



INNOVATE

WORKFORCE DEVELOPMENT

January 9, 2018
10:00 a.m.

Embassy Suites Hotel
11301 Financial Centre Parkway
Little Rock, Arkansas

Arkansas Workforce Development Board

Strategic Planning Committee



AGENDA

January 9, 2018

ARKANSAS WORKFORCE DEVELOPMENT BOARD STRATEGIC PLANNING COMMITTEE MEETING

10:00 A.M.

Call to Order..... Scott Bull, Acting Committee Chair

Chairman’s Comments..... Scott Bull, Acting Committee Chair

ACTION Item 1:

Approval of Minutes of July 11 and October 10, 2017 Meetings

ACTION Item 2:

Certification of the AWCs in Eastern Arkansas Dr. Claudia Griffin, Project Coordinator
Arkansas Department of Workforce Services

WIOA Technical Assistance and Training (TAT)

Application Submission..... Kris Jones, Employment Assistance Assistant Director
Arkansas Department of Workforce Services

Committee Action Plan Update..... Arnell Willis, Workforce Investment Director
Arkansas Department of Workforce Services

Announcements

Adjournment

12:00 p.m. – 1:00 p.m. Lunch

1:00 p.m. Full Board Meeting

Embassy Suites
11301 Financial Centre Parkway
Little Rock, Arkansas



NEXT MEETING DATES

April 10, 2018	10:00 a.m.	Committees	TBD
	1:00 p.m.	Full Board Meeting	TBD
July 10, 2018	10:00 a.m.	Committees	TBD
	1:00 p.m.	Full Board Meeting	TBD

Embassy Suites
11301 Financial Centre Parkway
Little Rock, Arkansas



**For Consideration of the
Arkansas Workforce Development Board
Strategic Planning Committee**

January 9, 2018

AGENDA ITEM 1 – ACTION: Minutes of the July 11, 2017 and October 10, 2017 Strategic Planning Committee Meeting.

RECOMMENDATION: It is recommended that the Strategic Planning Committee approve the minutes of the July 11, 2017 and October 10, 2017 meetings.

INFORMATION/RATIONALE: Minutes of the meetings are attached.

UNOFFICIAL

MINUTES
ARKANSAS WORKFORCE DEVELOPMENT BOARD
Strategic Planning Committee
July 11, 2017

A meeting of the Arkansas Workforce Development Board Strategic Planning Committee was held on July 11, 2017, at Crowne Plaza Hotel, 201 South Shackleford Road, in Little Rock, Arkansas. Chair Charlie Clark presided with the following members present: Ms. Karen Breashears, Mr. Chad Bishop, Dr. Charisse Childers, Ms. Katy Morris, Mr. Mike Preston by proxy Ms. Becky Rheinhardt, and Dr. Julie Roberson. Ms. Melissa Hanesworth, Mr. Michael Newcity, Mayor Harold Perrin, Mr. Jeffery Allen, and Mr. Robert East were unable to attend.

Chair Clark recognized that a quorum was not present and called the meeting to order at 10:04 a.m. Chair Clark reported Mr. Brian Itzkowitz has resigned his position at Goodwill Industries of Arkansas and is no longer a member of the State Board or chair of the Strategic Planning Committee. As Chair of the State Workforce Development Board, Mr. Clark presided as committee chair. He expressed appreciation for Mr. Itzkowitz's contributions to the Committee and State Board.

Staff Report: Chair Clark recognized Mr. Arnell Willis, Workforce Investment Director, Arkansas Department of Workforce Services, to provide the staff report. Mr. Willis reported that the Strategic Planning Committee reviewed the Local Plans and Certification of the One-Stop Operator process during the last quarter. A full report will be presented to the full board during the afternoon session.

Agenda Item 1 – ACTION – Minutes of the January 10, 2017 and April 11, 2017

Meetings: Recognizing the presence of a quorum, Chair Clark proceeded to Agenda Item 1, asking if there were any additions or corrections to the January or April minutes. The minutes were approved as presented on **a motion by Ms. Karen Breashears, seconded by Becky Rheinhardt, and carried unanimously.**

Update on WIOA Title I-B Policy Manual: Chair Clark indicated that the Arkansas Department of Workforce Services and the ten local workforce board directors established a workgroup to develop a statewide policy manual for use by case managers providing services under WIOA Title I-B, which is the Adult, Dislocated Worker, and Youth programs. He stated that the U.S. Department of Labor issued new implementation guidance in March which changed some of the policies developed by the workgroup. Chair Clark requested that Dr. Claudia Griffin, Project Coordinator, Arkansas Department of Workforce Services, discuss the policy development and present the final policy manual to the committee. Dr. Griffin reported that the U.S. Department of Labor (DOL)

is expected to release a corrective Training and Employment Guidance Letter (TEGL) to rescind one that was released with an error earlier. She recognized the following individuals who served as the review committee of the WIOA Title I-B Workgroup: Cindy Varner, Carman Hensley, Carolyn Talley, David Barch, Debbie Heckman, Deborah Senter, Donna Carney, Elroy Willoughby, LaJoy Montgomery, Margaret Dearmon, Mary Wilson, Sandy Monaco, Shenaye Johns, and Stephanie Blair.

