

**MINUTES**  
**ARKANSAS WORKFORCE DEVELOPMENT BOARD**  
**January 24, 2019**

The Arkansas Workforce Development Board convened the first quarter meeting of 2019 on January 24, 2019, beginning at 10:00 a.m. The meeting was convened at the Crowne Plaza, 201 South Shackelford Road, Little Rock, Arkansas. Chair Tom Anderson presided with the following members present: Governor Asa Hutchinson, Mr. Daryl Bassett, Ms. Karen Breashears, Mr. Lindsay Brown, Mr. Scott Bull, Dr. Charisse Childers, Ms. Marcy Doderer, Mr. Jeff Griffin, Judge Brandon Ellison, Mr. Randy Henderson, Ms. Abby Houseworth, Mr. Alan Hughes, Ms. Rebecca Ives, Mr. Alan McClain, Dr. Maria Markham by proxy Ms. Alisha Lewis, Mr. George Nunnally, Mr. Mike Preston, Ms. Cassondra Williams-Stokes, Mr. Paul Rivera was represented by Ms. Candice Lawrence, Dr. Julie Roberson, Mr. Mike Rogers, and Mr. Kelley Sharp.

Mr. Chad Bishop, Ms. Melissa Hanesworth, Mr. Johnny Key, Ms. Holley Little, and Mr. Robert Thorne were unable to attend.

Chair Anderson called the meeting to order at 10:00 a.m. upon seeing a quorum.

**Chairman's Comments:** Chair Tom Anderson announced the four new Board Members recently appointed by Governor Asa Hutchinson and their affiliation, and recognized Arkansas Workforce Development Board Director Arnell Willis, who introduced Governor Asa Hutchinson.

**Governor's Address:** Governor Asa Hutchinson thanked the Arkansas Workforce Development Board members for their service, time, and hard work. The governor shared some highlights of his administration including new businesses moving to Arkansas an increase of registered apprenticeship programs from 88 to 117, and an increase of apprentices from 3,500 to more than 6,000. Other highlights include an increase of career learning centers, reducing the number of school districts without access from 54 to 17, the Arkansas Works Initiative, and an update of the on-going government transformation. Both the Arkansas Workforce Development Board and the Arkansas Department of Workforce Services will become a part of the new Arkansas Department of Commerce.

**Agenda Item 1 – ACTION – Minutes of the October 9, 2018, Full Board Meeting:** Chair Tom Anderson asked if there were any additional corrections or revisions to the October 9, 2018, Full Board meeting minutes.

Hearing none, a motion to accept the October 9, 2018, meeting minutes was made by Mr. Alan Hughes and seconded by Mr. Kelley Sharp. The motion carried unanimously with none opposed.

Report of Chairperson: Chair Tom Anderson reminded board members of the board training and orientation at 1:30 p.m. after lunch. He informed members of an upcoming trip with Director Arnell Willis to Washington D.C. to meet with other constituents for the National Governors Association. He noted other state boards are not as far along in their WIOA implementation as Arkansas.

Report of Director: Chair Anderson recognized Mr. Daryl Bassett of the Arkansas Workforce Development Board. Mr. Bassett welcomed new members. He spoke about the skills gap; youth ages 16-24 not in school or working, a low unemployment rate of 3.6%, and encouraged new members to reinvigorate current and previous members to be active, creative to make things better.

**Agenda Item 2 – INFORMATIONAL – Reports:**

Report of Staff: Chair Anderson recognized Board Staff Mr. Kris Jones. Mr. Jones referred board members to Agenda Item 2 in the agenda book for the Report of Staff on the updates of activities and projects of Salesforce, VOCAL, Technical Assistance Training grant, Executive WIOA Roundtable, National Governor's Association meeting, report of findings from the United States Department of Labor (USDOL) Title 1 Monitoring that took place September 17-21, 2018, and Title 1 Workforce Development Board Performance Negotiation.

