



INNOVATE

WORKFORCE DEVELOPMENT

July 10, 2018
1:00 p.m.

Crowne Plaza Hotel
201 South Shackleford Road
Little Rock, Arkansas 72211

Arkansas Workforce Development Board

Full Board Meeting



AGENDA

July 10, 2018

ARKANSAS WORKFORCE DEVELOPMENT BOARD FULL BOARD MEETING

1:00 p.m.

Estimated Time: 1 Hour, 38 minutes

Call to Order (1 min) Tom Anderson, Chair

Action Item 1

Minutes of April 10, 2018 Full Board Meeting (1 min) Tom Anderson, Chair

Action Item 2

Approval of Minutes of July 11, 2017, October 10, 2017, January 9, 2018,
and April 10, 2018 Strategic Planning Committee Meetings (3 mins)..... Tom Anderson, Chair

Report of Chairperson (5 mins)..... Tom Anderson, Chair

Report of Director (5 mins).....Daryl Bassett, Director
Arkansas Department of Workforce Services

Report of Staff (15 mins)..... Kris Jones, Employment Assistance - Assistant Director
Arkansas Department of Workforce Services

Report of Committees

- Strategic Planning Committee (2 mins)Karen Breashears, Committee Chair
- Program & Performance Evaluation Committee (2 mins)Abby Houseworth, Committee Chair
- Temporary Assistance for
Needy Families Oversight Committee (2 mins).....Gan Nunnally, Committee Chair

Arkansas Economic Development Update (10 mins)

And *Tooling U* Project Update (10 mins) Steve Sparks, Division Director
Arkansas Economic Development Commission

Crowne Plaza Hotel
201 South Shackleford Road
Little Rock, Arkansas 72211



Action Item 3

WIOA Exceptions Policy (5 mins)Dr. Claudia Griffin – Project Coordinator
Arkansas Department of Workforce Services

Our House Work-Based Learning Project Update (15 mins)Justin Robinson, Store Manager
Our House

WIOA Roundtable Update (10 mins) Kris Jones, Employment Assistance – Assistant Director
Arkansas Department of Workforce Services

Business Engagement Update (5 mins)Doss Burgess, Grants Manager
Arkansas Department of Workforce Services

Board Open Discussion (5 mins) Tom Anderson, Chair

Announcements (2 mins)

Adjournment

NEXT MEETING DATES

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**

July 10, 2018

ACTION ITEM 1 – ACTION: Minutes of the April 10, 2018 Full Board Meeting

RECOMMENDATION: It is recommended that the Arkansas Workforce Development Board approve the minutes of the April 10, 2018 full board meeting.

INFORMATION/RATIONALE: Minutes of the meeting are attached.

UNOFFICIAL

MINUTES

ARKANSAS WORKFORCE DEVELOPMENT BOARD

April 10, 2018

The Arkansas Workforce Development Board conducted its regular quarterly meeting on April 10, 2018, beginning at 1:00 p.m., at Brightwater Culinary School, 801 Southeast 8th Street, in Bentonville, Arkansas. Chair Tom Anderson presided with the following members present: Mr. Daryl Bassett, Ms. Karen Breashears, Mr. Lindsay Brown, Mr. Scott Bull, Dr. Charisse Childers by proxy Dr. Trena Miles, Judge Brandon Ellison, Mr. Jeff Griffin, Ms. Abby Houseworth, Mr. Alan McClain by proxy Mr. Carl Daughtery, Dr. Maria Markham, Ms. Katy Morris by proxy Mr. Jim Pearson, Mr. George Nunnally, Mr. Kelley Sharp, and Mr. Robert Thorne.

Mr. Jeffrey Allen, Mr. Chad Bishop, Mr. Robert East, Ms. Mary Franklin, Ms. Melissa Hanesworth, Mr. Alan Hughes, Mr. Johnny Key, Mr. Bart Langley, Ms. Holley Little, Mr. Michael Newcity, Mayor Harold Perrin, Mr. Mike Preston, and Dr. Julie Roberson were unable to attend.

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 thanking board member Mr. Nunnally and the city of Bentonville for inviting and hosting the quarterly meeting for the Arkansas Workforce Development Board. Upon Chair Anderson's request, Mr. Nunnally recognized Ms. Amanda Khanga of Visit Bentonville, Brightwater Culinary School, Mr. Jim Hall with NWACC.

Chair Anderson recognized Ms. Stephanie Blevins who is the Northwest Arkansas Coordinator for Governor Hutchinson.

Chair Anderson recognized and thanked the guests and presenters for the meeting: Ms. Janie Wheeler of the Northwest Arkansas Workforce Development Area, Ms. Haley Allgood – Executive Director of StartUp Junkie, Ms. Debbie Jones - Superintendent of the Bentonville Public Schools, Ms. Teresa Hudson - Director of IGNITE, and Mr. Michael Paladino – Chief Technology Officer of RevUnit.

Chair Anderson announced new appointments for the Arkansas Workforce Development Board. New appointments include Vice-Chairman of the Board and the Chairs presiding over each of the Committees in accordance with the Board By-Laws. The new Vice-Chairman is Scott Bull, and the following Board Members will preside over their respective committees: Ms. Karen Breashears for the Strategic Planning Committee, Ms. Abby Houseworth for the Program and Performance Evaluation Committee, and Mr. George Nunnally for the TANF Oversight Committee. He thanked them for accepting the appointment and conducting the meetings that morning.

Agenda Item 1 – ACTION – Minutes of the January 9, 2018, Full Board Meeting: Chair Tom Anderson asked if there were any additional corrections or revisions to the April 10, 2018, Full Board meeting minutes.