Dr. Griffin provided an overview of various sections of the policy manual and indicated that efforts were made to match the document to existing State and Federal policies and guidelines; however, if conflicts are identified, State and Federal laws, Federal regulations, and Federal technical guidance take precedence over the information contained in the manual. For example, needs-related payments can be made to individuals in Registered Apprenticeships; but not to individuals who are employed. Individuals who are in Registered Apprenticeships are considered employed. The recommendation of the review committee is not to award funds to Registered Apprenticeships until a definition resolving the conflict is received from DOL. Dr. Griffin stated that definitions are a major part of the policy and called attention to the Definitions section, Page 10 under "Attachment to the workforce." Arkansas defines "attachment to the workforce" as an individual who earns income one day in the last year, which is reflected in the policy as "having wages in one (1) quarter during the last year immediately prior to eligibility determination." Under "Basic Skills deficient" on page 11, the committee retained the criterion of the local areas' scoring to mean at or below Grade Level 8.9. Under Co-Enrollment and Co-Funding on page 79, Dr. Griffin indicated that individuals who meet the respective program and service eligibility requirements may participate in adult, dislocated worker and/or youth programs concurrently, as stressed by DOL. Concerning "Confidentiality" on page 142, the Arkansas Department of Workforce Services' confidentiality policy will be used, but not imposed on the local areas.

Several non-substantive corrections were suggested by members of the Strategic Planning Committee. Dr. Griffin stated that DOL may require substantive corrections in six months and the Review Committee will provide training in August to frontline staff. Following brief discussion, Dr. Griffin completed her presentation.

Members of the Strategic Planning Committee commended the WIOA Title I-B Workgroup for developing an impressive and precise document.

A motion to recommend approval of the Draft WIOA Title I-B Policy Handbook as written, allowing for appropriate non-substantial changes and corrections as necessary by the committee, was approved on **a motion by Dr. Charisse Childers, seconded by Ms. Karen Breashears, and carried unanimously.**

Review of Veteran’s State-Plan-Related Changes: Chair Clark announced that Mr. Roy Schultz, Director of U.S. Department of Labor – Veterans’ Employment Training Services – Arkansas Office, will present to the full board later in the afternoon.

Committee Action Plan Update: Chair Clark called on Mr. Arnell Willis, Arkansas Department of Workforce Services – Director of Workforce Investment Development, to provide an update on the committee action plan. Mr. Willis indicated that the Strategic Planning Committee Action Plan handout, included in the official meeting file, outlines the committee’s responsibilities and provides staff updates on the committee’s progress over the last quarter toward meeting the responsibilities assigned to the Strategic Planning Committee. He stated: (1) The ten (10) Local Workforce Development Plans have been reviewed on two occasions and comments have been provided by the WIOA Local Plan Review Committee. All Local Plans were reviewed to ensure alignment with the State Plan; (2) The WIOA Statewide Policy Committee has completed its development and review of WIOA Policies which were presented today; (3) A Memorandum of Understanding (MOU) template has been developed for the ten (10) Local Areas. The federal deadline for the signed MOU’s to be in place was July 1, 2017. DOL extended the deadline for the Infrastructure Funding Agreements (IFAs) to January 1, 2018. ADWS is currently reviewing the Wisconsin IFA software program for possible use in Arkansas.

Announcements: Chair Clark announced that the full board will convene at 1:00 p.m. today. The next meeting of the Strategic Planning Committee will be held on October 10, 2017, at 10:00 a.m. with the Full Board meeting at 1:00 p.m. Staff will determine and announce the location at a later date.

Adjourn: Chair Clark adjourned the meeting at 11:06 a.m., **a motion by Ms. Katy Morris, seconded by Ms. Becky Rheinhardt, and carried unanimously.**

Mr. Charlie Clark, Chairman

Arnell Willis, Director Workforce Investment
Department of Workforce Services

*Minutes recorded by Darlister Mitchell
Department of Workforce Services Staff*

UNOFFICIAL

MINUTES
ARKANSAS WORKFORCE DEVELOPMENT BOARD
Strategic Planning Committee
October 10, 2017

A meeting of the Arkansas Workforce Development Board Strategic Planning Committee was held on October 10, 2017, at Crowne Plaza Hotel, 201 South Shackleford Road, in Little Rock, Arkansas. Acting Chair Mr. Scott Bull presided with the following members present: Ms. Karen Breashears, Dr. Charisse Childers by proxy Dr. Trenia Miles, Ms. Katy Morris, and Dr. Julie Roberson.

Mr. Jeffery Allen, Mr. Chad Bishop, Mr. Robert East, Ms. Melissa Hanesworth, Mr. Michael Newcity, Mayor Harold Perrin, Mr. Mike Preston and were unable to attend.

Announcing that a quorum was not present, Acting Chair Bull called the meeting to order at 10:04 a.m.

Chairman's Comments: For the purpose of inclusion in our official meeting minutes, Acting Chair Scott Bull announced he would be presiding over the committee meetings in the absence of both a State Board Chair and a Strategic Planning Committee Chair. Acting Chair Bull referenced the Board By-Laws, Article V, Section 1- Enumeration and Selection in regards to the Governor's Appointment of a State Board Chair, the new Chair will appoint a new Strategic Planning Committee Chair.

