

# AGENDA

January 10, 2017

## ARKANSAS WORKFORCE DEVELOPMENT BOARD FULL BOARD MEETING

1:00 p.m.

Call to Order ..... Charlie Clark, Chair

### ACTION Item 1

Minutes of October 11, 2016 Full Board Meeting

Report of Chairperson ..... Charlie Clark, Chair

Report of Staff ..... Daryl Bassett, Director

Arkansas Department of Workforce Services

Cindy Varner, Assistant Director

Arkansas Department of Workforce Services

### Report of Committees

§ Strategic Planning Committee ..... Brian Itzkowitz, Committee Chair

§ Program & Performance Evaluation Committee ..... Scott Bull, Committee Chair

§ Temporary Assistance for  
Needy Families Oversight Committee ..... Tom Anderson, Committee Chair

### ACTION Item 2

Council Resolution 2017-1 (Stipend Payments) ..... Charlie Clark, Chair

Review of 2016 WIOA Implementation Activities  
and 2017 Planned Activities ..... Cindy Varner

Board Open Discussion ..... Charlie Clark, Chair

Announcements

Embassy Suites Hotel  
11301 Financial Centre Parkway  
Little Rock, Arkansas



Adjournment

**NEXT MEETING DATES**

April 11, 2017	10:00 a.m. 1:00 p.m.	Committees Full Board Meeting	ACTI, Hot Springs ACTI, Hot Springs
July 11, 2017	10:00 a.m. 1:00 p.m.	Committees Full Board Meeting	TBD TBD
October 10, 2017	10:00 a.m. 1:00 p.m.	Committees Full Board Meeting	TBD TBD

Embassy Suites Hotel  
11301 Financial Centre Parkway  
Little Rock, Arkansas



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

**January 10, 2017**

**AGENDA ITEM 1 – ACTION:** Minutes of the October 11, 2016 Full Board Meeting

**RECOMMENDATION:** It is recommended that the Arkansas Workforce Development Board approve the minutes of the October 11, 2016 full board meeting.

**INFORMATION/RATIONALE:** Minutes of the meeting are attached.

**UNOFFICIAL**  
**MINUTES**  
**ARKANSAS WORKFORCE DEVELOPMENT BOARD**  
**October 11, 2016**

A regular quarterly meeting of the Arkansas Workforce Development Board was held on October 11, 2016, beginning at 1:00 p.m., at Goodwill Industries, Inc., 7400 Scott Hamilton Drive, in Little Rock, Arkansas. Chair Charles Clark presided with the following members present: Mr. Tom Anderson, Mr. Daryl Bassett by proxy Mr. Ron Snead, Ms. Karen Breashears, Mr. Lindsay Brown, Mr. Scott Bull, Ms. Charisse Childers by proxy Mr. Jonathan Bibb, Judge Brandon Ellison, Mr. Jeff Griffin, Ms. Abby Houseworth, Mr. Brian Itzkowitz, Mr. Johnny Key by proxy Ms. Michelle Griffin, Mr. Bart Langley, Mr. Alan McClain, Ms. Katy Morris, Mr. George Nunnally, Mr. Mike Preston by proxy Mr. Steve Sparks, Dr. Julie Roberson, Mr. Gary Sams, Mr. Kelley Sharp, and Mr. Robert Thorne. Mr. Jeffrey Allen, Mr. Chad Bishop, Mr. Robert East, Ms. Melissa Hanesworth, Mr. Alan Hughes, Ms. Holley Little, Mr. Rodney Loy, Mr. Michael Newcity, Mayor Harold Perrin, and Mr. Brett Powell were unable to attend.

Chair Clark began by thanking Mr. Brian Itzkowitz for hosting the meeting at his facility. He then asked the members to turn to Agenda Item 1 in their books.

Agenda Item 1 – ACTION – Minutes of the July 12, 2016 Board Meeting: Chair Clark proceeded to Action Item 1, asking if there were any additions or corrections to the minutes. Hearing none, **a motion to accept the minutes as presented was made by Mr. Tom Anderson, seconded by Dr. Julie Roberson, and the motion carried unanimously.**

Report of the Chairperson: Chair Clark reported that he had attended the National Governor’s Association – State Workforce Board Chairs meeting in Chicago, Illinois, July 31 – August 3, 2016. He stated that the meeting is held twice per year and allows him to meet with and share best practices with his peers from around the nation.

