Attachment E: DWS Area Operation Chief Areas and Contact Information
7. **Expiration Date:** Continuing.

## Department of Workforce Services Contacts for WIA Related Activities

July 14, 2009

Area of Responsibility	Contact
State Board Activities	Cindy Varner Assistant Director, Employment Assistance Phone: 501-371-1028 Fax: 501-683-5858 Email: <a href="mailto:cindy.varner@arkansas.gov">cindy.varner@arkansas.gov</a>
Technical Assistance for WIA Programs and Governance	Rob Marek Administrative Services Manager Phone: 501-371-1027 Fax: 501-683-5858 Email: <a href="mailto:robert.marek@arkansas.gov">robert.marek@arkansas.gov</a>
National Emergency Grants	Stephanie Carlo Program Operations Manager Phone: 501-683-4707 Fax: 501-683-5915 Email: <a href="mailto:stephanie.carlo@arkansas.gov">stephanie.carlo@arkansas.gov</a>
Targeted Populations (i.e., youth, persons with disabilities, mature workers, low-income, etc.)	Glenn Sergeant Targeted Populations Advisor Phone: 501-371-1016 Fax: 501-683-5858 Email: <a href="mailto:glenn.sergeant@arkansas.gov">glenn.sergeant@arkansas.gov</a>
Wagner-Peyser and Veterans Services	Jim Case Program Operations Manager Phone: 501-682-1893 Fax: 501-683-5915 Email: <a href="mailto:jim.case@arkansas.gov">jim.case@arkansas.gov</a>
Rapid Response and Trade Adjustment Assistance	Jay Bassett Division Chief for Dislocated Worker Services Phone: 501-682-1818 Fax: 501-682-3537 Email: <a href="mailto:jay.bassett@arkansas.gov">jay.bassett@arkansas.gov</a>
WIA Monitoring	Idell Moseley Program Operations Manager Phone: 501-682-3425 Fax: 501-682-3137 Email: <a href="mailto:idell.moseley@arkansas.gov">idell.moseley@arkansas.gov</a>

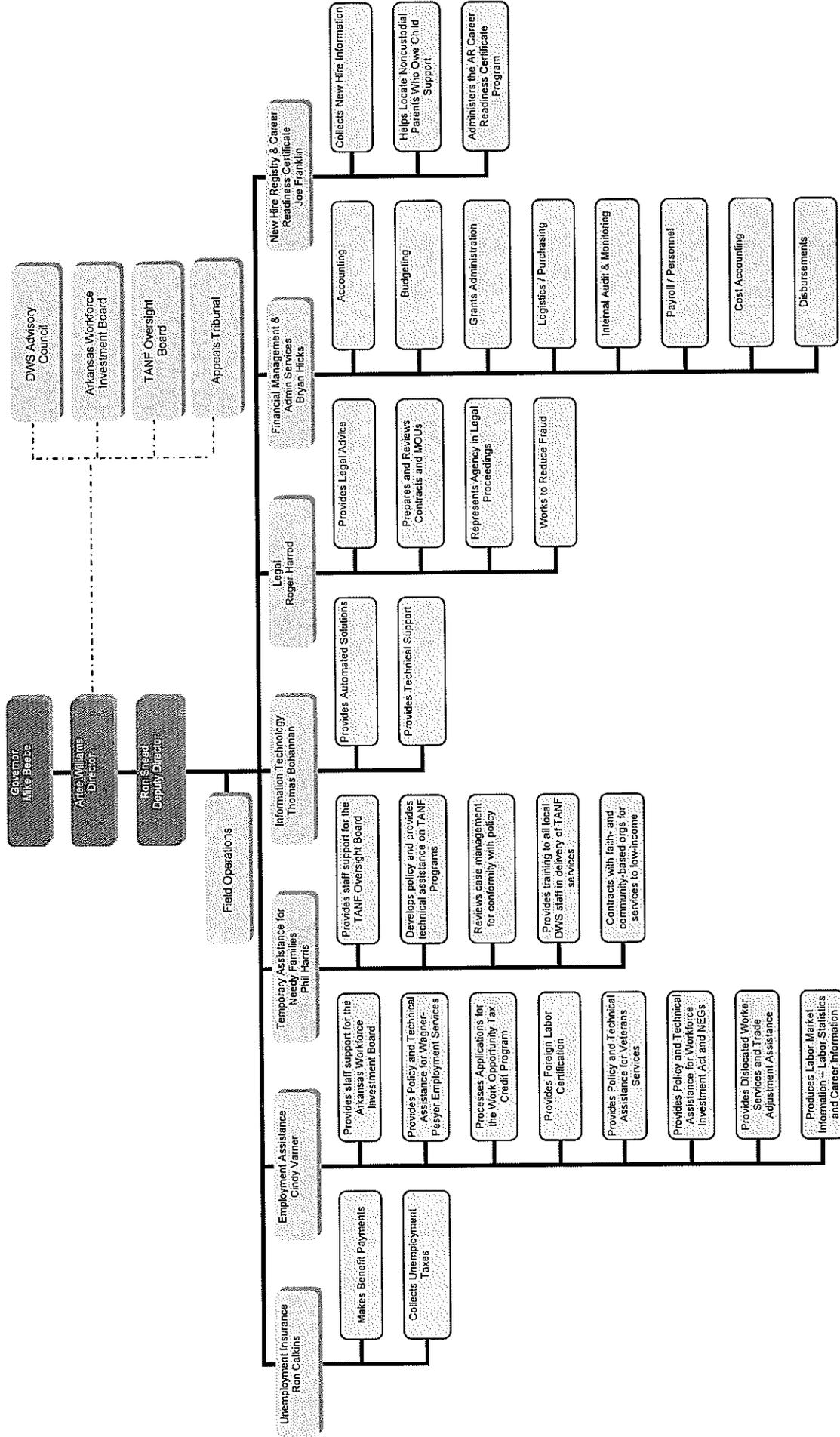
<b>DWS Field Operations</b>	Ron Snead Deputy Director Phone: 501-682-2033 Fax: 501-682-3144 Email: <a href="mailto:ron.snead@arkansas.gov">ron.snead@arkansas.gov</a>
<b>WIA Grants Accounting</b>	Fred Wiedower Division Chief Phone: 501-683-5358 Fax: 501-537-5898 Email: <a href="mailto:fred.wiedower@arkansas.gov">fred.wiedower@arkansas.gov</a>