He informed both committee members the Strategic Planning Committee and the Program and Performance Evaluation Committee will be held together at the same time starting with the Strategic Planning Committee. Mr. Bull presides as Chair for the Program and Performance Committee.

Agenda Item 1 – ACTION – Minutes of the July 11, 2017 Meetings: Acting Chair Scott Bull asked if there were any corrections to the previous Committee minutes. Even though a quorum has not met, any revisions could be noted in the meeting minutes and presented before the Committee for a vote when quorum is met.

Agenda Item 2 – ACTION - Updates on WIOA Title I-B Policy Manual: Acting Chair Bull recognized Dr. Claudia Griffin, ADWS Project Coordinator. Dr. Griffin shared that the previously approved policy manual required some expected revisions and corrections. She specifically pointed out that the Arkansas JobLink (AJL), Policy 3.1 required a revision.

Acting Chair Bull stated an official vote would not be taken due to the lack of a quorum. However, he requested that the members present would express their support of the proposed revisions. All four members present (with one being a proxy) voiced their support for the revisions. Chair Bull informed members the revisions and vote of agreement informally for revisions would be presented before the Full Board later in the afternoon to vote.

Agenda Item 3 – ACTION – Long-Term Unemployed Definition: Acting Chair Bull recognized Dr. Claudia Griffin to present the Long-Term Unemployed Definition. Dr. Griffin stated that WIOA allows states to determine the definition for Long-Term Unemployed. Dr. Griffin referenced TEGL 19-16, which clarifies that the only category utilizing this definition is Title I-D. Title I-D pertains to dislocated worker disaster grants. Dr. Griffin clarified for the Committee that “unemployed” means performing activities to find work, and “not in the labor force” would mean an individual may have been incarcerated, in school, or something that they were not able to work.

Dr. Griffin proposed the following definition for approval:

Long-term unemployed individuals: Individuals, who at the time of eligibility determination, have been:

- unemployed for at least 13 weeks, in aggregate, during the past 26 weeks, or
- not in the labor force for at least 13 weeks, in aggregate, during the past 26 weeks.

Note that there is no previous work history requirement for this definition.

Acting Chair Bull requested the Committee members who were present express their support to present to the Full Board in the afternoon for a vote. All four members (with one proxy included) informally voted unanimously in favor of the Long-Term Unemployed Definition.

Agenda Item 4 – ACTION – Proposed Allocation Methodology for Assistance to Areas with High Concentrations of Eligible Youth: Acting Chair Scott Bull recognized Kris Jones, ADWS Assistant Director, to present the agenda item to the committee. Mr. Jones informed the Committee the methodology is similar to the methodology used in 2008. Mr. Jones stated the data sets were expanded under WIOA, and the methodology needed to be expanded to coincide with data sets that were expanded under WIOA. Committee members were given a hard copy of the methodology in their Committee book to review. Mr. Jones reported this methodology was presented to the Local Board of Directors for support on utilizing it. This methodology is required under WIOA and staff recommends adoption of the methodology.

Acting Chair Bull requested the Committee members who were present express their support to present to the Full Board in the afternoon for a vote. All four members (with one proxy included) informally voted unanimously in favor of the Proposed Allocation Methodology for Assistance to Areas with High Concentrations of Eligible Youth.

Committee Action Plan Update: Acting Chair Bull recognized Mr. Arnell Willis, Workforce Director, to present the Committee Action Plan update on activities that have occurred during the past quarter. Mr. Willis provided four updated activities to the Committee members, these were found in the Committee Agenda book on Page 2-Section 1.1, Page 3-Section 1.2, Page 7-Section 1.5, and Page 8-Section 1.5.

Committee member Katy Morris requested an update on the promulgation process. Mr. Willis asked Mr. Kris Jones to respond to this question. Mr. Jones explained that he would follow-up and provide an update at the next committee meeting.

Seeing no additional questions, Acting Chair Scott Bull moved to announcements.

Announcements: Acting Chair Bull announced that the full board will convene today at 1:00 p.m. The next meeting of the Strategic Planning Committee will be held on January 9, 2018, at 10:00 a.m. with the Full Board meeting at 1:00 p.m. Staff will determine and announce the location at a later date.

Adjourn: Acting Chair Bull adjourned the meeting at 11:06 a.m., **a motion by Ms. Karen Breashears, seconded by Ms. Katy Morris, and carried unanimously.**

Mr. Scott Bull, Acting Chairman

Arnell Willis, Director Workforce Investment
Department of Workforce Services

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

**For Consideration of the
Arkansas Workforce Development Board
Strategic Planning Committee**

January 9, 2018

AGENDA ITEM 2 – ACTION: Certification of the Arkansas Workforce Centers in Eastern Arkansas

RECOMMENDATION: It is recommended that the Arkansas Workforce Development Board certify the one-stop centers in Eastern Arkansas as Arkansas Workforce Centers, using the 2017 criteria of the Workforce Innovation and Opportunity Act (WIOA) and the objective criteria approved by the Arkansas Workforce Development Board. We recommend that the center in West Memphis be certified as a comprehensive center, the center in Helena be certified as an affiliate center, and the center in Forest City be certified as an affiliate center, as requested by the Workforce Development Board of Eastern Arkansas (WDBEA).

