



**INNOVATE**

WORKFORCE DEVELOPMENT

**April 10, 2018**  
**1:00 p.m.**

Brightwater Culinary School  
801 SE 8<sup>th</sup> Street  
Bentonville, Arkansas

# Arkansas Workforce Development Board

## Full Board Meeting



# AGENDA

**April 10, 2018**

## ARKANSAS WORKFORCE DEVELOPMENT BOARD FULL BOARD MEETING

1:00 p.m.

Call to Order..... Tom Anderson, Chair

### Action Item 1

Minutes of January 9, 2018 Full Board Meeting..... Tom Anderson, Chair

Report of Chairperson..... Tom Anderson, Chair

Report of Staff..... Kris Jones, Employment Assistance - Assistant Director  
Arkansas Department of Workforce Services

### Report of Committees

- Strategic Planning Committee .....Karen Breashears, Committee Chair
- Program & Performance Evaluation Committee .....Abby Houseworth, Committee Chair
- Temporary Assistance for  
Needy Families Oversight Committee.....Gan Nunnally, Committee Chair

### Action Item 2

Work-Based Learning Program Policy..... Dr. Claudia Griffin, Project Coordinator  
Arkansas Department of Workforce Services

Workforce Development Activities in Northwest Arkansas ..... Guests

- Janie Wheeler, Northwest Arkansas Workforce Development Area
- Haley Allgood, Executive Director, StartUp Junkie
- Debbie Jones, Superintendent, Bentonville Public Schools
- Teresa Hudson, Director, IGNITE
- Michael Paladino, Chief Technology Officer, RevUnit

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AR Works Program Update .....Phil Harris, TANF Program - Assistant Director  
Arkansas Department of Workforce Services

**Action Item 3**

Trade Adjustment Act (TAA) and Dislocated Worker (DLW)

Programs Co-Enrollment Policy ..... Dr. Claudia Griffin, Project Coordinator  
Arkansas Department of Workforce Services

**Action Item 4**

Arkansas WIOA State Plan ..... Kris Jones, Employment Assistance - Assistant Director  
Arkansas Department of Workforce Services

Board Open Discussion ..... Tom Anderson, Chair

Announcements

Adjournment

**NEXT MEETING DATES**

July 10, 2018	10:00 a.m.	Committees	TBD
	1:00 p.m.	Full Board Meeting	TBD
October 9, 2018	10:00 a.m.	Committees	TBD
	1:00 p.m.	Full Board Meeting	TBD

**For Consideration of the  
Arkansas Workforce Development Board**

**April 10, 2018**

**ACTION ITEM 1 – ACTION:** Minutes of the January 9, 2018 Full Board Meeting

**RECOMMENDATION:** It is recommended that the Arkansas Workforce Development Board approve the minutes of the January 9, 2018 full board meeting.

**INFORMATION/RATIONALE:** Minutes of the meeting are attached.

UNOFFICIAL

**MINUTES**

**ARKANSAS WORKFORCE DEVELOPMENT BOARD**

**January 9, 2018**

The Arkansas Workforce Development Board conducted its regular quarterly meeting on January 9, 2018, beginning at 1:00 p.m., at the Embassy Suites Hotel, 11301 Financial Centre Parkway, in Little Rock, Arkansas. Chair Tom Anderson presided with the following members present: Mr. Daryl Bassett, Ms. Karen Breashears, Mr. Lindsay Brown, Mr. Scott Bull by proxy Bryan Hicks, Dr. Charisse Childers by proxy Dr. Trenia Miles, Judge Brandon Ellison, Mr. Jeff Griffin, Mr. Alan Hughes, Mr. Johnny Key by proxy Michelle Griffin, Mr. Alan McClain, Ms. Katy Morris by proxy Ms. Mary Barnes, 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, Ms. Melissa Hanesworth, Ms. Abby Houseworth, Mr. Bart Langley, Ms. Holley Little, Dr. Maria Markham, Mr. Michael Newcity, Mayor Harold Perrin, and Mr. Mike Preston were unable to attend.

After welcoming board members and guests, Workforce Board Director Arnell Willis introduced Mr. Tom Anderson as the new Chair for the Arkansas Workforce Development Board. Chair Anderson has served on the board since 2003, worked as an executive in computer industry, and served in the U.S. Army for 32 years in both active and reserve duty in which he obtained ranking as a colonel. He currently serves as the Vice President and Chief Operating Officer of the consulting firm TA Holdings, LLC. Chair Anderson and his wife have two children and seven grandchildren.

Chair Anderson called the meeting to order at 1:00 p.m. upon seeing a quorum.