Report of Staff: Chair Clark asked Ms. Cindy Varner, ADWS - Assistant Director for Employment Assistance, to provide the staff report. Ms. Varner reported that the Workforce Investment Act (WIA) Annual Report had been submitted on October 3, 2016 and will be reviewed during today’s meeting. She explained that this will be the last annual report for the Workforce Investment Act (WIA) with the new Workforce Investment and Opportunity Act (WIOA) replacing it beginning July 1, 2016. She reported that a WIOA partners meeting had been held on September 29 – 30, 2016, with approximately 255 attending, and thirteen programs represented. The focus was on collaboration among partners and included a brainstorming session on services to Arkansas youth, including disabled and out-of-school youth.

Next, Ms. Varner discussed the community awareness events that have been taking place throughout the state to bring awareness to the services provided to employers and job seekers

through the Arkansas Workforce Centers. Ms. Varner reminded the members of the upcoming Career Expo on November 3, 2016, at Verizon Arena in North Little Rock. She stated that as of today there were 109 employers registered. She encouraged the members to attend if possible. In conclusion, Ms. Varner discussed the Arkansas Labor Market and Economic Report for 2016, distributed at today's meeting.

### Committee Reports

Chair Clark asked Mr. Brian Itzkowitz, Chair of the Strategic Planning Committee, to give a report of the committee's activities since the last quarterly meeting.

Mr. Itzkowitz reported that the Strategic Planning Committee met that morning, did not have a quorum, and were unable to approve the minutes of the July 12, 2016 meeting. He stated that the committee heard reports from Department of Workforce Services and Department of Career Education staff regarding the final five revisions made to the state plan, which included incorporation of special populations into the service strategy under the plan goals; three areas of clarification that priority of service to veterans will be adhered to; and clarification of concurrent activities under the adult education program. He explained that these revisions were required as a condition of approval of the plan by the U.S. Department of Labor and the U.S. Department of Education.

He reported that the committee heard a presentation on the process that will be used for local boards to review applications submitted by prospective adult education providers to ensure that the service strategy is in agreement with local board objectives and goals – which is required under WIOA legislation. They also heard a report on efforts to implement sector strategies in Arkansas, and completed two surveys, which will provide staff with input for additional guidance for local boards.

Mr. Itzkowitz reported that the committee heard a progress update on the committee's action plan, developed by DWS staff, to aid the committee in monitoring the required activities of the committee. He concluded by stating that the next meeting of the committee will be on January 10, 2017 at 10:00 a.m.

Next, Chair Clark recognized and requested that Mr. Scott Bull, Chair of the Program & Performance Evaluation Committee, give a report on that committee's activities since the last full board meeting.

Mr. Bull began by reporting that the committee met this morning and approved the minutes of the July 12, 2016 meeting. He stated that they heard a report on the final performance outcomes for Program Year 2015, which will be the final performance report for the Workforce Investment Act. He explained that the State must meet at least eighty percent of each performance target and that the State met all nine measures according to this rule.

Mr. Bull reported that the Little Rock local board exceeded all ten performance measures; that the Central, Northeast, and Southeast local boards met or exceeded eight of the nine measures;

that the Eastern, Northwest, West Central, Southwest, and Western local boards all met or exceeded seven of the nine measures; and the North Central local board only met four of the nine measures. He stated that staff will be working with local areas that missed measures by more than eighty percent of the goal to develop a corrective action plan.

Mr. Bull reported that DWS staff shared actions taken with the U. S. Department of Labor to develop a monitoring tool to review progress in serving targeted populations. He referred the members to a handout of the final performance targets provided at their seats and reported that the committee had voted unanimously to approve the targets as presented. He also reported that DWS staff shared efforts to negotiate performance targets but due to inconsistencies in the statistical model provided by the U. S. Department of Labor recommended setting the local performance targets at the same level as the State's with the committee unanimously approving the staff's recommendation.

Mr. Bull stated that the committee was informed that the Department of Workforce Services has been awarded a new grant in the amount of \$1.1 million which will be used to integrate data systems between partners and create a common intake system.

Mr. Bull reported that at the request of the committee, Ms. Cindy Varner presented a case study of an individual that had been served by the workforce system, highlighting the referrals and multitude of services received.