INFORMATION/RATIONALE: WDBEA was selected as the one-stop operator for Eastern Arkansas through a competitive process. In most situations the Local Workforce Development Board (LWDB) certifies the one-stop centers, but when the LWDB is also the one-stop operator, the State Workforce Development Board must certify the centers [20 CFR 678.800(3)].

WDBEA submitted Applications for Certification on October 2, 2017. Their request was that the existing centers be recertified under the updated criteria. December 6 – 7, 2017, Dr. Claudia Griffin and Shenaye Johns of the Arkansas Department of Workforce Services, visited the centers to determine a recommendation for recertification. The recommendation of Dr. Griffin and Ms. Johns is that all the centers be recertified.

Attached are their reports resulting from the review of the applications submitted by WDBEA.

Certification of Workforce Centers of Workforce Development Board of Eastern Arkansas (WDBEA)

By Dr. Claudia Griffin & Shenaye Johns, Arkansas Department of Workforce Services

December 6 – 7, 2017

West Memphis

Comprehensive Center

We conducted a review of the application with David Barch (Director of One-Stop Operations, Workforce Development Board of Eastern Arkansas) and a visit of the site on December 6, 2017. The purpose of the visit was to certify the validity of the Application for Certification, including the presence of partners and the provision of required services.

Based upon our visit, we recommend that recertification be granted.

Below are details related to our review of the original application with responses updated and clarified with further explanation, based on information provided by Mr. Barch.

Mr. Barch explained that the roles and responsibilities of WDBEA as one-stop center operator are:

- Coordinate the activities of the partners to ensure that all required services are provided, as well to produce and enforce the memorandum of understanding (MOU) and the infrastructural financial agreement (IFA)
- Develop three (3) Arkansas Workforce Centers that meet the State vision of a model one-stop
- Train partner employees concerning the work of the Workforce Center
- Lead the partners in developing services to individuals and businesses so that the needs of local citizens are met
- Work with local colleges through the Arkansas Delta Training and Education Consortium (ADTEC) to obtain grants and coordinate services to provide training needed for locally in-demand jobs
- Lead partners in improving job seeker skills

We noticed that employees of various partners took turns being the Director of First Impressions, the person who was stationed at the front desk. When each of these directors was asked separately what agency he or she represented, the person was hesitant to answer. It seemed that each person wanted it known that he or she worked for the Workforce Center, although Mr. Barch said that none was paid specifically by the center.

Each employee at the Center wore a Workforce Center name tag. Appropriate Arkansas Workforce Center and American Job Center logos were visible on signs and decals throughout the center. Printed information in each area explained many services, and not just the services for that area.

We observed the ADA accessibility of the Workforce Center, and we found it to seem to be in compliance.

We found the Center very easy to navigate. Signs indicated location of partners.

We found all partners listed on the application to be located at the Center.

Helena

Affiliate Center

We conducted a review of the application with David Barch (Director of One-Stop Operations, Workforce Development Board of Eastern Arkansas) and a visit of the site on December 7, 2017. The purpose of the visit was to certify the validity of the Application for Certification, including the presence of partners and the provision of required services.

Based upon our visit, we recommend that recertification be granted.

Below are details related to our review of the original application with responses updated and clarified with further explanation, based on information provided by Mr. Barch.

When we first walked into the center, we saw the appropriate Arkansas Workforce Center and American Job Center logos. An employee immediately checked to be sure we were helped. Even more than in West Memphis, it was difficult to determine for whom each employee worked because employees seemed to be cross-trained to help visitors obtain the appropriate services. We found the staff at the Workforce Center knowledgeable about services, and there was much information around the center concerning various services.

We verified that partners and services claimed on the application were available at the center.

We observed the ADA accessibility of the Workforce Center. We found only one issue; the counter at the main desk was too high. Mr. Barch explained that they are aware of this problem, and they are in the process of correcting the non-compliance.

The center had a more open design than did West Memphis, and the center was very easy to navigate. Staff could easily direct visitors to appropriate services.

Forest City

Affiliate Center

We conducted a review of the application with David Barch (Director of One-Stop Operations, Workforce Development Board of Eastern Arkansas) and a visit of the site on December 7, 2017. The purpose of the visit was to certify the validity of the Application for Certification, including the presence of partners and the provision of required services.

Based upon our visit, we recommend that recertification be granted.

Below are details related to our review of the original application with responses updated and clarified with further explanation, based on information provided by Mr. Barch.

As in Helena, the Forest City center had an open design, while still allowing private conferencing with customers. As with the other centers, we found staff cross-trained and rotating to serve in multiple positions so that customers could be appropriately served.

We verified that partners and services claimed on the application were available at the center. As with the other centers, we found much information displayed in various ways to attract customers to pick up and read the information.

We observed the ADA accessibility of the Workforce Center, and we found it to seem to be in compliance. Arkansas Workforce Center and American Job Center logos were appropriately used.

Please fill in the following form and submit it to your FPO. Grayed out text fields will expand when you type.

