

MINUTES
ARKANSAS WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE
January 31, 2023

The Arkansas Workforce Development Board convened an Executive Committee meeting through electronic means on January 31, 2023, beginning at 10:01 a.m. The meeting was conducted via Zoom. Chairman Tom Anderson presided with the following members voicing their presence: Mr. Joseph Baxter, Judge Brandon Ellison, Mr. William French, Mr. Miles Crawford, Clint O’Neal, and Ms. Candice Lawrence,

Ms. Karen Breashears and Governor Huckabee Sanders were unable to attend.

Chairman’s Opening Comments: Chairman Anderson explained the purpose of the Executive Committee in lieu of having the full board meeting, which was caused by inclement weather. He explained that there were some policies that needed to be addressed and that we would hear and vote on each one separately at which time he turned it over to AD Eddie Thomas to.

Agenda Item 1 – ACTION – WIOA Title I Program Policies: Chairman Anderson asked AD Eddie Thomas to provide an overview of the policies up for review and approval. AD Thomas provided an overview of Strategic vs. Administrative Polices that come before the Board. He then turned it over to Ms. Mary Wilson to present the first policy.

- **Regional and Local Plan Two-Year Modifications Policy Guidance (Mary Wilson, Policy Specialist)**

Ms. Wilson started her presentation with some background information from WIOA that discussed rules on the state plan and local plan submissions. Ms. Wilson touched on the responsibility of the Chief Elected Officials regarding the regional plans and their modifications. Ms. Wilson pointed committee members to the agency website for the location of the guidance she was presenting.

AD Thomas also provided a summary of this policy and further discussed the process of how the plans get approved. He further explained that this would get sent to the Local Areas at which point the local areas would have until April 15th to develop their policies. The CORE partners will be the one to review the plans and make sure they align with the State Plan. AD Thomas stated that we are looking to have everything finalized by the end of this program year which is June 30th.

Director Brown informed the Committee, based on previous requests form meetings, and the public listening that anything highlighted yellow was tied to federal and state legislation and was non-negotiable.

Chairman Anderson opened the floor for questions. Hearing none, a motion to accept the Regional and Local Plan Two-Year Modifications Policy Guidance was made by Judge Brandon Ellison, followed by a second motion by Ms. Candice Lawrence. The motion carried unanimously with none opposed.

- **ADWS Policy No. 6.4 - Certification of Arkansas Workforce Centers Policy and Procedures (Claudia Griffin, Policy Specialist)**

Chairman Anderson turned it over to AD Thomas. AD Thomas provided a brief overview of the Workforce Centers and their importance to the State. After his overview he handed this issuance and policy off to Dr. Claudia Griffin to explain the policy.

Dr. Griffin explained the purpose of an issuance vs. a policy and stated that DOL expects us to send out a notification when we have new law. Dr. Griffin pointed out the amount of yellow in this policy which means much is taken from law. She then explained the certification form and concluded by turning back over to the Chairman.

Chairman Anderson asked if AD Thomas had any comments before allowing questions. AD Thomas explained to the members that this policy provides assurance that our centers have the appropriate resources to assist those customers in the Arkansas looking for help.

Chairman Anderson opened the floor for questions.

Judge Brandon Ellison asked if there were an approved certification instrument that locals already use. Dr. Griffin answered yes and that it is very similar to this one. She also provided the issuance number (17-04) located on ADWS' website. She explained that this instrument adds a few required details.

Chairman Anderson opened the floor again for questions. Hearing none, a motion to accept the Certification of Arkansas Workforce Centers Policy and Procedures was made by Ms. Candice Lawrence, followed by a second motion by Mr. Miles Crawford. The motion carried unanimously with none opposed.

- **ADWS Policy No. 6.5 Certification of Local Workforce Development Boards (Claudia Griffin, Policy Specialist)**

Chairman Anderson asked AD Thomas to continue to the next policy. AD Thomas compared this policy to the Workforce Center certification and stated that we must have this in place for each of the local workforce boards. This process ensures that our local boards meet proper compositions and are carrying out proper functions based on WIOA law. AD Thomas handed the explanation off to Dr. Claudia Griffin.

Dr. Griffin stated that this simply adds a few things that are in our laws to what is currently in the CEO guide. Dr. Griffin said she wrote this straight form Act 907 of 2015.

Judge Brandon Ellison asked for more clarification on which representatives can nominate? Dr. Griffin stated that it depends on which position they are being nominated for and provided some examples of those that have policy making decisions. AD Thomas also provided some examples.

Chairman Anderson opened the floor for more questions. Hearing none, a motion to accept the Certification of Local Workforce Development Boards was made by Mr. William French, followed by a second motion by Mr. Miles Crawford. The motion carried unanimously with none opposed.

- **ADWS Policy No. 4.5 - WIOA Title I-B Eligible Training Provider (Eddie Thomas, Assistant Director)**

Chairman Anderson gave the floor back to AD Thomas to explain the final policy on the agenda. AD Thomas provided the history of the complications with his policy during the previous couple of meetings. AD Thomas informed the Committee Members that he reached out to the Local Areas for input on this policy due to the issues raised in the last two Board meetings. He went through the policy and provided brief explanations for each section.

Chairman Anderson opened the floor for questions.

Mr. Miles Crawford asked about Individual Training Accounts (ITA) and asked if those are common and how often they are utilized. AD Thomas explained that they are utilized frequently and provided further explanation. Mr. Crawford then asked if there is a high level of autonomy between the individual and the training. AD Thomas explained the process from start to finish, from walking into a center along with an overview of the specific process. Mr. Crawford further explained his question and AD Thomas provided an explanation on the autonomy of ITA's. AD Thomas said that ADWS will be rolling a state policy to assist with the process.

Judge Brandon Ellison asked if the Local Areas could get more information from the schools. AD Thomas explained that we are still working towards attaining that information by working with Division of Information Systems (DIS) and internally with ADWS.

Chairman Anderson opened the floor for questions.

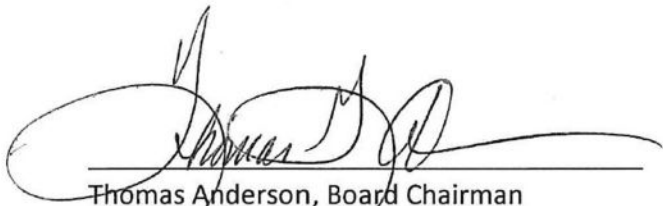
Hearing none, a motion to accept the WIOA Title I-B Eligible Training Provider policy was made by Judge Brandon Ellison, followed by a second motion by Mr. William French. The motion carried unanimously with none opposed.

Board Open Discussion: Chairman Anderson opened the floor for Board members to bring any additional questions or information before this Committee. No topics were raised.

Public Speaking Opportunity: Chairman opened the conference line for public comment. There were no comments on the Zoom chat.

Announcements: Chairman stated the next Board meeting has been rescheduled for February 21st at Goodwill Industries at 10:00 am. He also reminded the members that we will have an orientation. Chairman Anderson asked if Director Brown or AD Thomas had any further questions. Both replied "no".

Adjourn: As presented, Chairman Anderson adjourned the AWDB Executive Committee meeting at 10:51 a.m., on a motion made by Ms. Candice Lawrence, followed by Mr. Miles Crawford making the second motion. The motion carried unanimously with none opposed.



Thomas Anderson, Board Chairman
Arkansas Workforce Development Board



Chad Brown, Director Workforce Development
Arkansas Division of Workforce Services

*Minutes recorded by Chad Brown
Arkansas Division of Workforce Services Staff*