



INNOVATE

WORKFORCE DEVELOPMENT

April 21, 2020

1:00 p.m. – 3:00 p.m.

Arkansas Division of Workforce
Services

VIA Zoom (Webinar/Teleconference)
SOCIAL DISTANCING – COVID-19

Arkansas Workforce Development Board

Full Board Meeting



AGENDA

April 21, 2020

ARKANSAS WORKFORCE DEVELOPMENT BOARD FULL BOARD MEETING

1:00 p.m.

Estimated Time: 54 minutes

Call to Order (3min) Tom Anderson, Chair

Report of Board Director (2 mins) Arnell Willis, Board Director

Agenda Item 1: ACTION

Minutes of January 21, 2020 Full Board Meeting (2 min) Tom Anderson, Chair

Minutes of February 27, 2020 Executive Committee Meeting (2 min)..... Tom Anderson, Chair

Report of Chairperson (5 mins)..... Tom Anderson, Chair

Report of Director (5 mins)..... Dr. Charisse Childers, Director
Arkansas Division of Workforce Services

Report of Staff (5 mins)..... Kris Jones, Employment Assistance - Assistant Director
Arkansas Division of Workforce Services

Agenda Item 2: INFORMATIONAL

Review of the Arkansas Workforce
Development Board’s Strategic

Action Plan (10 mins) Kris Jones, Employment Assistance – Assistant Director
Arkansas Division of Workforce Services



Agenda Item 3: ACTION

Remote Meeting Participation

Policy (5 mins) Kris Jones, Employment Assistance – Assistant Director
Arkansas Division of Workforce Services

Board Open Discussion (10 mins)

Public Speaking Opportunity (2 mins)

Announcements (2 mins)

Adjournment (1 min)

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

April 21, 2020

AGENDA ITEM 1 – ACTION: Minutes of the January 21, 2020 Arkansas Workforce Development Board meeting and the minutes of the February 27, 2020 Executive Committee meeting.

RECOMMENDATION: It is recommended that the Arkansas Workforce Development Board approve the minutes of the January 21, 2020, Arkansas Workforce Development Board meeting and the minutes of the February 27, 2020 Executive Committee meeting.

INFORMATION/RATIONALE: Minutes of the meeting is attached.

UNOFFICIAL

MINUTES
ARKANSAS WORKFORCE DEVELOPMENT BOARD
January 21, 2020

The Arkansas Workforce Development Board convened on January 21, 2020, beginning at 10:00 a.m. The televised meeting was conducted at Embassy Suites, 11301 Financial Centre, Little Rock, Arkansas. Chair Tom Anderson presided with the following members present: Ms. Karen Breashears, Ms. Chanda Chacon (10:21), Dr. Charisse Childers, Judge Brandon Ellison, Mr. Randy Finegan, Mr. Jeff Griffin, Mr. Randy Henderson, Mr. Alan Hughes, Ms. Rebecca Ives, Mr. Johnny Key by proxy Ms. Erin Franks, Mr. Alan McClain by proxy Mr. Jonathon Bibb, Dr. Maria Markham by proxy Ms. Alisha Lewis, Mr. Brian Marsh, Dr. Trenia Miles, Mr. George Nunnally, Mr. Mike Preston proxy by Mr. Steve Sparks, Dr. Julie Roberson, Mr. Mike Rogers, Mr. Kelley Sharp, Mr. Robert Thorne, and Dr. Cassandra Williams-Stokes, Dr. Diana Wright (10:05).

Mr. Len Blaylock, Mr. Lindsay Brown, Mr. Scott Bull, Ms. Melissa Hanesworth, Ms. Abby Houseworth, Ms. Holley Little, and Mayor James Sanders were unable to attend.

Chair Anderson called the meeting to order at 10:01 a.m. upon seeing a quorum.

Report of Board Director: Chair Tom Anderson recognized the Arkansas Workforce Development Board Director Arnell Willis. Director Willis emphasized the importance of the topics included in the agenda in addition to the roles each topic plays in the Workforce Development System. The WIOA State Plan is available to view on the ADWS website located under the Workforce Innovation and Opportunity Act program tab in addition to the opportunity to hear to hear from a Work-Based Learning Program. Lastly, he stated the Arkansas Workforce Development Board exists to aid the governor in implementing the programs in the WIOA State Plan 2020-23 in the Workforce Centers and maintaining the quality of the centers.

Agenda Item 1 – ACTION – Minutes of the October 15, 2019, Full Board Meeting: Chair Tom Anderson asked if there were any additional corrections or revisions to the October 15, 2019, Full Board meeting minutes.

Hearing none, a motion to accept the October 15, 2019, Full Board meeting minutes with no corrections or revisions was made by Mr. Robert Thorne and seconded by Mr. Alan Hughes. The motion carried unanimously with none opposed.