Project Name: Asset Mapping Facilitation
Provide brief title/name for the project

State Project Lead/Point of Contact:
Kris Jones, Assistant Director

Phone:
501-371-1028

Email Address:
Kris.jones@arkansas.gov

Brief Project Description: Arkansas is in need of a comprehensive asset mapping initiative that will provide a deep understanding of the key networks across WIOA partners and cultural attitudes that shape our economy, indicate “gap” areas that require further investment, and provide a baseline by which to judge future progress towards regional prosperity.

Estimated Costs- \$60,000 to \$80,000

Provide a brief description of the TAT Project here including the TAT need/topic that will be addressed.

Target Audience/Beneficiary: State and Local WIOA Core Partner Representatives and other stakeholders

Briefly describe the primary participants or users who will directly benefit from the TA project.

Anticipated Outcomes:

Describe briefly what you hope will be achieved because of this TA intervention. Note any activities and/or deliverables that might have a broader relevance and be shared beyond the target audience and/or across regions.

The primary deliverable of this project will be establishing the business requirements and qualification requirements of contractors that will be needed to complete asset mapping and skills gap analysis for Arkansas.

This project would complement and build upon an Asset Mapping project that is currently under way which is focused on asset mapping specific to Registered Apprenticeship and should also incorporate a survey that meets the state’s annual evaluation requirement. The project would be focused on providing technical assistance in our asset mapping project, including the following: facilitate the establishment of a project team of stake holders who will define the objectives of the project, lead the project team in the development of business requirements for a contractor or contractors who would complete the research and skills-gap analysis of the Arkansas workforce, and guide the project team in establishing milestones necessary to monitor the timely completion of the project once the contractor(s) has been identified.

The anticipated outcomes of the contract include at least the following, but may be expanded during the TA

project:

- *Resource Identification:* This project will allow the state's leadership to identify the resources that can be utilized to support development initiatives.
- *Report Development:* The development of reports used for analysis and planning.
- *Foundation for Strategic Planning and Implementation:* This asset mapping project will lay the foundation for development of a new strategic plan or enable the realignment of existing efforts.
- *Deepened Understanding of Key Regional Systems and Linkages:* This asset mapping project will result in a deeper understanding of the ways in which regional institutions interact with each other and with entities outside of the region.
- *Catalyst for Partnership:* This asset mapping will aggregate the knowledge possessed by a few individuals and make it available to others who may conceive of new ways to leverage the assets.
- *Sustained Asset Depository:* This project could lay the foundation for the future development of an electronic asset portal, maintained by ADWS and used by state and local workforce partners, potential program participants, and Arkansas employers. Given the breath of data that is analyzed, it would be beneficial to find ways to maintain, consolidate, and perhaps improve the data over time. For example, a listing of state or local training programs could be maintained and updated as new opportunities become available. Ideally, a product of the project would be identifying which data sets might be worth maintaining or consolidating. This would be an additional requirement of the contractor. This will not be feasible for every data set, but to the extent possible, the project should result in the identifying resources in the inventory that can be maintained, with the understanding that a separate and separately funded ADWS project may be needed to create the appropriate tools for achieving this objective.

Timeframes/Targeted Completion Date:

Describe a general timeframe of when you would like to have this project completed or occur (For example, "January 2018, over 2 days"). If this will be tied to an event with dates already established, identify the specific date(s) of the event.

June 2018, over the course 5-6 months

TAT Supported Services

TAT Funds will be used for the following methods and/or applications:

Check all that apply (to check the box double click on the box and choose the 'checked' option under Default Value, then click OK). Please note that the items selected are not considered final, but a starting point for discussion with your Regional Advocate. This is not meant to be an exhaustive list. Feel free to add additional items under "Other."

Facilitation/Subject Matter Experts

- In-person facilitation
- Virtual meeting facilitation
- Graphic recording and facilitation
- Focus Groups
- Coaching/Subject Matter Experts

Training

- In-person trainings
- Webinars or virtual meetings
- Web-based training and tutorials
- Training and curriculum development
- Simulation Exercises
- MOOCs (Massive Open Online Training)

Travel Reimbursement

- For speakers/participants in an ETA-hosted event
- For speakers/participants in a non-ETA funded event
- For peer-to-peer learning

Media Development and Integration

- Social media strategies
- Video Production
- Website development
- Web-based Peer Learning Network

Individualized Technical Assistance

- Coaching
- Diagnostic Work
- Strategic program improvement
- Policy development

Tool Development

- Toolkits/Guides
- Assessment Tools
- Logic Model/Outcome Measure Devt.
- Issue Briefs/Environmental Scan
- Marketing and Communication Materials/Strategy

Other

Enter additional relevant information here.

Will you be hosting an event (roundtable/conference) that requires logistical support?

- Yes
 No

Estimated Number of Participants: Less than 20 20-50 50-100 200+

Choose a number range of participants

Logistic Supported Services

TAT Funds will be used for the following logistical supports and services:

Check all that apply. This is not meant to be an exhaustive list. Feel free to add additional items under "other." (*Note that these items can require approval through DOL's Event Approval Process, so you may need to allow at least 90 days.)