Hearing none, **a motion to accept the January 9, 2018, meeting minutes was made by Mr. Lindsay Brown, and seconded by Dr. Maria Markham. The motion carried unanimously.**

Chairperson’s Report: Chair Tom Anderson reported attending a meeting in Washington D.C. in February with Arkansas Department of Workforce Services Director Daryl Bassett, Workforce Development Board Director Arnell Willis, and Board Staff Kris Jones. The meeting was with all the Chairs of the Workforce Investment (Development) Boards throughout the United States. The three-day meeting consisted of a lot of collaboration and exchange of best practices, ideas, and contact information. The meeting was held in conjunction with the National Governors Association (NGA) conference. Secretary of Labor Acosta and Governor Dugaard of South Dakota were in the first meeting. Secretary of Labor Acosta plans on visiting Arkansas. Chair Anderson informed members and guests of attending a session of the NGA and his opportunity to hear Prime Minister of Australia, Malcom Turnbull. Prime Minister Turnbull was accompanied by his provincial governors. Discussions were about some of Australia’s workforce education and events taking place in Australia. While attending another session, Chair Anderson and Staff heard from the Prime Minister of Uganda and the President of Arizona State University. The President of Arizona State University gave a presentation on their innovative approach in education to reach individuals who are not just ACT scholars but those who need jobs. The university collaborated with Starbucks to bring education to those who need jobs.

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

Staff Report: Mr. Kris Jones informed the Board that going forward the Staff Report will be included in the agenda as an attachment for the board members to review.

Mr. Jones directed board members to three U.S. Department of Labor Technical Training programs. Two have been awarded. The first one awarded focuses on the North Central Workforce Area and Customer Centered Design. The training will be conducted through Maher and Maher specifically for North Central staff. The best practices and lessons learned will be disseminated to the other Local Areas. The second training awarded was to provide technical assistance to Board Staff and training for the Board. May is the tentative time to provide the training. Lastly, the third training ADWS applied for is the Asset Mapping Request for Qualifications. Asset mapping is in the WIOA State Plan. The projection is that it will facilitate coordination and alignment throughout the state. It was not awarded for this year; however they are looking at it for the coming year. It takes a full quarter for the Department of Labor to see what type of funding is available. It may not be until September before receiving any type of notification.

Mr. Jones reported the WIOA Partners' Meeting was held on February 28, 2018, and March 1, 2018, with over 260 in attendance. Board members received information from the survey and the agenda from the meeting. Specific sessions for business services, fiscal, and administrative were set up and will become a part of the meetings to aide in keeping staff training in those areas.

Mr. Jones reported there is one Infrastructure Agreement that is complete with the nine drafts to be completed.

Chair Tom Anderson asked for any additional comments or questions for Mr. Jones. Director Daryl Bassett addressed Chair Anderson and the Board by commenting on the Staff's facilitation of the WIOA Partners' Meeting. Director Bassett stated the Staff and Partners received recognition from Partners attending the meeting by letters submitted to the Governor. The recognition by Partners reflects the collaboration of the agencies and partners in the workforce system. Director Bassett recognized Arkansas Rehabilitation Services and Arkansas Department of Career Education for their strong partnership in the meeting. Director Bassett closed with thanking Staff for their role in facilitating the WIOA Partners' Meeting.

Hearing no additional comments or questions, Chair Anderson moved to Committee Reports.

Committee Reports:

Strategic Planning Committee: Chair Tom Anderson asked new Committee Chair Karen Breashears to report on the Strategic Planning Committee.

Committee Chair Karen Breashears reported the committee did not have a quorum and the members present discussed various possibilities to increase attendance including the possibility of the Board Chair appointing new committee members if necessary. She also stated she requested a listing of committee members from Board Staff.

Due to the committee not having a quorum, she stated the January minutes will be held until the July meeting. Without a quorum committee members were unable to vote and approve policies; however they were able to review and make recommendations for the policies to be approved by the Full Board. The Strategic Planning Committee recommended approving the Trade Adjustment Act (TAA) and Dislocated Worker Programs Co-enrollment Policy by the Full Board as presented by Dr. Claudia Griffin.

The second policy reviewed by the Strategic Planning Committee is listed on the Full Board agenda as Action Item 2 – Work-Based Learning Program Policy. Committee Chair Breashears informed the Full Board that the Committee did have to make some changes to the policy:

- 1) *"Page 4, Option C: Work Experience, second paragraph, first sentence"* - the Committee replaced the word "non-profit businesses" to "organizations". The corrected sentence reads: "Work experience, for the purposes of the Arkansas Work-Based Learning Program, is for

organizations who agree to train individuals with barriers to employment and to help them find unsubsidized jobs.”

- 2) *“Page 5, Option D: Incumbent Worker Training (IWT), second paragraph”* - the Committee removed the last sentence that reads: “Training costs can include not only the costs of the instructor and training expenses, but also the wages of the employees during the training.”
- 3) *“Page 5, Option D: Incumbent Worker Training (IWT), fourth paragraph, third sentence”* – the Committee replaced the word “to” with “up to”. The correct sentence reads: “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); TEGs 10-16 & 19-16].”

The third policy the Committee reviewed was the WIOA Grievance Complaint and Appeal Procedures. Committee Chair Breashears reported the Strategic Planning Committee recommends approval of the policy as presented by Dr. Claudia Griffin.

Finally, Committee Chair Breashears reported Mr. Arnell Willis provided an update on the Committee’s Action Plan.

Program & Performance Evaluation Committee: Chair Anderson asked new Committee Chair Abby Houseworth to provide an update for the Program and Performance Evaluation Committee. Committee Chair Houseworth reported a quorum was met and approved the January 9, 2018, meeting minutes.

Committee Chair Houseworth reported the committee members hear a report on services to special populations and reviewed the most recent monthly report to the U.S. Department of Labor. She explained the States are expected to increase the number of individuals served from the targeted populations, such as Homeless, dislocated homemakers, and ex-offenders, among others under WIOA. The U.S. Department of Labor encouraged States to devise and implement strategies to increase outreach and services to individuals in these special categories.

Next, Committee Chair Houseworth reported the Committee heard from Board Staff Mr. Elroy Willoughby on the WIOA State Plan. Mr. Willoughby explained to committee members the updated WIOA State Plan contained revised and updated information from all core- and non-core partner programs. Mr. Willoughby also reported Staff will be entering into official WIOA Program performance negotiations in the near future with the U.S. Department of Labor-Dallas Regional Office.