Report of Chairperson: Chair Anderson reported attending the Registered Apprenticeship Forum held in November at Springdale that was organized by Mr. Mark McManus from the Arkansas Division of Workforce Services. He informed attendees of an upcoming conference with the National Governor's Association (NGA) for the Board Chairs and Board Liaisons from around the nation. The conference allows the exchange of best practices to assist one another in their state.

Report of Director: Chair Tom Anderson recognized Board Member and Director of Arkansas Division of Workforce Services (ADWS) Dr. Charisse Childers to address the Full Board. Dr. Childers provided board members an update on how the agency has been working with the Arkansas Rehabilitation Services, Division of Services for the Blind, and the original programs and services under the Arkansas Division of Workforce Services in the collaborating, partnering, and the development of opportunities in the last six months with the transition and relocation of some partners. Adult Education, Arkansas Rehabilitation Services, and Division of Services for the Blind are located at 1 Commerce Way-Building #4. The Arkansas Division of Workforce Services located at #2 Capitol Mall may potentially move there in the future.

Additionally, Dr. Childers spoke to the board members of the importance of employer services offered in the state and the importance of how each board member can assist their Local Workforce Development Boards and communities by sharing and utilizing those services.

Report of Staff: Chair Anderson recognized Board Staff Mr. Kris Jones. Mr. Jones provided board members an update on partner coordination of employer services across the state through a Business Services pamphlet; a magazine edition targeted towards Youth called Career Watch; a Salesforce work group to explore utilization improvements; training of Thomas P Miller & Associate that focused on the colleges over the past six months; administrative policy revisions, and Act 936 working group to recommend a statewide longitudinal database system to include education, corrections, workforce, unemployment compensation, etc. in order to pull data analytics and more to assist collaboration and coordination.

Mr. Jones informed board members the Evaluation discussed in the previous Full Board meeting is being implemented. The Local Workforce Development Boards of Central Arkansas, Western Arkansas, and Northeast Arkansas were selected in the evaluation to include a look at the skills gap and how services address it, asset mapping, and certification of One-Stop Operators.

Lastly, Mr. Jones reported the Local Workforce Development Boards are required to review their Local Plan every two years in case there was a need to revise due to a change in the Local Workforce Development Area economy. The State has received feedback from core partners such as Arkansas Rehabilitation Services, Division of Services for the Blind, Adult Education, and the Division of Workforce Services Senior Management and Monitoring Unit.

Report of Committees:

Strategic Planning Committee: Chair Tom Anderson recognized Strategic Committee Chair Karen Breashears to provide a report of the Strategic Planning Committee meeting. Chair Breashears reported the committee met on January 7, 2020, and, having a quorum, approved the September 25, 2019, minutes via teleconference. The committee heard updates in the Action Plan from the Workforce Development Board Director Arnell Willis and recommended the following items to go before the Full Board: key changes for public comment for the WIOA State Plan PY2020-23, PY18 WIOA Annual Report, and the One-Stop Certification Process Review. The next meeting of the Strategic Planning Committee will convene by teleconference on March 24th.

Program & Performance Evaluation Committee: Chair Anderson asked Acting Committee Chair Jeff Griffin to provide an update for the Program and Performance Evaluation Committee. Acting Committee Chair Jeff Griffin reported a quorum was met when the committee met via teleconference on January 7, 2020, 2020. Committee members approved the September 25, 2019 Program and Performance Evaluation Committee minutes in addition to discussions on the Review of Assessment and Performance Measures of the WIOA State Plan, PY18 Annual Report, and the One-Stop Center Certification Policy. The next committee meeting will via teleconference on March 24, 2020, at 10:30 am.

TANF Oversight Committee: Chair Anderson recognized Committee Chair George Nunnally to provide an update on the TANF Oversight Committee. Chair Nunnally reported the committee had a quorum and approved minutes for the September 25, 2019 committee meeting minutes via teleconference on January 7, 2020.

He reported the committee heard a report on federal legislation updates and policy changes that included the proposed changes for TEA eligibility and policy, Children's Advocacy Center, Adult Education program focusing on non-custodial parents, and 2020-23 TANF Specific-Section of the WIOA State Plan. The next TANF Oversight Committee teleconference meeting will be on March 24, 2020, at 9:00 am.

Agenda Item 2 – ACTION – Council Resolution 2020-1: Board Member Stipend: Chair Anderson informed board members according to Arkansas law Boards may pay stipends of \$110 to those non-governmental members who choose to accept them; however, the Council Resolution must be approved by the Board during the first meeting of each calendar year.