The mailing address for all above-listed contacts, regardless of physical office location, is as follows:

P.O. Box 2981  
 Little Rock, AR 72203

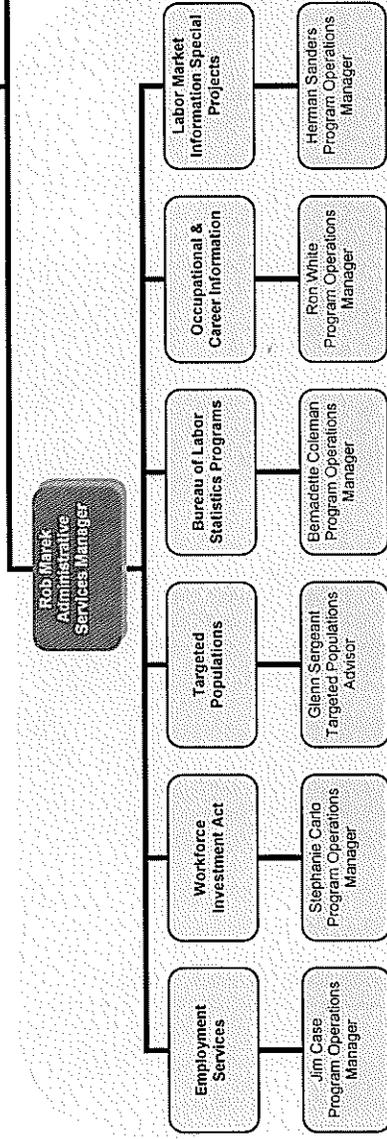
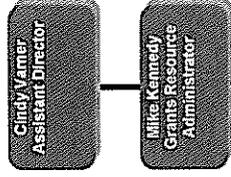
# Department of Workforce Services ORGANIZATIONAL CHART

