

OFFICIAL

**MINUTES**

**ARKANSAS WORKFORCE DEVELOPMENT BOARD**

**October 15, 2019**

The Arkansas Workforce Development Board convened on October 15, 2019, beginning at 10:00 a.m. The televised meeting was conducted at Crowne Plaza, 201 South Shackleford Road, Little Rock, Arkansas. Chair Tom Anderson presided with the following members present: Mr. Len Blaylock, Ms. Karen Breashears, Mr. Lindsay Brown, Mr. Scott Bull, Ms. Chanda Chacon, Dr. Charisse Childers, Judge Brandon Ellison, Mr. Randy Finegan, Mr. Randy Henderson, Ms. Abby Houseworth, Mr. Alan Hughes, Ms. Rebecca Ives (10:23 a.m.), Mr. Johnny Key by proxy Ms. Erin Franks, Ms. Holley Little, Mr. Alan McClain, Dr. Maria Markham by proxy Ms. Alisha Lewis (10:08 a.m.), Mr. Brian Marsh, Dr. Trenia Miles, Mr. George Nunnally, Dr. Cassandra Williams-Stokes by proxy Ms. Angela Thomas, Dr. Julie Roberson, , Mayor James Sanders, Mr. Kelley Sharp, and Mr. Robert Thorne, and Dr. Diana Wright.

Mr. Jeff Griffin, Ms. Melissa Hanesworth, Mr. Mike Preston, and Mr. Mike Rogers 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 welcomed and announced five new Arkansas Workforce Development Board members before recognizing Arkansas Workforce Development Board Director Mr. Arnell Willis to speak to the Full Board. Mr. Willis emphasized the importance of the topics included in the Full Board meeting are in accordance with the WIOA State Plan due in the next fiscal year. These topics included evaluation, sector strategies, career pathways, skills gap analysis, performance, and waivers. Director Willis added that they were key components by serving as guideposts in driving the entire system through the Action Plan for state projects and provides the framework for the local workforce development. Board Members began reviewing topics of the State Plan six months prior starting with the vision and mission statement. Director Willis ended by encouraging members to draw on their experiences with utilizing the system and by encouraging the participation of new members to engage in the process to provide a new perspective.

**Agenda Item 1 – ACTION – Minutes of the July 16, 2019, Full Board Meeting and the June 25, 2019, Executive Committee Meeting:** Chair Tom Anderson asked if there were any additional corrections or revisions to the July 16, 2019, Full Board meeting minutes or the June 25, 2019, Executive Committee Meeting minutes.

Hearing none, a motion to accept the July 16, 2019, Full Board meeting minutes and the June 25, 2019, Executive Committee Meeting minutes with no corrections or revisions was made by

**Mr. Alan Hughes and seconded by Judge Brandon Ellison. The motion carried unanimously with none opposed.**

Report of Chairperson: Chair Anderson reported attending the National Association of State Workforce Board Chairs. The conference encompasses national representation of State Workforce Board Chairs and Liaisons held twice a year. Arkansas was represented well and was attended by State Senator Missy Irvin. Senator Irvin participated on a panel discussion and spoke to the Board Chairs and Directors on her legislation for four-week maternity leave for expecting mothers by utilizing catastrophic leave.

Chair Anderson reported his attendance in September at the two-day WIOA Partners' Meeting in Little Rock. Chair Anderson informed Board Members the two-day event provided the opportunity to learn about and engage with WIOA partners.

Lastly, Chair Anderson informed the Full Board about his attendance to the Central Local Workforce Development Board meeting. He encouraged the Board Members to attend their Local Workforce Development Board meetings to learn more about their Local Workforce Development Area.

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 welcomed new members and thanked them for their interest, dedication, and participation. In addition to thanking current Board Members for their time and effort to carry on the current work being done, Dr. Childers encouraged all the Board Members to exchange information from the meetings with their local areas in order to assist a need in their region of the state. Lastly, Dr. Childers stated the Arkansas Division of Workforce Services is working the U.S. Department of Labor (US DOL) on the ADWS Central Office move to the Verizon building. Another notable change is the Arkansas Division of Services for the Blind will be opening a field office at the ADWS South University campus.

Report of Staff: Chair Anderson recognized Board Staff Mr. Kris Jones. Mr. Jones began by informing Board Members of a Transformation Team to review shared services to assist the State with this on-going process. Mr. Jones added Thomas P. Miller and Associates began working with Business Services Teams of Local Workforce Development Areas September 16, 2020. The focus is on the WIOA Work-Based Learning Program and registered apprenticeship. Additionally, the Business Services tool Salesforce went live on September 16, 2019.