Hearing none, a motion to approve the Council Resolution 2020-1: Board Member Stipend as presented with no additional revisions was made by Ms. Karen Breashears, and seconded by Ms. Rebecca Ives. The motion carried unanimously with none opposed.

Agenda Item 3 – INFORMATIONAL – Workforce Analysis: Chair Anderson recognized Dr. Nathan Smith of the Arkansas Department of Commerce to present updates to the Full Board on the Workforce Analysis since his last presentation to the Full Board in July of 2019. Dr. Smith noted the data analytics of his presentation were included in the agenda book. During his presentation and discussion, he informed the Board of data compiled by the Arkansas Research Center (ARC) graduates, the amount of money they are making while remaining asked about statistical information on talent leaving the state after graduation. Upon conclusion of Dr. Smith's presentation, Chair Anderson moved to Agenda Item 4.

Agenda Item 4 – ACTION – Key Changes for Public Comment Draft: Chair Anderson recognized the Committee Chairs to present committee discussion overviews and recommendations on the Key Changes for Public Comment Draft.

Recommendations by the Strategic Planning Committee Chair Karen Breashears on Sections 1-5 Common Elements of the WIOA State Plan 2020-23 and WIOA Title I and III Program Specific Sections was to approve the WIOA State Plan 2020-23 as presented in the agenda book, with

the understanding that Committee Members acknowledge that there would be some additions and revisions including WIOA Partner Program information. Committee Chair Breashears noted the approval is of the revisions to be placed on the website for public comment before a final approval and submission of the WIOA State Plan 2020-23.

Recommendations by the Program and Performance Committee Acting Chair Jeff Griffin to the Full Board was to begin the performance negotiations with U.S. Department of Labor at a 10% decrease from previous years after review and discussions on the WIOA Title I and III Program Specific Sections and the WIOA Title I and III Performance Goals.

Hearing no comments from TANF Oversight Committee Chair George Nunnally, Chair Anderson asked for any additional discussion or questions.

Hearing none, **a motion to approve the Changes of the WIOA State Plan 2020-2023 as presented in the agenda book was made by Mr. Alan Hughes, seconded by Mr. Robert Thorne. The motion carried unanimously with none opposed.**

Agenda Item 5 – INFORMATIONAL – WIOA Dashboard Update: Upon the request of Chair Anderson, Board Staff Kris Jones provided an update with the data covering the time period of January 1, 2019 to December 31, 2019 while noting a deviation of workforce of a 2% variance between this quarter and previous quarter. The variance is what Board Staff has seen before and is no cause for alarm. Improvements may be seen in the data from revisions of Local Workforce Development Board policies (e.g. Supportive Service Policy by the Southeast Local Workforce Development Board). He noted a deviation in Veteran Services due to a low number of Veteran Representatives. Data reflects significant increase in Registered Apprenticeship, Pre-Apprenticeship, Work-Based Learning, and Work Experience.

Agenda Item 6 – ACTION – PY18 Annual Report: At the request of Chair Anderson, Strategic Planning Committee Chair Karen Breashears provided an overview of the committee discussion and highlights followed by recommendations of the committee. Highlights of committee discussions included no waivers were requested for PY18, methodology used by the U.S. Department of Labor for State goals (in which Arkansas met), and a request to include an updated organizational chart. Recommendations of the Strategic Planning Committee included the approval of the PY18 Annual Report with the understanding additional comments and revision may be made before the Full Board.

Next, Chair Anderson requested Program and Performance Evaluation Committee Acting Chair Jeff Griffin to provide an overview of committee discussions and highlights. Highlights of committee discussions included the methodology utilized by U.S. Department of Labor in setting State goals (in which Arkansas met) and specific information regarding the increases in participants with barriers to employment. Increases between Program Year 2017 and Program Year 2018 included individuals who were ex-offenders, homeless, low income, youth coming out of foster care, and individuals with disabilities. Additionally, he added that the increases demonstrate an emphasis by the Local Workforce Development Areas are placing on the Hard-to-Serve populations.

Chair Anderson asked for any additional comments or revisions to the PY18 Annual Report presented.

Hearing none, **a motion to approve the PY18 Annual Report as presented was made by Judge Brandon Ellison, seconded by Mr. George Nunnally. The motion carried unanimously with none opposed.**

Agenda Item 7 – ACTION – One-Stop Center Certification Review: Chair Anderson recognized the Committee Chairs to present committee discussion overviews and recommendations on the One-Stop Center Certification Review to the Full Board.

Program and Performance Evaluation Acting Committee Chair Jeff Griffin reported committee members decided the discussion for the One-Stop Center Certification Review was more appropriate to be discussed as a Full Board.

Strategic Planning Committee Chair Karen Breashears reported the committee was asked to review the non-mandatory sections for items that should be mandatory before the Full Board and asked Chair Anderson to engage the board on discussion.