Total Employees: 1,074  
July 14, 2009

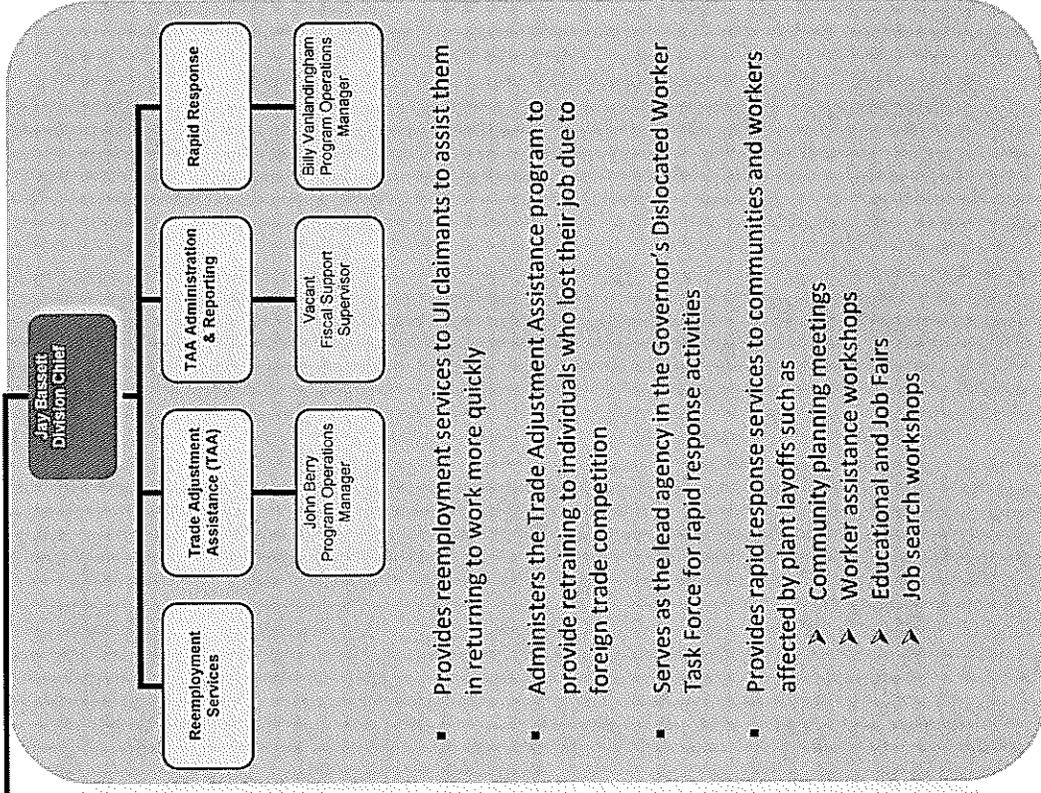


# Department of Workforce Services OFFICE OF EMPLOYMENT ASSISTANCE Organizational Chart

Total Employees: 145  
July 14, 2009



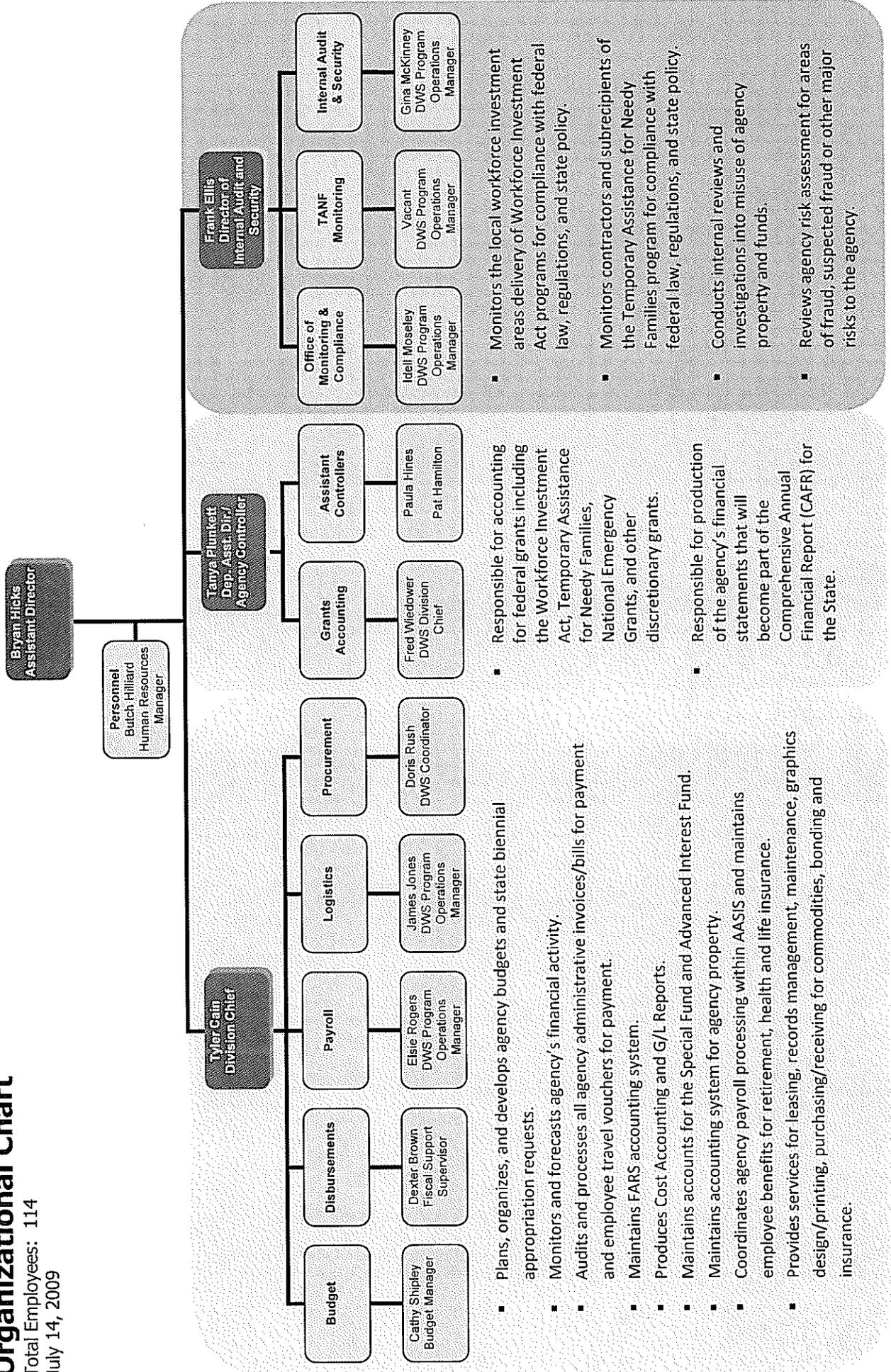
- Provides technical assistance to DWS field offices for Wagner-Peyser Employment Services and Veterans Programs
- Certifies applications from employers for the Work Opportunity Tax Credit program
- Supports the needs of migrant and seasonal farmworkers through the workforce development system in Arkansas
- Develops policy and provides technical assistance to local workforce investment areas for Workforce Investment Act and National Emergency Grants
- Administers discretionary employment and training grants
- Provides guidance to local workforce investment areas on services to targeted populations such as youth, persons with disabilities, mature workers, and low-income families
- Produces labor market information that is used by statisticians, employers, researchers, economic developers and institutions of higher education, including information regarding employment, wages, labor market trends and unemployment rates