Lastly, Committee Chair Houseworth reported the next meeting of the Committee is scheduled for July 10, 2018.

Hearing no additional questions or comments for Committee Chair Abby Houseworth, Chair Anderson asked the new Committee Chair George Nunnally to provide an update for the TANF Oversight Committee.

TANF Oversight Committee: Committee Chair George Nunnally reported the Committee had a quorum and approved the January 9, 2018, meeting minutes.

Committee Chair Nunnally reported an update was given on the State policy changes to the Transitional Employment Assistance (TEA) Program. These changes included the adjustment eligibility policy to update the minimum wage amount to the prevailing State minimum wage. He further reported the Arkansas Department of Workforce Services continues to work with the Department of Human Services (DHS) to implement the change and plans to revisit the issue in the Fall after the Arkansas Works implementation.

Committee Chair Nunnally reported on TANF participation in the Office of Family Assistance integrating innovative employment and economic security strategies project. Arkansas was one of several states selected to participate in this study to learn more about effects to integrate TANF and workforce services.

As previously reported, the Arkansas Workforce Integrated Network System (ARWINS) platform has been successfully operating in the production environment for over a year. All remaining ADWS offices will be trained and brought onboard 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 for jobseekers originating from DHS including Arkansas Works.

Committee Chair stated the Committee heard an update on the action plan submitted by Board Staff.

Committee Chair George Nunnally informed the Full Board that the next TANF Oversight Committee meeting will be held on July 10, 2018.

Hearing no additional comments or questions, Chair Anderson introduced Ms. Stephanie Blevins as the Northwest Arkansas Outreach Coordinator for the Governor.

Agenda Item 2 – ACTION – Work-Based Learning Program Policy: Chair Tom Anderson recognized Dr. Claudia Griffin to present the Work-Based Learning Program Policy to board members. Dr. Griffin explained the program is meant to be a co-ordination between the State, Local Areas, and businesses. She further explained the four different types of Work-Based Learning, and added a Local Board must be a partner to determine eligibility, case management and supportive service needs for the program. In addition to highlighting the criteria of each option under the program, Dr. Griffin reviewed the revision as reported by Strategic Planning Committee Chair Karen Breashears on Page 4 under Option C.

Dr. Griffin clarified this program is a State program that does not replace any other local programs when asked if this program is a new program that agencies will need to adopt and work under. She further explained this is a partnership that the State would like to have with the Local Areas and businesses of the Local Areas, and it does not affect any other titles.

Chair Tom Anderson inquired if anyone had any questions for Dr. Griffin. Hearing none, a **motion to approve the Work-Based Learning Program Policy with the recommended grammatical changes as made earlier in the Strategic Planning Committee Chairs' report was made by Ms. Karen Breashears, seconded by Mr. Lindsay Brown, and the motion carried unanimously.**

Workforce Development Activities in Northwest Arkansas:

Chair Tom Anderson thanked the presenters for informing the Board on their workforce development activities in Northwest Arkansas. He recognized Ms. Janie Wheeler from the Northwest Arkansas Workforce Area. Ms. Wheeler spoke about what a gig is and gave examples.

Chair Tom Anderson thanked Ms. Wheeler and introduced Superintendent Ms. Debbie Jones of the Bentonville School District. Ms. Jones spoke on how the Bentonville School District prepares students for workforce development and their innovative approach to learning. She introduced Ms. Teresa Hudson who is the IGNITE Director. Ms. Hudson gave members an overview of the program. Members heard success stories from students in the program. Members also heard from Arvest Bank of Benton County CEO/President Craig Rivaldo who supports the program and the implementation of it from both a professional and personal perspective. Next, the Board heard from Chief Technology Officer and co-founder Mr. Michael Paladino of RevUnit. RevUnit is a digital software company who hired a student to execute a company project while attending the program. Mr. Paladino informed the Board of the benefits and critical employment values learned through the students in the IGNITE program in addition to the immediate needs that were met by his company. A key point emphasized by Mr. Paladino is the program allows for students who may not fit the national merit award criteria, but they are just as extremely talented. These students that can excel and do just as well if not better in a work environment through learning pathways such as the one IGNITE created. Finally, Board members heard from StartUp Junkie Executive Director Ms. Haley Allgood. StartUp Junkie is an entrepreneurial support organization that works with a wide range of individuals with ideas to businesses making \$25 million in revenue.

Chair Anderson thanked the presenters and moved to the next agenda item for the update of the AR Works Program by Assistant Director Phil Harris of the Arkansas Department of Workforce Services.

AR Works Program Update: Mr. Harris began by stating the Centers for Medicare and Medicaid Services gave approval for the Department of Human Services to implement the work requirements for able-bodied Medicaid recipients in late February of 2018. Mr. Harris prepared a brief slide presentation that depicted the AR Works population and highlighted able-bodied Medicaid recipients who did not have dependents were going to be required to participate in the work requirements beginning June 1, 2018. The 300,000 people that make up the remainder of Arkansas Works clients are exempt from the work requirement. This population is made up of individuals who are medically frail, have a short-term disability, are pregnant, are in

substance abuse treatment, receiving SNAP benefits, or meet other qualifications for exemption. He explained the population number will change as some participants will experience life changes such as being off of short-term disability, etc. Overall 38,918 participants statewide will be required to participate in work requirements within the first month of June. [Participant numbers for each month is based off of the Department of Human Services renewal month.] Arkansas is the first state to receive approval and to implement work requirements. Mr. Harris closed with giving an overview of the delivery strategy the Arkansas Department of Workforce Services has put in place to accommodate the large influx of participants.

Agenda Item 3 – ACTION – Trade Adjustment Assistance (TAA) and Dislocated Worker

Programs Co-Enrollment Policy: 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.