After Full Board discussion, Chair Anderson asked for any additional comments or discussions on the One-Stop Center Certification.

Hearing none, **a motion was made by Mr. Alan Hughes to table the review of the One-Stop Center Certification in order to provide the Full Board time to review for added input and discussion at the next AWDB Full Board meeting, and seconded by Dr. Diane Wright. The motion carried unanimously with none opposed.**

Agenda Item 8 - INFORMATIONAL – Administrative Forms – New Year: Chair Anderson informed board members of administrative forms placed with their agenda books to be completed and returned to Board Staff for the new year. After Board Staff provided instruction on the forms, he informed board members that Board Staff included a copy of the Financial Disclosure form and have notaries available at the meeting to assist board members in filing before the deadline of January 31, 2020.

Agenda Item 9 – INFORMATIONAL – State-Funded Work Based Learning Program: Incumbent Worker Training Program: Chair Tom Anderson invited the Little Rock Workforce Development Board Director W.J. Monagle and Mr. Spencer Barksdale of Essick Air to present to the Full Board on their Incumbent Worker Training Program. The Incumbent Worker Training Program provided through the partnership of employer Essick Air and the Little Rock Workforce Development Board is the first State-Funded Work-Based Learning Program. After hearing no additional questions for Mr. Monagle or Mr. Barksdale, Chair Anderson moved to the next agenda item.

Board Open Discussion: Chair Anderson asked board members for any additional items for discussion. Hearing none, Chair Anderson informed board members and asked them to review the additional publications placed with their agenda books by Board Staff, such as Career Watch Arkansas, Dislocated Worker Services 2019, and Business Services. The Career Watch publication

is focused towards high school students and young adult populations. The Dislocated Worker Services 2019 publication provides quarterly activities of Dislocated Worker Services and what services are available to them. The Business Services publication is geared towards employers by providing information regarding tax incentives, training and retraining of employees, recruitment services and more.

Announcements: Chair Anderson announced lunch will be provided for Board Members. The next teleconference Committee Meetings are scheduled for March 24, 2020 and will be available for in-person attendance at the Little Rock Workforce Center. The Little Rock Workforce Center is located at 5401 South University-Room 189, Little Rock. The committee meeting times will be: TANF Oversight at 9:00 a.m., Program and Performance Evaluation at 10:30 a.m., and Strategic Planning at 1:30 p.m.

The next Full Board meeting will be at 10:00 a.m. on April 21, 2020. Additional information for the Full Board meeting will be provided by Board Staff at a later date.

Adjourn: Chair Tom Anderson adjourned the meeting at 11:38 p.m., **on a motion made by Mr. Kelley Sharp, seconded by Mr. Robert Thorne, and carried unanimously with none opposed.**

Tom Anderson, Board Chair
Arkansas Workforce Development Board

Arnell Willis, Director Workforce Development
Arkansas Division of Workforce Services

*Minutes recorded by Rebecca Edwards
Arkansas Division of Workforce Services Staff*

MINUTES
ARKANSAS WORKFORCE DEVELOPMENT BOARD
Executive Committee
February 27, 2020

A teleconference meeting of the Arkansas Workforce Development Board (AWDB) Executive Committee was conducted on February 27, 2020 at 2:00 pm. Accommodations were set up for an in-person attendance at the Little Rock Workforce Center, 5401 South University Avenue in Little Rock, Arkansas. Chairman Tom Anderson presided with the following members confirming attendance through roll call: Ms. Karen Breashears, Mr. Scott Bull, Mr. Jeff Griffin, Ms. Abby Houseworth, Judge Brandon Ellison, Dr. Julie Roberson, and Mr. Robert Thorne.

Mr. Alan Hughes was unable to attend.

Recognizing the presence of a quorum, Chair Anderson called the meeting to order at 2:05 p.m.

Agenda Item 1 – Approval of the WIOA State Plan: Chair Tom Anderson recognized Board Staff Kris Jones to proceed with providing Board Members revisions to the WIOA State Plan. Mr. Jones stated some areas of the plan have been reviewed and approved in previous meetings, such as the sector strategies section and evaluation. He added current changes include the workforce analysis section and waivers. The workforce analysis confirms the direction the plan is taking, the importance of the plan, and the diversification of the populations in Arkansas. Additionally, the data reflected why the Local Workforce Development Areas need flexibility for their specific areas and needs.

WIOA Partners Arkansas Rehabilitation Services, Division of Services for The Blind, and Adult Education were recognized by Chair Tom Anderson for the assistance in reviewing the WIOA State Plan.

Mr. Jones completed his presentation, and Chair Anderson asked if there were any questions.

