

DEVELOPMENT **BOARD**

FULL BOARD MEETING

NOVEMBER 7, 2023 11 A.M. - 12:30 P.M.

AGENDA

HOT SPRINGS CONVENTION CENTER ROOMS 208/209

134 CONVENTION BOULEVARD HOT SPRINGS, AR 71901

ARKANSAS DIVISION OF WORKFORCE SERVICES

AGENDA





November 7, 2023

ARKANSAS WORKFORCE DEVELOPMENT BOARD FULL BOARD MEETING

11:00 a.m12:40 p.m.	
Call to Order	Board Staff
Agenda Item 1: ACTION Minutes of September 26, 2023 Full Board Meeting . (2 Minutes)	
Agenda Item 2: INFORMATIONAL- REPORTS	
Report of Chairperson(2 Minutes)	Thomas Anderson, Chairman
Report of Director(2 Minutes)	Dr. Charisse Childers, Director Arkansas Division of Workforce Services
Remarks(3 Minutes)	Secretary Hugh McDonald Arkansas Department of Commerce
Remarks(10 Minutes) United	Nicholas Lalpuis, Regional Administrator States Department of Labor- ETA- Region 4
Agenda Item 3: INFORMATIONAL AWDB Bylaws Amendment(8 Minutes)	Chairman Anderson & Eddie Thomas
Agenda Item 4: INFORMATIONAL WIOA State Plan Requirements PY 2024-2027(5	Minutes)Eddie Thomas, Deputy Director Arkansas Division of Workforce Services



Hot Springs Convention Center- Rooms 208/209 Hot Springs, AR



Agenda Item 5: INFORMATIONAL

Governor's Workforce Strategy.......(3 Minutes).....Mike Rogers, Chief Workforce Officer

Office of Governor Sarah Huckabee Sanders

Agenda Item 6: INFORMATIONAL

WIOA Core Partner PY' 22 Annual Reports

(35 Minutes)

- $\bullet \quad Title \ I Workforce \ Development \ Board: \ Adult, \ Youth \ \& \ Dislocated \ Worker \ Programs$
 - Title III Wagner-Peyser/Employment Services

Eddie Thomas, Deputy Director

• Title II - Adult Education

Dr. Trenia Miles, Director

• Title IV - Arkansas Rehabilitation Services

Joseph Baxter, Commissioner

• Title IV - Services for the Blind

Dr. Cassondra Williams, Director

Agenda Item 7: INFORMATIONAL

Reimagine Arkansas Workforce Grant......(2 Minutes)......Shenaye Johns, Project Director

Arkansas Division of Workforce Services

Agenda Item 8: INFORMATIONAL

Crawford County Adult Education Center-Alternative Sentencing Program

(15 Minutes)

Dr. Debbie Faubus Kendrick, Director

Agenda Item 9: ACTION

Workforce Development Board of Eastern Arkansas Certification Approvals

(3 Minutes)

Dr. Claudia Griffin, Policy Specialist & Rebecca Edwards, Targeted Populations Advisor

Arkansas Division of Workforce Services

Board Open Discussion (4 Minutes)

Public Opportunity to Address the Board (2 Minutes)

Announcements (1 Minutes)

Adjournment

Policies/Issuances for Review

N/A





NOVEMBER 7-9, 2023
Hot Springs Convention Center
134 Convention Boulevard





Hot Springs Convention Center- Rooms 208/209 Hot Springs, AR



MINUTES <u>ARKANSAS WORKFORCE DEVELOPMENT BOARD</u> September 26, 2023

The Arkansas Workforce Development Board convened on September 26, 2023, beginning at 10:03 a.m. The meeting was conducted in person. Chairman Tom Anderson presided with the following members voicing their presence: Mr. Thomas Anderson, Commissioner Joseph Baxter; Mr. Len Blaylock, Ms. Karen Breashears, Mr. Miles Crawford, Dr. Charisse Childers, Judge Brandon Ellison, Mr. Randy Finegan, Mr. Mike Rogers, proxy for Governor Sanders, Ms. Candice Lawrence, Ms. Latanyua Robertson, Ms. Edie Stewart, guest for Mr. Brian Marsh, Dr. Trenia Miles, Mr. Clint O'Neal, Mr. Kelly Sharpe, Dr. Ken Warden, and Dr. Cassondra Williams Stokes.

Mr. William French, Mr. Randy Henderson, Ms. Abby Houseworth, Ms. Rebecca Ives, Mr. Charles Johnson, Ms. Holley Little, Ms. Rachel Mize, Mr. George Nunnally, and Mr. Robert Thorne were unable to attend.

A quorum was established.

<u>Chairman's Opening Comments:</u> Chairman Anderson announced that there were two resignations submitted since the last full board meeting: Ms. Shana Chaplin and Ms. Julie Roberson. He also congratulated board member: Candice Lawrence on being included on the Arkansas Money & Politics 2023 Achievers in their Forties list.

<u>Agenda Item 1-ACTION-Full Board Minutes Approval:</u> Chairman Anderson asked if there were any revisions/corrections that needed to be made to the May 3, 2023, minutes.

Hearing none, a motion was made by Judge Brandon Ellison to approve the minutes and seconded by Len Blaylock. The motion carried unanimously with none opposed.

Agenda Item 2-ACTION/INFORMATIONAL

Chairman's Report- Chairman Anderson was scheduled to attend the National Governor's Association Summer workforce symposium in Fargo, ND earlier this summer. He was unable to attend but Eddie Thomas attended the Liaison meeting; the two will collaborate on notes and next step actions.

Chairman Anderson reported that the Executive Committee convened three meetings to discuss important and time sensitive topics including the Reimage Arkansas Workforce grant and the Governor's workforce strategy. At this time, I invite you to review the minutes of those meetings with the intent of approving the minutes and ratifying all actions voted upon during those meetings.

Meeting Summaries & Minutes Approvals

On June 15, 2023, the Executive Committee met to discuss the one-year extension of the USDOE ReImagine grant. After thorough discussion and a review of documentation, the committee voted not to request the extension. After that meeting, Chairman Anderson received a letter from Shorter College requesting a special meeting with the objective of reconsidering the decision made on June 15th.

On August 4, 2023, the Executive Committee met and heard directly from subrecipients of the grant as well as members of the ADWS staff. After further discussion and hearing recommendations to improve the outcomes of the grant and after input from the chief workforce officer, the committee voted to

overturn the prior decision and to move forward with requesting a one-year extension for the grant to be extended until September 30,2024.

On August 18, 2023, the executive committee convened for a strategic planning session with Chief Workforce Officer- Mr. Mike Rogers. During the meeting, committee members were introduced to the Governor's workforce strategy and provided valuable insight and recommendations to the plan.

Len Blaylock asked a question regarding the University of Arkansas reluctance to submit information for the Reimagine Grant. Chairman Anderson confirmed with Eddie Thomas that the issue had been resolved. Chairman Anderson asked if there was a motion to ratify and approve the minutes for the last three executive committee meetings.

Hearing none, a motion was made by Miles Crawford to approve the minutes and seconded by Judge Ellison. The motion carried unanimously with none opposed.

Director's Report- Dr. Charisse Childers was appointed by acting secretary of the U.S. Department of Labor to the workforce information advisory council. Dr. Childers is excited for opportunity to work on a two-year plan of workforce recommendations for labor market information on available data and insight.

Report of Staff- Assistant Director Eddie Thomas, provided the board with updates related to the USDOL WIOA Monitoring Report with emphasis on Title I and Title III programs. Three areas of concerns were found by DOL. The first area of concern is board compliance. AD Thomas gave a brief summary of the concerns and mentioned that the state must address multiple board compliance issues including board vacancies and implementing required functions of the board. AD Thomas stated that he will be working with Chairman Anderson and Dr. Childers to plan a board retreat with the goal of working through the state plan and other areas that require strategic planning. Thomas mentioned that in November, there will be a governance training for the board that will break down some of the functions of the board members.

The second area of concern dealt with program monitoring. DOL found that more monitoring is needed in the programs of Employment Services and Rapid Response. More work is needed in developing a more effective and robust system for evaluating the effectiveness of those programs. AD Thomas will be looking into changing organization structure and checking the monitoring instruments to resolve these concerns. The third area of concern dealt with the ES complaint system. AD Thomas stated that he is working to make sure that there is a strong internal control for individuals receiving our services. Steps and procedures will be discussed and implemented to make sure individuals receiving our services know the proper procedure to file a complaint when needed.

Lastly, AD Thomas informed everyone that another round of WIOA system wide evaluation will begin soon for Title I-IV programs and will be led by a team from the University of Arkansas. AD Thomas stated that the programs will be evaluated on program effectiveness, service delivery, and performance.

<u>Agenda Item 3-INFORMATIONAL-Robert McGough- CiviForm- Common Intake/Research Improving People's Lives (RIPL) Doors Platforms:</u>

Mr. McGough provided updates on the Civiform common intake platform. Arkansas is the first state to use CiviForm in this manner. Participants who use Civiforms have 12 basic intake questions to start the process of finding employment. Once those questions have been answered, the system quickly identifies eligibility to jobs and programs available to applicants. A soft launch of CiviForm and RIPL will begin on October 2, 2023. The programs will be available to the public in January 2024. Mr. McGough is seeking

input from the board regarding areas of improvement and seeking partners for testing. At the end of his presentation, Mr. McGough opened the floor for questions, and he answered questions from the members.

Miles Crawford asked a question regarding if the program parses data? Mr. McGough confirmed that the programs do parse data. Mr. Crawford asked a follow up question regarding where the source of jobs come from. Mr. McGough stated that the jobs are pulled from multiple systems ranging from the National Labor Exchange to American job centers, and most recently access to the National Labor Research Hubs have been added.

Candice Lawrence asked how strong is the program's intelligence when it comes down to identifying fields that the applicant might be a good fit? Mr. McGough stated that use of generative A.I. is coming into play more to help people with attesting their skills. Presently, he is using more traditional machine learning and very structured high quality data.

Ms. Latanyua Robertson asked has there been any consideration given for the programs to be used in rural communities for people who have connectivity issues and may not be computer illiterate. Mr. McGough stated that user research has been done to make sure questions asked on the website are broken down to a 5th grade level. They provide education and training support for digital literacy. Mike Rogers chimed in and stated that they are hoping that local workforce offices can help provide training for people who are computer illiterate.

Agenda Item 4-INFORMATIONAL- Mike Rogers-Chief Workforce Officer: Chief Rogers gave a brief overview of the seven elements that touch the workforce cabinets. The cabinets are the Department of Commerce, Department of Corrections, Department of Education, Department of Human Services, Department of Labor & Licensing, Department of Transformation and Shared Services, and the Department of Veterans Affairs. Chief Rogers also discussed the who, why, and what of the Governor's workforce strategy. Lastly, Chief Rogers gave an update on the work being done to have apprenticeships in healthcare available in the next year. At the end of his presentation, Chairman Anderson opened the floor for open discussion regarding Chief Rogers presentation.

Agenda Item 5- INFORMATIONAL-WIOA Partner Updates: Title IV-Commissioner Baxter, introduced Bailey Smith from Pulaski Tech. Ms. Smith is the director of the 3D program at Pulaski Tech. The 3D program is a program for people with disabilities who want to enroll in culinary school through a partnership with Easter Seals and ARS. The 3D program defines the dimensions of diversity and prepares students for employment. Participants in the program have an opportunity to earn a degree in culinary arts, baking, or hospitality. Participants learn through small classes with their peers and the instructor for the first year. During the second year, participants are in a regular classroom environment. At the end of her presentation, Ms. Smith opened the floor for questions, and she answered questions from the board.

Title I-AD Thomas yielded his time back to the board.

Title II- Dr. Trenia Miles discussed goals for Adult Education. The first goal was to increase enrollments by 10%. This goal has been met and surpassed. Enrollment has increased by 16%. The second goal of Adult Education is to increase their GED passers by 5%. This goal has also been met and surpassed. The current GED passer rate is 11%. The third goal is to prepare their adult learners for workforce development through the WAGE program. WAGE stands for Workforce Alliance for Growth in the Economy. It's a workforce based training program for unemployed and underemployed adults. WAGE has an academic component (reading, math, and literacy skills) while providing opportunities for students to increase soft skills through digital and financial literacy. Career coaches are available to help students

prepare for interviews through mock interviews and helping them with job searches. At the end of her presentation, Dr. Miles opened the floor for questions, and she answered questions from the board.

Title III-Mr. Gary Do stated the main focus of title III is collaboration among all our partners. The Russellville local office was recently remodeled which allowed ARS partners to co-locate which will allows for better referrals and coordination amongst partner agencies. The Russellville open house held on August 22, 2023, coincided with the 40 year anniversary of DWS partnering with the Chamber. Mr. Do stated that they are utilizing and working on better technology to better assist customers. He mentioned that staff is working with local workforce boards and business services teams in order to determine what services businesses may need. At the end of his presentation, Mr. Do, opened the floor for questions, and he answered questions from the board.

Title IV- Dr. Cassondra Williams-Stokes stated that they have evaluated their policies and procedures to determine any barriers that will prevent individuals from obtaining services. Dr. Williams provided an overview of services provided by the Division of Services for the Blind with emphasis on reader services and their vending facility program. Chairman Anderson offered the board's help to find new sites to keep the vending facility program successful. At the end her presentation, Dr. Stokes, opened the floor for questions, and she answered questions from the board.

Agenda Item 6- INFORMATIONAL-Regional Collaboration-Central Arkansas Workforce Region:

Mr. W.J. Mongale, from the Little Rock Workforce Development Board discussed how his workforce development board received a small grant from the state to help with their regional planning. The grant allowed them to hire a facilitator to help find common goals and resources between the Little Rock Workforce Development Board and the Central Arkansas Workforce Development. Both boards meet on a regular basis to discover ways to extend the region in a deeper way. Ms. Carmen Edwards, from the Central Arkansas Workforce Development Board further discussed the collaboration between both boards specifically how the Little Rock Workforce Development Board's initiatives coincides with the initiatives of the Central Arkansas Workforce Development Board. At the end of her presentation, Ms. Edwards opened the floor for questions, and she answered questions from the board.

Agenda Item 7- INFORMATIONAL- ReImagine Grant Update: Ms. Shenaye Johns provided a brief overview about the grant goals and objectives, and deliverables. Ms. Johns also discussed the request for a no cost one year extension. Ms. Jamie Loftin, from the University of Arkansas Global Campus provided an update on the financial aspect of the grant. As of August 31, 2023, \$8,000,000 has been spent for participant support, professional services, and personnel. There is currently 1.5 million dollars remaining. Ms. Loftin provided a demographic breakdown of enrollees and read two appreciation stories from enrollees who have graduated from the program. Dr. Angee Valentine, director of the ReImagine Grant at Shorter College provided an update on their newly formed partnership with the Career Readiness Certificate program through ACT. In addition to students working towards their educational degree goals they are also able to learn and sharpen their soft skills. At the end of both respective presentations, Dr. Valentine, and Ms. Loftin opened the floor for questions, and they both answered questions from the board. Dr. Valentine will share her financial overview of the grant with AD Thomas, and he will share that information at the next board meeting.

Public Opportunity to Address the Board: None

Announcements: Mr. Len Blaylock announced that October 6, 202 is National Manufacturing Day.

Adjourn: Chairman Anderson asked for a motion to adjourn the meeting. A motion was made by Miles Crawford and seconded by Len Blaylock. The motion carried unanimously with none opposed. Meeting adjourned at 2:01p.m.

Thomas Anderson, Board Chairman Arkansas Workforce Development Board

Charisse Childers, Director Arkansas Division of Workforce Services

Minutes recorded by Victoria Hall & Eddie Thomas Arkansas Division of Workforce Services Staff





TO: Hugh McDonald

FROM: Charisse Childers, Ph.D.

DATE: October 31, 2023

SUBJECT: Revision of Arkansas Workforce Development Board Bylaws

The most recent USDOL monitoring visit of Arkansas identified several findings related to non-compliance with the Arkansas Workforce Development Board.

"The state board is non-compliant with WIOA requirements as follows:

- The membership composition does not include a business majority and 20 percent representatives of the workforce within the state;
- The bylaws do not address the minimum requirements of the nomination process, term limitations and how the term appointments will be staggered, the process to notify the Governor of vacancies, the use of technology, and the process to ensure members actively participate in convening workforce system stakeholders; and
- The following functions are not conducted by the board: development and continuous improvement of
 the one-stop delivery system and development of strategies for technological improvements to facilitate
 access to and improve the quality of services and activities provided through the one-stop delivery
 system.

Without a WIOA-compliant state board, DWS and the board members are unable to strategically lead and convene stakeholders, ensure continuous improvement, and operate and administer WIOA-compliant programs and services.

WIOA sec. 101(b)(1), and 20 CFR § 679.110 stipulate the state workforce development board requirements, while 20 CFR § 679.110(d) outlines the minimum criterion for the state board by-laws.

20 CFR § 679.130(c) and (g) stipulates the required functions of the state board to develop and improve the one-stop delivery system and strategies for technological improvements to improve the services and activities of the one-stop delivery system."

To fulfill requirements of 20 CFR § 679.110(d), ADWS, as the administrative entity for the Governor's Workforce Board, has updated the state board bylaws based on guidance provided by USDOL. The revised draft of the bylaws is being submitted to the Arkansas Department of Commerce with proposed next steps to include submittal to the Governor's office for review and approval, and finally, the amendments of the bylaws being submitted to the Arkansas Workforce Development Board for approval at the November 7, 2023, board meeting. Attached you will find a marked-up copy of the bylaws as well as a clean copy for your review. I am requesting a review and reply by November 2, 2023, in order to place on the November 7 board agenda.

Please contact me if you have any questions regarding the changes to the bylaws or the process for approval.

Attachment: 20 CRF



Arkansas Workforce Development Board By-Laws

Est. June 9, 2015

Amended: October 9, 2018 October 9, 2018

<u>Draft Revision: October 16, 2023</u>

Article I: Appointments

Section 1. Authority

The Arkansas Workforce Development Board is organized under provisions of Arkansas Annotated Code 15-4-3704, the Arkansas Workforce Innovation and Opportunity Act, and Public Law 113-128, the Workforce Innovation and Opportunity Act of 2014. Membership and duties of the Board are as defined in those Acts and in these by-laws. These by-laws are structured to meet the requirements of 20 CFR § 679.110(d).

Section 2. Representation.

The members of the Board shall be comprised of members who shall represent diverse geographic areas of the State, including urban and rural, and does not In appointing members to the Board, the Governor shall not discriminate on the basis of race, color, national origin, age, disability, or sex.

Section 23. Term of Appointment

The <u>members appointed</u> initially appointed members of the Board shall draw lots to determine service terms as follows:

- (1) One-fourth shall be appointed for a term of one year.
- (2) One-fourth shall be appointed for a term of two years.
- (3) One-fourth shall be appointed for a term of three years.
- (4) One-fourth shall be appointed for a term of four years.
- (5) As each initial appointment term expires, all appointments made by the Governor will be for four (4) years.

According to CFR § 679.120, anyone occupying a seat on the board must qualify as an individual with policy making authority or has demonstrated experience and expertise with their organization or field.

A representative with "optimum policy-making authority" is defined to be:

(a) an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.

(b) A representative with "demonstrated experience and expertise" means an individual with documented leadership in developing or implementing workforce development, human resources, training and development, or a core program function. Demonstrated experience and expertise may include individuals with experience in education or training of job seekers with barriers to employment as described in § 679.110(b)(3)(ii)(C) and (D).

Section 34. Vacancies

In accordance with Arkansas Annotated Code 15-4-3704(g), in the event of a vacancy on the Board in one (1) of the appointed positions, the vacancy shall be filled for the unexpired portion of the term by appointment by the original appointing authority of a person meeting the same qualifications required for initial appointment.

Members shallmay continue to discharge the duties of the board, although their term has expired, until a qualified successor has been appointed, pursuant to §15-4-3704(b).

In the event of a Board vacancy via resignation, termination, or other means, the following process will be utilized to fill the vacancy:

- A. Member's written resignation must be sent to the Executive Director of the Board to submit to the Governor's office for notification.
- B. the Arkansas Division of Workforce Services (ADWS) and the Arkansas

 Department of Commerce (ACOM) will recommend qualified persons
 to the Governor's office will utilize its internal process to fill vacanciesy
 which starts with filling out an application on the Governor's
 website.
- C. Governor's office will advise the Directors of ADWS and ACOM of the appointment selection Board Chair or Board staff of appointment selection.
- D. The Governor's Office Board staff-will send orientation documentation to appointed board member.

Section 45. Attendance

- 1) Attendance required. <u>The order to</u> ensure broad representation and a quorum, all board members have a responsibility to attend all regular or special meetings of the board or commission.
- 2) Excessive absences. A board member shall be subject to removal from the board in the event the member shall fail to present to the Governor a satisfactory excuse for his absence. Unexcused absences from three (3) successive regular meetings, without attending any intermediary called special meetings, shall constitute sufficient cause for removal. (According to

Arkansas Code Annotated § 25-16-804, the Governor may remove a board or commission member for good cause.)

Arkansas Code Annotated § 25-16-804 (a)(1) **Good Cause** includes:

- a. <u>Conduct constituting a criminal offense involving moral turpitude;</u>
- b. Gross dereliction of duty;
- c. Gross abuse of authority; or
- d. The unexcused absence of a board or commission member from three (3) successive regular meetings without attending any intermediary called special meetings.
- 3) **Notice and removal procedures.** Removal of board members shall be in accordance with the following:
 - a. Within thirty (30) days after each regular board meeting, the Executive Directorstate staff of the board shall notify, the Governor, in writing, the Governor of any member who has been absent from three (3) successive regular meetings, without attending any intermediary called special meetings. The Executive Director's notice to the Governor shall include a copy of all meeting notices and attendance records for the past year.
 - b. Within sixty (60) days after receiving the notice and supporting documentation from the <u>state staffExecutive Director</u>, the Governor shall notify, in writing, the board member of his intent to remove the member for cause.
 - c. Within twenty (20) days of the date of the Governor's notice, the member may request an excused absence as provided by this section or may file within the Governor's Office notice that the member disputes the attendance records and the reasons thereby.
 - d. The Governor shall grant an excuse for illness of the member when verified by a written sworn statement by the attending physician, or other proper excuse as determined by the Governor.
 - e. After twenty (20) days of the date of the Governor's notice, if no rebuttal is received or other adequate documentation submitted, the member may be removed in accordance with the provisions set forth.