Chair Tom Anderson inquired if anyone had any questions for Dr. Griffin. Hearing none, **a motion to approve the Trade Adjustment Assistance (TAA) and Dislocated Worker Programs Co-Enrollment Policy as presented was made by Mr. Robert Thorne, seconded by Mr. George Nunnally, and the motion carried unanimously.**

Agenda Item 4 – ACTION – WIOA State Plan: Chair Tom Anderson recognized Board Staff Kris Jones to present to the Board the WIOA State Plan, as heard by the Strategic Planning Committee during their morning meeting. Mr. Jones informed board members guidance was received from the U.S. Department of Labor and the U.S. Department of Education on what the goals were for the two year update. Mr. Jones requested the review of the WIOA State Plan for any modification needed based on the review of analyses and State initiatives. He informed the Board all core partners met and reviewed for any modification that may have been needed. By request to Chair Anderson, Mr. Bassett emphasized to board members the WIOA State Plan is a living document to be maintained in years to come to assist in developing a workforce pipeline in Arkansas as charged by the U.S. Department of Labor. He encouraged members to utilize the WIOA State Plan during the meetings to keep within the guidelines set in the plan with the actions of the Board and keep accountability.

Chair Tom Anderson inquired if anyone had any questions for Mr. Kris Jones. Hearing none, **a motion to approve the WIOA State Plan as presented was made by Judge Brandon Ellison, seconded by Mr. Lindsay Brown, and the motion carried unanimously.**

Agenda Item 5 – ACTION – WIOA Grievance Complaint and Appeal Policy: Chair Tom Anderson recognized Dr. Claudia Griffin to present to the Board the WIOA Grievance Complaint and Appeal Policy, as heard by the Strategic Planning Committee during their morning meeting.

Chair Tom Anderson inquired if anyone had any questions for Dr. Griffin. Hearing none, **a motion to approve the WIOA Grievance Complaint and Appeal Policy as presented was made**

by Mr. Lindsay Brown, seconded by Judge Brandon Ellison, and the motion carried unanimously.

Board Open Discussion: Chair Anderson opened the floor for any further items of discussion. Hearing none, Chair Anderson moved to announcements.

Announcements: Chair Tom Anderson announced the next meeting of the Full Board would be held on **July 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 3:06 p.m., **on a motion made by Mr. Kelley Sharp, seconded by Mr. Lindsay Brown, and carried unanimously.**

Tom Anderson, Board Chair
Arkansas Workforce Development Board

Arnell Willis, Workforce Development Board Director
Department of Workforce Services

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

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

July 10, 2018

AGENDA ITEM 2 – ACTION: Minutes of the July 11, 2017, October 10, 2017, January 9, 2018 and April 10, 2018 Strategic Planning Committee Meetings.

RECOMMENDATION: It is recommended that the Arkansas Workforce Development Board approve the minutes of the July 11, 2017, October 10, 2017, January 9, 2018, and April 10, 2018 meetings.

INFORMATION/RATIONALE: Beginning with the July 2017 meeting, the Strategic Planning Committee of the Arkansas Workforce Development Board has not been able to approve committee meeting minutes due to the lack of a quorum at its meetings.

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 that (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 us by 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 meeting in the absence of both a State Board Chair and a Strategic Planning Committee Chair. Acting Chair Bull informed members that he would be presiding over both of the Program and Performance Evaluation Committee and the Strategic Planning in the absence of a State Board Chair and Strategic Planning Committee Chair. He informed members the meetings would be held at the same time starting with Strategic Planning Committee and the Program Performance immediately following.

Acting Chair Bull referenced the Board By-Laws, Article V, Section 1-Enumeration and Selection states that upon the Governor's Appointment of a State Board Chair, the new Chair will appoint a new Strategic Planning Committee Chair.

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 Coordinators. 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*

UNOFFICIAL

MINUTES
ARKANSAS WORKFORCE DEVELOPMENT BOARD
Strategic Planning Committee
January 9, 2018

A meeting of the Arkansas Workforce Development Board Strategic Planning Committee was conducted on January 9, 2018, at the Embassy Suites Hotel, 11301 Financial Centre Parkway in Little Rock, Arkansas. Acting Chair Karen Breashears presided with the following members present: Dr. Charisse Childers, Ms. Katy Morris by proxy Ms. Betsy Barnes, and Ms. Julie Roberson.

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

Announcing that a quorum was not present, Acting Chair Karen Breashears called the meeting to order at 10:00 a.m.

Chairman's Comments: For the purpose of inclusion in the committee's official meeting minutes, Acting Chair Karen Breashears announced her presiding over the committee meeting was temporary in the absence of a Chair, with no appointment of a Committee Chair having been made by the State Chair. She informed committee members of the attendance of the Program Performance and Evaluation Committee due to the committee convening immediately after the Strategic Planning Committee.

Acting Chair Karen Breashears recognized a quorum was not met and informed attendees that committee information will be reviewed and presented to the full board at 1:00 p.m.

Agenda Item 1 – ACTION – Minutes of the July 11, 2017 Meeting and the October 9, 2017 Meeting: Acting Chair Karen Breashears informed attendees the minutes for the July 11, 2017 and October 9, 2017 meetings will be postponed until a quorum is met for approval.

Agenda Item 2 – ACTION – Certifications of the AWCs in Eastern Arkansas: Acting Chair Karen Breashears recognized Dr. Claudia Griffin of the Arkansas Department of Workforce Services to inform the committee the selection of the Local Board of Eastern Arkansas as the One-Stop Operator for that local area. Dr. Griffin referenced the report submitted to committee members for review of the recommendation. A Local Board must be certified by the Arkansas Workforce Development Board because a Local Board cannot certify itself.

Acting Chair Breashears asked if there was a motion expressing the desire of the committee that the certification of the Local Board of Eastern Arkansas as the One-Stop Operator be presented to the Full Board at 1:00 p.m. A motion was made by Dr. Charisse Childers, seconded by Ms. Julie Roberson. The motion carried unanimously in the absence of a quorum as noted by Acting Chair Breashears.