Chairman's Comments: Chair Tom Anderson opened the meeting by informing the Full Board of his appointment to serve as the new Board Chair by Governor Asa Hutchinson. Chair Anderson referenced the Arkansas Workforce Development Board By-Laws by stating that the Chair must select a Vice-Chair, in consultation with the Governor. He will work with Board Director Arnell Willis in coordinating this selection in consultation with the Governor.

Chair Tom Anderson acknowledged Dr. James Shemwell, President of Arkansas Northeastern College. Dr. Shemwell will discuss workforce development activities in Mississippi County.

**Agenda Item 1 – ACTION – Minutes of the October 10, 2017, Full Board Meeting:** Chair Tom Anderson requested the unofficial minutes of the October 10, 2017, meeting minutes to reflect board member Robert Thorne as having attended. Chair Anderson asked if there were any additional corrections to the minutes.

Hearing none, a motion to accept the October 10, 2017, meeting minutes with the revision reflecting board member Robert Thorne as having attended the October 10<sup>th</sup> meeting was made by Mr. Alan Hughes, and seconded by Mr. Kelley Sharp. The motion carried unanimously.

Report of the Chairperson: Chair Tom Anderson provided brief comments and shared that he had already attended two local board meetings in the Eastern and West Central local areas. He added that board members Mr. Robert Thorne and Ms. Karen Breashears also attended these local board meetings. Chair Anderson stated his intent is to visit all of the Local Workforce Development Boards throughout the year.

Chair Anderson thanked all the board members for attending and encouraged them to attend all the quarterly board meetings. He emphasized the importance of having a quorum and reminded board members due to a number of member vacancies on the Board, it is more difficult to attain a quorum.

Chair Anderson informed the Full Board that there would be some exciting news later in the meeting that will be presented by Mr. George "Gan" Nunnally, a board member.

Chair Tom Anderson recognized Board Staff Kris Jones to provide the Staff Report.

Report of Staff: Mr. Kris Jones began by echoing Chair Anderson's comments that due to board member vacancies, it is difficult for the board to establish a quorum. Board Staff will work with Chair Tom Anderson and the Governor's office to fill the current vacancies.

Mr. Jones and Board Workforce Director Arnell Willis met with the U.S. Department of Labor in Dallas for technical assistance training on October 31 - November 3, 2017 in Dallas. Introductory material was provided to them on the required partner programs of WIOA, UI, TANF, LMI, apprenticeship programs, and discretionary grants.

Mr. Willis and Mr. Jones will be attending the National Association of State Workforce Agency Winter Policy meeting February 22-24, 2018.

Mr. Jones informed board members some projects the State is striving to implement early in the year, including asset mapping, outreach for dislocated workers, and work-based learning. The work-based learning initiative is similar to the State's previous incumbent worker training program; however, it expands on services by adding On-The-Job Training and Registered Apprenticeship components.

Mr. Jones concluded his report by announcing that the Additional Assistance to Areas of High Concentrations of Eligible Youth funds award packets, approved during the last board meeting, had been drafted and were being circulated throughout DWS for approval.

Chair Anderson asked if there were any questions for Mr. Jones. Hearing none, Chair Anderson 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 Karen Breashears provided the Strategic Planning Committee report on activities since the last Full Board meeting.

Acting Chair Breashears reported that the committee did not have a quorum, but reviewed agenda items and agreed to send them to the Full Board.

The committee heard from Dr. Claudia Griffin regarding the certification of the Arkansas Workforce Centers in Eastern Arkansas. The Local Workforce Development of Eastern Arkansas was selected as the One-Stop Operator; therefore the Arkansas Workforce Development Board must certify the Arkansas Workforce Centers. The committee recommends approval of the certification of the Arkansas Workforce Centers in Eastern Arkansas to the Full Board.

The committee heard a report from Mr. Kris Jones regarding the asset mapping project and then Mr. Arnell Willis provided an update on the committee's action plan.

Program & Performance Evaluation Committee: Chair Tom Anderson announced that Program and Performance Evaluation Committee Chair Scott Bull arrived for his committee's meeting, but became ill. Mr. Bryan Hicks was asked to serve as Acting Committee Chair and would provide the committee report.

Acting Chair Bryan Hicks reported the committee did have a quorum and approved the October 10, 2017, meeting minutes. Acting Chair Hicks reported Board Staff Sandy Monaco gave an update on the PY 2016 WIOA Title I Performance Report that was transmitted to the U.S. Department of Labor. This report will provide a baseline for future reporting.

Acting Chair Hicks reported Board Staff Elroy Willoughby gave an update on the effectiveness of serving employers under WIOA. These are pilot performance indicators for gathering data for the U.S. Department of Labor.