Hearing none, a motion to approve the WIOA State Plan as presented to upload in the U.S. DOL portal on Monday, March 2, 2020, was approved on a motion by Mr. Robert Thorne, seconded by Ms. Karen Breashears, each board member voiced their individual vote in favor, and carried unanimously with no revisions.

Announcements: No announcements were made at this time.

Adjournment: The meeting was adjourned by Chair Tom Anderson at 2:39 p.m.

Tom Anderson, Committee Chair

Arnell Willis, Director Workforce Investment
Division of Workforce Services

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

April 21, 2020

AGENDA ITEM 2 - INFORMATIONAL: Review of the Arkansas Workforce Development Board's Strategic Action Plan

INFORMATION/RATIONALE: The Arkansas Workforce Development Board developed its Strategic Action Plan during the initial implementation of the Workforce Innovation and Opportunity Act (WIOA) Program. This Action Plan provides the roadmap for the activities undertaken by the Board.

Attached is the most current version of this Action Plan and the Committee Members will review and make recommendations for revisions to ensure alignment with the recently submitted PY2020-2023 WIOA State Plan.



PY 2020 – PY 2023
ARKANSAS WORKFORCE DEVELOPMENT BOARD
STRATEGIC ACTION PLAN

Board Mission: To promote and support a talent development system in Arkansas that offers employers, individuals, and communities the opportunity to achieve and sustain economic prosperity.			
GOALS	STRATEGIES/INITIATIVES	BENCHMARKS	STATUS
Board Bylaws: Develop the State Plan.	1.1 Develop the state plan.	1.1 Submit the PY 2016 – PY 2019 state plan to the federal agencies on April 1, 2016.	1.1 COMPLETED
	1.2 Modify the state plan.	1.2 Modify the state plan every two years. Next modification due by June 30, 2018.	1.2 CURRENT
Board Bylaws: Review of Statewide Policies	1.1 Review statewide policies, of statewide programs, and recommend actions that should be taken by the state to align workforce development programs in a manner that supports a comprehensive and streamlined workforce development system in the state.	1.1 Review statewide policies as they are needed and developed.	1.1 ONGOING
	1.2 Guidance for the allocation of one-stop center infrastructure funds to include the appropriate roles and contributions of entities carrying out one-stop partner programs with the workforce center system.	1.2 Must be developed and implemented no later than June 30, 2017.	1.2 COMPLETED
Board Bylaws: Continuous Improvement of the State’s Workforce System	1.1. Identify barriers and means for removing barriers to better coordinate, align, and avoid duplication among the programs and		1.1 ONGOING- Reference Staff Report on Targeted Population Outreach, WIOA Roundtable Executive Committee updates, and Business Services activities.

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GOALS	STRATEGIES/INITIATIVES	BENCHMARKS	STATUS
	<p>activities carried out through the system.</p>		<p>A barrier facing coordination is the lack of consolidated data and processes.</p> <p>January 2019 Update- The WIOA Roundtable Executive Committee is leading the development of a business-services driven CRM, Salesforce, which is expected to be completed by September 2019.</p> <p>April 2019 Update – Work continued on the VOCAL system, which will allow for common-registration, referrals, and reporting. This was approved by the Legislature and is expected to be completed in September 2019.</p> <p>June 2019 Update- The WIOA Core Partners have compiled common registration or intake questions that will be used to inform vendors for each case management system regarding the data that needs to be shared, vendors were also contacted to begin conversations about the method of sharing data and costs for the enhancements.</p> <p>October 2019 Update- In July, Arkansas' Department of Workforce Services because the Arkansas Division of Workforce Services, which now houses all core partner programs. Several efforts are concurrently being consolidated with a Transformation</p>

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			<p>team that is tasked with removing duplication. The change also consolidates the four Titles (Adult Education, Rehab, Employment Services and Title I Adult, Youth, and Dislocated Workers programs) at a lower level, which should lead to more effective coordination.</p>
	<p>1.2 The development of strategies to support the use of 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;</p>	<p>1.2 Sector Strategies guidance draft will be provided for consideration by the SPC committee at the January 2017 meeting.</p>	<p>1.2 ONGOING</p> <p>January 2019 Update- ADWS, in collaboration with Arkansas Research Center, has developed a Career Pathways report to demonstrate demand within occupations based on Job Posting data (source- EMSI) to wages based on LMI. The reports are grouped by the Career Cluster and Career Pathway associated with each occupation and presented per Local Area. This information will be provided to Local Areas and updated Annually.</p>
	<p>1.3 The development of strategies for providing effective outreach to and improved access for individuals and employers who could benefit from</p>		<p>1.3 ONGOING</p> <p>Reference Staff Reports for Targeted Population Outreach and Business Services.</p> <p>January 2019 Update-</p>

