

OFFICIAL MINUTES
ARKANSAS WORKFORCE DEVELOPMENT BOARD
July 11, 2017

A regular quarterly meeting of the Arkansas Workforce Development Board was held on July 11, 2017, beginning at 1:00 p.m., at the Crowne Plaza Hotel, 201 South Shackelford, in Little Rock, Arkansas. Chair Charles Clark presided with the following members present: Mr. Tom Anderson, Mr. Daryl Bassett, Mr. Chad Bishop, Ms. Karen Breashears, Mr. Lindsay Brown, Mr. Scott Bull, Ms. Charisse Childers, Judge Brandon Ellison, Ms. Abby Houseworth, Mr. Alan Hughes, Mr. Johnny Key by proxy Ms. Michelle Griffin, Mr. Alan McClain, Ms. Katy Morris, Mr. George Nunnally, Mr. Mike Preston by proxy Ms. Becky Rhinhardt, Dr. Julie Roberson, Mr. Kelley Sharp, and Mr. Robert Thorne.

Mr. Jeffrey Allen, Mr. Robert East, Ms. Mary Franklin, Mr. Jeff Griffin, Ms. Melissa Hanesworth, Mr. Bart Langley, Ms. Holley Little, Mr. Rodney Loy, Ms. Maria Markham, Mr. Michael Newcity, and Mayor Harold Perrin were unable to attend.

Chair Clark called the meeting to order at 1:00 p.m.

Chair Clark acknowledged two visitors, Ms. Stacy Gunderman, FutureFuel Chemical Company and Mr. Bill H. Stovall III, Arkansas Community Colleges. Chair Clark indicated that both guests would be appearing on the meeting agenda. Chair Clark announced that Mr. Brian Itzkowitz was no longer employed by Goodwill Industries, Inc. and, based upon this fact, was no longer a member of the State Workforce Development Board or the Chair of the Strategic Planning Committee. Chair Clark wished Mr. Itzkowitz well in his future endeavors and thanked him for his efforts on the Board.

Chair Clark then asked for comments from Arkansas Department of Workforce Services (ADWS) Director Daryl Bassett. Mr. Bassett began with stating staff would attempt to bring more business leaders before the full board, and Board Member Karen Breashears would be asked to present to the full board in the future due to her experience with apprenticeships. Mr. Bassett informed the board that today's agenda would include partner presentations from Ms. Clarice Hall, Mr. Roy Schultz, and Mr. Phil Harris. Additionally, the ADWS Annual Report and agency website was referenced.

Chair Clark thanked Mr. Bassett for his comments and then asked the members to turn to Agenda Item 1 in their books.

Agenda Item 1 – ACTION – Minutes of the January 10, 2017, Board Meeting: Chair Clark proceeded to Action Item 1, asking if there were any additions or corrections to the minutes. Hearing none, a **motion to accept the minutes as presented was made by Mr. Alan Hughes, seconded by Mr. Lindsay Brown, and the motion carried unanimously.**

Report of the Chairperson: Chair Clark announced to the board that he was retiring and that this would be his last State Workforce Development Board meeting. He thanked the board members, the State Board staff, and the 10 Local Workforce Boards.

Mr. Bassett thanked Chair Clark for his leadership and efforts in leading the workforce development board.

Chair Clark thanked Mr. Bassett and then recognized Arkansas Department of Workforce Services Executive Workforce Investment Director Arnell Willis. Mr. Willis introduced Mr. Kristopher Jones as the new Arkansas Department of Workforce Services Employment Assistance Assistant Director.

Chair Clark thanked Mr. Willis and wished Mr. Jones well in his new position.

Chair Clark then introduced Arkansas Department of Workforce Services Division Chief Elroy Willoughby for the Staff Report.

Report of Staff: Mr. Willoughby thanked Chair Clark for his hard work and ended by stating he would be missed by the State Board staff.

Mr. Willoughby referenced the work by the Workforce Innovations and Opportunity Act (WIOA) Policy Development Workgroup, led by Dr. Claudia Griffin. This represents the initial effort in developing a statewide WIOA Program Policy Manual. He stated that Dr. Griffin would present the WIOA Policy Manual to the board later in the agenda.

Next, he provided a brief update of the 10 Local Workforce Development Plans. The plans were reviewed by interagency review team in the past several months to provide feedback. He informed the board that a report from that review will be presented later in the agenda.

Mr. Willoughby reported that the U.S. Department of Labor (USDOL) sponsored the WIOA National Convenings in three locations: Dallas, Texas; San Diego, California; and Washington, D.C. Some state and local board staff attended these convenings.