Mr. Willoughby also gave a report on the outreach efforts under WIOA for the hard-to-serve populations.

Hearing no additional questions or comments for Acting Chair Bryan Hicks, Chair Anderson asked Acting Chair George Nunnally to provide an update for the TANF Oversight Committee.

TANF Oversight Committee: Acting Chair George "Gan" Nunnally reported the committee approved the October 10, 2017, meeting minutes.

Mr. Nunnally reported that the committee heard an update on State policy changes to the Transitional Employment Assistance (TEA) Program. The changes included the adjustment eligibility policy amount to update the minimum wage amount to the prevailing State minimum wage. This will push the TEA net income standard from \$223.00 to \$368.00 and increase the applicant earned income deduction from 20% to 30%.

Acting Chair Nunnally reported that TANF Program met both of its federal performance measures, the work participation rates for All-Families and Two-Parent Families for PY16. Also, the end-of-year TANF reports were submitted in advance of the December 31, 2017 deadline.

The committee heard an update on the ARWINS IT System. ARWINS has been operating in the production environment successfully for the past year in fourteen (14) Arkansas Department of Workforce Services (ADWS) offices. All remaining ADWS offices will be trained and brought online by May 2018. ARWINS has served as an interface between Arkansas Department of Human Resources (DHS) and ADWS. ADWS plans to leverage the platform strengths for common intake, case management, and reporting system.

Lastly the committee received the latest Career Pathways College Count Study and reviewed a video of students who successfully participated in the TANF initiative.

Acting Chair George Nunnally informed the Full Board of the next TANF Oversight Committee meeting will be held on April 10, 2018, at 10:00 a.m.

ADWS Director Daryl Bassett provided insight regarding the AR Works Program and how it will impact ADWS.

Hearing no additional comments or questions, Chair Anderson moved to the next agenda item of Council Resolution 2018-1.

**Agenda Item 2 – ACTION – Council Resolution 2018-1:** Chair Tom Anderson presented Council Resolution 2018-1. Arkansas State Law allows Board Members to accept a stipend for reimbursement of expenses to attend meetings of the board. This resolution must be approved by the Full Board annually at its January meeting.

**A motion to approve the Council Resolution 2018-1 was made by Mr. Lindsay Brown, seconded by Mr. Robert Thorne, and the motion carried unanimously.**

Workforce Development in Mississippi County: Arkansas Northeastern College (ANC) President Dr. James Shemwell was recognized by Chair Tom Anderson to provide board members an insight into the opportunities ANC offers Arkansans as a leader in access to higher education. ANC locations consist of campuses in Blytheville, Burdette, Leachville, Osceola and Paragould.

Dr. Shemwell began by explaining how ANC innovatively meets employer needs. Some examples were: billing employers by the hour and not by the person, assisting Big River Steel in

their application process, an application pool-offered workforce, development of customized training for existing staff, closing the gap in language barriers, providing participants with financial support during their training that assists them in preparing for job interviews, offering over 100 mentors within the ANC network, and offering classes at a variety of times such as nights and weekends with stackable credits. ANC also offers a new certificate in Construction Technology. Some additional student benefits were the availability of no-cost transportation and paid internship opportunities in a variety of areas. ANC has also created a Success Navigator. The Success Navigator provides outreach to the community for ANC through recruiting and visiting unconventional places to inform the community of the training opportunities available.

Chair Tom Anderson thanked Dr. Shemwell for the innovative work with employers, the community, and the opportunities that ANC provides to individuals in northeast Arkansas. Chair Anderson indicated the possibility of board members visiting the ANC campus in the future.

### **Agenda Item 3 – ACTION - Certification of the Arkansas Workforce Centers in Eastern**

**Arkansas:** Chair Tom Anderson recognized Dr. Claudia Griffin to present to the Board the recommendation, as heard by the Strategic Planning Committee during their morning meeting.

Dr. Griffin informed the Board that she and Shenaye Johns visited comprehensive center in West Memphis and the two affiliate centers in Helena and Forrest City. Their on-site review of the three workforce centers provided Dr. Griffin and Ms. Johns with insight and information to the operations of the centers to show they are in compliance with the laws and regulations. Dr. Griffin explained the State Board has to approve the certification because the local board was approved through a competitive process as the One-Stop Operator. Under WIOA law, the local board is not able to certify itself.