WIOA Technical Assistance and Training (TAT) Application Submission: Acting Chair Karen Breashears recognized Board Staff Kristopher Jones of the Arkansas Department of Workforce Services to present on the application submission of the WIOA Technical Assistance and Training Funds. Mr. Jones informed attendees of the needs articulated in the application for technical assistance in asset mapping. Mr. Jones stated the technical assistance would be leveraged with the utilization of the assistance of Maher & Maher for the analytical, data, etc. due to the complexity of the project. If the application submitted to the U.S. Department of Labor is approved, Mr. Jones clarified for the committee Maher & Maher would assist in selecting a team of stakeholders to identify the needs of the state based on their expertise in economical analytics and subject matter. Mr. Jones elaborated on leveraging this asset mapping with the Registered Apprenticeship asset mapping which is also a requirement under a federal award the State has received called the Arkansas Expands Apprenticeship.

Mr. Jones clarified for committee members that timeline will begin the beginning of June 2018 for the preparation followed by an RFQ for the asset mapping and implementation. Maher & Maher would coordinate and establish a team to identify the areas needed to be included in the asset mapping as part of preparation. The next step would be to contract for implementation of the asset mapping. If the application is approved within the next month or so, Mr. Jones stated the goal is to have the RFQ and the team in place by June 30, 2018.

With no additional questions for Mr. Jones, Acting Chair Karen Breashears thanked him for his presentation and update on the application submission before proceeding to the Committee Action Plan Update.

Committee Action Plan Update: Acting Chair Karen Breashears recognized Arkansas Department of Workforce Services Workforce Investment Director Mr. Arnell Willis to present the Committee Action Plan update on activities that have occurred during the past quarter. Mr. Willis provided three updated activities to committee members that may be found in the Committee Agenda book on the following pages: Page 4 - Section 1.1, Page 6 - Section 1.2, and Page 18 - Section 1.1.

Acting Chair Breashears inquired as to the timeline of when the agreements will be completed. Mr. Kris Jones reported discussions have been taking place with the U.S. Department of Labor for a February completion date.

Open Floor Discussion:

Acting Chair Karen Breashears opened the floor for additional items of discussion by proposing to committee members to conduct the committee meetings a week prior to the Full Board meeting. This would promote a quorum for committee meetings and give the committee time to review and discuss information prior to voting on agenda action items. In addition to convening prior to the Full Board meeting, the committee meetings could be held by teleconference to not only promote a quorum by freeing up time for committee members to attend remotely, but it would eliminate additional costs to the board and give the committee time to receive additional information on topics. Public access could be posted with call-in information a week prior to the committee meetings.

Receiving no additional questions, Acting Chair Breashears moved to announcements.

Announcements: Acting Chair Breashears announced the full board will convene today at 1:00 p.m. The next meeting of the Strategic Planning Committee will be held on April 10, 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 Karen Breashears adjourned the meeting at 10:32 a.m., **a motion was not made due to a quorum not being present.**

Ms. Karen Breashears, Acting Chairman

Arnell Willis, Director Workforce Investment
Department of Workforce Services

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

UNOFFICAL

MINUTES
ARKANSAS WORKFORCE DEVELOPMENT BOARD
Strategic Planning Committee
April 10, 2018

A meeting of the Arkansas Workforce Development Board Strategic Planning Committee was conducted on April 10, 2018, at the Brightwater Culinary School, 801 Southeast 8th Street, in Bentonville, Arkansas. Chair Karen Breashears presided with the following members present: Dr. Charisse Childers by proxy Dr. Trenia Miles, Ms. Katy Morris by proxy Mr. Jim Pearson

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

Announcing that a quorum was not present, Chair Karen Breashears called the meeting to order at 10:07 a.m.

Chairman's Comments: Chair Karen Breashears announced the Arkansas Workforce Development Board Chair Tom Anderson appointed her as the Chair for the Strategic Planning in accordance with the Board By-Laws, Article V, Section 1 – Enumeration and Selection.

Chair Karen Breashears recognized there was no quorum and informed attendees that the information presented to the committee will be reviewed and presented to the Full Board at 1:00 p.m. with agreement of the present committee members.

Chair Breashears stated one objective is to have a quorum. She reiterated all committee members are appointed to the board to do a job. The committee has a role to review information to be presented to the Full Board for a vote. She further explained the committee is not able to fulfill what it is tasked to do when there is no quorum.

Agenda Item 1 – ACTION – Minutes of the July 11, 2017 Meeting, October 9, 2017, January 9, 2018, and April 10, 2018, Meetings: Chair Karen Breashears informed attendees the minutes for the July 11, 2017, October 9, 2017, January 9, 2018, and April 10, 2018, meetings will be postponed until a quorum is met for approval.

Agenda Item 2 – ACTION – Trade Adjustment Assistance (TAA) and Dislocated Worker (DLW) Programs Co-Enrollment Policy: Chair Karen Breashears recognized Dr. Claudia Griffin of the Arkansas Department of Workforce Services to present to the committee a policy for coordination of co-enrollment across programs.

A motion to present the Trade Adjustment Assistance (TAA) and Dislocated Worker (DLW) Programs Co-Enrollment Policy to the Full Board as presented by Dr. Claudia Griffin was agreed upon by committee members unanimously in the absence of a quorum as noted by Chair Breashears.

Agenda Item 3 – ACTION – Work-Based Learning Program Policy: Chair Karen Breashears recognized Dr. Claudia Griffin of the Arkansas Department of Workforce to present to the committee a policy developed to the Work-Based Learning Training options in Arkansas. Dr. Griffin gave an overview of the coordination of partners, the options available and specific criteria of each, and some of the specifics of how the Local Areas can implement it with the set criteria. Revisions proposed by the committee for approval of the Full Board are as follows:

- 1) *“Page 4, Option C: Work Experience, second paragraph, first sentence”* - the Committee replaced the word “non-profit businesses” to “organizations”. The corrected sentence reads: “Work experience, for the purposes of the Arkansas Work-Based Learning Program, is for organizations who agree to train individuals with barriers to employment and to help them find unsubsidized jobs.”

