

**OFFICIAL**  
**MINUTES**  
**ARKANSAS WORKFORCE DEVELOPMENT BOARD**  
**January 21, 2020**

The Arkansas Workforce Development Board convened on January 21, 2020, beginning at 10:00 a.m. The televised meeting was conducted at Embassy Suites, 11301 Financial Centre, Little Rock, Arkansas. Chair Tom Anderson presided with the following members present: Ms. Karen Breashears, Ms. Chanda Chacon (10:21), Dr. Charisse Childers, Judge Brandon Ellison, Mr. Randy Finegan, Mr. Jeff Griffin, Mr. Randy Henderson, Mr. Alan Hughes, Ms. Rebecca Ives, Mr. Johnny Key by proxy Ms. Erin Franks, Mr. Alan McClain by proxy Mr. Jonathon Bibb, Dr. Maria Markham by proxy Ms. Alisha Lewis, Mr. Brian Marsh, Dr. Trenia Miles, Mr. George Nunnally, Mr. Mike Preston proxy by Mr. Steve Sparks, Dr. Julie Roberson, Mr. Mike Rogers, Mr. Kelley Sharp, Mr. Robert Thorne, and Dr. Cassandra Williams-Stokes, Dr. Diana Wright (10:05).

Mr. Len Blaylock, Mr. Lindsay Brown, Mr. Scott Bull, Ms. Melissa Hanesworth, Ms. Abby Houseworth, Ms. Holley Little, and Mayor James Sanders were unable to attend.

Chair Anderson called the meeting to order at 10:01 a.m. upon seeing a quorum.

Report of Board Director: Chair Tom Anderson recognized the Arkansas Workforce Development Board Director Arnell Willis. Director Willis emphasized the importance of the topics included in the agenda in addition to the roles each topic plays in the Workforce Development System. The WIOA State Plan is available to view on the ADWS website located under the Workforce Innovation and Opportunity Act program tab in addition to the opportunity to hear to hear from a Work-Based Learning Program. Lastly, he stated the Arkansas Workforce Development Board exists to aid the governor in implementing the programs in the WIOA State Plan 2020-23 in the Workforce Centers and maintaining the quality of the centers.

**Agenda Item 1 – ACTION – Minutes of the October 15, 2020, Full Board Meeting:** Chair Tom Anderson asked if there were any additional corrections or revisions to the October 15, 2020, Full Board meeting minutes.

**Hearing none, a motion to accept the October 15, 2020, Full Board meeting minutes with no corrections or revisions was made by Mr. Robert Thorne and seconded by Mr. Alan Hughes. The motion carried unanimously with none opposed.**

Report of Chairperson: Chair Anderson reported attending the Registered Apprenticeship Forum held in November at Springdale that was organized by Mr. Mark McManus from the Arkansas Division of Workforce Services. He informed attendees of an upcoming conference with the National Governor's Association (NGA) for the Board Chairs and Board Liaisons from around the nation. The conference allows the exchange of best practices to assist one another in their state.

Report of Director: Chair Tom Anderson recognized Board Member and Director of Arkansas Division of Workforce Services (ADWS) Dr. Charisse Childers to address the Full Board. Dr. Childers provided board members an update on how the agency has been working with the Arkansas Rehabilitation Services, Division of Services for the Blind, and the original programs and services under the Arkansas Division of Workforce Services in the collaborating, partnering, and the development of opportunities in the last six months with the transition and relocation of some partners. Adult Education, Arkansas Rehabilitation Services, and Division of Services for the Blind are located at 1 Commerce Way-Building #4. The Arkansas Division of Workforce Services located at #2 Capitol Mall may potentially move there in the future.

Additionally, Dr. Childers spoke to the board members of the importance of employer services offered in the state and the importance of how each board member can assist their Local Workforce Development Boards and communities by sharing and utilizing those services.

Report of Staff: Chair Anderson recognized Board Staff Mr. Kris Jones. Mr. Jones provided board members an update on partner coordination of employer services across the state through a Business Services pamphlet; a magazine edition targeted towards Youth called Career Watch; a Salesforce work group to explore utilization improvements; training of Thomas P Miller & Associate that focused on the colleges over the past six months; administrative policy revisions, and Act 936 working group to recommend a statewide longitudinal database system to include education, corrections, workforce, unemployment compensation, etc. in order to pull data analytics and more to assist collaboration and coordination.

Mr. Jones informed board members the Evaluation discussed in the previous Full Board meeting is being implemented. The Local Workforce Development Boards of Central Arkansas, Western Arkansas, and Northeast Arkansas were selected in the evaluation to include a look at the skills gap and how services address it, asset mapping, and certification of One-Stop Operators.

Lastly, Mr. Jones reported the Local Workforce Development Boards are required to review their Local Plan every two years in case there was a need to revise due to a change in the Local Workforce Development Area economy. The State has received feedback from core partners such as Arkansas Rehabilitation Services, Division of Services for the Blind, Adult Education, and the Division of Workforce Services Senior Management and Monitoring Unit.