Mr. Jones provided an overview of Rapid Response for members and guests. He recognized the Division Chief of the Governor's Dislocated Worker Task Force, Mr. Jay Bassett, to clarify the requirements for services through the Worker Adjustment Retraining Notification (WARN) Act system. Companies do not have a legal requirement to announce in advance a pending layoff or closure. The exception would be if the WARN notification is triggered, as described by Mr. Bassett.

Mr. Jones provided information on Career Pathways, Salesforce, and the annual report template. Arkansas had three requirements for a narrative report of up to 25 pages to (1) identify waivers (Arkansas has zero), (2) describe the evaluation process used, and (3) describe the customer satisfaction process used by the state. Arkansas has not completed the last two requirements due to waiting on approval of the USDOL Technical Assistance project to build an on-going evaluation process.

**A motion to accept the template to use for the annual report as presented by Mr. Kris Jones with no additional revisions was made by Ms. Abby Houseworth, and seconded by Judge Brandon Ellison. The motion carried unanimously with none opposed.**

**Report of Committees:**

Strategic Planning Committee: Committee Chair Karen Breashears provided the Strategic Planning Committee report with the assistance of Dr. Charisse Childers. Dr. Childers reported the committee met via teleconference January 10, 2019, and approved the committee minutes of the September 10, 2018. Committee members heard from the Workforce Director Arnell Will on the committee Action Plan updates, Mr. Kris Jones on the USDOL Monitoring visit of September 17-21, 2018; Mr. Mark McManus on Business Services activities update, and Mr.

Eduardo Lemm on Targeted Populations activities update. The next meeting will be April 9, 2019, with the time to be determined.

Hearing no additional questions or comments, Chair Anderson moved to the Program and Performance Evaluation Committee.

Program & Performance Evaluation Committee: Chair Anderson asked Committee Chair Abby Houseworth to provide an update for the Program and Performance Evaluation Committee. Ms. Houseworth reported the committee met via teleconference on January 10, 2019, and approved the September 10, 2018, meeting minutes. Highlights included an update from Mr. Eduardo Lemm on Targeted Populations activities and committee discussion on how to modify the updates on Targeted Populations to increase the outcomes and information for future updates. Mr. Kris Jones also provided an update on the USDOL On-site Monitoring Visit conducted on September 17-21, 2018. The committee will meet again on April 9, 2019, with the time to be determined.

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 the September 10, 2018, committee meeting minutes via teleconference on January 10, 2019.

Chair Anderson reported the committee heard a report on federal legislation and the impact of the expiration of TANF funding on December 21, 2018. States are allowed to utilize unspent federal funds. Arkansas will continue to operate until legislation is passed. Other updates include State policy changes to the Transitional Employment Assistance (TEA) program for adjustments of eligibility with a new minimum wage, special program improvement initiatives: Career Connect Subsidized Employment Pilot, new initiatives that have been or will soon be implemented as a result of the Act of 1705 of 2005, and an update on the action plan to aid in monitoring required activities of the committee established in the by-laws, goals and objectives identified in the state plan. The next meeting will be April 9, 2019, at 10:00 a.m.

**Agenda Item 3 – ACTION – Council Resolution 2019-1 (Stipend Payment):** Chair Tom Anderson reminded board members the Council Resolution must be approved by the Board during the first meeting of each calendar year in order to allow board-member stipends in accordance with Arkansas Law.

**A motion to approve the Council Resolution 2019-1 (Stipend Payment) as presented with no revisions was made by Ms. Marcy Doderer, seconded by Ms. Karen Breashears, and passed unanimously with none opposed.**

**Agenda Item 4 – INFORMATIONAL – Division of Services for the Blind Program Update:** Chair Anderson recognized Department of Human Services Division of Services for the Blind Program Administrator Ms. Betsy Barnes to provide board members an overview of the program for individuals being served through the Division of Services for the Blind to make them employable, independent, and advocate for themselves in seven areas of the state. Ms. Barnes

provided a brief overview and video of the three-week program JumpStart, which provides work experience for approximately 30 youth from all over the state in June.

