

**OFFICIAL**  
**MINUTES**  
**ARKANSAS WORKFORCE DEVELOPMENT BOARD**  
**Executive Committee**  
**June 16, 2020**

The Arkansas Workforce Development Board (AWDB) Executive Committee convened on June 16, 2020 at 10:00 a.m. utilizing electronic means of Zoom and teleconference information. Chairman Tom Anderson presided with the following Executive Committee members confirming attendance through roll call: Ms. Karen Breashears, Judge Brandon Ellison, Ms. Abby Houseworth, Mr. Alan Hughes, Dr. Julie Roberson, and Mr. Robert Thorne. Other Arkansas Workforce Development Board members present were Mr. Randy Finegan, Dr. Diana Wright, and Mayor James Sanders who voiced their attendance to the meeting.

Executive Committee members Mr. Scott Bull and Mr. Jeff Griffin were unable to attend.

Recognizing the presence of a quorum, Chair Anderson called the meeting to order at 10:01 a.m.

**Agenda Item 1 – Approval of the State Funding Mechanism for Partner Funding of an Arkansas Workforce Center:** Chair Tom Anderson recognized Board Staff Kris Jones to proceed with providing Board Members with the outlines for State Funding Mechanism to determine funding when the Local Workforce Development Areas cannot agree upon a funding method. Mr. Jones completed his presentation, and Chair Anderson asked if there were any questions.

**Hearing none, a motion to approve the State Funding Mechanism for Partner Funding of an Arkansas Workforce Center as presented, was voiced by Mr. Robert Thorne, with a voiced second made by Judge Brandon Ellison. The motion carried unanimously with none opposed and no revisions.**

The following voiced votes were recorded for Executive Committee Members by a roll call vote to Approve, Disapprove, or Abstain: Ms. Karen Breashears - Approve, Mr. Scott Bull – Absent, Judge Brandon Ellison - Approve, Mr. Jeff Griffin – Absent, Ms. Abby Houseworth - Approve, Mr. Alan Hughes - Approve, Dr. Julie Roberson - Approve, and Mr. Robert Thorne – Approve.

**Agenda Item 2 – Approval of the Eligible Training Provider (ETP) Initial Eligibility Certification Procedure:** Chair Tom Anderson recognized Board Staff Kris Jones to proceed with providing Board Members with an outlining of the certification process of an Eligible Training Provider Initial Certification and Continuing Eligibility Policy. The certification process leverages resources with includes the information required for initial certification, the performance standards that must be measured for continuing eligibility, and an appeals process that utilizes the Appeals Tribunal. Mr. Jones completed his presentation, and Chair Anderson asked if there were any questions.

**Hearing none, a motion to approve the Eligible Training Provider (ETP) Initial Eligibility Certification Procedure as presented, was voiced by Mr. Alan Hughes, with a voiced second made by Judge Brandon Ellison, each board member voiced their individual vote in favor, and carried unanimously with no revisions.**

The following voiced votes were recorded for Executive Committee Members by a roll call vote to approve, disapprove, or abstain: Ms. Karen Breashears - Abstain, Mr. Scott Bull – Absent, Judge Brandon Ellison - Approve, Mr. Jeff Griffin – Absent, Ms. Abby Houseworth - Approve, Mr. Alan Hughes - Approve, Dr. Julie Roberson - Approve, and Mr. Robert Thorne – Approve.

**Agenda Item 3 – Approval of the WIOA State Plan 2020-2023:** Chair Anderson recognized Mr. Kris Jones to provide an update to the Executive Committee on the revisions to the WIOA State Plan since the last Full Board meeting. Mr. Jones informed Executive Committee members the United States Department of Labor (USDOL) Dallas Regional office approved the plan in the agenda book for approval to be uploaded into the USDOL portal. States are required to submit their final plan in the portal by June 30, 2020. Mr. Jones completed his presentation, and Chair Anderson asked if there were any questions.

**Hearing none, a motion to approve the WIOA State Plan 2020-2023 as presented, was made by Mr. Alan Hughes, seconded by Mr. Robert Thorne, each board member voiced their individual vote in favor, and carried unanimously with no revisions.**

The following voiced votes were recorded for Executive Committee Members by a roll call vote to Approve, Disapprove, or Abstain: Ms. Karen Breashears - Approve, Mr. Scott Bull – Absent, Judge Brandon Ellison - Approve, Mr. Jeff Griffin – Absent, Ms. Abby Houseworth - Approve, Mr. Alan Hughes - Approve, Dr. Julie Roberson - Approve, and Mr. Robert Thorne – Approve.

**Announcements:** The Full Board of the Arkansas Workforce Development Board will convene on July 21, 2020, at 10:00 a.m. Board Staff will review possible locations to accommodate social distancing of board members for an in-person meeting. Board Staff will provide additional information at a later date.

**Adjournment:** The meeting was adjourned by Chair Tom Anderson at 10:37 a.m. after a roll call vote to adjourn.

**A motion to adjourn was voiced by Ms. Karen Breashears, with a voiced second by Mr. Alan Hughes, each board member voiced their individual vote in favor to adjourn.**

The following voiced votes were recorded for Executive Committee Members by a roll call vote to Approve, Disapprove, or Abstain: Ms. Karen Breashears - Approve, Mr. Scott Bull – Absent, Judge Brandon Ellison - Approve, Mr. Jeff Griffin – Absent, Ms. Abby Houseworth - Approve, Mr. Alan Hughes - Approve, Dr. Julie Roberson - Approve, and Mr. Robert Thorne – Approve.



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Tom Anderson, Committee Chair



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Arnell Willis, Director Workforce Investment  
Division of Workforce Services

*Minutes by Rebecca Edwards  
Division of Workforce Services*