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	<p>services provided through the workforce development system;</p>		<p>A Business Service Forum was held on November 15 during National Apprenticeship Week, at the Arkansas Regional Innovation Hub. Dozens of employers and Workforce Partners were in attendance.</p> <p>Staff is currently planning on duplicating the forum in Northwest Arkansas.</p> <p>April 2019 Update - The Employers Growing Talent Through Apprenticeship event in Northwest Arkansas is scheduled for April 25, 2019. This event will include Employer Panelists, the USDOL State Director of Apprenticeship, a National Advanced Automation Consultant, and the State Program Coordinator from the Office of Apprenticeship.</p> <p>June 2019 Update- The Spring 2019 WIOA Partners Meeting included an Employer Panel as one of the highlighted Plenary Sessions. Representatives from CVS Pharmacy, Tyson Foods, Stark Manufacturing, and Next Day Telecommunications participated in this event.</p>
	<p>1.4 The development and expansion of strategies for meeting the needs of employers, workers, and jobseekers, particularly</p>		<p>1.4 ONGOING</p> <p>January 2019 Update-</p>

Board Mission: To promote and support a talent development system in Arkansas that offers employers, individuals, and communities the opportunity to achieve and sustain economic prosperity.			
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	through industry or sector partnerships related to in-demand industry sectors and occupations;		<p>Strategy- Sector and Regional Planning funds have been made available to Local Workforce Development Areas. Technical Assistance from the Business Services lead will be provided to ensure the strategies are effective.</p> <p>October 2019 Update- ADWS has contracted with Thomas P. Miller and Associates to provide business services training to LWDBs and their partners across the state. Training took place on the week of September 16th, 2019.</p> <p>Additionally, ADWS staff are seeking approval of adjusting the Sector Planning funding requirements to include more reporting and add visibility and support to LWDB Sector Strategies.</p>
	1.5 The identification of regions, including planning regions, after consultation with local boards and chief elected officials;		1.5 COMPLETED
Board Bylaws: Develop strategies to support staff training and awareness across programs supported under the workforce development system.	<p>1.1 Increase opportunities for sharing of information between partner programs.</p> <p>1.2 Develop a strategy for staff training across programs.</p>		<p>1.1 ONGOING. WIOA Roundtable Exec. Comm. quarterly newsletter.</p> <p>1.2 Strategy for business services</p>

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GOALS	STRATEGIES/INITIATIVES	BENCHMARKS	STATUS
			<p>COMPLETE- Identify functional leads to represent business services for each partner and program. Leverage the WIOA Roundtable to establish this group of subject matter experts responsible for:</p> <ol style="list-style-type: none"> 1) COMPLETE- Assisting in the development and maintenance of a business focused menu of services across partner programs and 2) UNDER DEVELOPMENT- provide cross-training regarding services. <p>April 2019 Update – The next bi-annual WIOA Partners Meeting has been scheduled for May 14-15, 2019 in Hot Springs, Arkansas.</p> <p>June 2019 Update- The Spring 2019 WIOA Partners Meeting included the completion of a SWOT Analysis for each of the ten (10) Local Workforce Areas. Local Area Attendees worked collaboratively and to share information across programs in order to complete a group SWOT analysis for their respective local workforce area.</p> <p>October 2019 Update- ADWS has contracted with Thomas P. Miller and Associates to provide business services training to LWDBs and their partners</p>

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			<p>across the state. Training took place on the week of September 16th, 2019.</p> <p>Additionally, the Fall WIOA Partners Meeting was held in Little Rock, Arkansas, September 5th- 6th. There were approximately 250 in attendance and included presentations on Local SWOT analysis, Department of Commerce activity, data analytics, LMI, customer-center design and other topics.</p> <p>Finally, ADWS Employment Assistance staff will receive a 3-day training on Project Management between September 18th and 19th.</p>
<p>Board Bylaws: Develop strategies for technological improvements to facilitate access to, and improve the quality of, services and activities provided through the workforce center system.</p>	<p>1.1 Enhance digital literacy skills.</p>		<p>1.1 UNDER DEVELOPMENT</p> <p>The referral processes in the VOCAL system, which will allow for common-registration, referrals, and reporting, and will be complete in September 2019, will improve accessibility to digital literacy skill development services provided within the Arkansas Workforce System. Additionally, ADWS has requested permission to purchase additional RVs that provide services remotely.</p> <p>October 2019 Update- Salesforce went live September 16, 2019.</p>