4) Reimbursements and Expenses -withheld withheld.

Travel expenses reported by Board members, other than state, technical college, and University employees (who would be reimbursed by the agency which pays his or her salary) to attend meetings of the Board or its committees or other meetings approved by the Board shall be reimbursed in accordance with the State travel reimbursement policy and State of Arkansas Travel Regulations, which allows for members to be reimbursed for their actual and necessary expenses incurred in the performance of their duties. Members shall submit their travel reimbursement request in writing to Boardstate staff for reimbursement.

Any board or commission member referred to the Governor because of excessive absences under the provisions of this section shall not be entitled

to any stipend payments for attending meetings of the board until the board or commission receives notification from the Governor that the member has been excused for the absences.

- 5) Resignation or Termination. The Governor may terminate the appointment of any member, other than those who are state or university officials who serve by virtue of their position, at his or her pleasure.
 - a. Any member, in his or her capacity as a Board member may resign such position by providing written notice to the Governor, Chair of the Board, or state staffExecutive Director of the Board. The effective date of any resignation shall be the time specified in the statement of resignation, or immediately if no time is specified.
 - b. Elected officials who are no longer serving in the elected office they were appointed to represent, shall submit their resignation effective immediately to the Governor's Office in writing upon dismissal.

Section 6. Changing Employment Status

In the event that a member changes employers, that member may be allowed to continue to serve on the Board if they are still able to fill the member type category for which they were originally appointed, or if they are able to fill a vacancy in another member category.

In the event that the changing employment status makes the member ineligible to serve, that member must submit their resignation to the Governor, Chair of the Board, or state staffExecutive Director of the Board.

Article II: Officers

Section 1. Chair

The Governor shall select annually on June 1 a chair for the Board from among the representatives of business described in A.C.A 15-4-3704. The Chair shall preside at all meetings of the Board and Executive Committee and shall have such other duties, powers, and responsibilities as are assigned by the Board or these by-laws.

Section 2. Vice-Chair

The Governor shall annually select by July 1 of each calendar year a Vice-Chair from among the members of the Board. The Vice-Chair shall act as Chair in the absence or disability of the Chair and shall have such other duties, powers and responsibilities as are assigned by the Chair, the Board, or these by-laws.

The Vice Chair shall continue to discharge the duties of the board, although their term has expired or until a qualified successor has been appointed.

Section 3. Line of Succession

<u>If In the event that</u> neither the Chair nor Vice-Chair are available to preside at all meetings of the Board and Executive Committee, the line of succession is as follows:

- 1. Strategic Planning Committee Chair
- 2. Program and Performance Evaluation Committee Chair
- 3. TANF Oversight Committee Chair.

Article III: Powers and Functions

Section 1. Powers and Functions

The Arkansas Workforce Development Board shall have specific responsibilities as provided in A.C.A. 15-4-3706. The Board also shall have any other responsibilities identified in Public Law 113-128, or assigned by the Governor.

Article IV: Meetings

Section 1. Regular Meetings

The Board shall meet at least quarterly at such time and location as the Chair may select. The Executive Committee shall meet as needed between the quarterly board meetings at the call of the chair of the executive committee or upon the request of seventy-five percent (75%) of the executive committee members, and the chair of the executive committee shall report any actions of the executive committee to the board at the quarterly meetings. —Each other committee shall meet at such times and locations as called by the committee chair and consistent with applicable provisions of the Administrative Procedures Act. Communications requesting consideration by the Board from persons not members thereof shall be in writing to the Board Director at least twenty (20) days prior to a regularly scheduled Board meeting. Items brought by Board members may be added to the agenda with a two-thirds (2/3) vote of the members present.

The Board and its Committees may utilize technologies to promote greater participation among its members. Such technologies may include, but not limited to: teleconferences, webinars, and other web-based meeting tools. All meeting locations shall be publicly noticed and accessible to the public.

- A. The technology used for the electronic meeting shall allow attendees full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time of the meeting.
- B. Participation in a remote meeting shall constitute presence for all purposes, including quorum and voting.
- C. Any action that could be taken at an in-person meeting may also be taken at a remote meeting held pursuant to this provision.

All meeting locations shall be publicly noticed and accessible to the public.

Section 2. Special Meetings

Special meetings of the Board for any purpose may be called by the Chair of the Board or upon the written request of a majority of the membership of the Board.

Section 3. Notice of Meetings

Written notice stating the place, day and hour of the meeting, and in case of a special meeting, the purpose or purposes for which the meeting is called, shall be deposited in the mail, hand delivered, or sent by way of electronic mail or fax not less than seven (7) days before the date of a regular meeting and not less than one (1) day before the date of a special meeting. Such notice shall be sent to Board members, the media and individuals who have submitted a written request to be notified of meetings.

Section 4. Order of Business

The regular order of business <u>shall include</u>, in any <u>order</u>, at all <u>meetings of the Board shall be as follows the following</u>:

- A. Roll call
- B. Action on the minutes of the preceding meeting(s)
- C. Report of the Chair
- D. Report of the staff director
- E. Report of the Executive Committee
- F. Report of the standing committees
- G. Report of any *ad hoc* committees
- H. Other specified agenda items
- I. Communications, petitions and miscellaneous
- J. Adjournment

Section 5. Agenda.

Before a Board meeting or committee meeting, an agenda showing the items of business to be conducted at the meeting shall be prepared. The Chairperson or the ADWS staffExecutive Director of the Board may prepare the agenda.

The agenda shall be made available to each member of the Board or committee no less than 76 hours prior to the meeting.

A Board member may have an item placed on the agenda of the Board meeting or a committee meeting by notification, in writing no less than 7 days prior to the scheduled board meeting, to the Chairperson or state staffExecutive

Director of the Board. Persons who are not members of the Board may request agenda items to be placed upon the Board agenda or committee agenda by request to the Chairperson or ADWS staff supportExecutive Director of the Board. The Chairperson has the discretion as to whether the items should be placed on the agenda.

Section 56. Rules

Meetings of the Board and its committees shall be conducted in accordance with the policies specified in these by-laws and generally recognized procedures

(e.g., Robert's Rules of Order, the process used by the Arkansas General Assembly, or other common methods of proceeding). Any objections to procedure must be made at the time an action is taken by the Board or committee.

Article V: Committees

Section 1. Enumeration and Selection

There shall be four (4) standing committees of the Board and such other committees as the Board or the Chair may determine from time to time to be necessary or appropriate. Unless otherwise specified, committee members and chairs shall be appointed by the Chair of the Board. The standing committees are as follows:

- A. Executive Committee
- B. Strategic Planning Committee
- C. Program and Performance Evaluation Committee
- D. Temporary Assistance for Needy Families Oversight Committee

Section 2. Executive Committee

The Executive Committee shall be formed and meet as needed between the quarterly board meetings at the call of the chair of the executive committee or upon the request of seventy-five percent (75%) of the executive committee members. Upon the initial meeting of the Workforce Development Board, the Chair shall name an interim Executive Committee, which shall expire after six months. The Board shall select an Executive Committee to take effect the seventh month.

The Executive Committee shall have the authority of the Board to act during the interim between Board meetings but shall defer to the Board, whenever practical, action on matters of major policy implications. Executive Committee decisions will be implemented immediately and will be ratified at the next full Board meeting. Between Board meetings the Executive Committee shall review and coordinate the work of the other committees. All Board functions not specifically enumerated and assigned to another committee by these by-laws shall be the responsibility of the full Board and the Executive Committee, unless the function is assigned by the Chair to another standing or ad hoc committee.

The membership of the Executive Committee shall include:

- At least five (5) members representing businesses;
- At least one (1) chief elected official;
- At least two (2) representatives of workers;

The Arkansas Department Division of Workforce Services shall provide staff support to the board.

Section 3. Strategic Planning Committee

The Strategic Planning Committee shall act in an advisory capacity to the Board to carry out the following functions:

- The development, implementation, and modification of the state workforce development plan
- The review of statewide policies, of statewide programs, and of recommendations on actions that should be taken by the state to align workforce development programs in the state in a manner that supports a comprehensive and streamlined workforce development system in the state, including the review and provision of comments on the state plan, if any, for programs and activities of one-stop partners that are not core programs;
- The development and continuous improvement of the workforce development system in the state, including:
 - The identification of barriers and means for removing barriers to better coordinate, align, and avoid duplication among the programs and activities carried out through the system;
 - The development of strategies to support the use of career pathways for the purpose of providing individuals, including lowskilled adults, youth, and individuals with barriers to employment (including individuals with disabilities), with workforce investment activities, education, and supportive services to enter or retain employment;
 - The development of strategies for providing effective outreach to and improved access for individuals and employers who could benefit from services provided through the workforce development system;
 - The development and expansion of strategies for meeting the needs of employers, workers, and jobseekers, particularly through industry or sector partnerships related to in-demand industry sectors and occupations;
 - The identification of regions, including planning regions, after consultation with local boards and chief elected officials;
- The development of strategies to support staff training and awareness across programs supported under the workforce development system;
- The development and review of statewide policies affecting the coordinated provision of services through the state's one-stop delivery system, including the development of—
 - Guidance for the allocation of one-stop center infrastructure funds;
 and
 - Policies relating to the appropriate roles and contributions of entities carrying out one-stop partner programs within the one-stop delivery system, including approaches to facilitating equitable and efficient cost allocation in such system;
- The development of strategies for technological improvements to facilitate access to, and improve the quality of, services and activities provided through the one-stop delivery system, including such improvements to:
 - Enhance digital literacy skills;
 - Accelerate the acquisition of skills and recognized postsecondary credentials by participants;

- Strengthen the professional development of providers and workforce professionals; and
- Ensure such technology is accessible to individuals with disabilities and individuals residing in remote areas;
- The development of allocation formulas for the distribution of funds for employment and training activities for adults, and youth workforce investment activities, to local areas.

The Committee also will perform other functions related to strategic planning activities. To the extent feasible, appointments to the Strategic Planning Committee shall be similar to the categorical representation of the Board as a whole.

Section 4. Program and Performance Evaluation Committee

The Program and Performance Evaluation Committee shall act in an advisory capacity to the Board to carry out the following functions:

- The continuous improvement of the one-stop delivery system in local areas, including providing assistance to local boards, one-stop operators, one-stop partners, and providers with planning and delivering services, including training services and supportive services, to support effective delivery of services to workers, jobseekers, and employers;
- The development and updating of comprehensive state performance accountability measures, including state adjusted levels of performance, to assess the effectiveness of the core programs in the state;
- The identification and dissemination of information on best practices, including best practices for:
 - The effective operation of one-stop centers, relating to the use of business outreach, partnerships, and service delivery strategies, including strategies for serving individuals with barriers to employment;
 - The development of effective local boards, which may include information on factors that contribute to enabling local boards to exceed negotiated local levels of performance, sustain fiscal integrity, and achieve other measures of effectiveness; and
 - Effective training programs that respond to real time labor market analysis, that effectively use direct assessment and prior learning assessment to measure an individual's prior knowledge, skills, competencies, and experiences, and that evaluate such skills, and competencies for adaptability, to support efficient placement into employment or career pathways;
- Objective criteria and procedures for use by local boards in assessing the effectiveness and continuous improvement of one-stop centers;
- The preparation of an annual report;
- The development of the statewide workforce and labor market information system;
- The development of such other policies as may promote statewide objectives for, and enhance the performance of, the workforce development system in the state; and

The development of strategies for aligning technology and data systems across one-stop partner programs to enhance service delivery and improve efficiencies in reporting on performance accountability measures (including the design and implementation of common intake, data collection, case management information, and performance accountability measurement and reporting processes and the incorporation of local input into such design and implementation, to improve coordination of services across one-stop partner programs).

To the extent feasible, appointments to the Program Performance and Evaluation Committee shall be similar to the categorical representation of the Board as a whole.

Section 5. Temporary Assistance for Needy Families Oversight Committee

Temporary Assistance for Needy Families Oversight Committee provides oversight of the Temporary Assistance for Needy Families Program and ensures that all program participants are receiving the assistance, information, and the services needed to help these low-income parents prepare for and connect with employment that will lead to a self-sufficient wage.

The member of the committee shall include:

- At least five (5) members representing businesses;
- At least one (1) chief elected official;
- At least one (1) member from among those members representing workers;
- The director of the <u>Department Division</u> of Workforce Services;
- The director of the Division of County Operations of the Department Division of Human Services as a standing voting committee member who is also not a member of the Arkansas Workforce Development Board

Section 6. Combined Committee Meetings

In the event that it appears that an insufficient number of Committee members are able to attend an upcoming meeting, the Board Chair may determine that it is in the best interest of the Board that a combined committee meeting is held.

This decision will be made after staff has polled committee members and provided notification to the Board Chair that a quorum will not be present.

Article VI: Quorum, Proxies, Voting, and Official Minutes

Section 1. Quorum

A simple majority of the members shall constitute a quorum at Board or committee meetings. Board or committee action shall require a simple majority of those members present during a meeting at which a quorum is present. The Chair may determine the method of voting, except that any member may request individual polling. Secret balloting shall not be allowed. Any member may request that his/her vote or abstention be made part of the minutes.

Section 2. Proxies

Proxy representation and proxy voting for non-governmental Board members will not be allowed. However, proxy representation for agency directors who are unable to be present is expected. Agency directors must notify the Board Chair and state-staff-Executive Director, in writing, of their designee and certify that this person has the authority to serve and function as a Board member on the official's behalf. This notification must be made at least seven (7) calendar days prior to the meeting.

The Governor may be represented by a designee at any meeting or committee meeting of the Arkansas Workforce Development Board and that designee's attendance shall constitute attendance by the Governor for quorum purposes. A person attending a board meeting as a designee of the Governor is authorized to vote on behalf of the Governor.

Section 3. Voting

Each member of the Board shall have one vote. Proxy voting is permitted for representatives of the Governor or agency directors who have provided written notification of their proxy to state staff the Executive Director, in accordance with the Board by-laws.

Section 4. Official Minutes

The Board and its committees shall keep complete records and minutes of its proceedings which shall be open to the public pursuant to law.

Meetings shall be recorded by staff of the Arkansas Division of Workforce Services (ADWS). Minutes of the meetings shall be prepared, presented by ADWS staff, and approved by the Board at the next regular meeting. The minutes shall be made available upon request to any member of the public.

The Board and Committee Chairs will sign all official meeting minutes of their respective entities. In the event that the Board or Committee Chairs are unavailable, the Director of the Arkansas Workforce Development Board shall sign.

Article VII: Public Information

Section 1. Official Pronouncements

The Chair of the Board or his/her designee is the only member of the Board authorized to make official pronouncements for the Board. The staff director Executive Director to the Board staff director, or the agency providing staff support, is authorized to speak for the Board and its membership.

Section 2. Releases and General Information

The staff director Executive Director to the Board staff director, or the agency providing staff support, may issue such news releases, general information and other communications regarding the business of the Board as will serve its interest.

Article VIII: Open and Public Meetings

Section 1. Public Business

The Arkansas Workforce Development Board exists to serve the public interest. Actions of the Board and its meetings shall be conducted openly and in compliance with the Arkansas Freedom of Information Act, ACA 25-19-101, et seq., as amended.

Section 2. **Sunshine Provision**

The Board shall make available to the public, on a regular basis notice posted on its website, -information regarding the activities of the Board, including its work plan-, notice of meetings, recordings and written minutes of meetings -and presentations.

In order to comply with the Sunshine Provisions, the Board and any subcommittee authorized to take official action on behalf of the Board must do the following:

- A. Take official action and engage in deliberations only at meetings open to the public. "Official action" includes making recommendations, establishing policy, making decisions, and/or voting on matters of Board business. "Deliberations" are discussions of board business necessary in order to reach decisions.
 B. Ensure that all meetings are held in an accessible location for the disabled and that all information is provided in accessible and alternate formats.
 - C. Give public notice of meetings in accordance with applicable state code provisions, including public notice in advance of any special meeting or rescheduled regular meeting.
 - D. Ensure that votes of board members be publicly cast
 - E. Keep written minutes of all public meetings, including date, time and place of the meeting, members present, the substance of all official actions, a record of roll call votes, and the names of any citizens who appeared and gave testimony.

Article IX: Amendments

Section 1. Method of Amendment

These by-laws may be amended or repealed at any regular meeting of the Board by a two-thirds affirmative vote of the Board during a meeting at which a quorum is present, provided that copies of such amendments shall be submitted in writing to each member at least seven (7) days before the meeting at which time they are to be proposed; provided, however, that these by-laws may be adopted initially by a two-thirds affirmative vote of the full Board without regard to the seven (7) day notification period. Amendments must be proposed in writing and may be offered by any member of the Board or by the staff director.

Article X: Conflict of Interest

Section 1. Voting Prohibitions

Section 101 of WIOA prohibits a member of the Board from voting on a matter under consideration by the Board when:

- 1. the matter concerns the provision of services by the member or an entity that the member represents; or
- 2. the matter would provide direct financial benefit to the member or the immediate family of the member; or
- 3. the matter concerns any other activity determined by the Governor to constitute a conflict of interest as specified in the State Plan.

Section 2. Board Member Code of Conduct

Members of the Board are expected to avoid unethical behavior in the course of performing their official duties. The Board not only expects its members to avoid impropriety, but also avoid the appearance of impropriety whether it actually exists. Members must avoid:

- 1. using their position for private gain;
- 2. giving preferential treatment to any person or entity;
- 3. losing their independence or impartiality in making decisions; or
- 4. acting in any way that might erode public confidence in the integrity of the Board.

Section 3. Abstention

Board members should individually abstain from voting on issues and matters that will result in a direct or indirect conflict of interest. Abstentions and the general reasons, therefore, should be duly recorded in the minutes of the meeting.

Whenever a potential conflict becomes known to a Member, the Member shall proceed as follows:

A. The Member shall divulge the existence of and the reasons for the potential conflict and refrain from voting on or participating in discussions which relate to the topic. Such declaration and recusal shall be clearly noted in the Board's minutes.

Section 4. Compliance with State law

Board members shall comply with all relevant aspects of the laws of the state of Arkansas with regard to conflict of interest.

Pursuant to A.C.A. § 21-8-1001

(a)

(1) No member of a state board or commission or board member of an entity receiving state funds shall participate in, vote on, influence, or attempt to

influence an official decision if the member has a pecuniary interest in the matter under consideration by the board, commission, or entity.

(2) A member of a state board or commission or board member of an entity receiving state funds may participate in, vote on, influence, or attempt to influence an official decision if the only pecuniary interest that may accrue to the member is incidental to his or her position or accrues to him or her as a member of a profession, occupation, or large class to no greater extent than the pecuniary interest could reasonably be foreseen to accrue to all other members of the profession, occupation, or large class.

(b) No member of a state board or commission or board member of an entity receiving state funds shall participate in any discussion or vote on a rule or regulation that exclusively benefits the member.

Every voting member will be required to sign a Conflict-of-Interest form.

Section 5. Compliance with Federal law

Board members shall comply with all relevant aspects of the WIOA Implementing Regulations with regard to conflict of interest.

Pursuant to 20 CFR §683.200

c) Uniform administrative requirements. (1) Except as provided in paragraphs (c)(3) through (6) of this section, all recipients and subrecipients of a Federal award under title I of WIOA and under the Wagner-Peyser Act must follow 2 CFR part 200, including any exceptions identified by the Department at 2 CFR part 2900.

(5) In addition to the requirements at 2 CFR 200.318, which address codes of conduct and conflict of interest the following applies:

(i) A State WDB member, Local WDB member, or WDB standing committee member must neither cast a vote on, nor participate in any decision-making capacity, on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member or that member's immediate family.

Article XI: Confidentiality

All information, whether transmitted orally or in writing, that is of such a nature that it is not, at that time, a matter of public record or public knowledge is deemed confidential by the Board. Members shall not disclose confidential information obtained in the course of or by reason of his or her membership on the Board to any person or entity not directly involved with the business of the Board.

Furthermore, no member of the Board shall use confidential information obtained in the course of or by reason of his or her membership on the Board in any matter with the intent to obtain financial gain for:

- a. the member.
- b. the member's immediate family,
- c. any business the member or their immediate family is associated, or
- d. any other person.

Article XII: Non-Discrimination

Section 1. The Board shall not discriminate against any employee, agent or provider of consulting or contract services, or applicant for employment, agency or consulting or contract services on the basis of race, color, religion, sex, national origin, disability or veteran status. It shall be the policy and practice of the Board to comply fully with federal and state laws, regulations and requirements in respect of non-discrimination, affirmative action, equal employment and civil rights.

Article XIII: Amendments

Section 1. The bylaws may be amended at any regular meeting of the Board with prior written notice having been given to all members of the Board at least thirty (30) days in advance. Approval of any amendment to the by-laws require two-thirds vote of the members present.

Tom Anderson Board Chair

Tom Anderson, Board Chair
Arkansas Workforce Development Board

Arnell WillisChad Brown, Workforce Development Board Director Department Division of Workforce Services



By-Laws Acknowledgement Form

I,	, have received and read a copy of the
Arkansas Workforce Development Boand statutes as well as my responsibility	ard's (AWDB) By-laws which outlines policies ties as a member.
obligations are likely to be compromis	of interest exists when commitments and ed by the member's interests, or relationships hose interests or commitments are not disclosed.
•	es, transactions, positions you hold (volunteer or believe could contribute to a conflict of interest:
I have no conflict of interest to	report.
and for-profit boards you (and which you or an immediate fan	Finterest to report (please specify other nonprofit your spouse) sit on, any for-profit businesses for nily member are an officer or director, or a name of your employer and any businesses you or a
1.	
2.	
3.	
knowledge, and by my signature below	t forth above is true and complete to the best of my v, I acknowledge, understand, accept and agree to I in the By-laws provided to me by Board staff.
(AWDB Member Signature)	(Date)



Arkansas Workforce Development Board By-Laws

Est. June 9, 2015

Amended: October 9, 2018 Draft Revision: October 24, 2023

Article I: Appointments

Section 1. Authority

The Arkansas Workforce Development Board is organized under provisions of Arkansas Annotated Code 15-4-3704, the Arkansas Workforce Innovation and Opportunity Act, and Public Law 113-128, the Workforce Innovation and Opportunity Act of 2014. Membership and duties of the Board are as defined in those Acts and in these by-laws. These by-laws are structured to meet the requirements of 20 CFR § 679.110(d).