Report of Committees:

Strategic Planning Committee: Chair Tom Anderson recognized Strategic Committee Chair Karen Breashears to provide a report of the Strategic Planning Committee meeting. Chair Breashears reported the committee met on January 7, 2020, and, having a quorum, approved the September 25, 2019, minutes via teleconference. The committee heard updates in the Action Plan from the Workforce Development Board Director Arnell Willis and recommended the following items to go before the Full Board: key changes for public comment for the WIOA State Plan PY2020-23, PY18 WIOA Annual Report, and the One-Stop Certification Process Review. The next meeting of the Strategic Planning Committee will convene by teleconference on March 24<sup>th</sup>.

Program & Performance Evaluation Committee: Chair Anderson asked Acting Committee Chair Jeff Griffin to provide an update for the Program and Performance Evaluation Committee. Acting Committee Chair Jeff Griffin reported a quorum was met when the committee met via teleconference on January 7, 2020, 2020. Committee members approved the September 25, 2019 Program and Performance Evaluation Committee minutes in addition to discussions on the Review of Assessment and Performance Measures of the WIOA State Plan, PY18 Annual Report, and the One-Stop Center Certification Policy. The next committee meeting will via teleconference on March 24, 2020, at 10:30 am.

TANF Oversight Committee: Chair Anderson recognized Committee Chair George Nunnally to provide an update on the TANF Oversight Committee. Chair Nunnally reported the committee had a quorum and approved minutes for the September 25, 2019 committee meeting minutes via teleconference on January 7, 2020.

He reported the committee heard a report on federal legislation updates and policy changes that included the proposed changes for TEA eligibility and policy, Children's Advocacy Center, Adult Education program focusing on non-custodial parents, and 2020-23 TANF Specific-Section of the WIOA State Plan. The next TANF Oversight Committee teleconference meeting will be on March 24, 2020, at 9:00 am.

**Agenda Item 2 – ACTION – Council Resolution 2020-1: Board Member Stipend:** Chair Anderson informed board members according to Arkansas law Boards may pay stipends of \$110 to those non-governmental members who choose to accept them; however, the Council Resolution must be approved by the Board during the first meeting of each calendar year.

**Hearing none, a motion to approve the Council Resolution 2020-1: Board Member Stipend as presented with no additional revisions was made by Ms. Karen Breashears, and seconded by Ms. Rebecca Ives. The motion carried unanimously with none opposed.**

**Agenda Item 3 – INFORMATIONAL – Workforce Analysis:** Chair Anderson recognized Dr. Nathan Smith of the Arkansas Department of Commerce to present updates to the Full Board on the Workforce Analysis since his last presentation to the Full Board in July of 2019. Dr. Smith noted the data analytics of his presentation were included in the agenda book. During his presentation and discussion, he informed the Board of data compiled by the Arkansas Research Center (ARC) graduates, the amount of money they are making while remaining asked about statistical information on talent leaving the state after graduation. Upon conclusion of Dr. Smith's presentation, Chair Anderson moved to Agenda Item 4.

**Agenda Item 4 – ACTION – Key Changes for Public Comment Draft:** Chair Anderson recognized the Committee Chairs to present committee discussion overviews and recommendations on the Key Changes for Public Comment Draft.

Recommendations by the Strategic Planning Committee Chair Karen Breashears on Sections 1-5 Common Elements of the WIOA State Plan 2020-23 and WIOA Title I and III Program Specific Sections was to approve the WIOA State Plan 2020-23 as presented in the agenda book, with the understanding that Committee Members acknowledge that there would be some additions and revisions including WIOA Partner Program information. Committee Chair Breashears noted the approval is of the revisions to be placed on the website for public comment before a final approval and submission of the WIOA State Plan 2020-23.

Recommendations by the Program and Performance Committee Acting Chair Jeff Griffin to the Full Board was to begin the performance negotiations with U.S. Department of Labor at a 10% decrease from previous years after review and discussions on the WIOA Title I and III Program Specific Sections and the WIOA Title I and III Performance Goals.

Hearing no comments from TANF Oversight Committee Chair George Nunnally, Chair Anderson asked for any additional discussion or questions.

Hearing none, **a motion to approve the Changes of the WIOA State Plan 2020-2023 as presented in the agenda book was made by Mr. Alan Hughes, seconded by Mr. Robert Thorne. The motion carried unanimously with none opposed.**

**Agenda Item 5 – INFORMATIONAL – WIOA Dashboard Update:** Upon the request of Chair Anderson, Board Staff Kris Jones provided an update with the data covering the time period of January 1, 2019 to December 31, 2019 while noting a deviation of workforce of a 2% variance between this quarter and previous quarter. The variance is what Board Staff has seen before and is no cause for alarm. Improvements may be seen in the data from revisions of Local Workforce Development Board policies (e.g. Supportive Service Policy by the Southeast Local Workforce Development Board). He noted a deviation in Veteran Services due to a low number of Veteran Representatives. Data reflects significant increase in Registered Apprenticeship, Pre-Apprenticeship, Work-Based Learning, and Work Experience.