Additionally, a National Association of Workforce Development Professionals (NAWDP) conference was held in New Orleans, Louisiana, on May 21-24, 2017, in which state and local board staff attended and came away with best practices and strategies in enhancing service delivery.

Finally, Mr. Willoughby informed the full board that ADWS staff had recently attended a WIOA Legacy System overlay planning meeting in Washington, D.C. The product, Workforce Connect, was being evaluated by a number of states, including Arkansas, as a possible Information Technology (IT) solution.

Committee Reports:

Chair Clark provided the report of the Strategic Planning Committee to provide an update of committee activities since the April quarterly meeting. Chair Clark presided over the Strategic Planning Committee due to Mr. Brian Itzkowitz's resignation at Goodwill Industries, Inc. and is no longer a board member.

Chair Clark reported that the minutes of both the January 10, 2017, and April 11, 2017, meetings were approved, due to a lack of a quorum at the April 11, 2017, meeting.

Chair Clark reported the statewide WIOA Title I-B Policy Manual was presented to the committee. This policy manual was developed for use by case managers in the workforce centers providing services through the adult, dislocated worker, and youth programs. Dr. Claudia Griffin presented the WIOA Title I-B Policy Manual for approval. The committee approved the WIOA Title I-B Policy Manual, with the understanding that any minor revisions or corrections would be allowed, as necessary.

Next, Chair Clark reported the committee heard a progress update from Mr. Arnell Willis regarding the Strategic Planning Committee's Action Plan.

He completed his report by stating the next meeting of the committee will be on October 10, 2017, at 10:00 a.m.

Next, Mr. Scott Bull, Chair of the Program & Performance Evaluation Committee provided a report on committee activities since the April quarterly meeting. Mr. Bull mentioned how many changes have occurred during WIOA implementation and thanked Chair Clark for his efforts.

Mr. Bull stated the Program & Performance Evaluation Committee met this morning and approved the minutes of the July 11, 2017, meeting.

He stated that the committee heard a staff report from Mr. Elroy Willoughby regarding the various USDOL webinars and teleconferences that had been conducted during the past quarter. Mr. Willoughby reported staff had been working on the Targeted Populations reporting format, and the USDOL has been strongly encouraging states to increase their level of services to these populations. Mr. Bull added by stating services to businesses were equally important in this equation. Mr. Bull informed he and the committee would be working on ideas in the future that showed specific intent to serve these populations.

Mr. Bull reported that committee member Abby Houseworth shared details related to her meeting with Dr. James R. Shemwell, Arkansas Northeastern College. Chair Bull directed staff to extend an invitation to Dr. Shemwell to appear before the Committee and/or the Full Board at a future meeting.

Next, Mr. Bull reported Mr. Jay Bassett provided details to the committee on his attendance at a recent planning meeting for the *Workforce Connect* software suite. The *Workforce Connect* product is an integrated system overlay that allows legacy program information technology systems to exchange data.

Mr. Bull informed the full board that Ms. Sandy Monaco provided details to the committee related to ongoing issues associated with WIOA data collection and reporting.

In conclusion, he reported the committee reviewed changes to the Committee's Action Plan.

Mr. Bull completed his report with stating the next committee meeting is scheduled for October 10, 2017.

Chair Clark asked Mr. Tom Anderson, Chair of the Temporary Assistance for Needy Families (TANF) Oversight Committee, to give a report of the Committee's activities.

Mr. Anderson began by thanking Chair Clark for his service. He then reported that the TANF Oversight Committee had met this morning and approved the minutes of the April 11, 2017, committee meeting.

He reported that the committee heard a staff report from Arkansas Department of Workforce Services TANF Assistant Director Phil Harris and gave an update on the TANF Oversight Committee Action Plan.

Mr. Anderson completed his report by stating the next committee meeting is scheduled for October 10, 2017.

Career Readiness Certificate (CRC) Update: Chair Clark recognized Ms. Clarice Hall, Arkansas Department of Workforce Services Program Manager, and Ms. Stacy Gunderman, FutureFuel Chemical Company. Ms. Hall proceeded to provide an overview of the state's CRC Program. Next, Ms. Stacy Gunderman provided details related to her company's experiences in using the CRC.

Agenda Item 2 Action - WIOA Title I-B Policy Manual: Chair Clark recognized Dr. Claudia Griffin, Arkansas Department of Workforce Services Project Coordinator. Dr. Griffin thanked Chair Clark for his leadership efforts both with the Arkansas Workforce Development Board as well as the citizens of southeast Arkansas.