Logistical Support for an Event *

Pre-Event :

- Registration Website
- Save the date/invitations/promotions/reminders
- Site Selection and Negotiation
- Hotel Contract
- Audio/Visual Rental
- Meeting Space Planning/Coordination
- Development of Conference Materials
- Speaker Coordination
- Speaker Travel Arrangements
- Supplies/Materials
- Printing/Copying/Assembling

Onsite:

- Registration
- Event Signage and Badges
- Event Coordination
- Video or Audio Recording
- Live Teleconferencing
- Streamline Sessions on Internet

Post-Event:

- Summary of Participant Feedback
- Speaker Travel Reimbursement
- Speaker Fees and Follow Up
- Participant Travel Reimbursement
- Post/Upload Meeting Materials
- Executive Summaries

Other TAT or logistic support services (not listed above):

n/a

Requested TAT Provider (if any) and rationale:

Maher & Maher is our requested TAT Provider due to their familiarity with the State of Arkansas and their prior work with our Discretionary Grants Unit.

Individual Proposing this Project

Kris Jones

Title:

Employment Assistance Unit - Assistant Director

Signature/Approval:

(electronic sig)

Date:

December 15, 2017

Strategic Planning Committee Action Plan



Board Mission: To promote and support a talent development system in Arkansas that offers employers, individuals, and communities the opportunity to achieve and sustain economic prosperity.

	GOALS	STRATEGIES/INITIATIVES	BENCHMARKS	STATUS
Board Vision: Arkansas will have a world-class workforce that is well educated, skilled, and working in order to keep Arkansas's economy competitive in the global marketplace.	Board Bylaws: Develop the State Plan.	1.1 Develop the state plan.	1.1 Submit the PY 2016 – PY 2019 state plan to the federal agencies on April 1, 2016.	COMPLETED – Plan federally approved on June 27, 2016.
		1.2 Implement the state plan.	1.2 Implement the state plan during July 1, 2016 – June 30, 2020.	The state plan became effective on July 1, 2016. April 2017 Update: Local boards submitted their regional/local plans by December 31, 2016. A team of representatives from all 13 core and non-core WIOA programs was convened to review the regional/local plans. Local boards were provided feedback during February 28-March 10 and will submit revised plans in May 2017. July 2017 Update: The ten (10) Local Workforce

d, a n d w	GOALS	STRATEGIES/INITIATIVES	BENCHMARKS	STATUS
				Development Plans have been reviewed on two occasions and comments have been provided by the WIOA Local Plan Review Committee. All Local Plans were reviewed to ensure alignment with the State Plan.
	Board Bylaws: Review of Statewide Policies	1.1 Review statewide policies, of statewide programs, and recommend actions that should be taken by the state to align workforce development programs in a manner that supports a comprehensive and streamlined workforce development system in the state.	1.1 Review statewide policies as they are needed and developed.	1.1 Ongoing and progressing well. The WIOA Roundtable Policy Committee continues to meet and review policies for consideration by the SPC committee. The WIOA Roundtable Policy Committee (WRPC) held a half-day working session on November 22 to review seven state examples of workforce center certification criteria for best practices. The committee has identified best practice examples from a few states and
		1.3 Modify the state plan.	1.3 Modify the state plan every two years. Next modification due by June 30, 2018.	

d a n d w	GOALS	STRATEGIES/INITIATIVES	BENCHMARKS	STATUS
				<p>incorporating those into a revised Arkansas policy. The WRPC plans to have a draft ready for consideration by the SPC at the April 2017 meeting.</p> <p>The SPC committee will review guidance for Sector Strategies implementation on January 10, 2017.</p> <p>July 2017 Update: The WIOA Statewide Policy Committee has completed its development and review of WIOA Policies. These policies will be reviewed by the State Workforce Development Board at the July 11, 2017 meeting.</p> <p>October 2017 Update: The WIOA Statewide Policy Manual was approved on July 11, 2017. Several edits and clarifications will be reviewed by the State Workforce Board at the</p>

d, a n d w	GOALS	STRATEGIES/INITIATIVES	BENCHMARKS	STATUS
				<p>October 10, 2017 meeting.</p> <p>January 2018 Update: The WIOA Statewide Policy revisions were presented on October 2017. These revisions were reviewed by the State Workforce Board at the October 2017 meeting.</p>
		<p>1.2 Guidance for the allocation of one-stop center infrastructure funds to include the appropriate roles and contributions of entities carrying out one-stop partner programs with the workforce center system.</p>	<p>1.2 Must be developed and implemented no later than June 30, 2017.</p>	<p>1.2 Update January 2017: The U.S. Department of Labor indicates that important guidance will be issued soon to provide further guidance to states.</p> <p>Update October 2016: The WIOA Roundtable Finance Committee has met to discuss the current funding of workforce centers and existing costs. The Finance Committee recommends maintaining the MOU and Resource Sharing Agreement process for identifying direct and shared costs. This information has been shared with the WIOA Roundtable Policy Committee in their work to make recommendations regarding</p>

d, a n d w	GOALS	STRATEGIES/INITIATIVES	BENCHMARKS	STATUS
				<p>workforce center certification. Committee members are reviewing the WIOA regulations to determine if revisions are needed to their recommendation.</p> <p>Update April 2017: On March 17, 2017, the U.S. Department of Labor published a MOU and Infrastructure Funding Agreement template toolkit. This toolkit has been provided to all ten local workforce development boards.</p> <p>July 2017 Update: A MOU template has been developed for use by the ten (10) Local Areas. The federal deadline for these signed MOUs to be in place was July 1, 2017. The Dept. of Labor extended the deadline for the Infrastructure Funding Agreements (IFAs) to January 1, 2018. ADWS is</p>