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GOALS	STRATEGIES/INITIATIVES	BENCHMARKS	STATUS
	1.2 Accelerate the acquisition of skills and recognized postsecondary credentials by participants.		<p>1.2 ONGOING</p> <p>June 2019 Update- The Spring 2019 WIOA Partners Meeting included a Career Readiness Certificate (CRC) session which was designed to assist WIOA partners in better utilizing this available tool to accelerate the acquisition of skills by participants.</p>
	1.3 Strengthen the professional development of providers and workforce professionals.		<p>1.3 ONGOING</p> <p>ADWS coordinates semiannual cross-training. WIOA Partners Meetings and provides Technical Assistance and training as needed to workforce professionals funded under Title I</p> <p>June 2019 Update- The Spring 2019 WIOA Partners Meeting included several training sessions designed to expose WIOA Partner staff to other programs. This included the Adult Education, Human Services, Career & Technical Education and WIOA Title I Programs. Additionally, information was shared regarding workforce development professional certifications.</p> <p>October 2019 Update- The Fall WIOA Partners Meeting was held in Little Rock, Arkansas, September 5th- 6th. There were approximately 250 in attendance and included presentations on Local SWOT analysis, Department of Commerce activity, data analytics, LMI,</p>

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			customer-center design and other topics.
	1.4 Ensure such technology is accessible to individuals with disabilities and individuals residing in remote areas.		<p>1.4 ONGOING</p> <p>Workforce Center Certification processes have been developed to ensure accessibility.</p> <p>April 2019 Update – The One-Stop Center Certification process has been added to the April 9, 2019 Strategic Planning Committee meeting agenda for review.</p>
Board Bylaws: 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.	1.1 Review annually the funding distribution policy for WIOA Title I.	1.1 No later than the first full board meeting of each year, as necessary.	1.1 ONGOING
	1.2 Seek input from chief elected officials regarding the formula.	1.2 No later than December 31 of each year.	1.2 ONGOING
Strategic Goal: Develop an efficient partnership with employers, the educational system, workforce development partners, and community-based organizations to deliver a platform that will prepare a	1.1 Expand employer partnerships through the support of industry engagement.		<p>1.1 ONGOING</p> <p>Strategy-COMplete- Work-based learning funds have been established on the state-level to support business engagement on the local level.</p> <p>COMPLETE- Sector strategy funds will be provided annually to LWDBs to support the engagement of employers.</p>

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skilled workforce for existing and new employers.			UNDER DEVELOPMENT Additionally, the deployment of Salesforce will enable partners to coordinate services while engaging employers.
	1.2 Expand partnership with economic development to refine sector strategies.		1.2 ONGOING
	1.3 Increase the utilization of Registered Apprenticeship programs as viable talent development opportunities.		<p>1.3 ONGOING</p> <p>January 2019 Update- A Business Service Forum was held on November 15 during National Apprenticeship Week, at the Arkansas Regional Innovation Hub. Dozens of employers and Workforce Partners were in attendance. Staff are currently planning on duplicating the forum in Northwest Arkansas.</p> <p>April 2019 Update - <i>The Employers Growing Talent Through Apprenticeship event in Northwest Arkansas is scheduled for April 25, 2019. This event will include Employer Panelists, the USDOL State Director of Apprenticeship, a National Advanced Automation Consultant, and the State Program Coordinator from the Office of Apprenticeship.</i></p> <p>June 2019 Update- The scheduled April panel was successfully hosted in April as planned.</p>

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GOALS	STRATEGIES/INITIATIVES	BENCHMARKS	STATUS
			120 in attendance with 39 "Next Step" cards completed.
	1.4 Increase connections with employers and Vocational Rehabilitation agencies to provide support and employment for youth and adults with disabilities.		1.4 ONGOING
	1.5 Partner with K-12 education, higher education, career and technical education, and adult education to provide consistent rules and eliminate barriers to implementing training programs around the State.		1.5 ONGOING
	1.6 Expand small business participation.		1.6 ONGOING See 1.1
Strategic Goal: Enhance service delivery to employers and jobseekers.	1.1 Develop a common intake process for jobseekers and businesses that will efficiently connect them with services available from all workforce development partner programs and identify any barriers to		1.1 UNDER DEVELOPMENT Deployment of VOCAL a job-seeker focused case management coordination system will provide a common registration process. COMPLETE- Common Intake forms are provided in the Title IB policies approved by the AWDB.

Board Mission: To promote and support a talent development system in Arkansas that offers employers, individuals, and communities the opportunity to achieve and sustain economic prosperity.