Chair Tom Anderson inquired if anyone had any questions for Dr. Griffin. Hearing none, **a motion to approve the certification of the Arkansas Workforce Centers of Eastern Arkansas was made by Mr. Lindsay Brown, seconded by Mr. George Nunnally, and the motion carried unanimously.**

**WIOA One-Stop Certifications/MOUs Update:** Chair Tom Anderson recognized Kris Jones to provide an update on the WIOA One-Stop Certifications and Memorandums of Understanding (MOUs).

Mr. Jones informed board members ADWS has received 9 of the 10 area certifications. One of them is still in the process. Mr. Jones explained he informed the Strategic Planning Committee that the certification process, the Memorandums of Understanding (MOUs), and the Infrastructure Funding Agreements (IFAs) were all tied together. Any change within one of them will impact the others. This is what is holding up one of the certifications. The MOUs have been signed in all programs, with the exception of the SNAP and TEA Programs. There were some issues with JobCorp, but he believes that these issues have been resolved. ADWS

has notified DOL of the delay, but it is well known that other states are experiencing similar issues. Mr. Jones anticipates that the MOUs and IFAs will be completed by the end of February 2018. DOL has extended this grace period.

WIOA Technical Assistance and Training (TAT) Application Submission: Chair Tom Anderson recognized Kris Jones to provide an update on the WIOA Technical Assistance and Training (TAT) offered by the U.S. Department of Labor.

After briefly reviewing the application and the process for board members, Mr. Jones reiterated the need for the technical assistance to complete the asset mapping process, which is a deliverable in the State Plan. The technical assistance will be provided by Maher & Maher, a USDOL contractor. Currently, ADWS is awaiting a decision on its application submission.

With no comments or questions for Mr. Jones, Chair Anderson thanked Mr. Jones and recognized the Arkansas Department of Workforce Services Accountability Specialist Mr. Mark McManus to provide an update on the Discretionary Grants.

Discretionary Grants Update: Mr. McManus provided an update on the Arkansas Apprenticeship Pathways Initiative (AAPI) and the Arkansas Expands Apprenticeship (AREA) workforce training grants and a planning grant known as the State Accelerator grant. The State Accelerator grant provides resources to assist in planning for expand and diversify Registered Apprenticeship throughout the state.

Mr. McManus shared that there are unobligated funds to assist with training costs for Registered Apprenticeship programs. He encouraged board members as they engage with their employers and communities to keep these funding streams in mind as available resources. DOL emphasizes not only expanding the number of apprentices but also the number of programs and the diversity of the populations being served.

Mr. McManus reviewed the timelines of workforce training grants. AAPI is a five-year grant that ends in 2020. 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 (ASUN), National Park College (NPC), and South Arkansas Community College (SACC). AAC provides training in the construction trades and advanced manufacturing with various occupations in both. AAPI has reached 30% of its goal to enroll 600 Arkansans.

ADWS is looking to provide new Registered Apprenticeships with new partners such as the Little Rock Police Department and the University of Central Arkansas (UCA), who have two new programs that are firsts for Arkansas. The LRPD has a Registered Apprenticeship program as a Police Officer, and UCA has been successful with their Software Developer Registered Apprenticeship program.

The AREA workforce training grant received an extension to April 19, 2019. All grant recipients received a one-year extension. The training providers under this grant are J. B. Hunt Transportation, Inc. and the Arkansas Apprenticeship Coalition (AAC). AAC provides training in the construction trades and millwrights in the AREA grant. A new pre-apprenticeship program is being launched this month Arkansas Career Training Institute in Hot Springs and AAC.

This grant provides opportunities to receive technical assistance through them with subject matter experts such as Maher & Maher and Office of Apprenticeship State Director Lee Price. Under the planning grant that ends in May of 2018, ADWS contracted with a subject matter consultant to assist with asset mapping analysis. This will allow for putting together a team and assist with the component of asset mapping of Registered Apprenticeship in the State Plan. Mr. McManus requested that board members inform him of their interest in serving on the asset mapping team or any recommendations for team participants.

Mr. McManus shared that Arkansas has the potentially being selected by Abt Associates, through the Urban Institute, to receive intensive outreach assistance to employers regarding Registered Apprenticeship opportunities. The narrowing of candidates for this marketing outreach will be in January – February 2018. Once the selection has been narrowed down, six candidates will be selected for a site visit before the final decision for the award.

Not hearing any additional comments or questions for Mr. McManus, Chair Anderson thanked Mr. McManus for his update. Chair Anderson requested the he keeps the board informed regarding the intensive outreach assistance award as this would be a great opportunity for Arkansas.

Board Open Discussion: Chair Tom Anderson opened the floor for discussion by informing the board of a proposal to offer a new location for conducting the April 10, 2018 Arkansas Workforce Development Board meeting. Chair Anderson recognized Mr. George Nunnally to present the proposal of the new location.