Section 2. Representation.

The Board shall be comprised of members who shall represent diverse geographic areas of the State including urban and rural. In appointing members to the Board, the Governor shall not discriminate on the basis of race, color, national origin, age, disability, or sex.

Section 3. Term of Appointment

The members appointed initially shall draw lots to determine service terms as follows:

- (1) One-fourth shall be appointed for a term of one year.
- (2) One-fourth shall be appointed for a term of two years.
- (3) One-fourth shall be appointed for a term of three years.
- (4) One-fourth shall be appointed for a term of four years.
- (5) As each initial appointment term expires, all appointments made by the Governor will be for four (4) years.

According to CFR § 679.120, anyone occupying a seat on the board must qualify as an individual with policy making authority or has demonstrated experience and expertise with their organization or field.

A representative with "optimum policy-making authority" is defined to be:

- (a) an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.
- (b) A representative with "demonstrated experience and expertise" means an individual with documented leadership in developing or implementing workforce development, human resources, training and development, or a core program function. Demonstrated experience and expertise may include individuals with experience in education or training of job seekers with barriers to employment as described in § 679.110(b)(3)(ii)(C) and (D).

Section 4. Vacancies

In accordance with Arkansas Annotated Code 15-4-3704(g), in the event of a vacancy on the Board in one (1) of the appointed positions, the vacancy shall be filled for the unexpired portion of the term by appointment by the original appointing authority of a person meeting the same qualifications required for initial appointment.

Members may continue to discharge the duties on the board, although their term has expired, until a qualified successor has been appointed, pursuant to Ark. Code Ann. §15-4-3704(b).

In the event of a Board vacancy via resignation, termination, or other means, the following process will be utilized to fill the vacancy:

- A. Member's written resignation must be sent to state staff to submit to the Governor's office for notification.
- B. The Arkansas Division of Workforce Services (ADWS) and the Arkansas Department of Commerce (ACOM) will recommend qualified persons to the Governor's Office to fill vacancies.
- C. The Governor will advise the directors of ADWS and ACOM of the appointment selection.
- D. The governor's Office will send orientation documentation to appointed board member.

Section 5. Attendance

- 1) Attendance required. To ensure broad representation and a quorum, all board members have a responsibility to attend all regular or special meetings of the board and committees.
- 2) Excessive absences. A board member shall be subject to removal from the board in the event the member shall fail to present to the Governor a satisfactory excuse for his absence. Unexcused absences from three (3) successive regular meetings, without attending any intermediary called special meetings, shall constitute sufficient cause for removal. (According to Arkansas Code Annotated § 25-16-804, the Governor may remove a board or commission member for good cause.)

Arkansas Code Annotated § 25-16-804 (a)(1) Good Cause includes:

- a. Conduct constituting a criminal offense involving moral turpitude;
- b. Gross dereliction of duty;
- c. Gross abuse of authority; or
- d. The unexcused absence of a board or commission member from three (3) successive regular meetings without attending any intermediary called special meetings.
- 3) **Notice and removal procedures.** Removal of Board members shall be in accordance with the following:
 - a. Within thirty (30) days after each regular Board meeting, state staff of the board shall notify the Governor, in writing, of any member who has been absent from three (3) successive regular meetings, without attending any intermediary called special meetings. The notice to the Governor shall include a copy of all meeting notices and attendance records for the past year.
 - b. Within sixty (60) days after receiving the notice and supporting documentation from state staff, the Governor shall notify, in writing, the Board member of his intent to remove the member for cause.
 - c. Within twenty (20) days of the date of the Governor's notice, the member may request an excused absence as provided by this section or may file within the Governor's Office notice that the member disputes the attendance records and the reasons thereby.
 - d. The Governor shall grant an excuse for illness of the member when verified by a written sworn statement by the attending physician, or other proper excuse as determined by the Governor.
 - e. After twenty (20) days of the date of the Governor's notice, if no rebuttal is received or other adequate documentation submitted, the member may be removed in accordance with the provisions set forth.

4) Reimbursements and Expenses Withheld.

Travel expenses reported by Board members, other than state, technical college, and University employees (who would otherwise be reimbursed by the agency which pays his or her salary) to attend meetings of the Board or its committees or other meetings approved by the Board shall be reimbursed in accordance with the State travel reimbursement policy and State of Arkansas Travel Regulations, which allows for members to be reimbursed for their actual and necessary expenses incurred in the performance of their duties. Members shall submit their travel reimbursement request in writing to state staff for reimbursement.

Any board or commission member referred to the Governor because of excessive absences under the provisions of this section shall not be entitled to any stipend payments for attending meetings of the board until the board or commission receives notification from the Governor that the member has been excused for the absences.

- 5) **Resignation or Termination**. The Governor may terminate the appointment of any member, other than those who are state or university officials who serve by virtue of their position, at his or her pleasure.
 - a. Any member, in his or her capacity as a Board member may resign such position by providing written notice to the Governor, Chair of the Board, and state staff of the board. The effective date of any resignation shall be the time specified in the statement of resignation, or immediately if no time is specified.
 - b. Elected officials who are no longer serving in the elected office they were appointed to represent, shall submit their resignation effective immediately to the Governor's Office in writing upon dismissal.

Section 6. Changing Employment Status

In the event that a member changes employers, that member may be allowed to continue to serve on the Board if they are still able to fill the member type category for which they were originally appointed, or if they are able to fill a vacancy in another member category.

In the event that the changing employment status makes the member ineligible to serve, that member must submit their resignation to the Governor, Chair of the Board, and state staff.

Article II: Officers

Section 1. Chair

The Governor shall select annually on June 1 a chair for the Board from among the representatives of business described in A.C.A 15-4-3704. The Chair shall preside at all meetings of the Board and Executive Committee and shall have such other duties, powers, and responsibilities as are assigned by the Board or these by-laws.

Section 2. Vice-Chair

The Governor shall select by July 1 of each calendar year a Vice-Chair from among the members of the Board. The Vice-Chair shall act as Chair in the absence or disability of the Chair and shall have such other duties, powers and responsibilities as are assigned by the Chair, the Board, or these by-laws.

Section 3. Line of Succession

If neither the Chair nor Vice-Chair are available to preside at all meetings of the Board and Executive Committee, the line of succession is as follows:

- 1. Strategic Planning Committee Chair
- 2. Program and Performance Evaluation Committee Chair
- 3. TANF Oversight Committee Chair

Article III: Powers and Functions

Section 1. Powers and Functions

The Arkansas Workforce Development Board shall have specific responsibilities as provided in A.C.A. 15-4-3706. The Board also shall have any other responsibilities identified in Public Law 113-128, or assigned by the Governor.

Article IV: Meetings

Section 1. Regular Meetings

The Board shall meet at least quarterly at such time and location as the Chair may select. The Executive Committee shall meet as needed between the quarterly board meetings at the call of the chair of the executive committee or upon the request of seventy-five percent (75%) of the executive committee members, and the chair of the executive committee shall report any actions of the executive committee to the board at the quarterly meetings. Each other committee shall meet at such times and locations as called by the committee chair and consistent with applicable provisions of the Administrative Procedures Act. Communications requesting consideration by the Board from persons not members thereof shall be in writing to the Board Director at least twenty (20) days prior to a regularly scheduled Board meeting. Items brought by Board members may be added to the agenda with a two-thirds (2/3) vote of the members present.

The Board and its Committees may utilize technologies to promote greater participation among its members. Such technologies may include, but are not limited to: teleconferences, webinars, and other web-based meeting tools.

- A. The technology used for the electronic meeting shall allow attendees full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time of the meeting.
- B. Participation in a remote meeting shall constitute presence for all purposes, including quorum and voting.
- C. Any action that could be taken at an in-person meeting may also be taken at a remote meeting held pursuant to this provision.

All meeting locations shall be publicly noticed and accessible to the public.

Section 2. Special Meetings

Special meetings of the Board for any purpose may be called by the Chair of the Board or upon the written request of a majority of the membership of the Board.

Section 3. Notice of Meetings

Written notice stating the place, day and hour of the meeting, and in case of a special meeting, the purpose or purposes for which the meeting is called, shall

be deposited in the mail, hand delivered, or sent by way of electronic mail not less than seven (7) days before the date of a regular meeting and not less than one (1) day before the date of a special meeting. Such notice shall be sent to Board members, the media and individuals who have submitted a written request to be notified of meetings.

Section 4. Order of Business

The regular order of business shall include, in any order, the following:

- A. Roll call
- B. Action on the minutes of the preceding meeting(s)
- C. Report of the Chair
- D. Report of the staff director
- E. Report of the Executive Committee
- F. Report of the standing committees
- G. Report of any *ad hoc* committees
- H. Other specified agenda items
- I. Communications, petitions and miscellaneous
- J. Adjournment

Section 5. Agenda.

Before a Board meeting or committee meeting, an agenda showing the items of business to be conducted at the meeting shall be prepared and circulated to the Board members electronically or by link to the Board's website. The Chairperson or the ADWS staff may prepare the agenda.

The agenda shall be made available to each member of the Board or committee no less than 76 hours prior to the meeting.

A Board member may have an item placed on the agenda of the Board meeting or a committee meeting by notification, in writing no less than 7 days prior to the scheduled board meeting, to the Chairperson and state staff of the board. Persons who are not members of the Board may request agenda items to be placed upon the Board agenda or committee agenda by request to the Chairperson or ADWS staff support. The Chairperson has the discretion as to whether the items should be placed on the agenda.

Section 6. Rules

Meetings of the Board and its committees shall be conducted in accordance with the policies specified in these by-laws and generally recognized procedures (e.g., Robert's Rules of Order, the process used by the Arkansas General Assembly, or other common methods of proceeding). Any objections to procedure must be made at the time an action is taken by the Board or committee.

Article V: Committees

Section 1. Enumeration and Selection

There shall be four (4) standing committees of the Board and such other committees as the Board or the Chair may determine from time to time to be necessary or appropriate. Unless otherwise specified, committee members and chairs shall be appointed by the Chair of the Board. The standing committees are as follows:

- A. Executive Committee
- B. Strategic Planning Committee
- C. Program and Performance Evaluation Committee
- D. Temporary Assistance for Needy Families Oversight Committee

Section 2. Executive Committee

The Executive Committee shall be formed and meet as needed between the quarterly board meetings at the call of the chair of the executive committee or upon the request of seventy-five percent (75%) of the executive committee members. Upon the initial meeting of the Workforce Development Board, the Chair shall name an interim Executive Committee, which shall expire after six months. The Board shall select an Executive Committee to take effect the seventh month.

The Executive Committee shall have the authority of the Board to act during the interim between Board meetings but shall defer to the Board, whenever practical, action on matters of major policy implications. Executive Committee decisions will be implemented immediately and will be ratified at the next full Board meeting. Between Board meetings the Executive Committee shall review and coordinate the work of the other committees. All Board functions not specifically enumerated and assigned to another committee by these by-laws shall be the responsibility of the full Board and the Executive Committee, unless the function is assigned by the Chair to another standing or ad hoc committee.

The membership of the Executive Committee shall include:

- At least five (5) members representing businesses;
- At least one (1) chief elected official;
- At least two (2) representatives of workers;

The Arkansas Division of Workforce Services shall provide staff support to the board.

Section 3. Strategic Planning Committee

The Strategic Planning Committee shall act in an advisory capacity to the Board to carry out the following functions:

- The development, implementation, and modification of the state workforce development plan
- The review of statewide policies, of statewide programs, and of recommendations on actions that should be taken by the state to align workforce development programs in the state in a manner that supports a comprehensive and streamlined workforce development system in the state, including the review and provision of comments on the state plan, if

- any, for programs and activities of one-stop partners that are not core programs;
- The development and continuous improvement of the workforce development system in the state, including:
 - The identification of barriers and means for removing barriers to better coordinate, align, and avoid duplication among the programs and activities carried out through the system;
 - The development of strategies to support the use of career pathways for the purpose of providing individuals, including lowskilled adults, youth, and individuals with barriers to employment (including individuals with disabilities), with workforce investment activities, education, and supportive services to enter or retain employment;
 - The development of strategies for providing effective outreach to and improved access for individuals and employers who could benefit from services provided through the workforce development system;
 - The development and expansion of strategies for meeting the needs of employers, workers, and jobseekers, particularly through industry or sector partnerships related to in-demand industry sectors and occupations;
 - The identification of regions, including planning regions, after consultation with local boards and chief elected officials;
- The development of strategies to support staff training and awareness across programs supported under the workforce development system;
- The development and review of statewide policies affecting the coordinated provision of services through the state's one-stop delivery system, including the development of—
 - Guidance for the allocation of one-stop center infrastructure funds;
 and
 - Policies relating to the appropriate roles and contributions of entities carrying out one-stop partner programs within the one-stop delivery system, including approaches to facilitating equitable and efficient cost allocation in such system;
- The development of strategies for technological improvements to facilitate access to, and improve the quality of, services and activities provided through the one-stop delivery system, including such improvements to:
 - Enhance digital literacy skills;
 - Accelerate the acquisition of skills and recognized postsecondary credentials by participants;
 - Strengthen the professional development of providers and workforce professionals; and
 - Ensure such technology is accessible to individuals with disabilities and individuals residing in remote areas;
- The development of allocation formulas for the distribution of funds for employment and training activities for adults, and youth workforce investment activities, to local areas.

The Committee also will perform other functions related to strategic planning activities. To the extent feasible, appointments to the Strategic Planning Committee shall be similar to the categorical representation of the Board as a whole.

Section 4. Program and Performance Evaluation Committee

The Program and Performance Evaluation Committee shall act in an advisory capacity to the Board to carry out the following functions:

- The continuous improvement of the one-stop delivery system in local areas, including providing assistance to local boards, one-stop operators, one-stop partners, and providers with planning and delivering services, including training services and supportive services, to support effective delivery of services to workers, jobseekers, and employers;
- The development and updating of comprehensive state performance accountability measures, including state adjusted levels of performance, to assess the effectiveness of the core programs in the state;
- The identification and dissemination of information on best practices, including best practices for:
 - The effective operation of one-stop centers, relating to the use of business outreach, partnerships, and service delivery strategies, including strategies for serving individuals with barriers to employment;
 - The development of effective local boards, which may include information on factors that contribute to enabling local boards to exceed negotiated local levels of performance, sustain fiscal integrity, and achieve other measures of effectiveness; and
 - Effective training programs that respond to real time labor market analysis, that effectively use direct assessment and prior learning assessment to measure an individual's prior knowledge, skills, competencies, and experiences, and that evaluate such skills, and competencies for adaptability, to support efficient placement into employment or career pathways;
- Objective criteria and procedures for use by local boards in assessing the effectiveness and continuous improvement of one-stop centers;
- The preparation of an annual report;
- The development of the statewide workforce and labor market information system:
- The development of such other policies as may promote statewide objectives for, and enhance the performance of, the workforce development system in the state; and
- The development of strategies for aligning technology and data systems across one-stop partner programs to enhance service delivery and improve efficiencies in reporting on performance accountability measures (including the design and implementation of common intake, data collection, case management information, and performance accountability measurement and reporting processes and the incorporation of local input into such design and implementation, to improve coordination of services across one-stop partner programs).

To the extent feasible, appointments to the Program Performance and Evaluation Committee shall be similar to the categorical representation of the Board as a whole.

Section 5. Temporary Assistance for Needy Families Oversight Committee

Temporary Assistance for Needy Families Oversight Committee provides oversight of the Temporary Assistance for Needy Families Program and ensures that all program participants are receiving the assistance, information, and the services needed to help these low-income parents prepare for and connect with employment that will lead to a self-sufficient wage.

The member of the committee shall include:

- At least five (5) members representing businesses;
- At least one (1) chief elected official;
- At least one (1) member from among those members representing workers;
- The director of the Division of Workforce Services;
- The director of the Division of County Operations of the Division of Human Services as a standing voting committee member who is also not a member of the Arkansas Workforce Development Board

Section 6. Combined Committee Meetings

In the event that it appears that an insufficient number of Committee members are able to attend an upcoming meeting, the Board Chair may determine that it is in the best interest of the Board that a combined committee meeting is held.

This decision will be made after staff has polled committee members and provided notification to the Board Chair that a quorum will not be present.

Article VI: Quorum, Proxies, Voting, and Official Minutes

Section 1. Quorum

A simple majority of the members shall constitute a quorum at Board or committee meetings. Board or committee action shall require a simple majority of those members present during a meeting at which a quorum is present. The Chair may determine the method of voting, except that any member may request individual polling. Secret balloting shall not be allowed. Any member may request that his/her vote or abstention be made part of the minutes.

Section 2. Proxies

Proxy representation and proxy voting for non-governmental Board members will not be allowed. However, proxy representation for agency directors who are unable to be present is expected. Agency directors must notify the Board Chair and state staff, in writing, of their designee and certify that this person has the authority to serve and function as a Board member on the official's behalf. This notification must be made at least seven (7) calendar days prior to the meeting.

The Governor may be represented by a designee at any meeting or committee meeting of the Arkansas Workforce Development Board and that designee's attendance shall constitute attendance by the Governor for quorum purposes. A person attending a board meeting as a designee of the Governor is authorized to vote on behalf of the Governor.

Section 3. Voting

Each member of the Board shall have one vote. Proxy voting is permitted for representatives of the Governor or agency directors who have provided written notification of their proxy to state staff, in accordance with the Board by-laws.

Section 4. Official Minutes

The Board and its committees shall keep complete records and minutes of its proceedings which shall be open to the public pursuant to law.

Meetings shall be recorded by ADWS staff. Minutes of the meetings shall be prepared, presented by ADWS staff, and approved by the Board at the next regular meeting. The minutes shall be made available upon request to any member of the public.

The Board and Committee Chairs will sign all official meeting minutes of their respective entities. In the event that the Board or Committee Chairs are unavailable, the Director of the Arkansas Workforce Development Board shall sign.

Article VII: Public Information

Section 1. Official Pronouncements

The Chair of the Board or his/her designee is the only member of the Board authorized to make official pronouncements for the Board. The staff director, or the agency providing staff support, is authorized to speak for the Board and its membership.

Section 2. Releases and General Information

The staff director, or the agency providing staff support, may issue such news releases, general information and other communications regarding the business of the Board as will serve its interest.

Article VIII: Open and Public Meetings

Section 1. Public Business

The Arkansas Workforce Development Board exists to serve the public interest. Actions of the Board and its meetings shall be conducted openly and in compliance with the Arkansas Freedom of Information Act, ACA 25-19-101, et seq., as amended.

Section 2. **Sunshine Provision**

The Board shall make available to the public, on a regular basis, notice posted on its website, information regarding the activities of the Board, including its work plan, notice of meetings, recordings and written minutes of meetings and presentations.

To comply with the Sunshine Provisions, the Board and any subcommittee authorized to take official action on behalf of the Board must do the following:

- A. Take official action and engage in deliberations only at meetings open to the public. "Official action" includes making recommendations, establishing policy, making decisions, and/or voting on matters of Board business. "Deliberations" are discussions of board business necessary in order to reach decisions.
- B. Ensure that all meetings are held in an accessible location for the disabled and that all information is provided in accessible and alternate formats.
- C. Give public notice of meetings in accordance with applicable state code provisions, including public notice in advance of any special meeting or rescheduled regular meeting.
- D. Ensure that votes of board members be publicly cast
- E. Keep written minutes of all public meetings, including date, time and place of the meeting, members present, the substance of all official actions, a record of roll call votes, and the names of any citizens who appeared and gave testimony.

Article IX: Amendments

Section 1. Method of Amendment

These by-laws may be amended or repealed at any regular meeting of the Board by a two-thirds affirmative vote of the Board during a meeting at which a quorum is present, provided that copies of such amendments shall be submitted in writing to each member at least seven (7) days before the meeting at which time they are to be proposed; provided, however, that these by-laws may be adopted initially by a two-thirds affirmative vote of the full Board without regard to the seven (7) day notification period. Amendments must be proposed in writing and may be offered by any member of the Board or by the staff director.

Article X: Conflict of Interest

Section 1. Voting Prohibitions

Section 101 of WIOA prohibits a member of the Board from voting on a matter under consideration by the Board when:

- 1. the matter concerns the provision of services by the member or an entity that the member represents; or
- 2. the matter would provide direct financial benefit to the member or the immediate family of the member; or

3. the matter concerns any other activity determined by the Governor to constitute a conflict of interest as specified in the State Plan.

Section 2. Board Member Code of Conduct

Members of the Board are expected to avoid unethical behavior in the course of performing their official duties. The Board not only expects its members to avoid impropriety, but also avoid the appearance of impropriety whether it actually exists. Members must avoid:

- 1. using their position for private gain;
- 2. giving preferential treatment to any person or entity;
- 3. losing their independence or impartiality in making decisions; or
- 4. acting in any way that might erode public confidence in the integrity of the Board.

Section 3. Abstention

Board members should individually abstain from voting on issues and matters that will result in a direct or indirect conflict of interest. Abstentions and the general reasons, therefore, should be duly recorded in the minutes of the meeting.

Whenever a potential conflict becomes known to a Member, the Member shall proceed as follows:

A. The Member shall divulge the existence of and the reasons for the potential conflict and refrain from voting on or participating in discussions which relate to the topic. Such declaration and recusal shall be clearly noted in the Board's minutes.

Section 4. Compliance with State law

Board members shall comply with all relevant aspects of the laws of the state of Arkansas with regard to conflict of interest.