**Agenda Item 5 – INFORMATIONAL – Arkansas College and Career Coach Program:** Chair Anderson recognized Associate Director of the Arkansas Department of Career Education Ms. Sonja Wright-McMurray to provide an overview of the Arkansas College and Career Coach Pilot Program. Career Coaches begin working with students in the 9<sup>th</sup> grade to assist them in developing a six-year career plan. Ms. Wright-McMurray referred board members to the handout in the agenda book for additional information and locations. Dr. Childers added that the Arkansas Department of Career Education will be working with the Department of Education to develop one plan to ensure all students, regardless of where they live, have a career plan.

**Special Projects:** Chair Anderson recognized TANF Oversight Committee member Ms. Mary Franklin who works for the Department of Human Services Division of County Operations. She provided an overview of the Arkansas Works Medicaid program that serves able-bodied adults 19-64 years of age who have income at or below 138% the federal poverty level.

**Agenda Item 6 – INFORMATIONAL – Business Services Update:** Chair Anderson recognized Mr. Mark McManus to provide an update on Business Services. Mr. McManus reported a workshop was conducted October 30, 2018, at Pulaski Technical College to provide awareness of programs across partners. He informed the board ADWS purchased 35 licenses for the CRM Salesforce to utilize with the Local Workforce Development Areas, core partners, and other additional programs.

**Agenda Item 7 – INFORMATIONAL – Targeted Populations & Training Update:** Chair Anderson recognized Mr. Eddie Lemm to provide an update to board members on outreach efforts to Targeted Populations. Mr. Lemm informed board members that he has also been serving as the Seasonal Migrant Farmer Advocate. Mr. Lemm provided updates that included how he has been able to provide information to this population about WIOA services.

**Board Open Discussion:** Chair Anderson stated the Board usually has a standing agenda item for open floor discussions. Due to the training in the afternoon, Chair Anderson informed board members that he deferred the agenda item for later in the afternoon during the Full Board Orientation and Training for all board members. Board members will have a lot of time together to discuss additional items for discussion.

**Council Resolution 2019-2:** Chair Anderson announced the governor requested a resolution from the Arkansas Workforce Development Board supporting his State Government Transformation Plan. Chair Anderson requested a motion to approve the resolution.

A motion was made for the Arkansas Workforce Development Board to support the transformation plan of the governor by Mr. Gan Nunnally, seconded by Mr. Alan McClain. The motion carried unanimously with none opposed.


**Announcements:** Chair Anderson announced lunch will be provided for board members by the Arkansas Department of Workforce Services. The board training will begin at 1:30 p.m. in the afternoon in the same room.

Board members are required to complete the packet for board membership. Chair Anderson recognized Board Staff Ms. Rebecca Edwards provide a brief overview of the board membership packet. Ms. Edwards began by reminding board members that they are required to complete the Financial Disclosure statement and file it with the Secretary of State by January 31, 2019. Ms. Edwards stated a notary is onsite to assist in submitting their Financial Disclosure statements for Board Staff to file for them with the Secretary of State. Board members were requested to complete the packet by the end of the day.

Chair Tom Anderson announced the Arkansas Department of Workforce Services mobile workforce center is out front for board members to take a tour during lunch.


Chair Anderson stated the dates of the Full Board meetings will be sent to board members soon. This will allow board members to block off the dates of the Full Board meetings. Once the location and times are determined, they will be sent out at a later date by Board Staff.

**Adjourn:** Chair Tom Anderson adjourned the meeting at 12:23 p.m., on a motion made by Mr. Kelley Sharp, seconded by Ms. Karen Breashears, and carried unanimously with none opposed.



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Tom Anderson, Board Chair  
Arkansas Workforce Development Board



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Arnell Willis, Director Workforce Development  
Department of Workforce Services

*Minutes recorded by Rebecca Edwards  
Department of Workforce Services Staff*