

**MINUTES**  
**ARKANSAS WORKFORCE DEVELOPMENT BOARD**  
**July 16, 2019**

The Arkansas Workforce Development Board convened on July 16, 2019, beginning at 10:00 a.m. The untelevised meeting was conducted at Embassy Suites, 11301 Financial Centre Pkwy, Little Rock, Arkansas. Chair Tom Anderson presided with the following members present: Mr. Lindsay Brown, Mr. Scott Bull, Dr. Charisse Childers, Mr. Jeff Griffin, , Ms. Abby Houseworth, Ms. Rebecca Ives, Mr. Johnny Key by proxy Ms. Erin Franks, Mr. Alan McClain, Dr. Maria Markham by proxy Ms. Alisha Lewis, Dr. Trenia Miles, Mr. George Nunnally, Mr. Mike Preston by proxy Mr. Steve Sparks, Dr. Cassandra Williams-Stokes, Mr. Paul Rivera, Dr. Julie Roberson, Mr. Mike Rogers, Mr. Kelley Sharp, and Mr. Robert Thorne.

Mr. Daryl Bassett, Ms. Karen Breashears, Ms. Marcy Doderer, Judge Brandon Ellison, Ms. Melissa Hanesworth, Mr. Randy Henderson, Mr. Alan Hughes, and Ms. Holley Little were unable to attend.

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

Chairman's Comments: Chair Tom Anderson recognized Arkansas Workforce Development Board Director Mr. Arnell Willis to speak to the Full Board. Mr. Willis provided the board with updates on the Governor's Transformation and Efficiencies Act of 2019, which included the following changes in board membership: Arkansas Division of Workforce Services Director Daryl Bassett was appointed as the new Secretary of Labor; Arkansas Career Education Director Dr. Charisse Childers was appointed as the Director of the Arkansas Division of Workforce Services; and Division of Adult Education Services Director Dr. Trenia Miles will take the position on the board previously held by Dr. Childers. Additionally, Mr. Willis introduced the new Governor's Office Liaison, Ms. Megan M. Perkins, who was unable to attend.

**Agenda Item 1 – ACTION – Minutes of the April 23, 2019, Full Board Meeting:** Chair Tom Anderson asked if there were any additional corrections or revisions to the April 23, 2019, Full Board meeting minutes.

**Hearing none, a motion to accept the April 23, 2019, meeting minutes was made by Mr. Lindsay Brown and seconded by Mr. Robert Thorne. The motion carried unanimously with none opposed.**

Report of Chairperson: Chair Anderson thanked the Northwest Local Workforce Development Area in Harrison for the warm welcome to their board meeting. He informed the board of his plans to visit the Central Arkansas Local Workforce Development Area board meeting in September. Chair Anderson will have attended all ten Local Workforce Development Board meetings after he visits Central Arkansas.

***Approved at the October 15, 2019, Full Board Meeting***

Chair Anderson informed board members that he and Arkansas Workforce Development Board Director Arnell Willis will be attending the upcoming National Association of State Workforce Board Chairs and State Liaisons for Workforce Development Partnerships.

Report of Director: Chair Tom Anderson recognized new board members and board members who changed positions due to the Governor's Transformation. He then recognized Dr. Charisse Childers, the new director of the Arkansas Division of Workforce Services, formerly the Arkansas Department of Workforce Services, to address the Full Board. Dr. Charisse Childers expressed appreciation for the board members' commitment to the board and to the work ahead in the upcoming year. She stated she and Chair Anderson together will address the concerns and issues, improve the lives of individuals around the state through the services provided and follow expectations and requirements of the Workforce Innovation and Opportunity Act.

Report of Staff: Chair Anderson recognized Board Staff Mr. Kris Jones. Mr. Jones provided updates of activities and projects such as the common eligibility system. A vendor with a partner program has provided a way to test how data can be extracted between the systems. the project is funded through September with the possibility of being funded past that point with statewide funds.

Mr. Jones informed the board of an employer forum on April 29, 2019 in Northwest Arkansas called "Employers Growing Talent through Apprenticeship." The forum included a panel of employers along with the U.S. Department of Labor Office of Apprenticeship Director, a national apprenticeship consultant and the State Coordinator from the Office of Apprenticeship.

He provided an update on the CRM (Customer Relationship Management) system Salesforce. It is ahead of schedule and has added asset mapping and skills gap analysis based on O\*Net profiles.

Next, Mr. Jones provided an update on the U.S. Department of Labor visit to the Central Arkansas Local Workforce Development Area and the Southeast Arkansas Local Workforce Development Area monitoring the use of Title I funds for Youth, Adult and Dislocated Workers. There are two findings remaining for both areas. There was also an issue for the Apprenticeship Pathways Initiative that is being worked out.

Lastly, Mr. Jones informed board members a Spring WIOA Partners' Meeting was conducted May 14-15, 2019 in Hot Springs with a little more than 200 attendees.