**Agenda Item 6 – ACTION – PY18 Annual Report:** At the request of Chair Anderson, Strategic Planning Committee Chair Karen Breashears provided an overview of the committee discussion and highlights followed by recommendations of the committee. Highlights of committee discussions included no waivers were requested for PY18, methodology used by the U.S. Department of Labor for State goals (in which Arkansas met), and a request to include an updated organizational chart. Recommendations of the Strategic Planning Committee included the approval of the PY18 Annual Report with the understanding additional comments and revision may be made before the Full Board.

Next, Chair Anderson requested Program and Performance Evaluation Committee Acting Chair Jeff Griffin to provide an overview of committee discussions and highlights. Highlights of committee discussions included the methodology utilized by U.S. Department of Labor in setting State goals (in which Arkansas met) and specific information regarding the increases in participants with barriers to employment. Increases between Program Year 2017 and Program

Year 2018 included individuals who were ex-offenders, homeless, low income, youth coming out of foster care, and individuals with disabilities. Additionally, he added that the increases demonstrate an emphasis by the Local Workforce Development Areas are placing on the Hard-to-Serve populations.

Chair Anderson asked for any additional comments or revisions to the PY18 Annual Report presented.

Hearing none, **a motion to approve the PY18 Annual Report as presented was made by Judge Brandon Ellison, seconded by Mr. George Nunnally. The motion carried unanimously with none opposed.**

**Agenda Item 7 – ACTION – One-Stop Center Certification Review:** Chair Anderson recognized the Committee Chairs to present committee discussion overviews and recommendations on the One-Stop Center Certification Review to the Full Board.

Program and Performance Evaluation Acting Committee Chair Jeff Griffin reported committee members decided the discussion for the One-Stop Center Certification Review was more appropriate to be discussed as a Full Board.

Strategic Planning Committee Chair Karen Breashears reported the committee was asked to review the non-mandatory sections for items that should be mandatory before the Full Board and asked Chair Anderson to engage the board on discussion.

After Full Board discussion, Chair Anderson asked for any additional comments or discussions on the One-Stop Center Certification.

Hearing none, **a motion was made by Mr. Alan Hughes to table the review of the One-Stop Center Certification in order to provide the Full Board time to review for added input and discussion at the next AWDB Full Board meeting, and seconded by Dr. Diane Wright. The motion carried unanimously with none opposed.**

**Agenda Item 8 - INFORMATIONAL – Administrative Forms – New Year:** Chair Anderson informed board members of administrative forms placed with their agenda books to be completed and returned to Board Staff for the new year. After Board Staff provided instruction on the forms, he informed board members that Board Staff included a copy of the Financial Disclosure form and have notaries available at the meeting to assist board members in filing before the deadline of January 31, 2020.

**Agenda Item 9 – INFORMATIONAL – State-Funded Work Based Learning Program: Incumbent Worker Training Program:** Chair Tom Anderson invited the Little Rock Workforce Development Board Director W.J. Monagle and Mr. Spencer Barksdale of Essick Air to present to the Full Board on their Incumbent Worker Training Program. The Incumbent Worker Training Program provided through the partnership of employer Essick Air and the Little Rock Workforce Development Board

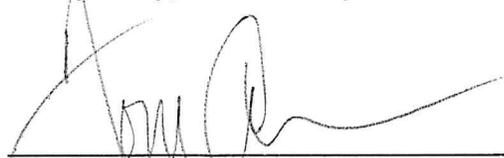
is the first State-Funded Work-Based Learning Program. After hearing no additional questions for Mr. Monagle or Mr. Barksdale, Chair Anderson moved to the next agenda item.

Board Open Discussion: Chair Anderson asked board members for any additional items for discussion. Hearing none, Chair Anderson informed board members and asked them to review the additional publications placed with their agenda books by Board Staff, such as Career Watch Arkansas, Dislocated Worker Services 2019, and Business Services. The Career Watch publication is focused towards high school students and young adult populations. The Dislocated Worker Services 2019 publication provides quarterly activities of Dislocated Worker Services and what services are available to them. The Business Services publication is geared towards employers by providing information regarding tax incentives, training and retraining of employees, recruitment services and more.

Announcements: Chair Anderson announced lunch will be provided for Board Members. The next teleconference Committee Meetings are scheduled for March 24, 2020 and will be available for in-person attendance at the Little Rock Workforce Center. The Little Rock Workforce Center is located at 5401 South University-Room 189, Little Rock. The committee meeting times will be: TANF Oversight at 9:00 a.m., Program and Performance Evaluation at 10:30 a.m., and Strategic Planning at 1:30 p.m.

The next Full Board meeting will be at 10:00 a.m. on April 21, 2020. Additional information for the Full Board meeting will be provided by Board Staff at a later date.

Adjourn: Chair Tom Anderson adjourned the meeting at 11:38 p.m., **on a motion made by Mr. Kelley Sharp, seconded by Mr. Robert Thorne, and carried unanimously with none opposed.**



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Tom Anderson, Board Chair  
Arkansas Workforce Development Board



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Arnell Willis, Director Workforce Development  
Arkansas Division of Workforce Services

*Minutes recorded by Rebecca Edwards  
Arkansas Division of Workforce Services Staff*