Pursuant to A.C.A. § 21-8-1001

(a)

- (1) No member of a state board or commission or board member of an entity receiving state funds shall participate in, vote on, influence, or attempt to influence an official decision if the member has a pecuniary interest in the matter under consideration by the board, commission, or entity.
- (2) A member of a state board or commission or board member of an entity receiving state funds may participate in, vote on, influence, or attempt to influence an official decision if the only pecuniary interest that may accrue to the member is incidental to his or her position or accrues to him or her as a member of a profession, occupation, or large class to no greater extent than the pecuniary interest could reasonably be foreseen to accrue to all other members of the profession, occupation, or large class.

(b) No member of a state board or commission or board member of an entity receiving state funds shall participate in any discussion or vote on a rule or regulation that exclusively benefits the member.

Every voting member will be required to sign a Conflict-of-Interest form.

Section 5. Compliance with Federal law

Board members shall comply with all relevant aspects of the WIOA Implementing Regulations with regard to conflict of interest.

Pursuant to 20 CFR §683.200

- c) Uniform administrative requirements. (1) Except as provided in paragraphs (c)(3) through (6) of this section, all recipients and subrecipients of a Federal award under title I of WIOA and under the Wagner-Peyser Act must follow 2 CFR part 200, including any exceptions identified by the Department at 2 CFR part 2900.
 - (5) In addition to the requirements at 2 CFR 200.318, which address codes of conduct and conflict of interest the following applies:
 - (i) A State WDB member, Local WDB member, or WDB standing committee member must neither cast a vote on, nor participate in any decision-making capacity, on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member or that member's immediate family.

Article XI: Confidentiality

All information, whether transmitted orally or in writing, that is of such a nature that it is not, at that time, a matter of public record or public knowledge is deemed confidential by the Board. Members shall not disclose confidential information obtained in the course of or by reason of his or her membership on the Board to any person or entity not directly involved with the business of the Board.

Furthermore, no member of the Board shall use confidential information obtained in the course of or by reason of his or her membership on the Board in any matter with the intent to obtain financial gain for:

- a. the member.
- b. the member's immediate family,
- c. any business the member or their immediate family is associated, or
- d. any other person.

Article XII: Non-Discrimination

The Board shall not discriminate against any employee, agent or provider of consulting or contract services, or applicant for employment, agency or consulting or contract services on the basis of race, color, religion, sex, national origin, disability or veteran status. It shall be the policy and practice of the Board to comply fully with federal and state laws, regulations and requirements in respect of non-discrimination, affirmative action, equal employment and civil rights.

Board Chair Arkansas Workforce Development Board

Workforce Development Board Director Division of Workforce Services



By-Laws Acknowledgement Form

I,, ha Arkansas Workforce Development Board's (AV and statutes as well as my responsibilities as a r	, ,
Secondly, a potential or actual conflict of intere obligations are likely to be compromised by the (especially economic), particularly if those interesting the conformal conflict of the co	member's interests, or relationships
Please describe below any relationships, transactionships, or circumstances that you believe continuous transactions and the second sec	
I have no conflict of interest to report.	
I have the following conflict of interest and for-profit boards you (and your spou which you or an immediate family mem majority shareholder, and the name of you family member own): 1.	use) sit on, any for-profit businesses for
2.	
3.	
I hereby certify that the information set forth ab knowledge, and by my signature below, I acknowledge with the information contained in the B	wledge, understand, accept and agree to
(AWDB Member Signature)	(Date)

This content is from the eCFR and is authoritative but unofficial.

Title 20 - Employees' Benefits

Chapter V - Employment and Training Administration, Department of Labor

Part 679 —Statewide and Local Governance of the Workforce Development System Under Title I of the Workforce Innovation and Opportunity Act

Authority: Secs. 101, 106, 107, 108, 189, 503, Public Law 113-128, 128 Stat. 1425 (Jul. 22, 2014).

Source: 81 FR 56371, Aug. 19, 2016, unless otherwise noted.

Subpart A State Workforce Development Board

- § 679.100 What is the purpose of the State Workforce Development Board?
- § 679.110 What is the State Workforce Development Board?
- § 679.120 What is meant by the terms "optimum policy-making authority" and "demonstrated experience and expertise"?
- § 679.130 What are the functions of the State Workforce Development Board?
- § 679.140 How does the State Workforce Development Board meet its requirement to conduct business in an open manner under the "sunshine provision" of the Workforce Innovation and Opportunity Act?
- § 679.150 Under what circumstances may the Governor select an alternative entity in place of the State Workforce Development Board?
- § 679.160 Under what circumstances may the State Workforce Development Board hire staff?

Subpart A-State Workforce Development Board

§ 679.100 What is the purpose of the State Workforce Development Board?

The purpose of the State Workforce Development Board (WDB) is to convene State, regional, and local workforce system and partners, to—

- (a) Enhance the capacity and performance of the workforce development system;
- (b) Align and improve the outcomes and effectiveness of Federally-funded and other workforce programs and investments; and
- (c) Through these efforts, promote economic growth.
- (d) Engage public workforce system representatives, including businesses, education providers, economic development, labor representatives, and other stakeholders to help the workforce development system achieve the purpose of the Workforce Innovation and Opportunity Act (WIOA); and
- (e) Assist to achieve the State's strategic and operational vision and goals as outlined in the State Plan.

§ 679.110 What is the State Workforce Development Board?

(a) The State WDB is a board established by the Governor in accordance with the requirements of WIOA sec. 101 and this section.

- (b) The membership of the State WDB must meet the requirements of WIOA sec. 101(b) and must represent diverse geographic areas of the State, including urban, rural, and suburban areas. The WDB membership must include:
 - (1) The Governor;
 - (2) A member of each chamber of the State legislature, appointed by the appropriate presiding officers of such chamber, as appropriate under State law; and
 - (3) Members appointed by the Governor, which must include:
 - (i) A majority of representatives of businesses or organizations in the State who:
 - (A) Are the owner or chief executive officer for the business or organization, or is an executive with the business or organization with optimum policy-making or hiring authority, and also may be members of a Local WDB as described in WIOA sec. 107(b)(2)(A)(i);
 - (B) Represent businesses, or organizations that represent businesses described in paragraph (b)(3)(i) of this section, that, at a minimum, provide employment and training opportunities that include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the State; and
 - (C) Are appointed from a list of potential members nominated by State business organizations and business trade associations; and
 - (D) At a minimum, one member representing small businesses as defined by the U.S. Small Business Administration.
 - (ii) Not less than 20 percent who are representatives of the workforce within the State, which:
 - (A) Must include two or more representatives of labor organizations nominated by State labor federations;
 - (B) Must include one representative who must be a member of a labor organization or training director from a joint labor-management registered apprenticeship program, or, if no such joint program exists in the State, a member of a labor organization or training director who is a representative of an registered apprenticeship program;
 - (C) May include one or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive, integrated employment for individuals with disabilities; and
 - (D) May include one or more representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.
 - (iii) The balance of the members:
 - (A) Must include representatives of the Government including:
 - (1) The lead State officials with primary responsibility for the following core programs—
 - (i) The adult, dislocated worker, and youth programs authorized under title I of WIOA and the Wagner-Peyser Act;

- (ii) The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA; and
- (iii) The State Vocational Rehabilitation (VR) program authorized under the Rehabilitation Act of 1973, as amended by title IV of WIOA.
- (iv) Where the lead official represents more than one core program, that official must ensure adequate representation of the needs of all core programs under his or her jurisdiction.
- (2) Two or more chief elected officials (collectively representing both cities and counties, where appropriate).
- (B) May include other appropriate representatives and officials designated by the Governor, such as, but not limited to, State agency officials responsible for one-stop partner programs, economic development or juvenile justice programs in the State, individuals who represent an Indian tribe or tribal organization as defined in WIOA sec. 166(b), and State agency officials responsible for education programs in the State, including chief executive officers of community colleges and other institutions of higher education.
- (c) The Governor must select a chairperson for the State WDB from the business representatives on the WDB described in paragraph (b)(3)(i) of this section).
- (d) The Governor must establish by-laws that at a minimum address:
 - (1) The nomination process used by the Governor to select the State WDB chair and members;
 - (2) The term limitations and how the term appointments will be staggered to ensure only a portion of membership expire in a given year;
 - (3) The process to notify the Governor of a WDB member vacancy to ensure a prompt nominee;
 - (4) The proxy and alternative designee process that will be used when a WDB member is unable to attend a meeting and assigns a designee as per the following requirements:
 - (i) If the alternative designee is a business representative, he or she must have optimum policymaking hiring authority.
 - (ii) Other alternative designees must have demonstrated experience and expertise and optimum policy-making authority.
 - (5) The use of technology, such as phone and Web-based meetings, that must be used to promote WDB member participation;
 - (6) The process to ensure members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities; and
 - (7) Other conditions governing appointment or membership on the State WDB as deemed appropriate by the Governor.
- (e) Members who represent organizations, agencies or other entities described in paragraphs (b)(3)(ii) through (iii) of this section must be individuals who have optimum policy-making authority in the organization or for the core program that they represent.

(f)

- (1) A State WDB member may not represent more than one of the categories described in:
 - (i) Paragraph (b)(3)(i) of this section (business representatives);
 - (ii) Paragraph (b)(3)(ii) of this section (workforce representatives); or
 - (iii) Paragraph (b)(3)(iii) of this section (government representatives).
- (2) A State WDB member may not serve as a representative of more than one subcategory under paragraph (b)(3)(ii) of this section.
- (3) A State WDB member may not serve as a representative of more than one subcategory under paragraph (b)(3)(iii) of this section, except that where a single government agency is responsible for multiple required programs, the head of the agency may represent each of the required programs.
- (g) All required WDB members must have voting privileges. The Governor also may convey voting privileges to non-required members.

§ 679.120 What is meant by the terms "optimum policy-making authority" and "demonstrated experience and expertise"?

For purposes of § 679.110:

- (a) A representative with "optimum policy-making authority" is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.
- (b) A representative with "demonstrated experience and expertise" means an individual with documented leadership in developing or implementing workforce development, human resources, training and development, or a core program function. Demonstrated experience and expertise may include individuals with experience in education or training of job seekers with barriers to employment as described in § 679.110(b)(3)(ii)(C) and (D).

§ 679.130 What are the functions of the State Workforce Development Board?

Under WIOA sec. 101(d), the State WDB must assist the Governor in the:

- (a) Development, implementation, and modification of the 4-year State Plan;
- (b) Review of statewide policies, programs, and recommendations on actions that must be taken by the State to align workforce development programs to support a comprehensive and streamlined workforce development system. Such review of policies, programs, and recommendations must include a review and provision of comments on the State Plans, if any, for programs and activities of one-stop partners that are not core programs;
- (c) Development and continuous improvement of the workforce development system, including—
 - (1) Identification of barriers and means for removing barriers to better coordinate, align, and avoid duplication among programs and activities;
 - (2) Development of strategies to support career pathways for the purpose of providing individuals, including low-skilled adults, youth, and individuals with barriers to employment, including individuals with disabilities, with workforce investment activities, education, and supportive services to enter or retain employment;

- (3) Development of strategies to provide effective outreach to and improved access for individuals and employers who could benefit from workforce development system;
- (4) Development and expansion of strategies to meet the needs of employers, workers, and job seekers particularly through industry or sector partnerships related to in-demand industry sectors and occupations;
- (5) Identification of regions, including planning regions for the purposes of WIOA sec. 106(a), and the designation of local areas under WIOA sec. 106, after consultation with Local WDBs and chief elected officials;
- (6) Development and continuous improvement of the one-stop delivery system in local areas, including providing assistance to Local WDBs, one-stop operators, one-stop partners, and providers. Such assistance includes assistance with planning and delivering services, including training and supportive services, to support effective delivery of services to workers, job seekers, and employers; and
- (7) Development of strategies to support staff training and awareness across the workforce development system and its programs;
- (d) Development and updating of comprehensive State performance and accountability measures to assess core program effectiveness under WIOA sec. 116(b);
- (e) Identification and dissemination of information on best practices, including best practices for—
 - (1) The effective operation of one-stop centers, relating to the use of business outreach, partnerships, and service delivery strategies, including strategies for serving individuals with barriers to employment;
 - (2) The development of effective Local WDBs, which may include information on factors that contribute to enabling Local WDBs to exceed negotiated local levels of performance, sustain fiscal integrity, and achieve other measures of effectiveness; and
 - (3) Effective training programs that respond to real-time labor market analysis, that effectively use direct assessment and prior learning assessment to measure an individual's prior knowledge, skills, competencies, and experiences for adaptability, to support efficient placement into employment or career pathways;
- (f) Development and review of statewide policies affecting the coordinated provision of services through the State's one-stop delivery system described in WIOA sec. 121(e), including the development of—
 - (1) Objective criteria and procedures for use by Local WDBs in assessing the effectiveness, physical and programmatic accessibility and continuous improvement of one-stop centers. Where a Local WDB serves as the one-stop operator, the State WDB must use such criteria to assess and certify the onestop center;
 - (2) Guidance for the allocation of one-stop center infrastructure funds under WIOA sec. 121(h); and
 - (3) Policies relating to the appropriate roles and contributions of entities carrying out one-stop partner programs within the one-stop delivery system, including approaches to facilitating equitable and efficient cost allocation in the system;

- (g) Development of strategies for technological improvements to facilitate access to, and improve the quality of services and activities provided through the one-stop delivery system, including such improvements to—
 - (1) Enhance digital literacy skills (as defined in sec. 202 of the Museum and Library Service Act, 20 U.S.C. 9101);
 - (2) Accelerate acquisition of skills and recognized postsecondary credentials by participants;
 - (3) Strengthen professional development of providers and workforce professionals; and
 - (4) Ensure technology is accessible to individuals with disabilities and individuals residing in remote areas;
- (h) Development of strategies for aligning technology and data systems across one-stop partner programs to enhance service delivery and improve efficiencies in reporting on performance accountability measures, including design implementation of common intake, data collection, case management information, and performance accountability measurement and reporting processes and the incorporation of local input into such design and implementation to improve coordination of services across one-stop partner programs;
- (i) Development of allocation formulas for the distribution of funds for employment and training activities for adults and youth workforce investment activities, to local areas as permitted under WIOA secs. 128(b)(3) and 133(b)(3);
- (j) Preparation of the annual reports described in paragraphs (1) and (2) of WIOA sec. 116(d);
- (k) Development of the statewide workforce and labor market information system described in sec. 15(e) of the Wagner-Peyser Act; and
- (I) Development of other policies as may promote statewide objectives for and enhance the performance of the workforce development system in the State.

§ 679.140 How does the State Workforce Development Board meet its requirement to conduct business in an open manner under the "sunshine provision" of the Workforce Innovation and Opportunity Act?

- (a) The State WDB must conduct business in an open manner as required by WIOA sec. 101(g).
- (b) The State WDB must make available to the public, on a regular basis through electronic means and open meetings, information about the activities and functions of the State WDB, including:
 - (1) The State Plan, or modification to the State Plan, prior to submission of the State Plan or modification of the State Plan;
 - (2) Information regarding membership;
 - (3) Minutes of formal meetings of the State WDB upon request;
 - (4) State WDB by-laws as described at § 679.110(d).

§ 679.150 Under what circumstances may the Governor select an alternative entity in place of the State Workforce Development Board?

(a) The State may use any State entity that meets the requirements of WIOA sec. 101(e) to perform the functions of the State WDB. This may include:

- (1) A State council;
- (2) A State WDB within the meaning of the Workforce Investment Act of 1998, as in effect on the day before the date of enactment of WIOA; or
- (3) A combination of regional WDBs or similar entity.
- (b) If the State uses an alternative entity, the State Plan must demonstrate that the alternative entity meets all three of the requirements of WIOA sec. 101(e)(1):
 - (1) Was in existence on the day before the date of enactment of the Workforce Investment Act of 1998 (WIA);
 - (2) Is substantially similar to the State WDB described in WIOA secs. 101(a)–(c) and § 679.110; and
 - (3) Includes representatives of business and labor organizations in the State.
- (c) If the alternative entity does not provide representatives for each of the categories required under WIOA sec. 101(b), the State Plan must explain the manner in which the State will ensure an ongoing role for any unrepresented membership group in the workforce development system. The State WDB must maintain an ongoing and meaningful role for an unrepresented membership group, including entities carrying out the core programs, by such methods as:
 - (1) Regularly scheduled consultations with entities within the unrepresented membership groups;
 - (2) Providing an opportunity for input into the State Plan or other policy development by unrepresented membership groups; and
 - (3) Establishing an advisory committee of unrepresented membership groups.
- (d) In parts 675 through 687 of this chapter, all references to the State WDB also apply to an alternative entity used by a State.

§ 679.160 Under what circumstances may the State Workforce Development Board hire staff?

- (a) The State WDB may hire a director and other staff to assist in carrying out the functions described in WIOA sec. 101(d) and § 679.130 using funds described in WIOA sec. 129(b)(3) or sec. 134(a)(3)(B)(i).
- (b) The State WDB must establish and apply a set of objective qualifications for the position of director that ensures the individual selected has the requisite knowledge, skills, and abilities to meet identified benchmarks and to assist in effectively carrying out the functions of the State WDB.
- (c) The director and staff must be subject to the limitations on the payment of salary and bonuses described in WIOA sec. 194(15).

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR

Washington, D.C. 20210

CLASSIFICATION **WIOA State Plans** CORRESPONDENCE SYMBOL **OWI** DATE October 31, 2023

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 04-23

TO: STATE WORKFORCE AGENCIES

STATE WORKFORCE ADMINISTRATORS

STATE WORKFORCE LIAISONS

STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS

AMERICAN JOB CENTER DIRECTORS

STATE LABOR MARKET INFORMATION DIRECTORS

STATE APPRENTICESHIP AGENCIES

STATE DIRECTORS OF THE OFFICE OF APPRENTICESHIP STATE AND LOCAL STAKEHOLDERS IN THE WORKFORCE

INNOVATION AND OPPORTUNITY ACT

STATE MONITOR ADVOCATES

FROM: BRENT PARTON /s/

Principal Deputy Assistant Secretary

SUBJECT: Requirements for Workforce Innovation and Opportunity Act (WIOA) State

Plans for Program Years (PY) 2024 - 2027

- 1. Purpose. This Training and Employment Guidance Letter (TEGL) conveys to states¹ the Administration's priorities, State Plan requirements, submission process, and deadline for WIOA Unified and Combined State Plans (State Plans) for PY 2024 through 2027, consistent with WIOA Sections 102 and 103.
- 2. Action Requested. In accordance with sections 102(c)(l)(B) and 103(b)(l) of WIOA, its implementing regulations, and the State Plan information collection request (ICR), WIOA Required Elements for Submission of the Unified or Combined State Plan and Plan Modifications under the Workforce Innovation and Opportunity Act approved under Office of Management and Budget (OMB) control number 1205-0522, each state's governor must submit a Unified or Combined State Plan, including the common elements and programspecific portions of each plan, for the four-year period covering PYs 2024-2027 by March 4,

¹ For purposes of the Unified or Combined State Plans, the term "State" refers to the 50 States, the District of Columbia, Puerto Rico, American Samoa, Guam, the U.S. Virgin Islands, the Northern Mariana Islands, and, as appropriate for certain programs, the Republic of Palau (20 CFR § 676.105(e), 34 CFR §§ 361.105(e) and 463.105(e)).

RESCISSIONS None	EXPIRATION DATE Continuing
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2024, using the online portal described in Section 4.d. of this guidance. The Unified or Combined State Plan covering the six core programs of the workforce development system will be considered approved 90 days after the date the Plan is submitted, unless the Secretaries of Labor and Education inform the State in writing within that time period that the Plan is inconsistent with the State Plan requirements or the provisions authorizing the core programs, as appropriate (Sections 102(c)(2)(B) and 103(c)(3)(A) of (WIOA)).

3. Summary and Background.

- a. Summary This joint guidance describes the WIOA planning requirements, priorities, submission deadlines, and procedures for the required four-year State Plan. This guidance also describes several changes to the OMB-approved ICR that will impact PY 2024 State Plans.
- b. Background WIOA requires the governor of each state to submit a Unified or Combined State Plan that includes a four-year strategy and operational plan for the continuing implementation of the state's workforce development system, with an update after two years.³ States must have federally approved State Plans to receive funding under the six core programs, pursuant to Section 102(a) of WIOA.⁴ All states currently have approved WIOA State Plans for PY 2020-2023.

Under WIOA, the Unified and Combined State Plans communicate the state's vision for the state workforce development system. WIOA planning requirements aim to foster better alignment of federal investments across job training and education programs, in order to coordinate service delivery across programs for shared customers, improve efficiency, and ensure that the workforce system connects individuals with high-quality job opportunities and employers. Cross-program planning promotes a shared understanding of the workforce needs within each state. Such planning cultivates the development of more comprehensive approaches, such as worker-centered, industrydriven career pathways and worker-centered sector strategies, for addressing the needs of employers and workers, especially those workers who are often underserved, including youth, adults who are basic skills deficient, English-language learners and immigrants, individuals with disabilities, individuals who are justice-involved, women, and workers of color. Additionally, cross-program planning enables the workforce system to provide a wider range of collaborative, coordinated, and streamlined services to shared customers, including pre-employment transition services to students with disabilities, and methodologies for providing shared services to customers, such as through co-enrollment.

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² The deadline for submission is consistent with that established by section 102(c)(1)(B) of WIOA. See also 20 CFR. § 676.130(a) and 34 CFR. §§ 361.130(a) and 463.130(a).

³ See Section 102(b) and (c)(3) of WIOA.

⁴ The six core programs are the Adult, Dislocated Worker, and Youth programs, authorized under title I and administered by the U.S. Department of Labor (DOL); the Adult Education and Family Literacy Act (AEFLA) program, authorized under title II of WIOA and administered by the U.S. Department of Education (ED); the Employment Service program of the Wagner-Peyser Act, as amended by title III of WIOA (Wagner-Peyser Act Employment Service program) and administered by DOL; and the State Vocational Rehabilitation (VR) program, authorized under title I of the Rehabilitation Act of 1973 (Rehabilitation Act), as amended by title IV of WIOA and administered by ED.