#### Report of Committees:

Strategic Planning Committee: Chair Tom Anderson recognized Board Member Mr. Mike Rogers to provide the report of the Strategic Planning Committee because Strategic Committee Chair Karen Breashears was unable to make the meeting. Acting Committee Chair Mike Rogers stated the committee met on June 18, 2019, and having a quorum, approved the April 9, 2019, minutes via teleconference. Mr. Rogers stated the committee began reviewing the WIOA State

Plan and One-Stop Certification Process. Both are required to be reviewed every two years. Both items were included in the Full Board agenda as discussion items. The Committee requested board members share their experiences using the State's workforce development system.

Hearing no additional questions or comments, Chair Anderson moved to the Program and Performance Evaluation Committee.

Program & Performance Evaluation Committee: Chair Anderson asked Committee Chair Abby Houseworth to provide an update for the Program and Performance Evaluation Committee. Ms. Houseworth reported the committee met via teleconference on June 18, 2019, and covered the Arkansas Workforce Development Board Dashboard and the Workforce System Evaluation. Both topics were included in the Full Board agenda for discussion.

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 the April 9, 2019, committee meeting minutes via teleconference on June 18, 2019. He reported the committee heard a report on federal legislation updates and policy changes, HR430 TANF Extension Act of 2019 (extends appropriations until June 30, 2019,) a new pilot program between ADWS and DHS, Arkansas Workforce Integrated Network System (ARWINS,) a new module for Restore Hope, ARWorks, Career Pathways Initiative (CPI), and success stories. Mr. Nunnally also provided statistical information on enrollments of the CPI program.

Agenda Item 2 – INFORMATIONAL – Data in Workforce Development: Chair Anderson recognized Dr. Nathan Smith of the Arkansas Development Finance Authority and Mr. Steve Sparks of the Arkansas Economic Development Commission. Information was presented to board members and guests on the importance of utilizing workforce development data to assist policymakers in making informed choices. The data is gathered by local, state and federal agencies including some companies, organizations, and institutions across the state.

Agenda Item 3 – INFORMATIONAL – Arkansas WIOA State Plan Revision: Chair Tom Anderson requested board members review the Arkansas WIOA State Plan Modification in the agenda book. He stated the modifications presented to the Executive Committee on June 25, 2019, for approval consisted of state government changes resulting from the Governor's Transformation and Efficiencies Act of 2019. The modifications were required to be submitted prior to July 1, 2019, in accordance with requirements of the U.S. Departments of Education and Labor.

Agenda Item 4 – INFORMATIONAL – WIOA (PY2020-2023) State Plan Development Timeline: Chair Anderson recognized Board Staff Mr. Kris Jones to provide the WIOA (PY2020-2023) State Plan Development Timeline to the Full Board. The WIOA State Plan will be due again to the U.S. Department of Labor on April 1, 2020. Board Staff recommends the board review and make changes to the plan by December 15, 2019, with the board discussing and making final recommendations at the January Full Board meeting. This will allow the necessary 30 days for

public comment. Mr. Jones stated due to the due date of April 1, 2020, the Executive Committee may convene to approve the plan in order to have it submitted by the deadline.

**One-Stop Certification Process and Strategic Elements of the WIOA State Plan:** Chair Anderson recognized acting Strategic Committee Chair Mike Rogers to lead the discussion about volunteering for the One-Stop Certification Process and the Strategic Elements of the WIOA State Plan. Acting Committee Chair Rogers asked board members for volunteers to review the strategic sections Vision and Mission, Goals (Strategic Plan), Assessment Process, and Apprenticeship in the WIOA State Plan. Chair Anderson inquired if anyone was interested in reviewing any of the sections. Board members Mr. Lindsay Brown offered to review apprenticeship, Rebecca Ives--apprenticeship, Mr. Alan McClain – Mission, and Dr. Trenia Miles--Assessment Process. In addition to the WIOA State Plan, Acting Committee Chair Mike Rogers informed the Full Board the WIOA Local Plans must be reviewed and updated every two years. Anyone interested in reviewing the WIOA Local Plans may contact the Arkansas Division of Workforce Services by e-mailing [WIOA@arkansas.gov](mailto:WIOA@arkansas.gov).

**Agenda Item 5 – INFORMATIONAL – Updates to the Arkansas Workforce Development Board Dashboard:** Chair Anderson recognized Program and Performance Evaluation Committee Chair Abby Houseworth to provide updates on the Arkansas Workforce Development Board Dashboard. Committee Chair Houseworth requested that Board Staff Kris Jones provide an overview of the dashboard to Board Members and guests. Recommendations were made to add a Glossary of Terms, remove items representing less than five percent, combine services to reduce the total number of services, summarize information on future reports and look at changes in service mix, per local area, over time.