Mr. Jones reported the WIOA Partners' Meeting on September 5-6, 2019, in Little Rock had more than 200 attendees. Some topics included SWOT analysis for the Local Workforce Development Areas, data analytics, labor market information, and customer center design. ADWS is implementing Project Management Training for staff to assist with organizational skills to assist in moving things forward.

The Little Rock Workforce Development submitted the first work-based learning program for incumbent worker.

The U.S. Department of Labor provided ADWS tentative dates for the next year's monitoring visits. The dates provided were March 23, 2020 for the West Central Local Workforce Development Board, and on July 20, 2020, for the Western Local Workforce Development Board.

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 September 25, 2019, and, having a quorum, approved the June 18, 2019, minutes via teleconference. The committee heard an update on the WIOA State Plan timeline and on Sector Regional Planning.

Both are required to be reviewed every two years. Both items were included in the Full Board agenda as discussion items. The Committee requested board members share their experiences using the State's workforce development system.

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 September 25, 2019. The committee meeting covered the Arkansas Workforce Development Board Dashboard and WIOA PY18 Title I & III Performance Outcomes. Both topics were included in the Full Board agenda for discussion.

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 April 29, 2019, and June 18, 2019, committee meeting minutes via teleconference on September 25, 2019.

He reported the committee heard a report on federal legislation updates and policy changes, TANF-funded projects Our House, Arkansas Better Dads Fatherhood Initiative, and Arkansas Career Pathways, and two success stories from Our House and the Arkansas Career Pathways Initiative. Since the 2019 Governor's Summit on Fatherhood on June 28, 2020, there were more than 350 in attendance. Out of those attending, there were 127 participants who took the AR Better Dad Challenge and more than 1,100 men that have taken the challenge to date.

**Agenda Item 2 – ACTION – WIOA System Evaluation:** Chair Anderson reported that during their September 25, 2019, teleconference meeting, of the Strategic Planning Committee recommended the Full Board hear a presentation, review and approve the WIOA System Evaluation to be included in the WIOA State Plan and in the Annual Reports. Chair Anderson recognized Associate Professor Dr. Brent Williams and Dr. Keith Vire of the University of Arkansas to present to Full Board on the WIOA System Evaluation.

Hearing none, a motion to approve the WIOA System Evaluation to be included in the State Plan and the Annual Reports as recommended by the Strategic Planning Committee with no additional revisions was made by Mr. Alan Hughes, and seconded by Mr. Robert Thorne. The motion carried unanimously with none opposed.

**Agenda Item 3 – INFORMATIONAL – WIOA (PY2020-23) State Plan:** Board Staff Kris Jones was requested to provide an update on WIOA (PY2020-23) State Plan. Mr. Jones reported the focus was to make sure there are volunteers for the more strategic sections of the plan: the vision, mission, and apprenticeship. He stated drafting of the strategic elements and operational elements will begin in November, and he hopes to have those by January 1, 2020. On January 7, 2020, the draft would go before the Strategic Planning Committee before going before the Full Board with any adjustments from the Strategic Planning Committee. On January 21, 2020, the draft of the State Plan would go before the Full Board for approval, go for public comment on February 1, 2020, and be submitted to the US DOL March 3, 2020. Adjustments made after submission may be made until June 30, 2020. These changes will be reported back to the board at the July meeting. Mr. Jones noted the State Plan can be changed at any time.

Strategic Planning Committee Chair Breashears reiterated the need for volunteers to review sections of the plan and encouraged Board Members to volunteer to assist reviewing the State Plan.

**Agenda Item 4 – INFORMATIONAL – Sector and Regional Planning:** Chair Anderson requested that Board Staff Mr. Kris Jones provide information to the Full Board on Sector and Regional Planning. Mr. Jones prefaced his remarks by informing Board Members US DOL Regional Administrator Nicholas Lalpui recommended Arkansas review Colorado as a model on sector strategies. Thomas P. Miller and Associates is assisting the Local Workforce Development Boards with refining sector strategies. Mr. Jones recommended raising funding levels and reporting requirements to see where the focus is across the state. Lastly, some more data is needed before proceeding. Board Member Dr. Childers encouraged members to review Colorado's website to gain additional understanding and insight and emphasized sector strategies must be employer-driven to be successful.