**By direction of the Program & Performance Evaluation Committee, Mr. Scott Bull made a motion to adopt the State and Local level Program Year 2016 and 2017 performance targets. Chair Clark recognized the motion and asked for any questions from the full board. Hearing none, the board voted and the committee's recommendation passed unanimously.**

Chair Clark recognized Mr. Tom Anderson, Chair of the TANF Oversight Committee, to give a report of the committee's activities since the last quarterly meeting.

Mr. Anderson reported that the committee met that morning, approved the minutes of the July 12, 2016 committee meeting, and heard an update on the implementation of requirements of Act 1205 of 2015. He stated that the committee continued its review of the new drug screening and drug testing program for TANF participants as required by state law. He indicated that the committee also heard reports on the TANF program enrollment and strategies to increase enrollment in declining programs; the ARWINS system which is currently being piloted; and the committee was provided an update on the action plan provided by DWS staff to aid the committee in monitoring the required activities of the committee as established by the bylaws and also to ensure that the goals and objectives that are identified in the state plan are being implemented. In conclusion, Mr. Anderson stated that the next meeting of the TANF Oversight Committee would be held on January 10, 2017 at 10:00 a.m.

Local Board Annual Reports: Chair Clark recognized representatives from the ten local workforce development boards to provide an overview of their Local Board Annual Reports. The local annual reports are included as an attachment to the office meeting file.

Open Discussion: Chair Clark moved to the open discussion item and asked to discuss meeting locations for 2017. He proposed that board meetings continue to be held at facilities that highlight workforce development activities.

Announcements: Chair Clark announced that the next meeting of the full board would be held on January 10, 2017, at 1:00 p.m., with committees meeting at 10:00 a.m.

Adjourn: Chair Clark adjourned the meeting at 3:04 p.m., on a **motion made by Ms. Karen Breashears, seconded by Mr. Lindsay Brown, and carried unanimously.**

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Charles Clark, Chairman

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Arnell Willis, Director Workforce Investment  
Department of Workforce Services

*Minutes recorded by Kim Kight  
Department of Workforce Services Staff*

## For Consideration of the Arkansas Workforce Development Board

January 10, 2017

**AGENDA ITEM 2 – ACTION:** Council Resolution 2017-1: Board Member Stipend

**RECOMMENDATION:** It is recommended that the Arkansas Workforce Development Board approve Council Resolution 2017-1 allowing board members to accept a stipend for reimbursement of expenses to attend meetings of the board.

**INFORMATION/RATIONALE:** Arkansas Code Annotated § 15-4-3704 allows the Arkansas Workforce Development Board by a majority vote of the total membership of the board cast during its first regularly scheduled meeting of each calendar year, the board may authorize payment to its members of a stipend not to exceed one hundred ten dollars (\$110) per meeting attended. The board members shall receive no other compensation, expense reimbursement, or in-lieu-of payments as provided in § 25-16-902.

A draft council resolution is attached for consideration by the board.

**ARKANSAS WORKFORCE DEVELOPMENT BOARD  
COUNCIL RESOLUTION NUMBER 2017 – 1**

**WHEREAS**, the Arkansas Workforce Development Board (AWDB) conducts its matters as an entity prescribed by the Workforce Innovation and Opportunity Act (WIOA); and

**WHEREAS**, the ADWB serves the Governor of the State of Arkansas as a policy advisory entity in accordance with WIOA law; and

**WHEREAS**, it has been determined that the AWDB and its activities are encompassed by A.C.A. §15-4-3706; and

**WHEREAS**, A.C.A. §15-4-3704 (h)(1) and (2) states, “By a majority vote of the total membership of the Arkansas Workforce Development Board cast during its first regularly scheduled meeting of each calendar year, the Arkansas Workforce Development Board may authorize payment to the appointed members of a stipend not to exceed one hundred ten dollars (\$110) per meeting attended of the full Arkansas Workforce Development Board or its committees, and the Arkansas Workforce Development Board members shall receive no other compensation, expense reimbursement, or in-lieu-of payments except as provided by A.C.A. §25-16-902.” and “The stipend shall be paid from Workforce Innovation and Opportunity Act funding awarded to the state and authorized for Arkansas Workforce Development Board activities.”

**BE IT RESOLVED**, that the Arkansas Workforce Development Board adopts as its official and stated policy the reimbursement of expenditures to its members in accordance with A.C.A. §15-4-3704 for the entire calendar year of 2017.