- 2) *“Page 5, Option D: Incumbent Worker Training (IWT), second paragraph”* - the Committee removed the last sentence that reads: “Training costs can include not only the costs of the instructor and training expenses, but also the wages of the employees during the training.”

- 3) *“Page 5, Option D: Incumbent Worker Training (IWT), fourth paragraph, third sentence”* – the Committee replaced the word “to” with “up to”. The correct sentence reads: “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].”

A motion to present to the Full Board the Work-Based Learning Program Policy presented by Dr. Claudia Griffin with the added recommended revisions listed was agreed upon by committee members unanimously in the absence of a quorum as noted by Chair Breashears.

Agenda Item 4 – ACTION – WIOA State Plan: Chair Karen Breashears recognized Board Staff Mr. Kris Jones to present to the committee the WIOA requirements for States to review and update the WIOA State Plan. Mr. Jones provided the committee with the modifications made as required under WIOA for the two year update. Mr. Jones stated the update is required in order for States to review data analysis and State initiatives in

order to modify the plan if needed according to the new data and to ensure the State is meeting the plan as expected.

A motion to present to the Full Board the WIOA State Plan as presented by Mr. Kris Jones was agreed upon by committee members unanimously in the absence of a quorum as noted by Chair Breashears.

Agenda Item 5 – ACTION – WIOA Grievance Complaint and Appeal Procedures: Chair Karen Breashears recognized Dr. Claudia Griffin to present to the committee the WIOA Grievance Complaint and Appeal Procedures.

A motion to present to the Full Board the WIOA Grievance Complaint and Appeal Procedures as presented by Dr. Claudia Griffin was agreed upon by committee members unanimously in the absence of a quorum as noted by Chair Breashears.

Committee Action Plan Update: Chair Karen Breashears recognized the Workforce Development Board Director Mr. Arnell Willis to present the Committee Action Plan update on activities that have occurred during the past quarter. Mr. Willis provided five updated activities to committee members that may be found in the Committee Agenda book on the following pages: Page 2 - Section 1.3, Page 4 - Section 1.1, Page 11– Section 1.4, Page 13 – Section 1.2, and Page 20 - Section 1.1.

Hearing no questions for Mr. Willis, Chair Breashears thanked Mr. Willis for the update on the Committee Action Plan.

Open Floor Discussion: Chair Karen Breashears opened the floor for additional items of discussion before adjourning. Hearing no additional items for discussion, Chair Breashears moved to announcements.

Announcements: Chair Breashears announced a tour of Brightwater Culinary School will begin at 11:00 a.m. with the Full Board convening at 1:00 p.m. The next meeting of the Strategic Planning Committee will be held on July 10, 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: Chair Karen Breashears adjourned the meeting at 10:45 a.m., **a motion was not made due to a quorum not being present.**

Ms. Karen Breashears, Chair
Strategic Planning Committee

Arnell Willis, Workforce Development Board Director
Arkansas Department of Workforce Services

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

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

July 10, 2018

AGENDA ITEM 3 – ACTION: Occupational Skills Training Policy – Change 1

RECOMMENDATION: It is recommended that the Arkansas Workforce Development Board approve this revision to the Workforce Innovation & Opportunity Act (WIOA) program policy, WIOA I-B – 3.3 “Occupational Skills Training Policy”, for distribution to local offices.

INFORMATION/RATIONALE: The purpose of this policy revision is to provide guidance, procedures, and exceptions to the Eligible Training Provider List (ETPL) and the Projected Employment Opportunities List (Demand List) covered under the Occupational Skills Training Policy.

Policy Number: WIOA I-B – 3.3 Change 1

Effective Date: July 10, 2018

Occupational Skills Training

PURPOSE: The purpose of this policy is to describe and to detail the regulations concerning occupational skills training, in accordance with the rules and regulations of 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).

REFERENCE:

WIOA §§ 3(24), 3(47), 122(h), 123, 129(c)(2), 134(c),
20 CFR 680.200-230
20 CFR 680.320-330
20 CFR 681.540-550
20 CFR 683.500-510
Comments in WIOA Final Rule concerning 20 CFR 680.150
TEGLs 10-09, 19-16 & 21-16
20 U.S.C. 1001, 1002(a)(1)
A.C.A. 15-4-3711(a)(8)
ADWS Policy No. WIOA I-B – 1.2 (Definitions)
ADWS Policy No. WIOA I-B – 3.1 (Service for Adults and Dislocated Workers)

POLICY:

Occupational skills training is one of the training services available to Adults, Dislocated Workers and Youth [WIOA §§ 134(c)(3)(D)(i) & 129(c)(2)(D); 20 CFR 680.200 & 681.540; TEGL 21-16]. The training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels [20 CFR 681.540].

Adults and Dislocated Workers

To receive Occupational Skills Training an Adult or Dislocated Worker must meet all of the following numbered eligibility criteria, which are listed more concisely in ADWS Policy No. WIOA I-B – 3.1 (*Service for Adults and Dislocated Workers*):

1. Meet all eligibility requirements for the Adult or Dislocated Worker program. Is determined eligible in accordance with the local priority system in effect for adults if training services are provided through the Adult formula funding stream [TEGL 19-16].

2. Has been determined after an interview, evaluation, or assessment, and after career planning that the individual meets all of the following criteria [*WIOA § 134(c)(3)(A)(i)(I)*; *20 CFR 680.210(a)* & *680.220(a)*; *TEGL 19-16*]:
 - a. Is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency, as determined by the LWDB, or wages comparable to or higher than wages from previous employment through career services alone
 - b. Is in need of training services to obtain or retain employment leading to economic self-sufficiency, as determined by the LWDB, or to wages comparable to or higher than wages from previous employment
 - c. Has the skills and qualifications to participate successfully in training services

Where appropriate, a recent interview, evaluation, or assessment may be used for the assessment purpose [*WIOA § 134(c)(2)(B)*; *20 CFR 680.220(a)*; *TEGL 19-16*]. LWDBs may create policies concerning the appropriate use of recent interviews [*Comments in WIOA Final Rule concerning 20 CFR 680.150*].