GOALS	STRATEGIES/INITIATIVES	BENCHMARKS	STATUS
	employment that need to be addressed.		<p>UNDER DEVELOPMENT Deployment of Salesforce, a business-services focused CRM, will provide coordinated service delivery across partners.</p> <p>June 2019 Update – An update regarding the ongoing SALESFORCE deployment is included on today's committee meeting agenda. Additionally, reference the VOCAL progress noted.</p>
	1.2 Promote training that leads to industry recognized credentials and certification.		1.2 UNDER DEVELOPMENT
	1.3 Support transportable skill sets for transportable careers.		1.3 UNDER DEVELOPMENT
	1.4 Support career pathways development and sector strategy initiatives to meet business and industry needs.		1.4 COMPLETE
	1.5 Expand service delivery access points using virtual services.		1.5 UNDER DEVELOPMENT
	1.6 Develop a common business outreach strategy with a common message that will be utilized by all workforce system partners.		1.6 ONGOING
	1.1 Conduct a statewide skills and asset analysis to		1.1 UNDER DEVELOPMENT

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GOALS	STRATEGIES/INITIATIVES	BENCHMARKS	STATUS
Strategic Goal: Address Skills Gaps	determine the skills gap present and resources available to solve the skills issue.		ADWS has requested a Technical Assistance grant from USDOL which will facilitate this project.
	1.2 Develop and implement an action plan to close the basic core, technical, and soft skills gaps in Arkansas.		1.2 ONGOING

NOTE: The “STATUS” Column, Column Four, Is Used to Denote:

- A. COMPLETED** – These are activities that were primarily a “one-time” occurrence or a WIOA implementation activity and does not require an ongoing update.
- B. ONGOING** – These are activities for which progress and/or efforts are still being taken to complete.
- C. UNDER DEVELOPMENT** – These are activities that either a) require more planning or staff to implement or b) have not been implemented due to their dependence upon the completion of other strategic goals first.

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

April 21, 2020

AGENDA ITEM 3 - ACTION: Remote Meeting Participation Policy

INFORMATION/RATIONALE: In light of the ongoing COVID-19 pandemic, Board Director Willis reached out to the National Governors Association (NGA) to determine how other State Workforce Boards were conducting their required State Workforce Board meetings. NGA referred Director Willis to the State of Massachusetts for technical assistance.

Ms. Cheryl Scott (Massachusetts) provided insights into how their state is handling this situation by sharing their State Workforce Board's Remote Meeting Participation Policy. Staff has developed the attached policy for consideration and adoption by the State Board.

Upon approval, this policy will be shared with each of the Local Workforce Boards for their use as a guide in crafting their own policy.

REMOTE PARTICIPATION POLICY [DRAFT]

Members of the Arkansas Workforce Development Board (AWDB) (“Board”) are strongly encouraged to attend quarterly Board meetings in-person; however, there may be circumstances in which remote participation is necessary. Circumstances may include, but are not limited to, a natural disaster or emergency as declared by state or national government that would prohibit the Board to convene in-person. In an effort to support members’ ability to fully engage in Board activities, the Arkansas Workforce Development Board will permit its members to participate remotely in Board meetings, when that option is available. Remote participation will be allowed so long as it complies with the Arkansas Open Meeting Law (A.C.A. § 25-19-106) under the Freedom of Information Act of 1967, Arkansas Attorney General, and other State and Federal laws and regulations, including:

- the Board adopts a remote participation policy by a majority vote;
- remote participation will be used only if physical attendance to the meeting is unreasonably difficult;
- the date and time of the meeting must be voiced in the beginning of the meeting for the purpose of the recording;
- a quorum of the Board must be present through the alternative means selected to convene the meeting;
- the agenda and supporting documentation of agenda items must be kept as part of the official documentation of the meeting;
- a voice roll call of members must be taken by the Board Chair at the start of the meeting to establish a quorum;
- agency directors utilizing proxy representation for the remote meeting must notify the Board Director and Board Chair in writing in advance of their designated proxy representative when possible;
- the remote participation technology must allow the remote participant(s) to be audible to members present, and the members present must be audible to the remote participant(s);
- all votes and abstentions taken during a remote meeting must be by roll call vote;
- the meeting must be recorded in the format in which the meeting will be convened, such as, but not limited to a sound-only recording, video recording with sound and picture, or a digital or analog broadcast capable of being recorded and kept for a minimum of one year from the date of the meeting.

Additionally, the Board is establishing the following criteria for remote participation:

- the Board Chair will determine whether remote participation will be available for any particular Board meeting; this decision will be based on the availability of technology at the meeting location, or the nature of the topics to be discussed at a meeting;
- members must notify the Board Executive Director and the Board Chair if remote participation is necessary for their participation;
- members must provide notification of remote participation at least two weeks prior to the quarterly meeting, or as soon as possible if less than two weeks;
- members are permitted to remotely participate in a quarterly Board meeting once per calendar year (exceptions will be granted by permission of the Chair);
- members will make every effort to attend Board meetings in person and use the remote participation option only when necessary.

Remote Participation is specified as the means in which a member(s) of a public body may participate in a meeting of a public body, simultaneously with or in coordination with, but not limited to, utilizing technology for said meeting in order to convene for the implementation of board activities in accordance with State and Federal law.