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				<p>currently reviewing the Wisconsin IFA software program for possible use in Arkansas.</p> <p>October 2017 Update: Training and updates were provided at the WIOA Partners Meeting on September 29, 2017. The Wisconsin database was introduced as well as MOU signatures were obtained from required partners for all 10 local areas in the meeting.</p> <p>January 2018 Update: While progress continues, ADWS has notified USDOL that all agreements will not be in place by January 1, 2018. A corrective action plan is being developed and submitted to USDOL.</p>
	<p>Board Bylaws: Continuous Improvement of the State's Workforce System</p>	<p>1.1. Identify barriers and means for removing barriers to better coordinate, align, and</p>		<p>1.1 A bi-annual meeting of WIOA partners is held in March and September of each year. This meeting is</p>

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		<p>avoid duplication among the programs and activities carried out through the system.</p>		<p>attended by approximately 250 individuals from throughout Arkansas.</p> <p>Arkansas was recently approved for a technical assistance project to be funded by the U.S. Department of Labor and is intended to assist the State in conducting asset mapping of all services. This project will assist in determining overlaps and duplications. A convening is being organized and will be held in February, March or April 2017.</p>
	<p>1.2 The development of strategies to support the use of career pathways for the purpose of providing individuals, including low-skilled adults, youth, and individuals with barriers to employment (including individuals with disabilities), with workforce investment</p>	<p>1.1 Sector Strategies guidance draft will be provided for consideration by the SPC committee at the January 2017 meeting.</p>	<p>1.1 On January 10, 2017 the SPC approved a policy regarding sector strategies.</p> <p>October 2016 Update: A meeting of 250 partners from the core and non-core partner programs was held on September 29-30, 2016 to share information on the WIOA regulations. One topic of discussion at the meeting was the use of career</p>	

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		<p>activities, education, and supportive services to enter or retain employment;</p>		<p>pathways for preparing individuals for life-long learning. The WIOA Roundtable Sector Strategies Committee is working on developing guidance for consideration by the SPC committee for use by local boards in implementing sector strategies, which will ultimately lead to the identification of career pathways within those sectors.</p> <p>April 2017 Update: A meeting of 275 partners from core and non-core partner programs was held on March 2-3 to focus on building staff capacity in the three priority areas identified in the workforce system vision – customer service, innovation and service design, and systems integration and high quality staffing.</p>
		<p>1.3 The development of strategies for providing</p>		<p>1.3 The ADWS hosted five community awareness</p>

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		<p>effective outreach to and improved access for individuals and employers who could benefit from services provided through the workforce development system;</p>		<p>events in September and October as an initial step towards identifying best practices for outreach to employers and jobseekers. Events were held in September and early October in Camden (9/14), Fort Smith (9/21), and Magnolia (10/5). Two more events will be held in Fayetteville (10/13) and West Memphis (10/18). At the three events already held, over 173 employers either attended or requested additional information. 160 new jobseekers attended the open houses. The AWDB Chair has created an ad hoc committee to develop outreach strategies. The committee will begin meeting on January 10, 2017.</p> <p>As for improved access, the WIOA Roundtable Policy Committee met on November 22 to review other state best practices</p>

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				for center certification, which would set standards for centers and the services they provide. It is anticipated that a draft will be provided to the SPC on April 11, 2017.
		1.4 The development and expansion of strategies for meeting the needs of employers, workers, and jobseekers, particularly through industry or sector partnerships related to in-demand industry sectors and occupations;		1.4 A survey was conducted of the members of the WIOA Roundtable Sector Strategies Committee and the local workforce development board directors to determine the readiness to implement sector strategies in Arkansas. The WIOA Roundtable Sector Strategies Committee met jointly with local board directors on July 7, 2016 to hear from USDOL contractor Maher and Maher regarding the outcomes of the survey and determine a direction for the committee and guidance needed. Additional training was provided on October 6, 2016 to the local workforce

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				board directors regarding making decisions regarding sector strategies based on labor market data specific to their area.
		1.5 The identification of regions, including planning regions, after consultation with local boards and chief elected officials;	Complete	Complete – Regions established at December 16, 2015 SPC Committee Meeting. October 2017 Update: Using funding provided under the Arkansas Sector Partnership grant, sector coaches were assigned to each 10 local areas to develop sector strategy plans. The report has finalized this quarter and will be distributed to locals for further development.
	Board Bylaws: Develop strategies to support staff training and awareness across programs supported under the workforce development system.	1.1 Increase opportunities for sharing of information between partner programs. 1.2 Develop a strategy for staff training across programs.		WIOA partners continue to meet twice per year and the agenda contains time to “get to know your partners” better. The next meetings will be March 2-3, 2017 and September 28-29, 2017. The WIOA Roundtable

