MINUTES
ARKANSAS WORKFORCE DEVELOPMENT BOARD
October 10, 2017

The Arkansas Workforce Development Board conducted its regular quarterly meeting on October 10, 2017, beginning at 1:00 p.m., at the Crowne Plaza Hotel, 201 South Shackleford in Little Rock, Arkansas. Acting Chair Scott Bull presided with the following members present: Mr. Tom Anderson, Mr. Daryl Bassett by proxy Mr. Arnell Willis, Ms. Karen Breashears, Mr. Lindsay Brown, Ms. Charisse Childers by proxy Ms. Trenia Miles, Judge Brandon Ellison, Ms. Abby Houseworth, Mr. Alan Hughes, Mr. Johnny Key, Ms. Holley Little, Mr. Alan McClain, Ms. Maria Markham, Ms. Katy Morris, Mr. George Nunnally, Dr. Julie Roberson, Mr. Kelley Sharp and Mr. Robert Thorne.

Mr. Jeffrey Allen, Mr. Chad Bishop, Mr. Robert East, Ms. Mary Franklin, Mr. Jeff Griffin, Ms. Melissa Hanesworth, Mr. Bart Langley, Mr. Rodney Loy, Mr. Michael Newcity, Mayor Harold Perrin, and Mr. Mike Preston were unable to attend.

Acting Chair Scott Bull called the meeting to order at 1:11 p.m. upon seeing a quorum was met.

Acting Chair Bull requested the minutes to reflect he would be convening as acting chair for the October 10 meeting due to the vacancies of the chair and vice-chair of the Arkansas Workforce Development Board. In accordance to the Arkansas Workforce Development by-laws, the vice-chair must be selected by July 1 of each year by the chair in consultation with the Governor. The Governor has not appointed the Arkansas Workforce Development Board Chair by after the resignation of former Chair Charlie Clark at the July 11 meeting.

Acting Chair Bull acknowledged Ms. Laveta Willis-Hale with the Arkansas Out of School Network.

Agenda Item 1—ACTION—Minutes of the July 11, 2017, Board Meeting: Acting Chair Scott Bull 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. Kelley Sharp, seconded by Mr. Lindsey Brown, and the motion carried unanimously.

Report of the Chairperson: Acting Chair Scott Bull noted the Arkansas Workforce Development Board By-Laws require the Report of the Chairperson appear on the meeting agenda; however, there will be no report because the Arkansas Workforce Development Board does not currently have a regular chairperson.

Acting Chair Bull recognized Arkansas Department of Workforce Services Employment Assistant Director Kris Jones to provide the Staff Report.

Approved on January 9, 2018, Full Board Meeting
Report of Staff: Mr. Kris Jones reported the Arkansas Department of Workforce Services held a WIOA Partners’ Meeting September 28-29, 2017, at the Hotel Hot Springs with more than 200 attendees from various partner agencies and organizations.

Mr. Jones informed members that staff have been providing WIOA Title 1-B training and working on a Risk Assessment Tool.

Acting Chair Bull asked if there were any questions for Mr. Jones. Hearing none, Acting Chair Bull proceeded to the next item and asked for the committees to provide their report to the full board.

Report of Committees:

Strategic Planning Committee: Acting Chair Scott Bull provided the Strategic Planning Committee report by stating the committee met earlier in the day. Due to a lack of a quorum, the minutes of the July 11, 2017 meeting were not approved. Acting Chair Bull stated he presided over the committee meeting in the absence of a chair. He reported for the record to reflect all three members present agreed unanimously no revisions were needed to the Strategic Planning Committee July 11, 2017 meeting minutes. These minutes will be carried forward to the next meeting for approval.

Acting Chair Bull reported that the next Strategic Planning Committee meeting is planned for January 9, 2018; at 10:00 a.m. The location is yet to be determined.

Program & Performance Evaluation Committee: Acting Chair Bull, Chair of the Program & Performance Evaluation Committee, provided a report on committee activities since the last full board meeting.

Acting Chair Scott Bull reported the Program & Performance Evaluation Committee met this morning. He reported the committee had a quorum and approved the minutes of the July 11, 2017, meeting with the revision to correct the name “John McClain” to reflect the correct name of Board Member Alan McClain.

Acting Chair Bull recognized Ms. Sandy Monaco of the Arkansas Development of Workforce Services for PY 2016 Annual Report submission.

