

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, and 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.

Approved at the July 10, 2018, Full board Meeting

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 heard 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 efforts 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 Services (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 Nunnally 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 coordination 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*