Mr. Nunnally invited the Arkansas Workforce Development Board to Bentonville. He informed board members that the chamber of commerce and businesses would like to host the next meeting and has offered to host a meet and greet in the original Walmart store location. This historical location includes an on-site café as well as a museum. It is used only for executive functions for Walmart; however, Walmart will allow the State Board to host a dinner on the night before the board meetings for those members arriving on Monday, April 9, 2018. The actual board and committee meetings will be held in the original Tyson Foods plant, which has been refurbished into a culinary school. The culinary school will prepare and provide lunch for the board members on April 10, 2018 and offer a tour of the school. Mr. Nunnally gave members an overview of the amenities Bentonville has to offer.

Chair Anderson commented that there would be no additional costs associated with conducting the meeting in Bentonville, rather than in Little Rock. Not hearing any additional questions or

comments, Chair Anderson asked for a motion to conduct the next board meeting in Bentonville.

**A motion to conduct the next Arkansas Workforce Development Board meeting in Bentonville was made by Mr. Jeff Griffin, and seconded by Judge Brandon Ellison. Chair Anderson requested a vote and the motion carried unanimously.**

Chair Anderson introduced the topic of changing the committee and board meetings dates. Board member Ms. Karen Breashears proposed the concept of conducting the committee meetings, via teleconference, one week prior to the Full Board meeting. This would reduce the costs of conducting three separate meetings in different rooms and allow the committee members additional time to review the agenda information. This would allow committee members an opportunity to receive additional information, if needed, before presenting recommendations to the Full Board.

Chair Anderson asked board members their thoughts and comments or a motion and requested them to contact him, via e-mail, for any suggestions or comments they may have.

Announcements: Chair Tom Anderson announced the next meeting of the Full Board would be held on **April 10, 2018, at 1:00 p.m.** with committees meeting at **10:00 a.m.** The location will be announced at a later date.

Adjourn: Chair Tom Anderson adjourned the meeting at 2:33 p.m., **on a motion made by Mr. Lindsay Brown, seconded by Mr. Alan Hughes, and carried unanimously.**

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Tom Anderson, Board Chair

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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**

**April 10, 2018**

**AGENDA ITEM 2 – ACTION:** Trade Adjustment Act (TAA) and Dislocated Worker (DLW) or Adult Programs Co-enrollment

**RECOMMENDATION:** It is recommended that the Arkansas Workforce Development Board approve the revisions to the Workforce Innovation & Opportunity Act (WIOA) policy, WIOA I-B – 2.7 “Co-Enrollment and Co-Funding”, for distribution to local offices.

**INFORMATION/RATIONALE:** A cornerstone of the Workforce Development System is coordination among partner programs including co-enrollment. In addition to encouragement of co-enrollment found in TEG 19-16, DOL has established the goal of having 50% of TAA participants co-enrolled in WIOA Title I Adult or DLW program. To support this goal, staff recommend making reference to the goal in its co-enrollment policy and strongly encouraging this practice in the local offices.

## **WIOA Title I-B Policy Manual Changes**

### **Policy 2.7 (Co-Enrollment and Co-Funding)**

Modified to encourage co-enrolling Trade Adjustment Assistance participant in Adult and Dislocated Worker programs by adding the following language:

DOL has established a goal of co-enrolling 50% of TAA participants in either WIOA Title I Adult or Dislocated Worker programs. Therefore, co-enrollment of TAA participants into the WIOA Title I Dislocated Worker or Adult program is strongly encouraged if the TAA participant meets eligibility requirements. The specific services provided to such participants will depend on the needs of the participant and funding availability in the local area.

**For Consideration of the  
Arkansas Workforce Development Board**

**April 10, 2018**

**AGENDA ITEM 3 – ACTION:** Work-Based Learning Program Policy

**RECOMMENDATION:** It is recommended that the Arkansas Workforce Development Board approve this new Workforce Innovation & Opportunity Act (WIOA) program policy, WIOA I-B – 5.1 “Work-Based Learning Program”, for distribution to local offices.

**INFORMATION/RATIONALE:** The purpose of this policy is to describe and give general guidelines for an Arkansas Work-Based Learning Program, a cooperative program between the Arkansas Department of Workforce Services (ADWS), the local Workforce Development Boards (LWDBs), local program providers, and business partners.