Governors and State workforce development boards are encouraged to use the 2024 WIOA state planning process to reshape education and workforce development service delivery to take advantage of historic federal investments made possible through the Infrastructure Investment and Jobs Act, also known as the Bipartisan Infrastructure Law (BIL), the Creating Helpful Incentives to Produce Semiconductors (CHIPS) and Science Act, and the Inflation Reduction Act (IRA) (collectively referred to as Investing in America (IIA)). The majority of the jobs created through these investments will involve occupations that require some type of postsecondary credential. The programs incorporated into WIOA State Plans are well-positioned to assist workers in accessing good jobs created by these IIA investments and businesses to find the workers they need to flourish. Further, WIOA state planning affords state boards an opportunity to refresh and forge new partnerships with key stakeholders from P-12, career and technical education, higher education, economic development, state and regional transportation and energy agencies, community-based organizations, Registered Apprenticeship Program sponsors, and the business community to ensure that WIOA investments connect individuals to quality jobs and provide genuine pathways to the middle class. Such partnerships often require creativity and flexibility, and WIOA funding can often be leveraged to support the activities of such partnerships. The Departments are available to provide technical assistance regarding allowable uses of federal program funds to support state strategies. The Departments acknowledge that several states have partnered with state and local agencies to develop and implement various community projects with BIL funding. The Departments encourage these states to incorporate the various partnerships as part of their State Plan strategic efforts.

The Departments envision the state planning process as a valuable opportunity to consider the full flexibility of WIOA in serving the education and workforce needs of states. The Departments urge states to focus on building, fostering, and executing a sustainable and strategic education and workforce vision. The Departments are available to advise where program funds can support state strategies and provide examples of flexibilities and partnership-growing uses of WIOA funds on the Yes, WIOA Can! website. The examples found on this website are illustrative and states and locals are encouraged to work with their federal program officer if interested in implementing the examples.

4. Content.

a. WIOA Planning Priorities.

i. <u>Leveraging historic infrastructure investments</u>. As mentioned in the Summary and Background, three landmark pieces of legislation (BIL, CHIPS, and IRA) signed by President Biden present an opportunity to transform the lives of American workers and create an abundance of new, high-quality jobs. While a portion of these investments flow directly to the public workforce system, WIOA state planning provides governors, state boards, and state workforce, education, and human service agencies a tremendous opportunity to take a systems-level

approach to coordinate around shared goals and foster new partnerships (for example, with state transportation and energy agencies) to leverage these investments. For specific examples of how the public workforce system fits in to these investments and suggested roles for the state and local boards in the BIL, CHIPS and IRA investments, please see *National Governors Association (NGA) Toolkit for State Workforce Development Policymakers*. The examples found on this website are illustrative and states and locals are encouraged to work with their federal program officer if interested in implementing the examples. These laws are summarized below:

(1) Infrastructure Investment and Jobs Act, known as the Bipartisan Infrastructure Law (BIL)

The BIL provides a \$1.2 trillion investment to expand access to high-speed internet, improve public transit, and enable construction projects on America's roads, bridges, and waterways. While there is not a statutory role for the public workforce system in the BIL, there are multiple opportunities for state workforce development policymakers to assume a proactive role in implementation. The BIL allows states to expend funds from surface transportation programs on key workforce development activities, includes formula and competitive programs through which states may invest in workforce development, and encourages states to undertake long-term planning for their infrastructure workforce needs. For example, states can utilize new allowable uses of the Fixing America's Surface Transportation Act (FAST Act) to support pre-apprenticeship and Registered Apprenticeship expansion efforts.

Section 25019 of the BIL gives state and local policymakers the opportunity to take advantage of "local hire" requirements (which may or may not be included in project labor agreements) to leverage grant funding available through BIL to reinvest in underserved communities. Under these provisions, a BIL grantee or sub-grantee may require a certain percentage of labor to come from local, often underserved, communities. State and local boards are uniquely positioned to identify eligible workers and connect them to BIL-funded training opportunities. The Departments strongly encourage state and local boards to provide partner agencies with qualified candidates – including from underserved communities –

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⁵ Pursuant to Section 70914 of the Build America, Buy America Act (BABAA), title IX of the Infrastructure Investment and Jobs Act (P.L. 117-58), certain programs, including the VR program, must comply with the following BABAA domestic sourcing requirements when using federal funds for construction, including remodeling and broadband infrastructure: (1) all iron and steel used in the infrastructure project or activity are produced in the United States; (2) all manufactured products used in the infrastructure project or activity are produced in the United States; and (3) all construction materials are manufactured in the United States. The other five core programs (Adult, Dislocated Worker, Youth, AEFLA, and the Wagner-Peyser Act Employment Service programs) must satisfy the Buy American Act requirements pursuant to section 502(a) of WIOA.

to satisfy local hire requirements, and to support youth in preparing for these jobs which will continue to be in demand for several years.

The BIL's \$65 billion historic investment in broadband infrastructure deployment aims to promote digital inclusion and advance equity by ensuring access to reliable, affordable, high-speed internet. States are encouraged to consider how to leverage these investments, target them to communities most in need, implement digital equity plans, and connect underserved communities to good jobs created through these investments. Additionally, the Digital Equity Act provides \$2.75 billion to establish three grant programs that promote digital equity and inclusion and may support such efforts.

(2) Creating Helpful Incentives to Produce Semiconductors (CHIPS) and Science Act

The CHIPS and Science Act provides approximately \$52.7 billion to increase semiconductor production in the United States. The CHIPS for America Fund includes \$39 billion in incentives for employers to increase semiconductor production and \$11 billion for research and development. The Department of Commerce (DOC) will manage a competitive grant program to fund semiconductor research and development activities for eligible private, non-profit and consortia applicants. Significantly, successful applicants will need to obtain commitments from institutions of higher education and training entities to provide workforce training for economically disadvantaged individuals residing in communities underrepresented in the industry, and also create an opportunity for state and local boards to identify and convene partners.

(3) Inflation Reduction Act (IRA)

The IRA's \$369 billion investment to fight the climate crisis reinforces the Administration's commitment to families, equity, and environmental justice. The IRA will help improve job quality in clean energy industries and incentivize the expansion of workforce training pathways into these jobs, which will help lift many people into the middle class, particularly workers who have been historically underrepresented in these industries, and invest in communities that have been historically underserved. The law includes targeted labor and workforce development standards—primarily prevailing wage and Registered Apprenticeship targets—as well as significant investments in manufacturing and domestic content requirements for electric vehicles. State and local boards should assess how IRA investments may expand the manufacturing and clean energy industry sectors in their region and develop a plan for sector-based strategies that incorporate meaningful career pathways into those newly created or expanded jobs for today's workers and for youth entering their first jobs.

The workforce opportunities presented by these investments are summarized in documents such as <u>Bipartisan Infrastructure Law State Fact Sheets</u>, a guide titled

Advancing Equitable Workforce Development for Infrastructure Jobs published by the White House, ETA's <u>Training and Employment Notice No. 08-22</u>, Building Pathways to Infrastructure Careers: Framework for Preparing an Infrastructure Workforce, and in reports by the National Governors Association such as <u>A Toolkit for State Workforce Development Policymakers</u>.

ii. Investments that prepare workers for quality jobs. Strengthening economic self-sufficiency hinges on the ability of individuals to obtain good jobs that provide family-sustaining wages and advancement opportunities. Evidence-based workforce development models such as career pathways, Registered Apprenticeships, and worker-centered sector strategies including labor management partnership training programs, when appropriately designed and implemented, can increase availability of good jobs, 6 and help to close equity gaps. The workforce system can design services and develop sector partnerships with employers, educators, labor organizations, and community partners to create good jobs and well-defined career pathways starting from entry-level positions. Any industry sector can benefit from a focus on good jobs, ranging from the care sector that is critical to a thriving workforce or the advanced manufacturing jobs critical to the jobs of the future. Different programs might play different roles in preparing a job seeker for a good job, e.g., career guidance that incorporates information about benefits; adult education and literacy programs that support workers moving along career pathways; strong reemployment connections between unemployment insurance and workforce development programs to maximize workers' abilities to maintain income and benefit levels; career and technical education programs that provide skills and credentials for obtaining good jobs; and vocational rehabilitation (VR) programs that support access to and support in quality competitive integrated employment outcomes for individuals with significant disabilities. For additional information on maximizing services and the use of funds to support quality employment outcomes for individuals with disabilities through the VR program, see RSA-TAC-23-03.

Through the state planning process, states can create a holistic framework to better define good jobs and ensure that job quality is a top priority for both employers and job seekers. A good jobs framework should reflect the eight principles identified by DOL and DOC and provide both employers and job seekers with standards for evaluating quality. For additional information on the principles and actionable steps to improve job quality, see TEGL No. 07-22.

iii. <u>Data-driven decisions</u>. When states last submitted their State Plan modifications in March 2022, the COVID-19 pandemic and its disruptions to the global and local economies were subsiding, but still very much present. In developing and submitting the State Plan and its modification for PYs 2024 through 2027, states must assess economic and labor market information (LMI) and adjust strategies for what may now be a different set of growing versus declining industries, occupations, in-demand skills and credentials. LMI informs both immediate

⁶ See definitions of good jobs at https://www.dol.gov/general/good-jobs/principles

response and ongoing recovery efforts in a dynamic economic environment. State planners must work closely with the LMI directors⁷ in their states to understand the current and emergent workforce needs of their economies. Furthermore, states' LMI analyses must assess disparities in labor market outcomes among various populations⁸ and should plan how best to adapt and adjust their workforce goals and strategic focus for underserved populations and those communities with disproportionately higher unemployment and underemployment rates and lower earnings.

The Departments encourage states to use longitudinal data systems and compare and share data and LMI across agencies, regardless of inclusion in the WIOA State Plan, to support data-informed decisions. For example, such data analysis could support Perkins V career technical education programs in carrying out comprehensive local needs assessments⁹ or in identifying which infrastructure occupations are most likely to provide opportunities for individuals who are justice-involved.

The Departments also encourage States to explore research studies (such as those conducted by the Departments themselves) that include analysis of not only quantitative but also qualitative data. Such studies can provide critical details related to the design and delivery of services to individuals with different needs and preferences, and thus help assure that any new approaches will result in participants being well prepared for, and able to obtain, good jobs in various industries.

iv. <u>Investing In Youth</u>. The Departments continue to envision a no-wrong-door youth workforce system that offers seamless access to resources, programs, and wraparound services; offers paid work experiences for young people; and coordinates with critical WIOA core partners as well as with employers, sector-based industry coalitions, workforce intermediaries, labor unions and worker organizations, secondary and post-secondary education institutions, Registered Apprenticeship Program sponsors, pre-apprenticeship programs, community based organizations, and philanthropy to advance a shared commitment to high quality career pathways for young workers.

WIOA encourages further alignment and coordination, as appropriate, between the Title I Youth program, Job Corps centers across the nation, Title II AEFLA program, and Title IV VR program through the provision of pre-employment

⁷ A list of all LMI Directors is available at https://www.bls.gov/bls/ofolist.htm.

⁸ WIOA Section 102(b)(1)(B) and Workforce Innovation and Opportunity Act (WIOA) Unified and Combined State Plan Requirements (OMB control # 1205-0522), Section II(a)(1)(B).

⁹ Perkins V is the Carl D. Perkins Career and Technical Education Act of 2006, as amended by the Strengthening Career and Technical Education for the 21st Century Act. Section 135(c) requires comprehensive local needs assessments.

transition services 10 to students with disabilities, who could be co-enrolled in programs and served by program staff who are co-located in one American Job Center, thereby providing seamless services. Additionally, all six WIOA core programs and career and technical education programs supported by Perkins V can work together with employers to arrange unique work-based learning opportunities, especially for in-school youth. When strategically aligned, these funding sources increase the capacity of programs to support innovative education and employment strategies, like career pathways, and can help young adults meet their employment and educational goals. States and local areas can leverage resources across Title I Youth, Title II AEFLA, Title IV VR, and workforce development community partners to ensure seamless services for youth, such as through co-location of different titles of WIOA or partner programs, coenrollment strategies, and the provision of pre-employment transition services under the VR program. Additionally, WIOA places heightened emphasis on coordination and collaboration at the federal, state, and local levels among these programs to ensure a streamlined and coordinated service delivery system for youth with barriers to employment, including youth with disabilities. Through this State Plan process, state and local workforce development boards, VR agencies, and educational agencies should coordinate and complement agencyspecific services with each other, as well as other systems that serve students with disabilities, such as state Medicaid/Medicare agencies, Centers for Independent Living, and Intellectual and Developmental Disabilities (I/DD) agencies.

Equity in service delivery and educational programming. States should examine population groups, particularly those identified in the LMI analysis as having higher unemployment and lower earnings than the overall population, and explore existing inequities with access to and participation in public workforce and education programs, and outcomes in terms of employment and earnings, and placement in quality jobs¹¹. States and local areas should examine, where data are available, which communities and neighborhoods were particularly economically impacted during the pandemic and its aftermath in order to focus resources and referral networks for maximum impact. States and local areas also should focus on communities and neighborhoods that have experienced inequities even prior to the pandemic. The Departments encourage states to demonstrate how they will develop education, training, and career service strategies that better address and promote equity in recruitment, service design, implementation, and support services to improve access and outcomes for individuals in such communities. State workforce policymakers can adopt mechanisms that allow seamless transitions and alignment among programs, including programs that support lowincome job seekers, such as recipients of Temporary Assistance for Needy

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<u>Communities Through the Federal Government, https://www.federalregister.gov/documents/2021/01/25/2021-01753/advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government.</u>

¹⁰ Pursuant to section 113(a) of the Rehabilitation Act, the VR agency must provide or arrange for the provision of pre-employment transition services to students with disabilities in the State who are eligible or potentially eligible for the VR program. By arranging the provision of these services with the title I Youth and title II AEFLA programs, the pre-employment transition services will be seamless to students with disabilities in the States.
¹¹ See Executive Order 13985, Federal Register: Advancing Racial Equity and Support for Underserved

Families (TANF), Supplemental Nutrition Assistance Program (SNAP), and those supporting individuals with disabilities such as state mental health or Medicaid services. Mechanisms should prioritize supports and services for individuals from underserved communities, and thus open up good jobs for workers often left out of economic growth and opportunity, while promoting economic stability. This includes supporting educators to leverage technology for innovative and personalized instruction and increasing access to internet and devices for students and families. Nimble, modularized, innovative, and personalized services—including better leveraging technology for synchronous and asynchronous program delivery—can provide flexibility and adaptability to workers and learners, increasing equitable engagement in services and meeting their needs while they are balancing competing commitments and schedule challenges.

- vi. Enhance supportive service offerings. Services that assist individuals begin work, return to work, retain work, and advance at work not only include education, training, and employment services, but also include services that support individuals' personal, and family needs and reduce barriers to work. Some of the most successful workforce training programs have incorporated supportive services, and programs like VR have long incorporated supportive services in their program models. WIOA State Plans require discussions of how supportive services are made available to participants, and the state planning process is an opportunity to reimagine how supportive services can change job seekers and learners' career trajectories into high-paying good jobs. States should continue to partner with state and local entities, such as community-based organizations or social and health agencies, that have deep roots in underserved communities, since they are key to improving outreach and support for an equitable recovery, assisting with access to transportation, referrals to physical and mental health assistance, substance misuse, housing assistance, child and dependent care, and income supports such as Unemployment Insurance (UI), TANF, and SNAP. Supportive services are essential to ensure that youth and adults can stay engaged in program offerings and reach their educational and employment goals; they are particularly critical for those impacted by the justice and child welfare systems, individuals with disabilities, individuals without housing, or those with limited English proficiency. Partnerships with community-based organizations with deep roots in underserved communities are key to improve outreach and supports for an equitable recovery.
- vii. Strategic partnering. Strategic partners can play an essential role in refocusing State Plans to address local, regional, and state-specific challenges and solutions, including strategies to improve job quality, elevate worker voice, and close equity gaps. For instance, workforce board leaders are uniquely positioned to convene all the stakeholders of a workforce development system to align resources and efforts that lead to quality results for businesses and career seekers. Strategic partnering includes bringing together stakeholders such as employer/industry associations, unions, labor councils and labor-management partnerships, departments of education pre-apprenticeship and Registered Apprenticeship

Program sponsors, community colleges and education and training providers, institutions of higher education, community-based organizations, and various ETA competitive grantees, to design and articulate a vision for the short and long-term, such as through their State Plans.

b. Planning Requirements. States must use the ICR Required Elements for Submission of the Unified or Combined State Plan and Plan Modifications under the Workforce Innovation and Opportunity Act (OMB control number 1205-0522) to develop and submit the WIOA Unified or Combined State Plan and the two-year modification. A copy of the ICR, which complies with statutory requirements set forth in, as appropriate, Sections 102 and 103 of WIOA, is available at https://www.dol.gov/sites/dolgov/files/ETA/wioa/pdfs/OMB%20approved%20State%20Plan%20ICR_1205-0522_5_4_2023.docx. A copy of these requirements is also available through the State Plan Portal, developed specifically for the required electronic submission.

The Departments also wish to remind states that several changes have been made to the WIOA State Plan ICR. Broadly, the Departments updated the ICR to--

- Clarify and refine several existing requirements across all program sections of the ICR and some requirements related to the AEFLA program-specific section;
- Consolidate several data elements into fewer elements, particularly in the VR services portion of the State Plan section;
- Add three new requirements related to cross-program activities under WIOA Title
 I programs and the Trade Adjustment Assistance program;
- Replace some requirements for the WIOA Title I youth program with requirements more relevant to current program implementation; and
- Add an assurance for the Wagner-Peyser Act Employment Service program.
- c. Stakeholder Collaboration and Comment. Stakeholder collaboration, review, and comment are key requirements of the four-year planning process. State boards are responsible for assisting the governor in the development, implementation, and modification of the State Plan and for convening all relevant programs, required partners, and stakeholders to contribute to the State Plan. The Departments encourage inclusion of the state LMI and evaluation offices (or their equivalent) during plan development and modification to obtain assistance with labor market data, relevant evaluations, existing research, and analysis. Such evidence-informed planning can be strengthened by direct communication with the state agencies responsible for implementing BIL investments, such as state departments of transportation. The State Plan must be developed with the assistance of the state board, as required by Section 101(d) of WIOA, and in coordination with administrators that have optimal policymaking authority for the core programs and required one-stop partner programs. For Combined State Plans, the portions of the plan that cover partner programs are subject to any public comment requirements applicable to those partner programs. 12 Strong planning also includes engagement of

¹² See 20 CFR § 676.143(c)(3) and 34 CFR §§ 361.143(c)(3) and 463.143(c)(3).

communities impacted by the activities named in WIOA State Plans. States must provide the opportunity for public comment and input, which allows interested stakeholders to participate actively, effectively, and transparently in the development of the State Plan and the modification, including via accessible means for individuals with disabilities. The governor may seek public comment from any targeted stakeholder, such as Registered Apprenticeship Program sponsors, and must ensure that the State Plan is developed with an opportunity for public comment from representatives of--

- local boards and chief elected officials:
- businesses:
- labor organizations;
- community-based organizations;
- adult education providers;
- institutions of higher education;
- other stakeholders with an interest in the services provided by the six core programs; and
- the general public, including individuals with disabilities. 13

The state board also must make information regarding the State Plan and planning process available to the public, which may include program participants, through electronic and accessible means and by holding regularly occurring open meetings in accordance with state law prior to the submission of the State Plan.¹⁴

d. **Instructions for State Plan Submission.** States must submit their State Plan, including the common elements and program-specific portions, via the State Plan Portal (https://wioaplans.ed.gov), which has been developed for cross-program collaboration in states and to facilitate the simultaneous receipt and review of plans across multiple federal agencies. While multiple individuals in states may enter content into the portal, only one individual from each state may submit to the Departments the entire plan on behalf of the governor for all included programs. Although the governor's designee is required to submit the plan, the state program directors, or the Director's designated person, are responsible for completing the applicable programs' portions of the State Plan (i.e. Title II AEFLA and Title IV VR programs). The governor for each state must notify the Departments of the individual designated to submit the State Plan on behalf of the governor for all programs included in the State Plan, even if that designee has not changed since the PY 2022 modification submission. As early as possible, but no later than February 15, 2024, the governor's office must submit a letter or email with the name of the designee to WIOA.PLAN@dol.gov with a copy to the appropriate ETA Regional Office.

¹³ See Section 101(b)(1) of WIOA for required members of the state board. See also Section 102(b)(2)(E)(ii) of WIOA for related public access requirements.

¹⁴ See WIOA Section 101(g) and 20 CFR § 676.130(d) and 34 CFR §§ 361.130(d) and 463.130(d).

To request a State Plan Portal user account or to update existing account login information, visit https://wioaplans.ed.gov. Previously approved WIOA State Plans are available within the portal for reference.

- e. **Performance Negotiations for Core Programs**. To outline the requirements for reaching agreement on the negotiated levels of performance for the states outlined in WIOA section 116, the Departments issued joint guidance titled, *Negotiations and Sanctions Guidance for the Workforce Innovation and Opportunity Act (WIOA) Core Programs* (ETA TEGL No. 11-19 (Change 1), OCTAE Program Memorandum 20-2 (revised May 2023), and RSA TAC-20-02 (revised May 2023). The Departments will continue to negotiate program specific levels of performance. The appendix in the Unified and Combined State Plan ICR discussed in this section, and in Attachment I of this guidance, reflect which indicators the Departments will negotiate for which programs for PYs 2024 and 2025. See Attachment I of this guidance for more instructions on establishing performance levels.
- f. **Waivers**. As discussed in TEGL No. 08-18, *Workforce Innovation and Opportunity Act* (*WIOA*) *Title I and Wagner-Peyser Act Waiver Requirements and Request Process*, the Secretary of Labor may grant states additional flexibility through the waiver authority for portions of WIOA Title I and Wagner-Peyser Act requirements when permitted. WIOA Title I funds can be used for a very wide range of activities; see the <u>Yes, WIOA Can!</u> website for examples of flexibility undertaken under current law. Waivers are an optional tool for reducing barriers to WIOA implementation and spurring innovative programming options. States may submit WIOA Title I and III waiver requests as part of their State Plan or separately. As a reminder, waiver requests must discuss, to the extent possible, quantifiable outcomes the state hopes to achieve by using the waiver.