**Agenda Item 6 – INFORMATIONAL – Career Pathways Initiative Presentation:** At the request of board members in the previous meeting, Chair Anderson recognized Dr. Willie Murdock to provide information to the Full Board on the Career Pathways Initiative (CPI).

**Agenda Item 7 – INFORMATIONAL – LWDB Certifications and WIOA Annual Report:** Chair Anderson recognized Board Staff Mr. Kris Jones to present information to the Full Board on the Local Workforce Development Board Certifications and WIOA Annual Report. The WIOA Annual Report is due December 2, 2019. Mr. Jones stated the Executive Committee may need to approve the report if it isn't ready by December 2, 2019 in order to allow time for public review and comment before submission.

**Agenda Item 8 - INFORMATIONAL - Local Workforce Development Area Presentations:** Chair Tom Anderson recognized Central Arkansas Workforce Development Board Executive Director Rodney Larsen to present to board members information about his Local Workforce Development Area's programs, activities, best practices and successes.

Next, Chair Anderson recognized Little Rock Workforce Development Board Executive Director W.J. Monagle to present to board members information about his Local Workforce Development Area's programs, activities, best practices and successes.

**Agenda Item 9 - ACTION - State Board Committee Membership Recommendations:** Chair Tom Anderson asked board member to review the board membership and committee assignments as shown in Agenda Item 9 in the agenda book. After the review, Chair Anderson asked for any questions or comments before voting on the membership as listed.

**Hearing none, a motion to approve the State Board Committee Membership as recommended by Board Staff with no additional revisions was made by Mr. Kelley Sharp, and seconded by Mr. Lindsay Brown. The motion carried unanimously with none opposed.**

**Resolution for the Jonathan Cheatham U.S. Army Reserve Center:** Chair Tom Anderson recognized board member Mr. Alan McClain to present the resolution to the Full Board. The resolution states the Arkansas Rehabilitation Services may continue to utilize the Jonathan Cheatham U.S. Army Reserve Center facility as granted by the U.S. Department of Education. Mr. McClain noted the resolution is part of the process to grant permission to continue to utilize the armory.

**Hearing none, a motion to the approve the resolution for Arkansas Rehabilitation Services to continue utilizing the Jonathan Cheatham U.S. Army Reserve Center for educational purposes, as presented with no additional revisions, was made by Mr. George Nunnally and seconded by Mr. Robert Thorne. The motion carried unanimously with none opposed.**

**Board Open Discussion:** Chair Anderson recognized Vice-Chair Scott Bull. Vice-Chair Bull provided information on the Coalition for Career Development and how Arkansas had been leading other states to develop their own career coaching. The white paper on Career Readiness was presented to Secretary of Education Betsy DeVos and Assistant Secretary for Career, Technical, and Adult Education Scott Stump. Vice-Chair Bull requested board members read the information for the next Full Board meeting. Chair Anderson requested board members review the information for further discussion at the next Full Board meeting.

Dr. Childers asked board members to review material distributed by Mr. Jay Bassett's area for the Dislocated Worker Division under Assistant Director Mr. Mike Kennedy. The material covers Work Opportunity Tax Credit (WOTC) and Labor Market Information. The information provides an outlook on activities and successes across the state.

Dr. Childers informed board members that the Arkansas Division of Workforce Services leadership team will attend a meeting with the U.S. Department of Labor in Dallas on July 26, 2019. This will allow leadership the opportunity to review programs and funding streams for efficiency.

Dr. Childers informed board members of new members of the Division of Workforce Services leadership team under Transformation. The new members include Dr. Trenia Miles with Adult Education (previously under Department of Career Education), Dr. Cassandra Williams-Stokes with the Division of Services for the Blind (previously under the Department of Human Services,) and Commissioner Alan McClain with Arkansas Rehabilitation Services (previously under Department of Career Education). Dr. Childers closed by thanking everyone for the work that goes into convening the board meetings.

Chair Tom Anderson recognized Board Staff Kris Jones to provide board members information on lunch. Mr. Jones informed board members technical information will be provided during lunch on Transformation.

Lastly, Chair Tom Anderson recognized presenters and guests for attending and he thanked board members Dr. Maria Markham and Mr. Johnny Key for sending proxies in their absence to the meeting.

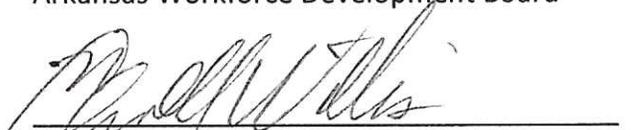
**Announcements:** Chair Anderson announced lunch will be provided for Board Members. The next Full Board meeting will be at 10:00 a.m. on October 15, 2019, at Embassy Suites in Little Rock.

**Adjourn:** Chair Tom Anderson adjourned the meeting at 12:33 p.m., on a motion made by Mr. Lindsay Brown, seconded by Ms. Abby Houseworth, 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  
Division of Workforce Services

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