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Policy Number: WIOA I-B – 5.1

Effective Date: April 10, 2018

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## Arkansas Work-Based Learning Program

### **PURPOSE:**

The purpose of this policy is to describe and give general guidelines for an Arkansas Work-Based Learning Program, a cooperative program between the Arkansas Department of Workforce Services (ADWS), the local Workforce Development Boards (LWDBs), local program providers, and business partners. The program is designed to meet the needs of Arkansas businesses, provide job opportunities and training to populations with barriers to employment, and to increase the diversity and quality of training methods in Arkansas. All requirements and regulations are in accordance with the rules and regulations of the Workforce Innovation and Opportunity Act of 2014 (WIOA), the WIOA Final Rule, Training and Employment Guidance Letters (TEGLs) published by the Employment and Training Administration of the U.S. Department of Labor (ETA), and policies of the Arkansas Workforce Development Board (AWDB), as given in the Arkansas WIOA Title I-B Policy Manual.

### **REFERENCE:**

WIOA §§ 134(c), 134(d)(4)

20 CFR 680.150(b), 680.210, 680.700(a), 20 CFR 680.720(b), 20 CFR 680.730(a), 680.790, 680.800, 680.820

TEGLs 10-16 & 19-16

AWDB Policy No. WIOA I-B – 1.2 (Definitions)

ADWS Policy No. WIOA I-B – 2.1 (Common Eligibility Requirements)

ADWS Policy No. WIOA I-B – 2.8 (Priority for Individuals with Barriers to Employment)

ADWS Policy No. WIOA I-B – 3.3 (Occupational Skills Training)

ADWS Policy No. WIOA I-B – 3.4 (On-the-job Training)

ADWS Policy No. WIOA I-B – 3.6 (Incumbent Worker Training)

ADWS Policy No. WIOA I-B – 3.8 (Work Experience)

### **POLICY:**

The partnership between local program providers and the Arkansas Department of Workforce Services (ADWS) will add to existing efforts of local areas to strengthen work-based training options in Arkansas. The program will increase the abilities of local areas to focus on meeting the needs of Arkansas businesses, provide job opportunities and training to populations with barriers to employment, and to increase the diversity and quality of training methods in Arkansas.

The four options available through this partnership are on-the-job training (OJT), paid internships, paid work experience, and incumbent worker training (IWT). ADWS will develop announcements and applications for the Arkansas Work-Based Learning Program. Employers will apply to ADWS for funding for options that meet their needs. To participate in the program, employers will complete ADWS applications proposing work-based training. In each option, ADWS will work with local areas to identify businesses, to develop specifics of contracts, and to fund the programs. Local areas may assist employers in completing applications. Number of grants issued will depend on available State funding and the amount of each grant.

For some options, LWDBs may need to develop policies to determine guidelines for which employers may be served, the rate of reimbursement, training to be provided, and specific policies and procedures concerning the provision of services. They may also adopt the guidelines provided by ADWS to partner with them in the training.

In all the options except incumbent worker training, local program providers must determine eligibility, determine service needs, and provide case management for all participants.

There is nothing to prohibit a local area from using this policy as a model for their own program without partnering with ADWS.

All requirements, guidelines, and policies of the Arkansas WIOA Title I-B Policy Manual, the Workforce Innovation and Opportunity Act of 2014 (WIOA), the WIOA Final Rule, and Training and Employment Guidance Letters (TEGLs) published by the Employment and Training Administration of the U.S. Department of Labor (ETA) must be followed.

### **Option A: On-the-Job Training (OJT)**

Option A of the Arkansas Work-Based Learning Program is similar to a local area's on-the-job training program (OJT), as outlined in ADWS Policy No. WIOA I-B – 3.4 (*On-the-job Training*), except that employers will complete an ADWS application and that funding may come from state and/or local WIOA funds. ADWS will create policies that allow reimbursement of up to 75% of the participant's wages to compensate for the extraordinary cost of a participant's training. The percent to be reimbursed will be based on the size of the business, if the occupation of the position is in-demand, if the training leads to an industry-recognized credential, if the training is also part of a Registered Apprenticeship program, and if the trainee is an individual with a barrier to employment, as defined in AWDB Policy No. WIOA I-B – 1.2 (*Definitions*). LWDBs must adopt policies accepting the factors given in the grant announcement if local funds are to be used in the training. (A local area may also develop their own OJT program with reimbursement over 75% and with different funding factors, as long as these factors following the guidelines in ADWS Policy No. WIOA I-B – 3.4 (*On-the-Job Training*)) [*WIOA § 134(c)(3)(H); 20 CFR 680.700(a); 20 CFR 680.720(b); 20 CFR 680.730(a); TEGL 19.16; ADWS Policy No. WIOA I-B – 3.4 (On-the-Job Training)*].