All currently approved waivers expire on June 30, 2024.¹⁵ Therefore, states should submit new waiver requests as part of the State Plan submission for reconsideration if they wish to continue implementing waivers that ETA approved previously. As articulated in waiver approval letters, states agreed to meet certain performance or other program measures resulting from the waiver. States requesting a waiver renewal beyond June 30, 2024, <u>must</u> provide in the renewal request the most recent data available about the outcomes of the waiver.¹⁶ Failure to do so may result in delay of approval of the requested waiver. Find waiver-related resources at https://www.dol.gov/agencies/eta/wioa/waivers.

5. Inquiries. Please direct inquiries to the appropriate DOL Regional Office.

6. References and Additional Resources.

• Workforce Innovation and Opportunity Act (WIOA) (Pub. L. 113-128) (July 22, 2014);

¹⁵ For waivers related to the 75 percent out-of-school youth expenditure requirement, waivers are in effect for the full amount of time that states have to spend program year funds.

¹⁶ See 20 CFR § 679.620(d)(7).

- Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule (WIOA Joint Final Rule) published at <u>81</u> <u>FR 55792</u> (Aug. 19, 2016);
- Employment and Training Administration, Workforce Innovation and Opportunity Act; Final Rule (WIOA DOL Final Rule) published at 81 FR 56072 (Aug. 19, 2016);
- State Vocational Rehabilitation Services Program; State Supported Employment Services Program; Limitations on Use of Subminimum Wage—Final Rule (Office of Special Education and Rehabilitative Services (OSERS) Final Rule) published at <u>81 FR 55630</u> (August 19, 2016);
- Programs and Activities Authorized by the Adult Education and Family Literacy Act (Title II of WIOA)—Final Rule (WIOA OCTAE Final Rule) published at <u>81 FR 55526</u> (August 19, 2016);
- ICR <u>Required Elements for Submission of the Unified or Combined State Plan and Plan Modifications Under the Workforce Innovation and Opportunity Act</u>, approved under Office of Management and Budget (OMB) control number 1205-0522;
- Training and Employment Guidance Letter (TEGL) No. 08-18, Workforce Innovation and Opportunity Act (WIOA Title I and Wagner-Peyser Act Waiver Requirements and Request Process) dated December 19, 2018;
- Training and Employment Notice (TEN) No. 20-16, "Announcing the publication and effective date of the Section 188 WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38) Final Rule in the <u>Federal Register</u>," dated December 2, 2016;
- <u>TEN No. 10-15</u>, *Workforce Innovation and Opportunity Technical Amendments Act*, dated September 17, 2015;
- TEN No. 14-21, Workforce Innovation and Opportunity Act (WIOA) Core Program Performance Accountability Assessment for Program Years (PY) 2020 and 2021, dated October 27, 2021;
- Unemployment Insurance Program Letter (UIPL) No. 17-14, Revised Employment and Training (ET) Handbook No. 336, 18th Edition: "Unemployment Insurance (UI) State Quality Service Plan (SQSP) Planning and Reporting Guidelines, dated July 7, 2014;
- Jobs for Veterans Act (Public Law 107-288, <u>38 U.S.C.</u> § 4215), Priority of service for veterans in Department of Labor job training programs (For current instructions to submit an annual Jobs for Veterans State Grants Application for Funding, access the policy on VETS website, https://www.dol.gov/agencies/vets/resources/VPLS/VPLDirectory);
- Program Memorandum OCTAE 22-1, Workforce Innovation and Opportunity Act WIOA Core Program Performance Accountability Assessment for Program Years (PYs) 2020 and 2021, dated October 26, 2021;
- TEGL 14-21, Workforce Innovation and Opportunity Act (WIOA) Core Program Performance Accountability Assessment for Program Years (PYs) 2020 and PY 2021, dated October 27, 2021;
- Yes, WIOA Can! Community of Practice; https://ywc.workforcegps.org;
- WIOA Waiver Information; https://www.dol.gov/agencies/eta/wioa/waivers;
- Apprenticeship USA; https://www.apprenticeship.gov/investments-tax-credits-and-tuition-support

- Fact Sheet: <u>The Bipartisan Infrastructure Investment and Jobs Act Creates Good-Paying</u> Jobs and Supports Workers;
- <u>TEN No. 08-22</u>: Building Pathways to Infrastructure Careers: Framework for Preparing an Infrastructure Workforce (October 21, 2021);
- <u>TEN No. 07-22</u>: Joint Communication on Resource Leveraging & Service Coordination to Increase Competitive Integrated Employment for Individuals with Disabilities (October 18, 2022);
- White House. Advancing Equitable Workforce Development for Infrastructure Jobs published at https://www.whitehouse.gov/wp-content/uploads/2022/11/Advancing-Equitable-Workforce-Development-for-Infrastructure-Jobs_110122.pdf (November 1, 2022);
- National Governors Association Workforce Development in the IIJA, CHIPS, and IRA: A
 Toolkit for State Workforce Development Policymakers published at
 https://www.nga.org/wp-content/uploads/2023/02/Workforce_Development_IIJA_CHIPS_IRA_8Feb2023.pdf
 (April 13, 2023);
- Office of Management and Budget Memorandum: Advancing Effective Stewardship of Taxpayer Resources and Outcomes in the Implementation of the Infrastructure Investment and Jobs Act published at https://www.whitehouse.gov/wp-content/uploads/2022/04/M-22-12.pdf (April 29, 2022);
- <u>TEN No. 12-21</u>: Practitioners Guide to Supportive Services (October 15, 2021);
- <u>TEN No. 10-22</u>: Joint Communication on Guidance to States on Addressing the Workforce Needs and Safety of the Telecommunications Industry (December 6, 2022);
- <u>TEGL No. 07-22</u>: Increasing Employer and Workforce System Customer Access to Good Jobs (January 18, 2023);
- <u>TEGL No. 21-22</u>: Increasing Equitable Service Access and Employment Outcomes for All Jobseekers in Workforce Innovation and Opportunity Act Adult and Dislocated Worker Programs (June 9, 2023);
- <u>TEGL No. 09-22</u>: Workforce Innovation and Opportunity Act Title I Youth Formula Program Guidance (March 2, 2023);
- <u>TEGL No. 13-16</u>: Guidance on Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act (January 17, 2017);
- National Clearinghouse of Rehabilitation Training Material: https://ncrtm.ed.gov/;
- Pathways to Work Evidence Clearinghouse: https://pathwaystowork.acf.hhs.gov/;
- Clearinghouse for Labor Evaluation and Research (CLEAR): https://clear.dol.gov/; and
- Education Resources Information Center (ERIC): https://eric.ed.gov/.

7. Attachment.

• Attachment I: Performance Goals and Instructions for the Core Programs





Arkansas Workforce Development Board Meeting

November 7, 2023

Eddie L. Thomas

Deputy Director, Employment & Training



PY2022 Performance Outcomes Titles I & III

DV2022 Douformones Outcomes	Title I-	Adult	Title I-Dislocated		Title I-	Youth	Title III-Wagner-Peyser		
PY2022 Performance Outcomes	Target	Actual	Target	Actual	Target	Actual	Target	Actual	
Percent in More than 1 Core Program		33.7%		65.2%		30.5%		0.8%	
Career Services Partcipants		1,067		162		638		62,879	
Career Services Participants Exited		702		134		442		58,473	
Career Services Funds Expended		\$1,850,730		\$787,052		\$1,122,429		\$4,802,727	
Avg. Cost Per Career Service Participant		\$1,735		\$4,858		\$1,759		\$76	
Training Services Participants		812		135		145			
Training Services Participants Exited		548		112		90			
Training Services Funds Expended		\$2,054,634		\$294,861		\$1,745,811			
Avg. Cost Per Training Service Participant		\$2,530		\$2,184		\$12,040			
Total Participants Served		1,067		164		652		62,953	
Total Particpants Exited		702		134		455		58,535	
2nd Quarter Employment	83.0%	81.0%	83.0%	84.4%	73.0%	74.5%	69.5%	70.4%	
4th Quarter Employment	82.0%	78.7%	85.0%	82.3%	76.0%	73.9%	69.5%	67.7%	
2nd Quarter Median Earnings	\$6,649	\$7,481	\$7,227	\$9,302	\$3,700	\$4,407	\$5,477	\$6,481	
Credential Attainment	81.0%	68.0%	79.0%	65.7%	62.0%	53.4%			
Measureable Skills Gain	71.0%	73.7%	68.5%	79.3%	59.0%	63.2%			

PY' 22 LWDB PERFORMANCE RESULTS ADULT

Labels	Adult Employment Q2 Rate	Adult Employment Q4 Rate	Adult Median Earning	Adult Credential Attainment Rate	Adult Measurable Skill Gains	
PY2022 Performance Negotiated Statewide	83.00%	82.00%	\$6,649.00	81.00%	71.00%	
PY2022 Performance Negotiated Statewide 90%	74.70%	73.80%	\$5,984.10	72.90%	63.90%	
PY2022 Performance Actual Statewide	80.97%	78.66%	\$7,480.87	68.21%	74.14%	
Central	72.73%	90.91%	\$9,319.07	90.00%	74.58%	
City of Little Rock	85.45%	85.37%	\$5,800.00	61.76%	73.08%	
Eastern	91.84%	93.65%	\$6,405.46	80.39%	93.62%	
North Central	71.91%	71.08%	\$8,409.38	84.21%	72.44%	
Northeast	90.24%	77.94%	\$7,609.99	73.21%	89.16%	
Northwest	83.33%	87.88%	\$8,385.12	71.67%	90.09%	
Southeast	70.97%	71.17%	\$5,788.02	42.47%	41.79%	
Southwest	86.96%	77.61%	\$8,429.59	63.93%	77.42%	
West Central	77.78%	75.93%	\$7,986.18	95.00%	69.64%	
Western	66.67%	70.97%	\$8,399.51	54.84%	52.94%	



PY' 22 LWDB PERFORMANCE RESULTS YOUTH

Labels	Youth Placement Q2 Rate	Youth Placement Q4 Rate	Youth Median Earning	Youth Credential Attainment Rate	Youth Measurable Skill Gains
PY2022 Performance Negotiated Statewide	73.00%	76.00%	\$3,700.00	62.00%	59.00%
PY2022 Performance Negotiated Statewide 90%	65.70%	68.40%	\$3,330.00	55.80%	53.10%
PY2022 Performance Actual Statewide	76.59%	76.41%	\$3,627.54	51.36%	65.90%
Central	83.33%	55.56%	\$3,157.28	0.00%	100.00%
City of Little Rock	82.05%	81.25%	\$2,305.05	27.27%	80.95%
Eastern	90.48%	94.59%	\$3,127.95	65.00%	62.50%
North Central	73.40%	70.13%	\$4,057.75	46.30%	63.64%
Northeast	83.33%	76.60%	\$3,657.37	66.67%	37.50%
Northwest	79.22%	80.00%	\$3,796.60	70.91%	79.59%
Southeast	75.00%	76.12%	\$4,005.92	10.71%	46.67%
Southwest	75.00%	65.00%	\$5,269.33	53.85%	72.73%
West Central	51.61%	75.00%	\$3,271.45	50.00%	56.00%
Western	75.00%	80.00%	\$5,230.62	58.82%	59.38%



PY' 22 LWDB PERFORMANCE RESULTS DISLOCATED WORKER

Labels	Dislocated Worker Employment Q2 Rate	Dislocated Worker Employment Q4 Rate	Dislocated Worker Credential Attainment Rate	Dislocated Worker Median Earning	Dislocated Worker Measurable Skill Gains
PY2022 Performance Negotiated Statewide	83.00%	85.00%	79.00%	\$7,227.00	68.50%
PY2022 Performance Negotiated Statewide 90%	74.70%	76.50%	71.10%	\$6,504.30	61.65%
PY2022 Performance Actual Statewide	84.35%	82.29%	65.69%	\$9,301.92	81.03%
Central	90.91%	81.82%	70.00%	\$12,454.18	83.33%
City of Little Rock	88.24%	86.96%	78.95%	\$7,500.00	81.25%
Eastern	100.00%	90.91%	44.44%	\$8,049.85	80.00%
North Central	100.00%	87.50%	80.00%	\$9,422.05	62.50%
Northeast	90.00%	91.30%	68.75%	\$9,120.00	83.33%
Northwest	82.35%	86.67%	63.16%	\$8,022.04	88.89%
Southeast	90.00%	87.50%	71.43%	\$13,304.00	50.00%
Southwest	88.89%	66.67%	70.00%	\$10,230.90	100.00%
West Central	68.42%	61.90%	70.00%	\$10,673.97	100.00%
Western	40.00%	76.92%	46.15%	\$15,857.99	28.57%



PY' 2023 Performance Targets

	7	Γitle I-	Т	itle I-	т	itle I-	T	itle II-	Ti	tle III-
	Adult		Dis	located	Youth		Adult		Wagner-	
			Worker		Toutil		Education		Peyser	
		83.0%		83.0%		73.0%		43.0%		69.5%
		82.0%		85.0%		76.0%		30.0%		69.5%
	\$	6,649	\$	7,227	\$	3,700	\$	4,600	\$	5,477
		81.0%		79.0%		62.0%		47.0%		
		71.0%		68.5%		59.0%		51.0%		







Success Story Tyronda Scott

- Partnership: Southwest AR Workforce Development Board
- •Barriers: Low-Income, Homeless, Underemployed, Other Life Obstacles
- Attended Southern Arkansas University Tech
- Earned LPN and RN Degrees and License through WIOA Title
 I funding
- Currently employed as a Registered Nurse



Questions?



Arkansas Division of Workforce Services

Adult Education

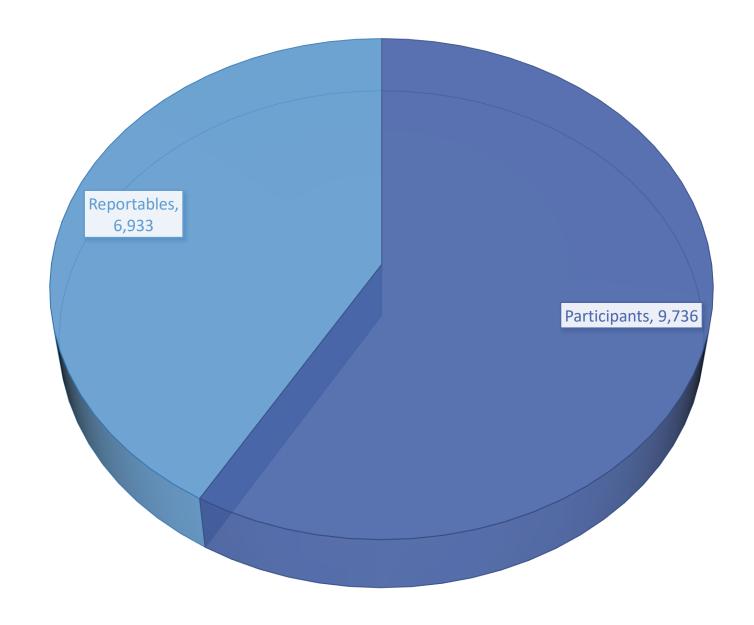
Arkansas Workforce Development Board Meeting

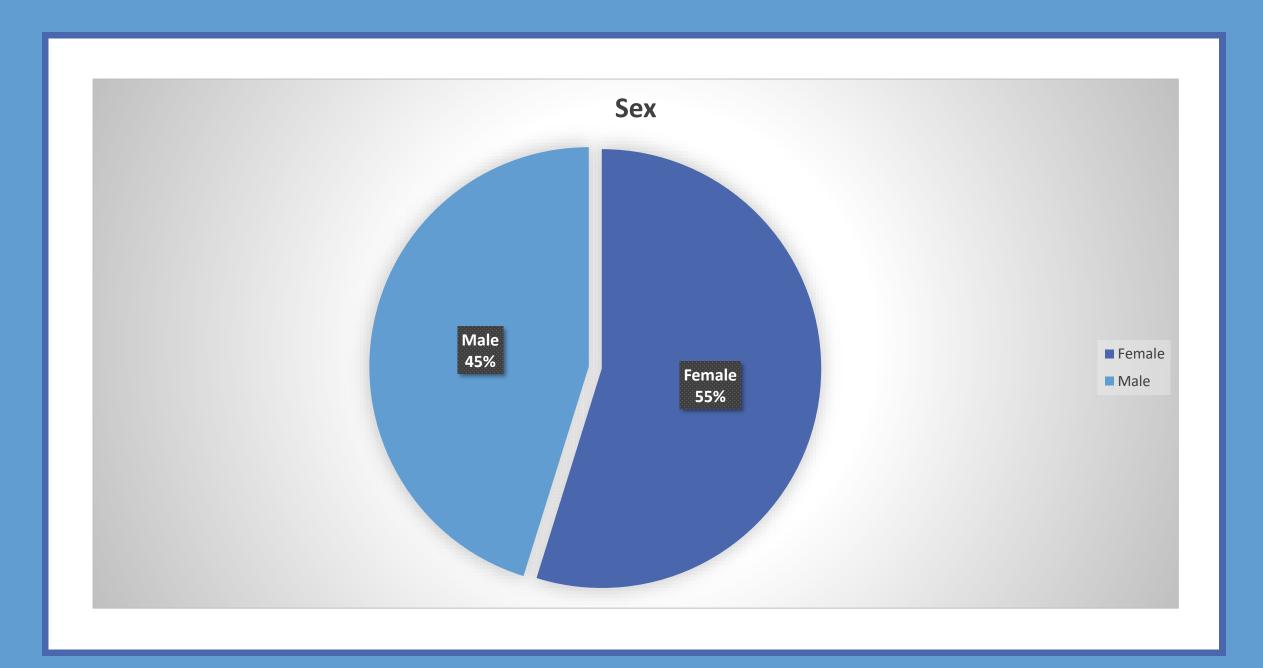
November 7, 2023

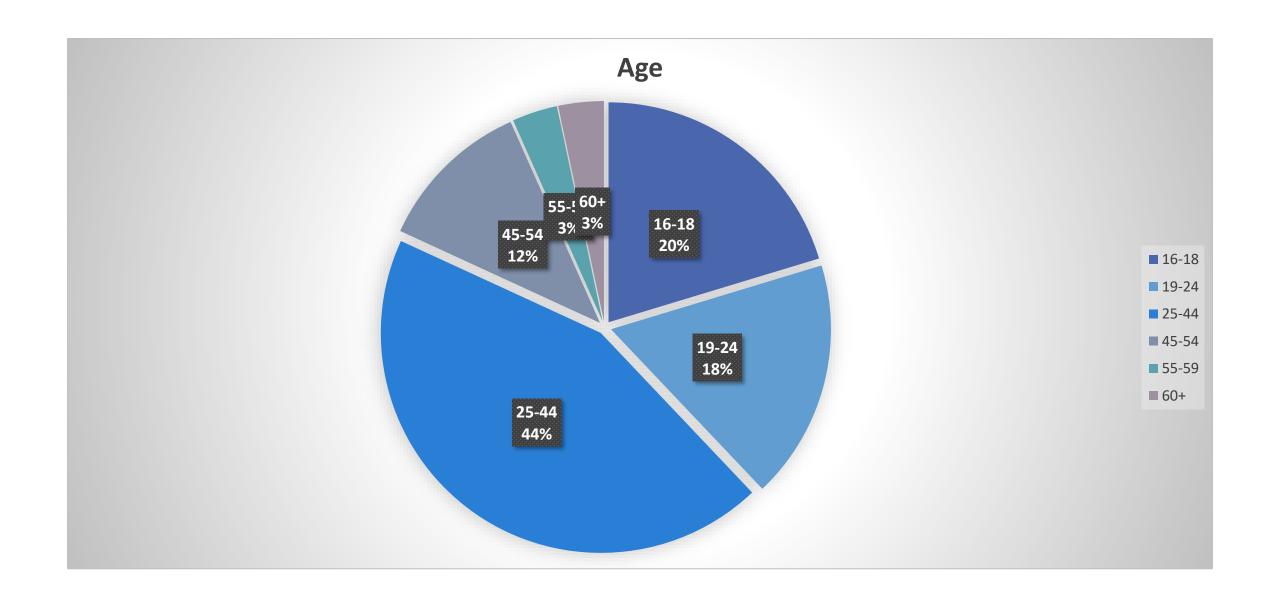
Trenia Miles, Ed.D.,Director



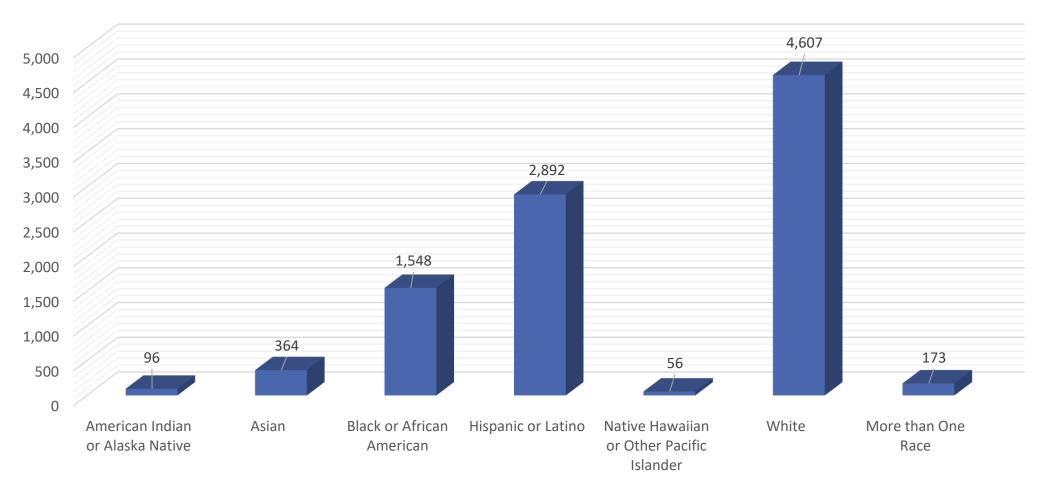
2022-2023: Total Number Served: 16,669







Ethnicity/Race



2022-2023 Federal Performance

Indicators of Performance	Target Performance	Actual Performance	Difference
Employment Rate-2 nd Q after Exit	42% 55%		(+) 13%
Employment Rate-4th Q after Exit	27.8%	27.8% 54%	
Median Earnings-2 nd Q after Exit	\$4,500	\$5,436.88	(+) \$936.88
Credential Attainment	46%	40%	(-) 6%
Measurable Skill Gains	52%	60%	(+) 8%