Dr. Griffin proceeded to present the WIOA Title I-B Policy Manual by pointing out highlights and adding that she was not providing comprehensive presentation like the one provided earlier to the Strategic Planning Committee. Dr. Griffin did report the committee recommended approval to the full board, and the committee's approval motion provided for non-material changes within the next week. Any substantial changes or revisions would be brought before the full board at future quarterly meetings.

Chair Clark thanked Dr. Griffin for her presentation and asked if there were any questions of Dr. Griffin. Hearing none, **a motion to accept the WIOA Title I-B Policy Manual as presented was made by Mr. George Nunnally, seconded by Ms. Karen Breashears, and the motion carried unanimously.**

Arkansas Community Colleges & Career Pathways Update: Chair Clark recognized Mr. Bill H. Stovall III, Executive Director, Arkansas Community Colleges. Mr. Stovall played a video and discussed the need for enhanced partnerships in serving high school graduating seniors. He further referenced the Arkansas Career Pathways Initiative (CPI). The CPI is funded by the Temporary Assistance for Needy Families (TANF) Program and is designed to assist low-income individuals to gain access to post-secondary education. Mr. Stovall provided data related to completers by various demographic categories. Mr. Stovall mentioned to the full board of his advocacy efforts with the Arkansas Congressional Delegation and the Arkansas Legislature's Education Committees. He concluded by informing the members of the "College Counts" website.

Chair Clark thanked Mr. Stovall for his presentation.

Agenda Item 3 Action – Review of Local Plans: Chair Clark recognized state board member Karen Breashears. Ms. Breashears proceeded to present the Local Workforce Development Boards Local Plans.

Chair Clark thanked Ms. Breashears for her presentation and asked if there were any questions of Ms. Breashears. Hearing none, **a motion to accept the Local Plans as presented was made by Mr. Lindsay Brown, seconded by Mr. Tom Anderson, and the motion carried unanimously.**

Review on Veteran's State Plan Related Changes: Chair Clark recognized Mr. Roy Schultz who is the Arkansas Office Director of Veterans' Employment and Training Services. Mr. Schultz explained the Jobs for Veterans State Grant funds the Disabled Veterans Outreach Program Specialists and the Local Veterans Employment Representatives. The State Veterans Program Plan must be modified in October 2017. Mr. Schultz provided details related to the grant and reported that there has been an increase in eligible veterans across the state. However, he does not expect any increases in staff. The State Board has to approve the modified plan for submission to USDOL.

Chair Clark thanked Mr. Schultz for his presentation.

How TANF Relates to WIOA: Chair Clark recognized Mr. Phil Harris who is the Arkansas Department of Workforce Services TANF Program Assistant Director. As Mr. Harris proceeded to provide information related to the TANF Program, Mr. Harris reported some states are struggling to connect their TANF Program with WIOA. However, former Governor Huckabee moved the TANF Program from the Department of Human Services to the Department of

Workforce Services a few years ago. This move has helped Arkansas in making workforce services available to TANF Program participants.

Agenda Item 4 Action – One-Stop Certification: Chair Clark recognized Mr. Elroy Willoughby of the Arkansas Department of Workforce Services. Mr. Willoughby is the Operations Chief and presented on the One-Stop Certification Template for state board approval. Mr. Willoughby explained that this document was a federal requirement and was designed to ensure uniformity across the state’s One-Stop Centers.

Chair Clark thanked Mr. Willoughby for his presentation and asked if there were any questions of Mr. Willoughby. Hearing none, **a motion to accept the One-Stop Certification Template as presented was made by Ms. Karen Breashears, seconded by Mr. Lindsay Brown, and the motion carried unanimously.**

Announcements: Chair Clark announced that the next meeting of the full board would be held on October 10, 2017, at 1:00 p.m., with committees meeting at 10:00 a.m. The location will be announced at a later date.

Chair Clark recognized Mr. Arnell Willis. Mr. Willis mentioned that some Board Members expressed a desire to conduct the April 2018 State Board meeting in Northwest Arkansas, possibly Bentonville. Chairman Clark asked Board Members to consider this option and be prepared to discuss at the October 10, 2017, meeting.

Adjourn: Chair Clark adjourned the meeting at 3:06 p.m., **on a motion made by Mr. Alan Hughes, seconded by Mr. Kelley Sharp, and carried unanimously.**

Board Chair



Arnell Willis, Director Workforce Investment
Department of Workforce Services

*Minutes recorded by Elroy Willoughby
Department of Workforce Services Staff*