Local areas must determine eligibility of participants, identify supportive service needs, and provide case management. To be determined eligible for OJT, the individual must meet not only Adult, Dislocated Worker, or Out-of-School Youth eligibility requirements, but also eligibility requirements for an OJT, as listed on page 2 of ADWS Policy No. WIOA I-B – 3.4 (*On-the-job Training*) [*20 CFR 680.210*]. Participants in this joint program must be unemployed at the times of being determined eligible for WIOA Title I-B services and beginning the Arkansas Work-Based Learning Program.

Local areas and ADWS may work jointly to identify employers, and local area may assist employers in completing applications. Funding for the reimbursement, including employees' wages during the training, may come from local or state WIOA funds. The coordination of funding will be determined before the grant is issued to the employer.

All policies of the program must follow the requirements of ADWS Policy No. WIOA I-B – 3.4 (*On-the-Job Training*).

### **Option B: Paid Internships**

A paid internship is a type of work experience and, as such, is a planned, structured learning experience that takes place in a workplace for a limited period of time and leads to a career. Paid internships are available for eligible adults, dislocated workers, and youth if these services are determined to be appropriate in order for such individuals to obtain or retain employment [*WIOA § 134(c)(2)(A)(xii)(VII); 20 CFR 680.150(b)*]. All policies and regulations contained in ADWS Policy No. WIOA I-B – 3.8 (Work Experience) apply to this program.

In Arkansas Work-Based Learning Program, internships may be provided when Registered Apprenticeships are not available or are not appropriate for the employer. Interns in this program must be unemployed individuals who are determined eligible for the Adult, Dislocated Worker, or Out-of-School Youth program. Interns must be attending occupational classes in the fields of their internships. If the occupation is in-demand, the training provider must be on the eligible training provider list. If the occupation is not in-demand, there must be a commitment by the employer to hire the intern at the end of successful training. The occupational training must lead to a recognized credential.

Local program providers must determine eligibility of participants for the program, their eligibility for training services, the eligibility of the training program, and the appropriateness of the training program and the workplace for the participant. Local areas will also provide case management and career services (including follow-up services) as appropriate for all participants. Local areas may also work with ADWS to identify and/or select appropriate occupations and workplaces. Policies in ADWS Policies No. WIOA I-B – 3.3 (*Occupational Skills Training*), 3.8 (*Work Experience*), and other appropriate policies in the Arkansas WIOA Title I-B Policy Manual must be followed.

Each intern will be paid wages for up to 20 hours per week for up to one year while working in a position that provides training in a field for which the intern is attending occupational training. The participant must be enrolled in occupational training during the entire internship, except for school breaks. If the student discontinues occupational training, the internship is discontinued. The local program provider will directly pay the intern, but state WIOA Title I-B funds may be used to reimburse the local program provider for part or all of the wages. The coordination of funding and the rate of pay to the intern will be determined before the grant is issued to the employer.

The occupational training component of the training may be subsidized with an Individual Training Account (ITA) provided with local funds, but such a subsidy is not required. If the ITA is provided, all requirements of ADWS Policy No. WIOA I-B – 3.3 (*Occupational Skills Training*) must be met. Other services may be provided using local funds, if case managers determine a need by the participant for such services and the services meet WIOA state and local policies.

### **Option C: Work Experience**

Paid work experience, a planned, structured learning experience that takes place in a workplace for a limited period of time, is often needed for individuals with barriers to employment in order to enter or re-enter the workplace. The Work Experience Option of the Arkansas Work-Based Learning Program is designed as a cooperative effort of ADWS, local areas, and non-profit entities to help eligible out-of-school youth, adults, and dislocated workers with barriers to employment, as defined in ADWS Policy No. WIOA I-B – 1.2 (*Definitions*), obtain self-sufficiency.

Work experience, for the purposes of the Arkansas Work-Based Learning Program, is for non-profit businesses who agree to train individuals with barriers to employment and to help them find unsubsidized jobs. Local areas will help identify businesses, determine eligibility and needed services for participants, and provide case management and follow-up services. Training must be provided in occupations in which the participant can obtain employment. The local program provider and/or the employer may provide career services, as appropriate; this arrangement will be stated in the contract. Wages to be paid will be proposed by the employer in the application, but they may be negotiated by the employer, ADWS, and the program provider, as appropriate. Wages and needed supportive services will be paid by the local program provider, but they may be reimbursed by state WIOA funds, as determined before the contract is written. All regulations and guidance in ADWS Policy No. WIOA I-B – 3.8 (*Work Experience*) must be followed.