- Provides reemployment services to UI claimants to assist them in returning to work more quickly
- Administers the Trade Adjustment Assistance program to provide retraining to individuals who lost their job due to foreign trade competition
- Serves as the lead agency in the Governor's Dislocated Worker Task Force for rapid response activities
- Provides rapid response services to communities and workers affected by plant layoffs such as
  - Community planning meetings
  - Worker assistance workshops
  - Educational and Job Fairs
  - Job search workshops

# Department of Workforce Services FINANCIAL MANAGEMENT & ADMINISTRATIVE SERVICES Organizational Chart

Total Employees: 114  
July 14, 2009



**Department of Workforce Services**  
**AREA OPERATION CHIEF AREAS**

July 15, 2009

Area I	Area II	Area III	Area IV	Area V	Area VI	Area VII
<b>Doyce Hill</b> 479.636.4755 CP 479.246.8479 FAX 479.621.0322 P.O. Box 99 Rogers, 72757	<b>Skeet Morse</b> 501.730.9887 CP 501.551.6573 FAX 501.730.9869 P.O. Box 189 Conway, 72033	<b>Judy Duncan</b> 870.933.1354 CP 870.512.9392 FAX 870.935.0024 P.O. Box 16127 Jonesboro, 72401	<b>Fred Jackson</b> 501.332.1905 CP 501.416.2633 FAX 501.337.9003 P.O. Box 788 Malvern, 72104	<b>Boylee Hamilton</b> 501.320.3008 CP 501.416.0434 FAX 501.320.3075 P.O. Box 190060 Little Rock, 72219	<b>Jeanette Williams</b> 501.268.8601 CP 501.305.9928 FAX 501.268.1783 P.O. Box 248 Searcy, 72145	<b>Wilma Gill</b> 870.245.1441 CP FAX 870.246.0344 P.O. Box 620 Arkadelphia, 71923
Fayetteville Fort Smith Paris Harrison Mena Mountain Home Rogers Siloam Springs	Benton Clarksville Conway Danville Hot Springs Russellville	Batesville Blytheville Jonesboro Harrisburg Newport Augusta Paragould Walnut Ridge	Camden El Dorado Magnolia Monticello Crossett Hamburg Lake Village Warren Pine Bluff	Jacksonville Little Rock	Forrest City Marianna Wynne Helena Searcy West Helena West Memphis	Arkadelphia Hope Migrant Farm Labor Center Hope Malvern Texarkana

**WIA Points of Contact for Areas**

Northwest Western	West Central Shared Central	Northeast Shared North Central	Southeast Shared Southwest	Little Rock Shared Central	Eastern Shared North Central	West Central Shared Southwest Northeast Texas
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