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				<p>Policy Committee has established a working group to develop a strategy for staff training. Research of other state's training programs is underway.</p> <p>October 2017 – 250 partners met during the WIOA Partners Meeting on September 28-29, 2017. Topics discussed included WIOA Title I and GED (Adult Ed.) policies, Eligible Training Providers, Infrastructure Funding, and best practices for business outreach and out-of-school youth.</p>
	<p>Board Bylaws: Develop strategies for technological improvements to facilitate access to, and improve the quality of, services and activities provided through the workforce center system.</p>	<p>1.1 Enhance digital literacy skills.</p>		
		<p>1.2 Accelerate the acquisition of skills and recognized postsecondary credentials by participants.</p>		

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		1.3 Strengthen the professional development of providers and workforce professionals.		
		1.3 Ensure such technology is accessible to individuals with disabilities and individuals residing in remote areas.		
	Board Bylaws: The development of allocation formulas for the distribution of funds for employment and training activities for adults, and youth workforce investment activities, to local areas.	1.1 Review annually the funding distribution policy for WIOA Title I.	No later than the first full board meeting of each year.	
		1.2 Seek input from chief elected officials regarding the formula.	No later than December 31 of each year.	No comments received as of December 31, 2017.
	Strategic Goal: Develop an efficient partnership with employers, the educational system, workforce development partners, and community-based organizations to deliver a platform that will prepare a skilled workforce for	1.1 Expand employer partnerships through the support of industry engagement.		1.1 Multiple partnerships with employers have been developed through the Arkansas Sector Partnership and the Arkansas Apprenticeship Initiative.
		1.2 Expand partnership with economic		

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	existing and new employers.	development to refine sector strategies.		
		1.3 Increase the utilization of Registered Apprenticeship programs as viable talent development opportunities.		<p>1.3 The Arkansas Apprenticeship Coalition is a partner in all discretionary grants and all Registered Apprenticeship providers that wish to be have been included as eligible training providers on the Eligible Training Provider List.</p> <p>All ten local boards have partnered with the Arkansas Apprenticeship Coalition to hold meetings in each of the ten local workforce development areas with workforce partners and Registered Apprenticeship employers/training programs. These meetings began in January 2017.</p> <p>ADWS received a new planning grant from the U.S. Department of Labor that's sole focus is</p>

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				<p>expanding Registered Apprenticeship programs in Arkansas. Those efforts are underway and includes a convening on January 13, 2017 of employers interested in establishing Registered Apprenticeships in occupations outside of the construction trades such as IT, Healthcare, and Advanced Manufacturing.</p>
		<p>1.4 Increase connections with employers and Vocational Rehabilitation agencies to provide support and employment for youth and adults with disabilities.</p>		<p>1.4 VR is a core partner for implementation of WIOA and is represented on the WIOA Roundtable and all local partner groups. The WIOA Roundtable has established a Transition Committee that specifically looks at strategies for serving youth with disabilities. Furthermore, the Arkansas Rehabilitation Services, Department of Workforce Services, and the local workforce development boards are partners in the PROMISE grant, which assists disabled youth receiving</p>

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				SSI and offers a paid employment work experience.
		1.5 Partner with K-12 education, higher education, career and technical education, and adult education to provide consistent rules and eliminate barriers to implementing training programs around the State.		The WIOA Roundtable Policy Committee has representation from the core programs, which includes adult education, and also Career and Technical Education. The purpose for the committee is to provide consistent rules and eliminate barriers to services.
		1.6 Expand small business participation.		
	Strategic Goal: Enhance service delivery to employers and jobseekers.	1.1 Develop a common intake process for jobseekers and businesses that will efficiently connect them with services available from all workforce development partner programs and identify any barriers to employment that need to be addressed.		1.1 On September 29, 2016, ADWS was awarded a \$1.1 million grant to assist in developing a system or enhancing existing systems, which will integrate data and provide for common intake of customers. Furthermore, one of the policies under development by the WIOA Roundtable Policy Committee is an across-program policy for

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				<p>engaging employers.</p> <p>ADWS has consulted with the other twelve states that are partners in the America's Job Link Alliance (AJLA), a data system for six WIOA state plan programs to see if they are interested in partnering to co-fund a system enhancement to the AJLA system. Eight of these states received the same grant and pulling funding together may be cost effective for all involved. All twelve states will issue their interest in partnering on this project no later than January 20, 2017.</p>
		1.2 Promote training that leads to industry recognized credentials and certification.		
		1.3 Support transportable skill sets for transportable careers.		
		1.4 Support career pathways development		The SPC Committee will review guidance on

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		and sector strategy initiatives as a way to meet business and industry needs.		January 10, 2017 for implementation of sector strategies.
		1.5 Expand service delivery access points by the use of virtual services.		
		1.6 Develop a common business outreach strategy with a common message that will be utilized by all workforce system partners.		1.6 One of the policies under development by the WIOA Roundtable Policy Committee is an across-program policy for engaging employers.
	Strategic Goal: Address Skills Gaps	1.1 Conduct a statewide skills and asset analysis to determine the skills gap present and resources available to solve the skills issue.		Arkansas was recently approved for a technical assistance project to be funded by the U.S. Department of Labor and is intended to assist the State in conducting asset mapping of all services. A convening is being organized and will be held in February, March or April 2017. January 2018 Update: ADWS submitted a WIOA Technical Assistance and Training (TAT) application

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		1.2 Develop and implement an action plan to close the basic core, technical, and soft skills gaps in Arkansas.		