### **Option D: Incumbent Worker Training (IWT)**

Incumbent worker training (IWT) is training designed to meet the needs of an employer or group of employers to retain a skilled workforce or avert layoffs. It is conducted with a commitment by the employer(s) to retain or avert the layoffs of the incumbent worker(s) trained [20 CFR 680.790; TEGL 19-16]. IWT is not permitted to be used to provide the occupational training a new hire needs [TEGL 19-16]. It may be used only to either:

- Help avert potential layoffs of employees, or
- Obtain the skills necessary to retain employment, such as increasing the skill levels of employees so they can be promoted within the company and create backfill opportunities for less-skilled employees [TEGL 19-16].

Unlike individuals in other options, incumbent workers are not individually determined eligible for the program, although they must meet basic eligibility requirements: at least 18 years old, a U.S. citizen or otherwise authorized to work in the United States, and in compliance with selective service requirements. They are not considered participants unless they receive other services under the Adult or Dislocated Worker program, although demographic information must be reported in AJL. [TEGLs 10-16 & 19-16; ADWS Policy No. WIOA I-B – 2.1 (*Common Eligibility Requirements*)].

The employers, and not the workers, are chosen for the Incumbent Worker Program. The approved employer chooses the individuals to be trained, using the criteria in this option. Employees must have been employed with the company for at least 6 months, unless the training is being given to a cohort of employees. In that case, at least a majority of those being trained must have been employed for at least 6 months [TEGL 19-16]. More information concerning eligibility of workers and requirements of the program are in ADWS Policy I-B – 3.6 (*Incumbent Worker Training*).

Employers selected for participation in the program must be consistent with the careers listed in the state plan and must be in career paths that lead to in-demand occupations. Criteria to be used in the selection of particular employers for the Arkansas Work-Based Learning Program are:

- The number of employees participating in the training
- Wage and benefit levels of the employees (at the beginning and anticipated upon completion of the training)
- The relationship of the training to the competitiveness of the employer and employees
- The availability of other employer-provided training and advancement opportunities
- The size of the employer
- The characteristics of the trainees, including those with documented barriers to employment, as defined in AWDB Policy No. WIOA I-B – 1.2 (*Definitions*)
- The quality of the training and advancement opportunities: whether the training leads to industry-recognized credentials and whether the occupation is considered to be in-demand, either at the state or local level

Employers will be reimbursed for a percentage of the cost of training, with the percentage dependent on the size of the business, the demand of the occupation for which the workers are being trained, whether the training leads to a credential, and if the workers have barriers to employment, as defined in AWDB Policy No. WIOA I-B – 1.2 (*Definitions*). Percentages of reimbursement will be consistent with the guidelines given in ADWS Policy No. WIOA I-B – 3.6 (*Incumbent Worker Training*), WIOA § 134(d)(4)(D)(ii), 20 CFR 680.820, and TEGL 19-16. Training costs can include not only the costs of the instructor and training expenses, but also the wages of the employees during the training.

Either ADWS or a local area may administer IWT. If a local area administers this IWT program and state WIOA funds are used, the LWDB must adopt ADWS policies. If the local area administers an IWT program with local funds, the LWDB must develop policies in compliance with ADWS Policy WIOA I-B – 3.6 (*Incumbent Worker Training*), or they may adopt the ADWS policies. Regardless of who administers and/or provides funding for the program, the selection of the employer must align with career pathways and sector strategies identified in the state and local plans [TEGL 19-16]. ADWS Policy I-B – 3.6 (*Incumbent Worker Training*) provides information concerning providing other services to participants involved in IWT. The cost of these other services, determination of eligibility, and case management for participants receiving services must be provided by the local areas.

Funding for the cost of training, including employees' wages during the training, may come from local or state WIOA funds. The coordination of funding will be determined before the grant is issued to the employer. Local areas may use up to 20% of the combined total of their Adult and Dislocated Worker allocations for incumbent worker training [WIOA § 134(d)(4)(A)(i); 20 CFR 680.800(a); TEGLs 10-16 & 19-16].

All policies and requirements of ADWS Policy WIOA I-B – 3.6 (*Incumbent Worker Training*) will be followed in the program.

**For Consideration of the  
Arkansas Workforce Development Board**

**April 10, 2018**

**AGENDA ITEM 4 – ACTION:** Approval of updated WIOA State Plan

**RECOMMENDATION:** It is recommended that the Arkansas Workforce Development Board review and approve the updated WIOA State Plan.

**INFORMATION/RATIONALE:** Although all states have approved WIOA Unified or Combined State Plans for PYs 2016-2019, WIOA requires that States review and update their plans every two years. These updates have been completed, in accordance with Training and Employment Guidance Letter (TEGL) Number 6-17.

Due to the size of this document, it is being provided to the Board Members as a separate document, accompanying this meeting agenda book.