Year to Year Comparison

Indicators of Performance	2021-2022 PY	2022-2023 PY	Difference
Employment Rate-2 nd Q after Exit	46%	55%	(+) 9%
Employment Rate-4th Q after Exit	42%	54%	(+) 12%
Median Earnings-2 nd Q after Exit	\$4,810.19	\$5,436.88	(+) \$626.69
Credential Attainment	43%	40%	(-) 3%
Measurable Skill Gains	leasurable Skill Gains 60%		(+) 0%

	Performance Outcomes 2022 - Quartile Rank														
	Grantee	ABE MSG	Grantee	ESL MSG	Grantee	Overall		Grantee	2nd Quarter	Grantee	4th Quarter	Grantee	Median	Grantee _	Credential
						MSG			Employment		Employment		Earnings		Rate 🔻
	Indiana	73.34%	Missouri	69.23%	Indiana	69.50%		Wyoming	61.21%	Indiana	72.25%	Nebraska	\$8,638.15	lowa	77.38%
2	Wyoming	66.49%	Delaware	67.95%	Missouri	64.74%		Mississippi	60.81%	Wyoming	64.91%	District of Colu		Wyoming	71.69%
3	Missouri	61.55%	Guam	67.34%	Delaware	63.99%		North Dakota	58.53%	Mississippi	61.31%	Arizona	\$8,248.00	Montana	71.42%
4	Arkansas	60.66%	Dist. of Columb	66.66%	Wyoming	63.72%	4	Montana	56.14%	North Dakota	59.71%	Nevada	\$7,985.00	Maine	71.33%
5	Kansas	60.57%	New Jersey	64.04%	Arkansas	59.77%	5	Kansas	55.97%	Iowa	57.46%	Massachusett	\$7,917.68	Nevada	69.46%
6	Delaware	60.01%	Montana	63.82%	Kansas	59.60%		lowa	55.48%	Montana	56.01%	New Hampshi	\$7,800.00	Wisconsin	68.41%
7	Kentucky	57.56%	Indiana	61.40%	New Jersey	59.09%	7	Arkansas	55.02%	Kansas	55.34%	Minnesota	\$7,750.50	Delaware	67.50%
8	Wisconsin	56.84%	New York	58.68%	Guam	57.93%	8	South Dakota	54.49%	South Dakota	54.98%	lowa	\$7,318.02	Indiana	67.32%
9	Mississippi	56.69%	Kansas	58.56%	Mississippi	56.40%	9	Nebraska	54.25%	Nebraska	54.29%	Maryland	\$7,193.00	Georgia	62.61%
10	Rhode Island	55.75%	Arkansas	57.34%	New York	55.87%	10	Indiana	54.14%	Arkansas	53.59%	Virginia	\$7,110.02	Nebraska	58.47%
11	Guam	55.43%	West Virginia	55.55%	District of Colu	54.73%	11	Delaware	48.46%	New York	50.32%	Maine	\$6,987.34	Washington	56.71%
12	District of Colu	52.63%	Nevada	51.85%	Wisconsin	53.68%	12	Tennessee	47.36%	Pennsylvania	49.97%	Pennsylvania	\$6,906.82	Tennessee	53.52%
13	Montana	52.19%	Mississippi	51.68%	Montana	53.50%	13	Pennsylvania	47.22%	Wisconsin	49.85%	Oregon	\$6,779.15	South Dakota	50.92%
14	Nebraska	51.76%	Wisconsin	49.61%	Kentucky	53.45%	14	Georgia	46.31%	Tennessee	49.71%	Indiana	\$6,749.00	New York	46.68%
15	Nevada	49.57%	Wyoming	48.81%	Nevada	51.37%	15	New York	46.26%	Delaware	49.51%	Kansas	\$6,634.89	South Carolina	44.76%
16	lowa	48.24%	Michigan	47.37%	Nebraska	48.48%	16	Michigan	46.04%	Missouri	48.68%	Connecticut	\$6,598.81	Oregon	42.69%
17	New Jersey	47.51%	Iowa	47.11%	Iowa	47.71%	17	Maine	45.62%	Massachusett	48.19%	South Dakota	\$6,588.98	Texas	42.17%
18	Washington	47.29%	Georgia	46.94%	Rhode Island	46.11%	18	Arizona	45.34%	Kentucky	47.59%	New Jersey	\$6,500.00	Alaska	42.04%
19	Alabama	47.06%	Massachusetts	46.81%	Georgia	45.95%	19	Nevada	45.11%	Michigan	47.25%	Illinois	\$6,344.00	Alabama	41.55%
20	Louisiana	46.88%	Arizona	46.46%	Ohio	45.15%	20	Wisconsin	44.91%	Arizona	47.23%	Wisconsin	\$6,330.00	Missouri	41.53%
21	New York	46.54%	Nebraska	46.05%	South Carolina	44.16%	21	Missouri	44.57%	Georgia	47.14%	Texas	\$6,319.70	West Virginia	40.22%
22	Maine	46.39%	South Carolina	45.89%	Alabama	43.63%	22	Alaska	44.31%	West Virginia	47.07%	Alaska	\$6,258.76	Arkansas	40.14%
23	Ohio	45.93%	Ohio	43.98%	West Virginia	43.55%	23	Massachusett	43.65%	Maine	46.87%	Rhode Island	\$6,253.93	Mississippi	39.81%
	Georgia	45.51%	Oklahoma	43.57%	Oklahoma			West Virginia	43.46%	Ohio	46.44%	Delaware	\$6,240.00	Kentucky	39.11%
_	Texas	44.87%	Kentucky	42.79%	Texas	42.70%		Rhode Island	43.17%	Rhode Island	46.41%	North Dakota		Idaho	34.72%
	Utah	43.97%	Texas	41.07%	Massachusett				42.87%	Nevada	46.12%	Washington	\$6,075.90	Michigan	33.97%
	South Carolina		North Dakota	40.82%	North Dakota			South Carolina		South Carolina	45.92%	Ohio	\$6,065.50	Virginia	33.38%
	California	43.23%	Rhode Island	40.02%	Utah			New Jersey	42.09%	Alaska	45.91%	California	\$6,000.00	North Dakota	31.63%
_	Oregon	43.21%	California	39.90%	Washington			Ohio	40.29%	Texas	43.79%	Utah	\$5,968.00	Illinois	31.40%
	North Dakota		Maryland	39.36%	Louisiana			Kentucky	40.27%	New Jersey	42.84%	New York	\$5,959.00	New Mexico	30.94%
	West Virginia		Illinois	39.12%	California	41.08%	31	New Mexico	40.03%	New Mexico	40.70%	Michigan	\$5,780.00	District of Colum	29.24%
	Oklahoma		Utah	39.11%	Arizona			Alabama	38.43%	Idaho	40.60%	Missouri	\$5,760.00	Maryland	28.63%
	Virginia		Washington	38.54%	Michigan			District of Colum		Utah	39.98%	Idaho	\$5,737.04	Connecticut	28.55%
	Tennessee		Oregon	35.36%	Illinois			Oklahoma	36.87%	Alabama	39.24%	Alabama	\$5,715.70	Kansas	27.92%
	New Mexico Illinois		South Dakota	34.97% 34.62%	Oregon			Minnesota Maryland	36.68%	Minnesota	38.98%	Arkansas	\$5,436.88	Massachusetts	27.27%
30	illinois	40.43%	Minnesota	34.62%	New Mexico	30.03%	30	iviaryiand	36.26%	Washington	38.73%	Tennessee	\$5,272.06	Oklaho,ma 142	26.68%

Success Story—Marcus Yarbrough



- Partnership: Arkansas Baptist Adult Education, TANF, & WorldLink
- Obtained CDL in April
- Long-haul trucker for Jordan Carriers
- "Getting adapted to not being home every night, that's the only hard part about it....not being able to touch them."









Deep Dive Library Events Press Releases Topics >







Trucking conferences and events to watch in 2024

Opportunities abound next year for executives to meet their counterparts and learn what's new in the industry.

Regulation



Filling the Driver's Seat

Arkansas-based trucking school partners with HBCU to recruit diverse drivers

WorldLink Truck Driving Academy and Arkansas Baptist College's Adult Education Program are helping students enter the industry.

Labor



New climate reporting rules for big businesses coming to California

One of the new laws will require companies with revenue of more than \$1 billion to publicly report their greenhouse gas emissions each year.

Regulation



Class 8 truck orders show positive sign for industry

September requests increased to 31,200 units in line with the 2024 season.

WSJ THE WALL STREET JOURNAL

Venture Capital Cools on Supply-Chain Tech Startups 🖸

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WEBINAR FOR FRAYT

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Learn more

studio / ID



Questions?



Arkansas Division of Workforce Services

Arkansas Rehabilitation Services

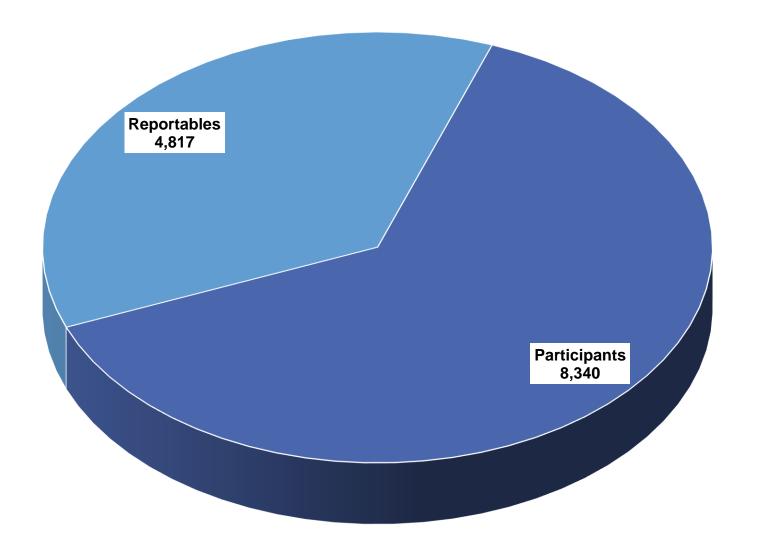
Arkansas Workforce Development Board Meeting

November 7, 2023

Joe Baxter, Commissioner



2022-2023: Total Number Served: 13,157



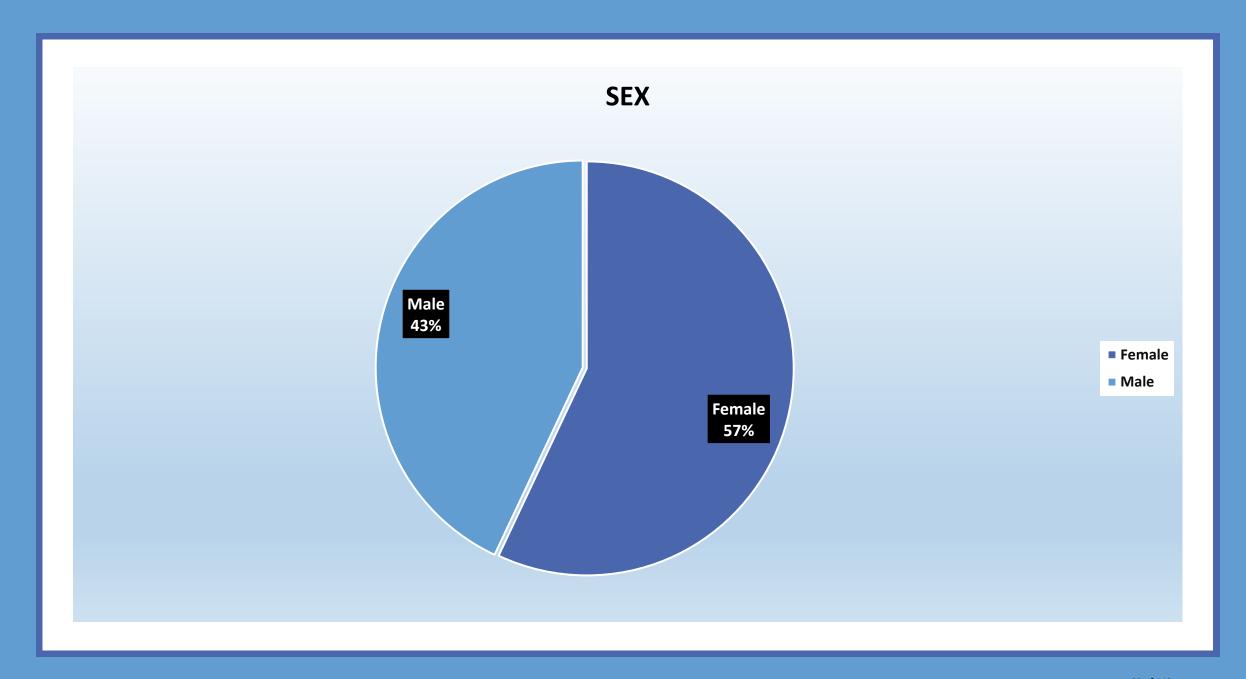
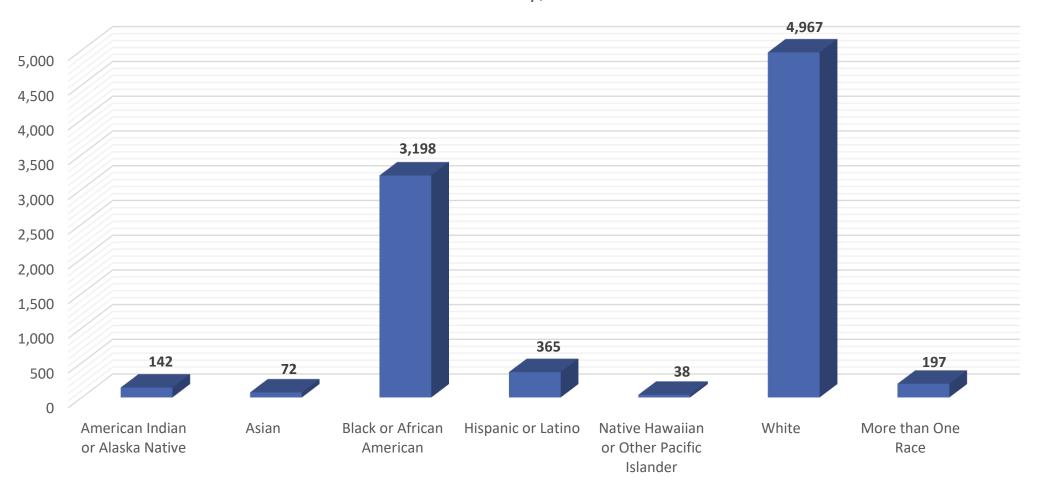


Chart Title 14-16 0.04 60+ 4% 45-54 9% 16-18 34.1% **14-16 16-18 19-24 25-44 45-54 55-59 60**+ 19-24 24.3%

Ethnicity/Race



2022-2023 Federal Performance

Indicators of Performance	Target Performance	Actual Performance	Difference
Employment Rate-2 nd Q after Exit	60.5%	65.2%	(+) 4.7%
Employment Rate-4th Q after Exit	57.3%	64.6%	(+) 7.1%
Median Earnings-2 nd Q after Exit	\$5,697	\$6728.84	(+) \$1031.84
Credential Attainment	28.9%	35.5%	(+) 6.6%
Measurable Skill Gains	55.6	59.4%	(+) 3.8%

Year to Year Comparison

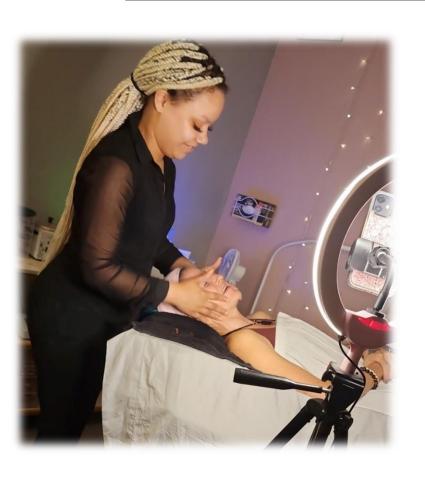
Indicators of Performance	2021-2022 PY	2022-2023 PY	Difference
Employment Rate-2 nd Q after Exit	55.4%	65.2%	(+) 9.8%
Employment Rate-4th Q after Exit	50.5% 64.6%		(+) 14.1%
Median Earnings-2 nd Q after Exit	\$5573.79	\$6728.84	(+) \$1155.05
Credential Attainment	19.2%	35.5%	(+) 16.3%
Measurable Skill Gains	60.9%	59.4%	(-) 1.5%

National Performance State Comparisons

State	Q2 after Exit	Q4 after Exit	Median Earnings	Credential Attainment	MSG
AR	63.5%	61.7%	\$6,767	35.5%	57.5%
AL	62.0%	59.5%	\$4,799	38.3%	53.8%
KS	50.1%	43.9%	\$3,502	20.5%	26.0%
KY	59.0%	46.9%	\$7,768	27.0%	30.7%
LA	54.9%	55.9%	\$5,085	46.2%	53.0%
MS	60.2%	59.8%	\$7,158	38.7%	76.4%
MO	65.6%	63.3%	\$5,620	61.6%	73.6%
OK	58.5%	51.5%	\$5,330	50.9%	71.6%
TN	60.2%	54.5%	\$4,193	22.5%	57.6%
TX	58.9%	56.7%	\$6,351	40.6%	51.6%

Arkansas data is for ARS and DSB combined.

Success Story - Sa'Neisia McCullough



When Sa'Neisia McCullough first came to ARS as a client in 2018, she struggled to keep up with her CNA job due to her disability.

Sa'Neisia's dream was to become an esthetician, but she knew that it would require a lot of training and hard work. With the assistance of ARS, she was able to obtain the necessary training and get her esthetician license in 2019.

However, her entrepreneurial spirit never stopped burning, and in 2021, she returned to ARS with a dream to open her own business. Sa'Neisia's dream finally came to fruition in 2022 when she opened her very own salon in Fort Smith called *Rejuve*.



Questions?

Division of Services for the Blind



Dr. Cassondra Williams-Stokes, Director





Accomplishments

- During Program Year 2022 (July 1, 2022 June 30, 2023)
 - Arkansas DSB served 1167 individuals who are blind or visually impaired. Of that, Workforce 149 successfully achieved competitive employment, an increase of 2.75% over last year.
 - DSB provided Pre-Employment Transition Services to 122 students aged 16-21.
 - DSB provided **189** Clients with ongoing training to increase their career earning potential.
 - DSB was ranked 4th in the nation among Blind Agencies for Median Earnings 2nd
 Quarter After Exit.
 - DSB was recognized as the Most Improved Agency in Credential Attainment among Blind Agencies, moving to 10th place in PY22 from 22nd in PY21.
- During Federal Fiscal Year 2023 (October 1, 2022 September 30, 2023)
- The Older Individuals who are Blind program helped **199** Individuals aged 55 and older gain their independence during Federal Fiscal Year 2023.





Title IV: Vocational Rehabilitation Performance (Services for the Blind)

	Title IV: Vocational Rehabilitation Program (Services for the Blind)				
	Program \	Year 22			
	Negotiated Target	Actual Performance			
Employment (Second	60.5%	44.8%			
Quarter after Exit)	00.570				
Employment (Fourth Quarter	57.3%	35.1%			
after Exit)	37.370	33.170			
Median Earnings (Second	\$5,697	\$7949			
Quarter after Exit)	73,037	7/545			
Credential Attainment Rate	28.9%	40%*			
Measurable Skill Gains	55.6%	19.0%			

DSB Success Story – Jose Mendoza



Meet Jose Mendoza, who works as a Goodwill retail store associate in Fayetteville, Arkansas. Jose began as a Potentially Eligible Pre-ETS consumer at DSB in 2016. He received Pre-ETS services through 2020. He also received Orientation and Mobility training through DSB. In the video, Jose uses an OrCam Reader which DSB purchased for him. Jose has a dream of becoming a professional interpreter with Goodwill one day. Currently, he assists customers with language barriers in the store in addition to

his regular duties.