Acting Chair Bull recognized Mr. Kris Jones of the Arkansas Department of Workforce Services to present a report to board members on the Hard-to-Serve Population plan.

He reported the next Program & Performance Evaluation Committee meeting is planned for January 9, 2018; at 10:00 a.m. The location is yet to be determined.

TANF Oversight Committee: Acting Chair Bull recognized TANF Committee Chair Mr. Tom Anderson to provide a report to the full board of the morning meeting. Mr. Anderson informed
the full board the TANF Committee had a quorum and approved the July 11, 2017, meeting minutes.

Mr. Anderson reported the next TANF Committee meeting is planned for January 9, 2018; at 10:00 a.m. The location is yet to be determined.

Arkansas Out of School Network Program: Acting Chair Bull recognized Ms. Laveta Willis-Hale, Network Coordinator, to present to the full board. Ms. Laveta Willis-Hale provided the full board with a handout highlighting the program. Her associate, Ms. Ada Hollingsworth, introduced herself to the board and provided brief comments. Following the completion of their presentation, and hearing no questions, Acting Chair Bull thanked Ms. Laveta Willis-Hale and Ms. Ada Hollingsworth for their presentation.

Agenda Item 2 – ACTION – WIOA Title 1-B Policy Manual: Acting Chair Bull recognized Dr. Claudia Griffin, ADWS Project Coordinator, to provide an update on the WIOA Title IB Policy Manual’s revisions and corrections. He prefaced the presentation by asking the members to recall the approval of the WIOA Title 1-B Policy Manual by the full board at the July 11, 2017 meeting. Dr. Griffin proceeded to point out some specific revisions and corrections to the previously approved policy manual.

Acting Chair Bull inquired if anyone had any questions for Dr. Griffin. Hearing none, a motion to approve the WIOA Title 1-B Policy Manual Updates as presented was made by Ms. Holley Little, seconded by Mr. Tom Anderson, and the motion carried unanimously.

Agenda Item 3 – ACTION – Long-Term Unemployed Definition: Acting Chair Bull informed board members WIOA allows the states to define “long-term unemployed” individuals under WIOA Title I-D. This definition is not included in the WIOA Title 1-B Policy Manual, but it is a stand-alone definition in need of approval after being presented by Dr. Griffin.

Acting Chair Bull inquired if anyone had any questions for Dr. Griffin. Hearing none, a motion to approve the “long-term unemployed” definition as presented by Dr. Griffin was made by Ms. Abby Houseworth, seconded by Ms. Katy Morris, and the motion carried unanimously.

Agenda Item 4 – ACTION – Proposed Allocation Methodology for Assistance to Areas with High Concentrations of Eligible Youth: Acting Chair Bull stated WIOA requires states to provide additional financial resources to Local Areas that are identified as having “High Concentrations of Eligible Youth”; however, in order for the funding to be distributed, the state board must approve the methodology. He recognized Mr. Kris Jones and asked him to present the proposed methodology for approval.

Mr. Kris Jones provided a detailed explanation of the proposed methodology. He explained that 28% was set as the threshold by which local areas would receive additional funds. He further explained that the 28% threshold represented the overall state average.
Acting Chair Bull inquired if anyone had any questions for Mr. Kris Jones. Hearing none, a motion to approve the methodology as presented by Mr. Jones was made by Mr. Lindsay Brown, seconded by Ms. Holley Little, and the motion carried unanimously.

**WIOA Legacy Systems Integration:** Acting Chair Bull recognized Mr. Earnest Sweat, ADWS Information Technology Assistant Director, to provide an update on the WIOA Legacy Systems Integration Project. Mr. Sweat provided background data on the $1.1 million grant that the state previously received. These funds are being used to find a WIOA connectivity solution for all partners. He shared that staff would be attending a conference in Washington D.C. in the upcoming week to review and discuss a possible solution called Workforce Connect.

Mr. Sweat gave an update on the America’s Job Link Alliance (AJLA) system that is utilized by 12 other states. AJLA also received a grant to build a connectivity solution similar to Workforce Connect. The current AJLA system called Arkansas JobLink (AJL) in Arkansas is used by Labor Exchange, TAA, TANF, and Rehabilitation Services.

With no comments or questions for Mr. Sweat, Acting Chair Bull thanked Mr. Sweat.