The case file must contain a determination of need for occupational training services as determined through the interview, evaluation, or assessment, and career planning or any other method through which the one-stop center or partner can obtain enough information to make an eligibility determination. There is no requirement that career service be provided as a condition to receive occupational skills training. If the recommended services are not provided before occupational training, however, case files must document the circumstances that justified the determination to provide training without any of these recommended career services [*20 CFR 680.220*].

3. Select a program of training services that is directly linked to the employment opportunities in the local area or the planning region, or in geographic areas to which the individuals are willing to commute or relocate. This is done by choosing a program on the Eligible Training Provider List (ETPL) [*WIOA § 134(c)(3)(A)(i)(II)*; *20 CFR 680.210(b)*; *TEGL 19-16*].
4. The selection of training services should be conducted in a manner that maximizes customer choice [*20 CFR 680.340(a)*], is linked to in-demand employment opportunities in the local area or planning region or in a geographic area in which the adult or dislocated worker is willing to commute or relocate, and is coordinated to the extent possible with other sources of assistance [*TEGL 19-16*]. Each LWDB must make available to customers the list of eligible training providers, a description of the programs through which the providers may offer the training services, and the performance and cost information about those providers [*20 CFR 680.340(b)*]

Each local board must work with representatives of secondary and postsecondary education programs to lead in the development and implementation of career pathways by aligning local employment, training, education, and supportive services needed by adults and youth, particularly individuals with barriers to employment [*A.C.A. 15-4-3711(a)(8)*].

4. Is unable to obtain grant assistance from other sources to pay the costs of such training, including such sources as State-funded training funds, Federal Pell Grants, and TANF; or requires WIOA Title I-B assistance in addition to these other sources. In making the determination, WIOA programs may take into account the full cost of participating in training services, including the cost of support services and other appropriate costs [*WIOA § 134(c)(3)(B)(i)(I)*; *20 CFR 680.210(c)*; *20 CFR*

680.230; TEGL 19-16]. WIOA partners and other entities must coordinate funds available to pay for training. [20 CFR 680.230].

In order to determine if a participant is able to obtain grant assistance from other sources, the participant must either apply for a Federal Pell Grant or must submit documentation that he or she is unable to get obtain the grant. ADWS FORM WIOA I-B – 3.3 (*Verification of Educational Grant Assistance*) or other official documentation from the Financial Aid Office of the college or from the Federal Student Aid office of the U.S. Department of Education can be used to verify eligibility for a Pell Grant.

Such documentation can also document the amount of assistance expected to be given, which can be used in determining the participant's unmet need. To determine a participant's unmet need, subtract the amount of scholarships and grants from the cost of attendance. Methods of determining a participant's cost of attendance, is found under "cost of attendance" in ADWS Policy No. WIOA I-B – 1.2 (*Definitions*).

One-stop partners and other entities must coordinate funding of occupational skills training. The availability of funding from other programs, grants, and scholarships should be sought, so that WIOA funds supplement other sources [20 CFR 680.230(b)]. VA benefits for education and training services should not be included in "other grant assistance" in determining the amount of funding WIOA Title I-B can provide. Veterans and eligible spouses are not required to coordinate their entitlement to VA benefits for education and training with any concurrent eligibility that they may have for other training sources. Also, WIOA program operators may not require veterans or spouses to exhaust their entitlement to VA funded training benefits prior to allowing them to receive WIOA funds for training [TEGL 10-09].

A WIOA participant may enroll in WIOA-funded training while his or her application for a Pell Grant is pending as long as the American Job Center has made arrangements with the training provider and the WIOA participant regarding allocation of the Pell Grant, if it is subsequently awarded. In that case, the training provider must reimburse the WIOA funds used to underwrite the training for the amount the Pell Grant covers, including any education fees the training provider charges to attend training. Reimbursement is not required from the portion of Pell Grant assistance disbursed to the WIOA participant for education-related expenses [20 CFR 680.230].

If the applicant is a member of a worker group covered under a petition filed for Trade Adjustment Assistance (TAA) and is awaiting a determination, training may be provided under WIOA Title I-B if all other eligibility requirements are met. If the petition is certified, the worker will then transition to TAA approved training. If the petition is denied, the worker will continue training under WIOA Title I-B [TEGL 19-16].

Occupational Skills Training is typically provided through Individual Training Accounts (ITAs). Except under the conditions listed below, training services must be provided by an approved eligible training provider (ETP) through an individual training account (ITA) [WIOA §134(c)(3)(G)(i); TEGL 19-16]. Contracts for services are used instead of ITAs only when one or more of the following exceptions apply and the consumer choice requirement described above has been fulfilled [WIOA § 122(h); WIOA § 134(c)(G)(ii); 20 CFR 680.320(a); TEGL 19-16]:

1. When the LWDB determines that there are an insufficient number of eligible training providers in the local area to accomplish the purpose of a system of ITAs. (The determination process

must include a public comment period for interested providers of at least 30 days and must be described in the Local Plan.)

2. When the LWDB determines that there is a training services program of demonstrated effectiveness offered in the area by a community-based organization or another private organization to serve individuals with barriers to employment (see list and definitions in ADWS Policy No. WIOA I-B – 1.2 *Definitions*) [WIOA §3(24); 20 CFR 680.320(b)]:

If the LWDB uses this method of training, the LWDB must develop criteria to be used in determining demonstrated effectiveness, particularly as it applies to the individuals with barriers to employment to be served. The criteria may include [20 CFR 680.320(a)(3); TEGL 19-16]:

- a. Financial stability of the organization
 - b. Demonstrated performance in the delivery of services to individuals with barriers to employment through such means as program completion rate, attainment of the skills, certificates or degrees the program is designed to provide, placement after training in unsubsidized employment, and retention in employment
 - c. How the specific program relates to the workforce investment needs identified in the local plan
3. When the LWDB determines that (a) it would be most appropriate to contract with an institution of higher education (see definition in 20 U.S.C. 1001, 1002(a)(1)) or other eligible provider of training services in order to facilitate the training of multiple individuals in in-demand industry sectors or occupations and (b) such contract does not limit customer choice
 4. When the LWDB determines that a pay-for-performance contract is suitable consistent with 20 CFR 683.500. If the LWDB enters into a pay-for-performance contract, the contract must be consistent with 20 CFR 683.510. No more than 10% of the local funds may be spent on pay-for-performance contract strategies, as they are defined in WIOA § 3(47) and ADWS Policy No. WIOA I-B – 1.2 (*Definitions*).

