

MINUTES
REGULAR QUARTERLY BOARD MEETING
ARKANSAS WORKFORCE INVESTMENT BOARD
January 13, 2004

Chairman Steve Lux called to order a meeting of the Arkansas Workforce Investment Board, at 9:00 a.m. on Tuesday, January 1, 2004, at the Wyndham Riverfront Hotel, North Little Rock, AR. Members who were able to participate were: Mr. Tom Anderson, Ms. Lee Ann Bird as proxy for Dr. Linda Beene, Mr. Bobby Blount, Ms. Candis Collins, Mr. Larry Featherstone, Mr. Garland Hankins for Dr. Steve Franks, Mr. Alan Hughes, Ms. Catherine Janosky, Mr. Steve Lux, Mr. Eddie Miller, Mr. Mike Norton, Mr. Dalton Price, Mr. Jim Putlak, Mr. Roger Harrod for Mr. Ed Rolle, Mr. Frank Scroggins, Mr. Jim Smith, Ms. Arnessa Staten, Mr. Larry Walther, and Mr. Randy Parker for Mr. John Wyvill. Members who were unable to participate were: Senator Gilbert Baker, Mr. Howard Fikes, Representative Mary Beth Green, Governor Mike Huckabee, Mr. Calvin Johnson, Mr. Kurt Knickrehm, Mr. Jim Knight, Dr. Timothy O'Brien, Director of the UAMS Biomedical Biotechnology Center and Professor in the Department of Obstetrics and Gynecology, and Mr. Robert White. Approximately 30 representatives from the public were present and members of the State WIB staff.

Mr. Lux began by welcoming the guests participating in the meeting: Mr. John Metcalf - Corporation for a Skilled Workforce, Mr. Dean Inman – Northeast Board Chair, and his guest Mr. Ray Noel, Mr. Terry Turner – Southeast Board Chair, Mr. Jim Stewart – Northwest Board Vice Chair, Dr. Barry Wingfield, SUCCESS Project Developer, Regional Programs Division, UAMS, and Dr. Timothy O'Brien, Director of the UAMS Biomedical Biotechnology Center and Professor in the Department of Obstetrics and Gynecology. He also welcomed new member Larry Walther, Director, Arkansas Department of Economic Development.

Action Item 1 - Minutes: The minutes of the December 9, 2003, Executive Committee meeting were **approved on a motion made by Bobby Blount, seconded by Tom Anderson and carried unanimously.**

Action Item 2 – Ratification of Executive Committee Actions: Chairman Lux asked the Board to turn to pages 4-5 of the agenda book. **The action was approved without discussion on a motion made by Jim Price and seconded by Jim Putlak.**

Report of Executive Director: Jane English began by wishing everyone a Happy New Year.

Ms. English briefly mentioned an email from Governor Huckabee for state agencies to prepare a contingency plan for the possible shut down of state government until education adequacy is achieved. There were no other comments on this item.

Ms. English announced the Outreach and Development team is in the process of developing new marketing materials that will debut at the annual Human Resources conference in Hot Springs.

Next, Ms. English announced staff members will attend the National Industrial Automation show in Chicago the end of February. The staff will work a booth with the Arkansas Department of Economic Development, members of local Chambers of Commerce, and economic development organizations.

Ms. English relayed that the Business Relations team leader, Director of Industry and Training, ADED, and a business liaison person from Central Arkansas are attending the U.S. Labor Department training on building business relationships and workforce development.

Ms. English discussed how busy the Dislocated Task Force has been with closing businesses, pointing out meetings were held on Saturday, January 10, 2004, for dislocated workers of Southwest Airlines. Mr. Alan Hughes attended the function. He stated most seemed to enjoy the Job Fair, but thought the Job Fair should be scheduled after the Dislocated Worker Task Force meeting, concluding a need of better coordination at the local level. Mr. Hughes stated that approximately 135 people attended.

Ms. English stated that the Labor Market Information (LMI) unit is working on updating the Demand Occupation List. Focus groups are going to be held with business and industry groups and economic development to ensure the list is compatible with business needs and local area economic development strategies.

Ms. English then discussed that staff will be meeting with two- and four -year colleges to talk about problems associated with the Eligible Training Provider List. Ms. English explained the colleges are having a difficult time becoming eligible training providers due to the complicated process.

Next, Ms. English conversed about the Incumbent Worker Training Committee, stating with Board approval, there will be an additional round of applications. She affirmed that original committee members will stay on the committee, while Tom Booth from Raytheon and a Local Board member, and Brad Lay, Conway Economic Development Director, will join the committee.

Ms. English briefly mentioned the common management information system, stating the committee will be making a recommendation to the Board within the next month. The recommendation will include which system will be used and an estimated cost of the system.

Ms. English completed her Director's Report by stating the integration is going quite well. She pointed out that folks are starting to realize that everything in the agency overlaps, and all elements are important to each group. She stated at the local level, with the certification process, people will begin cross-training so that they know what all of the programs are, which in turn, better helps those who seek workforce center services.

Ms. Catherine Janowsky asked the purpose of attending shows, such as, the National Industrial Automation Show in Chicago. Ms. English explained this is an opportunity to network, and to also become familiar with the problems and issues the manufacturing industry has. She also stated that this opportunity provides the Arkansas Department of Economic Development a chance to learn what other manufacturers are doing around the state. Mr. Walther stated that they try to attend high profile conferences, such as this, at least once or twice a year.