**Agenda Item 5 – INFORMATIONAL – Updates to the Arkansas Workforce Development Board Dashboard:** Upon request, Mr. Kris Jones informed Board Members anything under five percent was cut out; however, the service mix between the last quarter and this quarter is about the same. Board Staff sees no cause for alarm. The Dashboard Update Report was included in the Full Board Agenda Book. Mr. Jones recommended Board Members refrain from comparing the Local Workforce Development Boards because each has specific characteristics for the Local Area population being served. Mr. Jones requested that Mr. Dennis Williamson to provide inform the Board Members if the regional funds that played a role in assisting the Local Workforce Development Area and played a role. Mr. Williamson stated the funding was a key element in assisting them to provide outreach and training to local businesses.

**Agenda Item 6 – INFORMATIONAL – WIOA PY18 Title I & III Performance Outcomes:** Committee Chair Abby Houseworth requested that Mr. Elroy Willoughby to provide an update to the Full Board on the WIOA PY18 Title I and III Performance Outcomes. Mr. Willoughby noted USDOL

considers a State has having met its goals if it reaches 90 percent of its negotiated rate. Additionally, he informed Board Members that Arkansas met all its goals. Next, Mr. Willoughby went through the performance outcomes for the Local Workforce Development Areas and shared North Central and Southeast Local Workforce Development Boards. North Central's performance allowed the State to receive customer-centered-design Technical Assistance Training funds from USDOL to assist the Local Areas. Mr. Willoughby explained how ADWS Targeted Populations Advisor Eddie Lemm has been assisting the area in outreach. Another Local Workforce Development Area about which Mr. Willoughby provided information to Board Members was the Southeast Local Workforce Development Board. The number of people served by the Local Workforce Development Area increased following a visit from USDOL. After the monitoring visit from US DOL, the area received technical assistance and has increased its performance significantly.

Arkansas Workforce Division of Workforce Services Deputy Director Ron Snead was recognized by Chair Anderson to explain to Board Members how people who are laid off from a job are accounted. These individuals are counted as a reportable individuals through the Local Offices for US DOL.

**Agenda Item 7 – INFORMATIONAL –Salesforce Implementation Update:** Chair Anderson recognized Mr. Mark McManus to provide an update to Board Members on Salesforce. Mr. McManus reported Salesforce went live on September 16, 2019, as a business service tool to track business engagement and outreach activities. ADWS purchased 35 licensures initially that was distributed to partners. Since that time, ADWS purchased an additional 20 licensures. Mr. McManus provided additional information on the implementation process, how the licenses are being utilized, and possible uses in the future. Currently, there is an established working group to assist in moving the system forward.

**Agenda Item 8 - ACTION – High Concentration of Eligible Youth:** Chair Anderson recognized Mr. Kris Jones to address the board on the methodology of High Concentration of Eligible Youth. Mr. Jones provided Board Members the criteria and data sources before proceeding.

**Hearing none, a motion to approve the High Concentration of Eligible Youth as recommended by Board Staff with no additional revisions was made by Mr. Lindsay Brown, and seconded by Mr. Robert Thorne. The motion carried unanimously with none opposed.**

**Agenda Item 9 - ACTION – WIOA Title I Waiver Requests:** Chair Tom Anderson invited Mr. Kris Jones to provide information to Board Members the WIOA Title I Waiver Requests. Board Staff went over the WIOA Title I Waiver Requests with the Local Workforce Development Boards before recommendation.

**Hearing none, a motion to approve the WIOA Title I Waiver Requests as recommended by Board Staff with no additional revisions was made by Judge Brandon Ellison, and seconded by Ms. Karen Breashears. The motion carried unanimously with none opposed.**

Board Open Discussion: Chair Anderson recognized Vice-Chair Scott Bull. Vice-Chair Bull provided information on the Coalition for Career Development and how Arkansas had been leading other states to develop their own career coaching. The focus is on high school students who want to go to work; however, the students do not know what their options or career choices are. Vice-Chair Bull added the students have not ever had anyone sit down and tell them what jobs they could do or how to plan out a career choice. He further cited statistics supporting the need for students and families to have guidance and direction to make a career choice. Another component he touched on was making work-based learning a requirement. The Coalition for Career Development will have a summit in Washington D.C. January 8, 2020.

Announcements: Chair Anderson announced lunch will be provided for Board Members. The next Full Board meeting will be at 10:00 a.m. on January 21, 2020, at Embassy Suites in Little Rock. The Full Board will also receive training at the next meeting.

Board Members were reminded to file their Financial Disclosures with the Secretary of State before January 31, 2020. Board Staff will provide notaries to assist Board Members at the next meeting. Board Members will need to file for each board they are a member.

Adjourn: Chair Tom Anderson adjourned the meeting at 12:39 p.m., **on a motion made by Mr. Lindsay Brown, 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*