ADWS may require the collection of performance information from the exempt service providers to determine whether they meet performance criteria to receive WIOA Title I-B funds [WIOA §§122 & 123; TEGLs 41-14 & 19-16]. Supportive services may be provided only when necessary for WIOA Title I-B participants to participate in specific types of activities that may be funded through WIOA Title I-B funds, regardless who provides or funds the activities [WIOA § 3(59); 20 CFR 680.910(b) & 681.570; TEGLs 19-16 & 21-16; ADWS Policy No. WIOA-I-B – 3.9 (Supportive Services)].

Training Services Leading Directly to Employment but Not Provided by Eligible Training Providers

If the training service determined appropriate for a participant requires an ITA, but the provider is not an ETP, it is Arkansas Policy that the “in-demand” and other ETP requirements have been met for the purposes of being considered a WIOA Title I-B program if all of the following requirements are met:

- (1) The participant meets all other eligibility requirements for the receipt of training services, as listed in listed in 20 CFR 680.210 and ADWS Policy No. WIOA I-B – 3.1 (Services for Adults and Dislocated Workers) or for OSY, 20 CFR 680.210 and ADWS Policy No. WIOA I-B – 3.2 (Services for Youth).**
- (2) An employer has completed the Intent to Hire Certification Process described below for the participant(s) desiring to be trained.**

Intent to Hire Certification Process:

- (1) Employers must complete and sign the *Intent to Hire* certification, which denotes their intentions to hire the individual(s) who successfully complete the training.
- (2) Employers must file their *Intent to Hire* certification with the appropriate Local Workforce Development Board.
- (3) The Local Workforce Development Board must review and approve the received *Intent to Hire* certification.
- (4) An authorized representative of the LWDB must sign the *Intent to Hire* certification, which will serve as an acknowledgement of the LWDB's intent to provide WIOA funding for training costs and/or supportive services, as applicable.
- (5) The LWDB must keep one copy of the completed *Intent to Hire* certification on file for its records and place another in the participant(s)'s folder(s).

Supportive Services Provided While in Training

Supportive services, as described in WIOA § 3(59); 20 CFR 680.900, 681.460(a)(7), & 681.570; TEGLs 19-16 & 21-16; and ADWS Policy No. WIOA-I-B – 3.9 (Supportive Services), may be made available to any Adult or Dislocated Worker participating in Title I-B Career Services (except Follow-up) or Training Services if the supportive services are necessary to enable the individual to participate in the activity and the supportive services cannot be obtained through other programs providing such services. Supportive services may also be available to any Youth participating in a Title I-B Youth Program Element if the supportive services are necessary to enable the individual to participate in the activity and the supportive services cannot be obtained through other programs providing such services. In each case, the service or activity need not be funded by WIOA Title I-B, but the activity must meet all requirements to be authorized to be provided by WIOA Title I-B [WIOA § 3(59) & 134(d)(2); 20 CFR 680.140, 680.900, 680.910, 681.579, & 681.580; TEGLs 19-16 & 21-16; ADWS Policy No. WIOA-I-B – 3.9 (Supportive Services)].

This policy does not preclude the use of out-of-state training providers or supportive services necessary to enable individuals to participate in out-of-state training, so long as the training is included in that state's ETPL or an exception can be documented as described above.

Note: This policy also applies to programs that are funded by Statewide Activities funds under WIOA.

Occupational skills training can be combined with workplace training or work experience in several different situations. ITAs may be used with or without OJT contracts for registered apprentices [20 CFR 680.330 (a)]. Registered apprenticeship programs (RA) automatically qualify to be on a State's ETPL [20 CFR 680.330; TEGL 19-16]. Examples of RA sponsors who can be eligible training providers (ETP) are [TEGL 19-16]:

- Employers who provide related instruction. The employer is the ETP.
- Employers who use an outside educational provider, such as a postsecondary institution, technical training school, or online courses. In this case, the employer is the ETP.
- Joint apprenticeship training programs administered by a union. The union is the ETP.
- Intermediaries, such as postsecondary institutions, technical schools, industry associations, and community-based organizations, that administer the program, and either provide the training or work with other entities to provide the training. The Intermediary is the ETP.

Youth

Occupational skills training is Youth Program Element 4. As a Program Element, occupational skills training must be available to all youth if their assessments of academic levels, skill levels, and service needs indicate that they are prepared for such training and that the training meets their employment goals [TEGL 21-16]. Occupational skills training for youth must:

- (a) be outcome-oriented and focused on an occupational goal specified in the ISS
- (b) be of specific duration to impart the skills needed to meet the occupational goal, and
- (c) lead to the attainment of a recognized postsecondary credential [20 CFR 681.540(a); TEGL 21-16].

Occupational skills training for youth award grants or contracts on a competitive basis to entities to provide occupational skills training to youth. If the local board determines there is an insufficient number of eligible providers of youth occupational skills training in a local area, such as a rural area, grants or contracts may be awarded on a sole-source basis [WIOA §123; 20 CFR 681.540(a); TEGL 21-16].

ITAs may be used to provide occupational skills training to OSY, using youth funds to provide training with an ETP [20 CFR 681.550; TEGL 21-16]. ISY cannot use ITAs using youth funds, but ISY age 18 or older may co-enroll in the WIOA Adult program if the youth's individual needs, knowledge, skills, and interests align with the WIOA adult program. The co-enrollment would allow the ISY to receive occupational skills training through an ITA funded by the Adult program [TEGL 21-16].