Jose Mendoza Success Story





AWDB MEETING SHORTER COLLEGE REIMAGINE ARKANSAS WORKFORCE PROGRAM

November 7, 2023

ENROLLMENTS/COMPLETIONS

ENROLLMENTS

36

COMPLETIONS

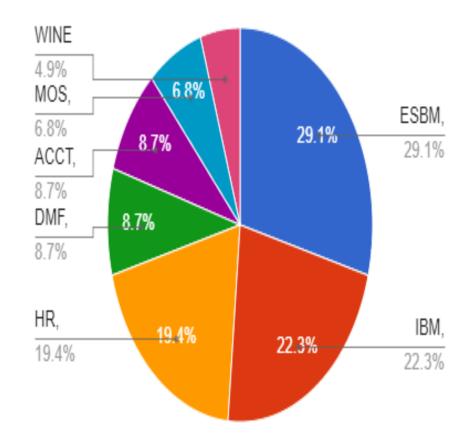


92 of 142

Certifications

Certification Area	Total
Entrepreneurship Small Business Management	30
IBM	23
Human Resources	20
Accounting	9
Digital Marketing	9
Microsoft Office	7
Wine	5
Spirits	0

Certification Areas



Counties Represented

County	Total	County	Total
Ashley	2	Hempstead	1
Baxter	3	Hot Springs	1
Benton	1	Jackson	2
Bradley	1	Jefferson	13
Carroll	2	Lonoke	3
Clark	2	Marion	2
Columbia	1	Miller	4
Conway	1	Mississippi	1
Craighead	3	Phillips	4
Crawford	1	Polk	1
Crittendon	5	Pope	3
Cross	1	Pulaski	242
Desha	1	Saline	7
Drew	1	Sevier	1
Faulkner	9	St. Francis	2
Garland	1	Union	3
Grant	1		

33 Counties



INTERNSHIPS/ CORPORATE INTERNSHIP PARTNERS

INTERNS 21 COMPLETE/ I ACTIVE



CORPORATE INTERNSHIP PARTNERS (16)











WHAT'S NEW MARKETING CAMPAIGN 2023-2024



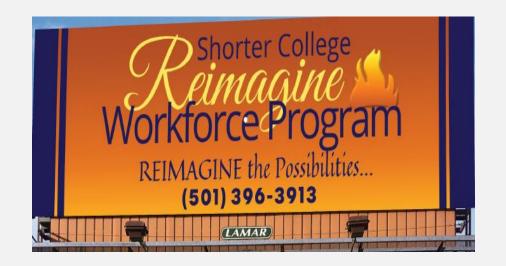


Certification Video:

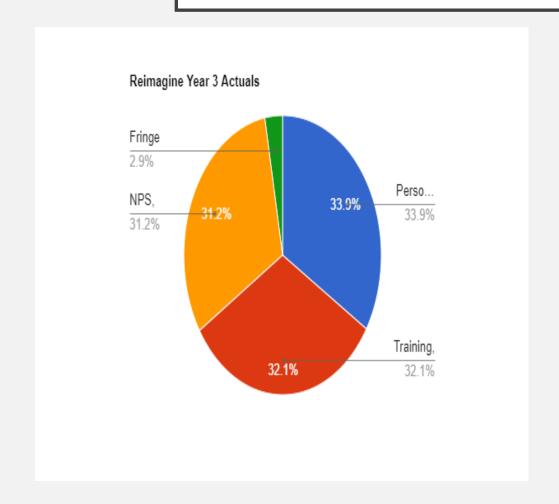
https://vimeo.com/876458783/3426524f97

Internship Video:

https://vimeo.com/876458802/1e5f70e28b



YEAR 3 FINAL BUDGET EXPENDITURES



Line Item	Actual
Personnel	\$152,226.
Training	\$144,122
NPS	\$139,925
Fringe Benefits	\$13,332



PROFESSIONAL AND WORKFORCE DEVELOPMENT

- 1. COMPLETION PROJECT
- 2. PARTICIPANT TO EMPLOYEE SMARTRESUME PLACEMENT

https://share.descript.com/view/Npi0a4zI1XZ



PROFESSIONAL AND WORKFORCE DEVELOPMENT

YEAR 4 ENROLLMENTS = 52

YEAR 4 COMPLETERS = 30

TOTAL ENROLLMENTS: (THIS INCLUDES YEAR 4) = 3,208

TOTAL COMPLETERS: (THIS INCLUDES YEAR 4) = 888

OVER 800 STUDENTS STILL IN PROGRESS OR IN TRAINING

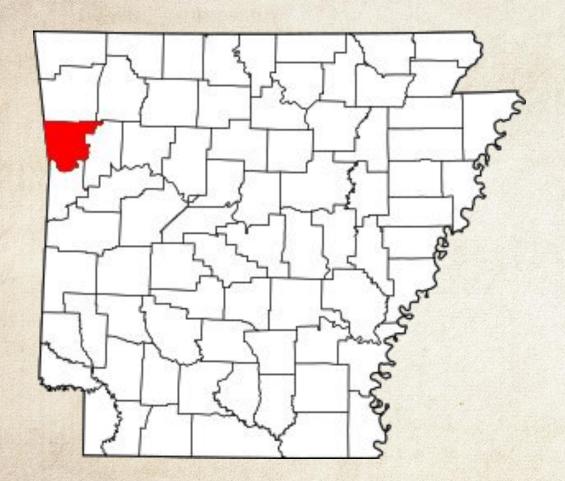
ONGOING OUTREACH EFFORTS

NOW OFFERING EXTENSIONS FOR STUDENTS WHO NEED MORE TIME TO COMPLETE

Welcome!







Crawford County Statistics

Population: 60,378

Number of Possible Participants:

- District Court-10,471
- Drug Court-65
- DWI Court-12
- Child Support Court-240
- Mental Health Court-85
- Juvenile Court-400

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7



Crawford County Adult Education Center

Alternative Sentencing Program



4

FORMATION



- 2010: Arkansas received a grant from the Department of Justice to develop innovative ways to confront crime and then resolve it.
- Smarter Sentencing Program-
 - 13th Judicial District-Union County
 - David Butler, Prosecuting
 Attorney & Barbara Hamilton,
 SAU Tech Adult Education
 Director

FORMATION

- Fall 2016:
 - CCAEC began discussions with court personnel and stakeholders in Crawford County and surrounding area.
- Spring 2017:
 - Changed name to Alternative Sentencing Program and began formal partnership with the District Court of Crawford County.







Alternative Sentencing Growth



- Added partners since formation:
 - Drug Court
 - Child Support Court
 - DWI Court
 - Mental Health Court



Alternative Sentencing Procedures

- CCAEC attends all court proceedings in Crawford County.
 - Physical presence in court is essential.
- In lieu of fines or community service, client can spend 40 hours with CCAEC.
- CCAEC provides overview of each class and explains the components of each.



Enrollment Procedures



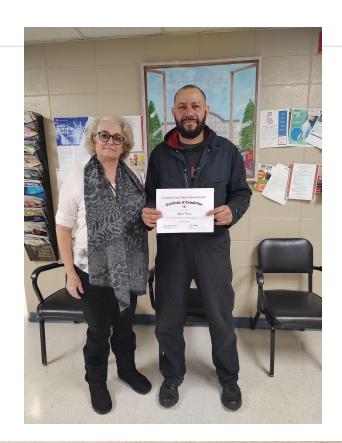
Completion of the following is required:

- Enrollment Application
- Learning Plan
- Alternative Sentencing Contract
- TABE Assessment
- Orientation
- Enroll in WAGE & Cognitive Behavioral Therapy (CBT)
- 40 Hours

Attendance Guidelines

Students are required to attend:

- 6 hours weekly, but can attend more to complete program at an accelerated pace.
- Student must complete 40
 hours and a Post-TABE
 Assessment.
- The Probation Officer is solely authorized to forgive an absence.





Standard Student Policies Apply



- Student will participate in WAGE 1 Workforce Program
- Student has option to participate in various programs to satisfy their 40 hours.
- Students who complete the program will satisfy their alternative service obligation and all fines will be waived.



Things We've Learned Along the Way

COMMUNICATION

- Completion, Release and Dismissal Letters Sent
 - Probation Office
 - Adult Education Staff
 - Student & Student File

ENFORCEMENT

- Data Tracking
 - Sign in Sheets
 - LACES Reports
 - Email Correspondence
 - Presence in Court



Debbie Faubus-Kendrick, Ed.D.

June 20th, 2023

Honorable Judge Charles D. Baker Crawford County District Court, Alma Division 804 Fayetteville Avenue Alma, Arkansas 72921

Dear Honorable Judge Baker,

The following individuals have completed their course of instruction at the Crawford County Adult Education Center

Name -6/20/2023 - Case Number

Sincerely,

Director / Alternative Sentencing Coordinator

Crawford County Adult Education Center



"When I took the bench, we decided to try some innovative things to provide alternatives to help people financially, help their families and their employment situations, mental health issues, substance abuse issues. We try to be a one stop source for people to get help, no matter what their situation."



Judge Charles Baker Crawford County District Court Van Buren, Arkansas



It's All About Choices,

Here are a Few of Ours...

Arkansas High School Diploma (G.E.D.) **English Language Learner (ESL)**

Citizenship Classes

National Career Readiness Certificate (NCRC)

OSHA 10 Certifications Workforce Alliance for Growth in the Economy (WAGE) I & II

Enroll in IET

Saturday Availability!



Additional Class Options with Partners

Certified Clinical Medical Assistant (CCMA) **Certified Nursing Assistant (CNA)**

Welding Courses

Personal Care Assistant Bootcamp Vincennes University Amatrol Industrial Maintenance

Pharmacy Technician Program **CPR Training**

COPS CDL Academy

COMING SOON:

Child Development Associate (CDA)



Workforce Development Programs

WAGE 1

- Digital Literacy
- Financial Literacy
- Employability

WAGE 2

- Industry Specific Training
- Scholarship Opportunities

OSHA-10

- General Safety
- Health Hazards
- Industry Specific Regulations

NCRC

- Graphic Literacy
- Applied Math
- Workplace Documents

PHARMACY TECHNICIAN

- Online & in-person classes
- National Certification Exam

WELDING

- ♦ 6 Week Classes
- GMAW Certification

AMATROL

- Online & in-person classes
- Industrial Maintenance Training

Personal Care Assistant

❖ 40 hour bootcamp



Wrap Around Services

- Temporary Assistance for Needy Families (TANF)
- Supplemental Nutrition Assistance Program (SNAP)
- 100 Families
- DWS Mobile Unit
- Western Arkansas Planning & Development (WAPDD)
- Arkansas Rehabilitation Services (ARS)
- Division of Services for the Blind
- Western Arkansas Community Development (WACD)
- Parents as Teachers (PAT) Program
- Educational Opportunity Center (EOC)
- AmeriCorps





"If I'm not eating and don't have a place to live, I don't care what you have to say to me. Show me you care and help me first."

Dr. Debbie Faubus-Kendrick

On Site Resources

- Monthly Food Giveaways
- Feeding Program
- Hygiene Goods
- Household Goods
- Community Garden
- Career Fairs
- Clothing Closet
- Book Nook











"The greatness of a community is most accurately measured by the compassionate actions of its members."

Coretta Scott King



Our Community Resources

Local Churches

Local Food Banks

Local Banks

Local Public Schools

Local Law Enforcement Agencies

Doordash

Arkansas United

Quality Inn Alma & VB

Rotary Club

Women's League of VB

VB & Alma Chambers of Commerce

Western Arkansas Counseling & Guidance

Center (WACGC)

Arkansas Community Corrections (ACC)

Arkansas Legal Services

ATU Ozark

UAFS

Wholistic Health

Valley Behavioral Health

Ideal Option

Monarch 61

Crawford County Conservation District

AmeriCorps

Crawford County Library System

Hand to Hand Foundation

Crawford-Sebastian Community

Development Council (CSCDC)

Comprehensive Juvenile Services (CJS)

Armed Services

Crawford County Public Facilities Board

Our Business & Industry Partners

Simmons Foods

Tyson Foods

Pepper Source Ltd.

Douglas Structural Welding

Citizens Bank & Trust

Arvest Bank

Bekaert Steel

Time Striping, Inc.

McCormick Works

TEC Staffing

Qual Serv Solutions

Pinnacle In Home Care

Consolidated Printing, Inc.

Van Buren Police Department

Van Buren Fire Department

Barling Police Department

Turf Pro

Home Instead Senior Care

Alma Health & Rehab

USA Truck

WorkSource

Mahar Manufacturing/4 Legs 4 Pets

Crawford County Sheriff's Department

Head Start Child and Family Services

Creative Design Concepts

Department of Human Services

United Federal Credit Union

Silverlight Insurance

Cops Trucking School

CDL Academy

Home Instead

ONIN Staffing

Penmac Staffing

Walmart Van Buren

OK Foods

Cricket Wireless

Designer College

Zaxby's

Sonic

William's Florist

Н&Н

Merle Norman

Quality Inn VB & Alma

Camille & Co.

Chapters on Main

Legacy Heights

Crawford County

Harold Hamm Construction

Crawford Construction

Nabholz

Yeagers Hardware

Lowe's

Arts on Main

Home Helpers



POINTS TO PONDER



\$58 Per Day Per Inmate

The amount the CCAEC Alternative Sentencing program saves Crawford County in corrections costs.

Additional Wins

- Enables students to keep their jobs and their freedom.
- Students may obtain higher paying jobs due to increased skill set.
 - Wrap around services provided for additional needs.
 - Allows families to stay together.

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Statistics

Fiscal Year	Students Served	Students Completed	Obtained Employment	Remained Employed	Became Unemployed
2020-2021	225	48%	29%	100%	0%
2021-2022	173	50%	54%	100%	0%

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Smart Justice Feature

CCAEC is excited to be a part of the new Smart Justice magazine and season 2 podcast featuring:

Crawford County District Court

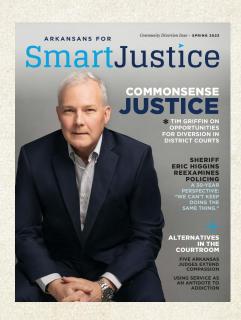
Judge Charles Baker

Van Buren Police Chief Jamie

Hammond

Director, Dr. Debbie

Faubus-Kendrick



Magazine: **Spring**

2023 Smart Justice

YouTube: <u>Smart</u> <u>Justice Video</u>

Podcasts: Smart

Justice Podcast

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National Recognition

Alternative Sentencing Program

Crawford County Adult Education Center (CCAEC) Van Buren, AR

Innovator in Holistic Approaches to Adult Education Services

THE PRACTICE

First of its kind program in Crawford County in which adults can participate in an education program in lieu of jail time, community service, and/or fines while accessing a variety of wrap-around services.

INNOVATIVE FEATURES

- CCAEC, the District Court Judge, and the Crawford County Probation
 Office work together to determine the best course for each eligible
 iustice-involved individual.
- Relationships with local churches and families who provide food, clothing furniture, and household items to learners.
- A court liaison meets with the District Court Judge monthly to discuss programs successes and areas for improvement.
- Strong partnerships with community employers that provide support, including job opportunities, for learners.
- Learners can enroll in college courses and can receive ar associate degree through Vincennes University.



Advancing

Crawford County Adult Education Center

INNOVATOR IN IOLISTIC APPROACHES TO ADULT CRAWFORD COUNTY ADULT
EDUCATION CENTER JOINS
ADVANCING INNOVATION'S LIST OF
ADULT EDUCATION INNOVATORS!



Crawford
County Adult
Education Center

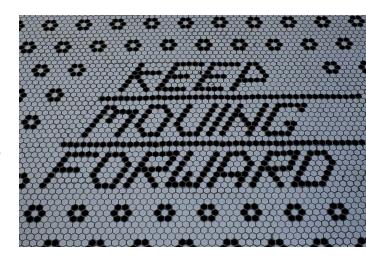
INNOVATOR IN
HOLISTIC APPROACHES
TO ADULT
EDUCATION SERVICES



Moving Forward...

What's Next at CCAEC

- Additional Resources
 - Community Partnerships
 - Business & Industry
- More Class Choices
- Updated Data
 - Accepted vs. declined job offers
 - Completed MSGs
- Added Case Management
- Events on Campus





Best Practices

Build Your Lines of Communication

- Judges
- Court Staff
- Prosecuting Attorney
- Probation
- Law Enforcement
- Adult Education Staff
- City & County Officials
- State Office

- MOU
- Letters of Support
- Visit Active Alternative Sentencing Program



Best Practices

Selling Points

- Be clear about
 - Who you are
 - What you offer
 - What you need
 - How this can help the community
 - Stay employed
 - Stay out of jail
 - Pay taxes
 - Keep family together
 - Provide resources
 - Upgrade skills



Best Practices: Other Key Players

Schedule Meetings:

- Stakeholders
- Legislators
- City & County Officials
- Business & Industry
- Community Resources
- Ministerial Alliance
- Advisory Board





Best Practices



Build Your Choices

- Class Options
- Resources Available
- Wrap Around Services
- Holistic Approach
- Job Opportunities









Best Practices

Adult Ed Essential Staff

- Court Liaison
- Data Management
- Counseling
- Case Management
- Other Needs
 - All adult education staff buy in



Best Practices

Day to Day Operations

- Maintain Data
 - Students Served
 - # Graduated
 - Obtaining and Retaining Employment

- Invite the Community In
 - Orientation
 - Open Houses
 - Host Business After Hours
 - Career Fairs
 - Advisory Board
 - Community Events



Best Practices: Residuals



- Impact on Friends/Family
- New Student Referrals
- Taxes/Economic Impact
- Unemployment Decreases
- Higher Paying Jobs





SUBSCRIBE TO OUR WEBSITE FOR UPDATES!

Visit:

www.crawfordcountyadulteducationcenter.wordpress.com













Thank You!

Got Questions?

Contact Dr. Debbie Faubus-Kendrick

dfaubus@vbsd.us

479-471-0019

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For Consideration of the Arkansas Workforce Development Board

November 7, 2023

ACTION ITEM 9 – ACTION: Recertification of Arkansas Workforce Centers in Eastern Arkansas

INFORMATION: Local workforce development boards are tasked with the responsibility of recertifying the local comprehensive and affiliate workforce centers. However, if the local board is also the one-stop operator, the Arkansas State Workforce Development Board must recertify the centers in that area [20 CFR 678.800(3)].

Because the Workforce Development Board of Eastern Arkansas (WDBEA) was selected as the one-stop operator for the Eastern Arkansas workforce development area through a competitive process, staff of the Arkansas Division of Workforce Services (ADWS), as the staff of the State Board, were tasked with the responsibility of reviewing each center in the Eastern Arkansas workforce development area and to present to the State board recommendations for certification of the centers. In most situations the Local Workforce Development Board (LWDB) certifies the one-stop centers, but when the LWDB is also the one-stop operator, the State Workforce Development Board must certify the centers [20 CFR 678.800(3)].

RECOMMENDATIONS:

Arkansas Workforce Center in West Memphis (comprehensive center) and Arkansas Workforce Center in Forest City (affiliate):

It is recommended that the Arkansas Workforce Centers in West Memphis and Forest City be provisionally recertified under the following condition: A Memorandum of Understanding (MOU) and an Infrastructure Funding Agreement (IFA) that is compliant with TEGL 16-16 and is acceptable to all center partners be developed and signed by all partners within three (3) months of the date of the approval of this recommendation.

Arkansas Workforce Center in Helena-West Helena (affiliate):

Due to circumstances beyond the control of WDBEA, the workforce center in Helena-West Helena cannot be recertified at this time. It is recommended that WDBEA be given six (6) months from the date of the approval of this recommendation to establish a new affiliate workforce center in Helena-West Helena, including a Memorandum of Understanding (MOU) and an Infrastructure Funding Agreement (IFA) that is compliant with TEGL 16-16 and is acceptable to all center partners and is signed by all partners

The MOU(s) for the center may be overarching for all centers or it/they may be unique to each center, and it/they must contain the required information listed in TEGL 16-16.

For Consideration of the Arkansas Workforce Development Board

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STATE OF ARKANSAS SARAH HUCKABEE SANDERS GOVERNOR

September 12th, 2023

Mr. Hugh McDonald Secretary of Commerce Arkansas Department of Commerce 1 Commerce Way, Building 4, Ste 601 Little Rock, AR 72202

Dear Secretary McDonald,

As required by the Workforce Innovation and Opportunity Act, I am pleased to approve the Workforce Development Board of Eastern Arkansas to become the designee as the local area's One-Stop Operator for workforce oversight.

This designation will manage the day-to-day functions of the Arkansas Workforce Center network with the respective geographic region. It will also provide Arkansas businesses with the necessary guidance to comply with hourly wages, safety, and training standards that help workers thrive in the Natural State.

If you need additional assistance, please do not hesitate to contact my office.

Sincerely,

Sarah Huckabee Sanders Governor of Arkansas



August 11, 2023

The Honorable Sarah Huckabee Sanders Governor State of Arkansas State Capitol Little Rock, AR 72203

Dear Governor Sanders:

In accordance with Section 107(g)(2) of the Workforce Innovation and Opportunity Act (WIOA), local workforce development boards may request to be designated or certified as a One-Stop Operator and the provider of career services only with the approval of the Governor and chief elected officials of the local area. The Chief Elected Officials of the Eastern Arkansas Local Workforce Development Area have approved the procurement selecting the Workforce Development Board of Eastern Arkansas (WDBEA) as the One Stop Operator on January 19, 2023. The selection was the result of a competitive procurement process, in compliance with 20 C.F.R. §678.615. The Workforce Development Board of Eastern Arkansas requests to be designated as the One-Stop Operator and the provider of career services for the Eastern Arkansas Local Workforce Development Area (LWDA).

The Arkansas Division of Workforce Services (ADWS) supports the request made by the Workforce Development Board of Eastern Arkansas.

Sincerely,

Hugh MeDonald Secretary

Enclosures

cc: Honorable Woody Wheeless, Judge of Crittenden County

Charisse Childers, Ph.D., Director, Arkansas Division of Workforce Services

Workforce Development Board of Eastern Arkansas

P.O. Box 1388 West Memphis, AR 72303 Telephone: 870.733.0601 Fax: 870.735.0618 www.easternworks.org

February 23, 2023

The Honorable Arkansas Sarah Huckabee Sanders, Governor State of Arkansas State Capitol Little Rock, Arkansas 72201

Dear Governor Huckabee Sanders:

The Eastern Chief Elected Officials approved the Workforce Development Board of Eastern Arkansas (WDBEA) as the provider of Career Services and the One-Stop Operator on January 19, 2023. The One-Stop Operator of a local area is responsible for managing the day-to-day functions of the Arkansas Workforce Center network within their geographic region.

The Chief Elected Officials are requesting the designation and approval from you for the Local Board to serve as the provider and of Career Services and the One-Stop Operator for the Eastern Arkansas Local Workforce Development Area (LWDA). The Eastern LWDA includes Crittenden, Cross, Lee, Phillips and St. Francis counties. Per WIOA Section 107(g)(2) and TEGL 15-16 Section 6 (A) the Local Board may be designated as the One-Stop Operator only with the agreement of the Chief Elected Officials and the Governor. A list of the Eastern LWDA Chief Elected Officials is included.

If you have questions or need additional information, please contact Heather Pipkin, WDBEA Executive Director, at 870.733.0601.

Sincerely,

Woody Wheeless, Judge

Woody Wheele

CEO Chairman

WDB of Eastern Arkansas

Workforce Development Board

of Eastern Arkansas

Chief Elected Officials

CEOs				
CRITTENDEN				
Judge Woody Wheeless				
Mayor Jaylen Smith				
Mayor Marco McClendon				
Mayor Tracy Brick				
CROSS				
Judge Lynn Blake				
Mayor Jennifer Hobbs				
LEE AND				
Judge Terry Sandefer				
Mayor Ora Stevens				
PHILLIPS				
Judge Clark Hall				
Mayor Christopher Franklin				
ST. FRANCIS				
Judge Craig Jones				
Mayor Larry Bryant				