**WIOA One-Stop Certifications / MOUs Updates:** Acting Chair Bull asked Mr. Kris Jones, ADWS Assistant Director, to provide an update on WIOA One-Stop Certification and Memorandum of Understanding (MOU).

Mr. Kris Jones informed the full board that the Local Workforce Development Areas (LWDA) received the Memorandum of Understanding (MOU) template on July 14, 2017. The MOUs were signed on September 28, 2017, at the WIOA Partners’ Meeting in Hot Springs. Mr. Jones stated that meetings with partners were scheduled for October 16-27, 2017, to assist in completion of this task. Mr. Jones reported that the current completion rate was approximately 10%. He reminded the board members that the Infrastructure Funding Agreements (IFA) are due on January 1, 2018 and that the MOUs were due on July 1, 2017.

**Discretionary Grants Update:** Acting Chair Bull recognized Mr. Mark McManus, ADWS Grants Project Lead, to provide an update on the Discretionary Grants. Mr. McManus reported that ADWS currently administers seven (7) active Discretionary Grants. Three of the grants are Dislocated Worker grants, three are Registered Apprenticeship grants, and the final one is the ArkansasPROMISE grant. This grant provides services for low-income youth with disabilities and has served approximately 300 youth. This grant will end September 2018.

Mr. McManus continued by providing updates on the current disaster grants as well as the Arkansas Sector Partnership grants. He shared that grants targeted to dislocated workers provide a challenge due to the improvement of the economy. In an effort to increase outreach to dislocated workers, he explained that a contractor, Maher & Maher, has been providing technical assistance to staff.
Mr. McManus referenced three Registered Apprenticeship grants that began with President Obama’s ApprenticeshipUSA initiative. He provided details related to the five-year Arkansas Apprenticeship Pathway Initiative (AAPI) grant, which ends in 2020. The training providers for this initiative are comprised of the Arkansas Apprenticeship Coalition (AAC) and four community colleges: Arkansas State University-Mountain Home (ASUMH), Arkansas State University-Newport, National Park College (NPC), and South Arkansas Community College. The Mechatronics program under this grant is a pathway for an associate degree. The Arkansas Expands Apprenticeship (AREA) is an 18-month grant that ends in April 2018. The training providers under this grant are J. B. Hunt Transportation, Inc., and AAC. AAC provides training in the construction trades and millwrights in the AREA grant. The purpose of the Apprenticeship Accelerator grant is to plan and assist in the expanding of apprenticeship in the state.

Mr. McManus stated regional apprenticeship meetings were conducted with State Board member Karen Breashears to provide opportunities to expand apprenticeships across the state. He specifically referenced an August 2017 signing ceremony for a Software Developer Registered Apprenticeship. This initiative featured the collaborative efforts of Metova and the Arkansas Coding Academy at the University of Central Arkansas (UCA). Finally, Mr. McManus reported that a signing ceremony was held in September 2018 at the Little Rock Police Department (LRPD) for a new Registered Apprenticeship program. This program, designed to increase entry into Police Officer occupations, was molded after a Oklahoma program. Both programs are the first of their kind for Arkansas.

Acting Chair Bull asked for any comments or questions for Mr. McManus. Hearing none, he proceeded to the WIOA Partners’ Meeting Update.

**WIOA Partners’ Meeting Update:*** Acting Chair Bull recognized Arkansas Department of Workforce Services Assistant Director Kris Jones to provide an update on the WIOA Partners’ Meeting, conducted on September 28-29, 2017. Upon request, Mr. Jones provided additional details related to the Business Services Panel that was conducted on the last day of this meeting.

**Board Open Discussion:** Acting Chair Scott Bull opened the floor for discussion. There was none.

**Announcements:** Acting Chair Scott Bull announced that the next meeting of the full board would be January 9, 2018, at 1:00 p.m., with committees meeting at 10:00 a.m. The location will be announced at a later date.

**Adjourn:** Acting Chair Scott Bull adjourned the meeting at 2:40 p.m., on a motion made by Mr. Lindsey Brown, seconded by Ms. Holley Little, and carried unanimously.
Board Chair
Arkansas Workforce Development Board

Anna L. Willis, Director
Workforce Investment
Department of Workforce Services

Minutes recorded by: Elroy Willoughby
Department of Workforce Services Staff