Action Item 3 – Board Resolution to Pay Per Diem to Board Members in 2004: Chairman Lux asked the Board to turn to pages 6-7. Mr. Lux explained it is recommended that the Board approve per diem payments to members of the AWIB in the amount of \$100 during the calendar year of 2004 for all scheduled meetings attended, although legislation approved per diem payments of \$110. **Mr. Jim Putlak made a motion to approve per diem rates of \$100 and Ms. Candis Collins seconded the motion.**

Action Item 4 – Incumbent Worker Training Program Funding for Program Year 2003: Chairman Lux asked the Board to turn to page 8. Chairman Lux asked Ms. English if she would like to make any comments on the recommendation for the Board to approve to allocate \$500,000 to continue funding Arkansas' Incumbent Workforce Training Program (IWTP). Ms. English stated the previous committee did an excellent job. She stated there will be some changes to the application process, and that the application is open to any type of business or industry. She also stated that training on the application process will be

available for two- year colleges, people at the local level, and the Arkansas Department of Economic Development, making the process easier for everyone. Ms. English informed the Board that the maximum funding allowable will be reduced.

Mr. Lux asked how much of the \$1,750,000 has not been expended. Ms. English responded that a couple hundred thousand dollars have not been expended, but the companies have until May 2004 to do so. She stated that some companies have not started their training and some companies have closed. Mr. Lux asked whether the money would be recaptured. Ms. English explained that it would be recaptured.

Mr. Jim Putlak asked if the \$500,000 was additional funding. Ms. English responded yes. Mr. Putlak asked whether the application process would be reopened, and if so, when. Ms. English responded the application process would be reopened possibly in February, pending Board approval of the revised application. **Jim Price made a motion to accept the recommendation for the Board to approve to allocate \$500,000 to continue funding Arkansas' Incumbent Workforce Training Program (IWTP); Jim Putlak seconded.**

Action Item 5 – Arkansas Workforce Center Certification Criteria: Chairman Lux introduced Jan Campbell and Dave Brady, co-chairs of the Certification Workgroup of Local Representatives. Ms. Campbell and Mr. Brady described and summarized key points of the certification document, emphasizing that once approved, the document will serve as a standard guidance and cause continuous improvement in the workforce centers. Mr. Tom Anderson thanked the committee members for their hard work. Ms. Janowsky commented that the certification document will begin to minimize duplication of services, but does not guarantee it. **Mr. Price made a motion to accept the recommendations of the committees to approve the Arkansas Workforce Center Certification process as provided; Judge Scroggins seconded.**

Information Item 6 – Presentation on Arkansas' Labor Market Information (LMI): At the request of the Executive Committee, a presentation by the Labor Market Information unit was given. Sharon Robinette, Al Crumby, and Rosalie Owens provided information on available labor market information pertaining to various areas in Arkansas. Ms. Sharon Robinette reported the Board will receive monthly copies of labor market trends and a monthly news release of employment and unemployment rates. Ms. Janowsky asked whether there is an average unemployment rate for the state of Arkansas that is used as a benchmark. Mr. Crumby explained that in the past there was, but currently there is not. Mr. Lux asked whether there is a reason the unemployment rate dropped from 6% to 5.5%. Mr. Crumby stated it appears people are not actively pursuing employment. Mr. Smith commented that manufacturing jobs are being outsourced to other countries, and wanted to know what jobs are replacing those manufacturing jobs. Mr. Crumby stated there is an increase in the number of service related jobs. Mr. Price stated we should not assume an industrial job pays more than a services job. He also asked whether service related jobs are leaving the state. Ms. English replied that we do not have the ability to collect that type of data at this time.

Information Item 7 – High Growth Industry Profile - Biotechnology: Dr. Timothy O'Brien, Director of the UAMS Biomedical Biotechnology Center and Professor in the Department of Obstetrics and Gynecology, gave a presentation on Biotechnology. Dr. O'Brien summarized the need to commercialize University Bio-Med technology. He stated there are ten start-up companies and five in the pipeline. Ms. Candis Collins asked Dr. O'Brien if there is funding for public awareness of Biotechnology, and expressed there is a great need for public education. Dr. O'Brien agreed, and stated public education is a component that is easily neglected, although he and his team try to do community outreach as much as possible. Ms. Janowsky asked Dr. O'Brien how companies are selected for licensure. Dr. O'Brien stated that approximately 60% of the companies are licensed. He stated the Arkansas Bio-Ventures Board determines which companies are

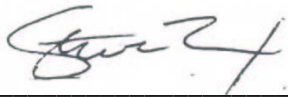
reasonable to support in Arkansas. Ms. English commented that biotechnology is an opportunity for the next wave of the future of Arkansas.

Information Item 8 – High Growth Industry Profile – Health Care: Dr. Barry Wingfield, SUCCESS Project Developer, Regional Programs Division, UAMS, gave a presentation on Health Care. He summarized a study on Statewide Health Workforce Vacancies, and explained there is a vast need for health care professionals, especially in rural areas of Arkansas. He then reviewed the Students Utilizing Community-Centered Education Systems (SUCCESS) model, and explained the goal of this program is to bring education to the student, and once trained, keep the professional in the rural community. Ms. English commented that the SUCCESS program is a great initiative to help rural areas.

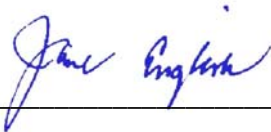
Announcements: Chairman Lux reiterated a comment made by Mr. Fikes at the December Executive Committee meeting regarding performance standards. He encouraged the Board to view the endeavor of workforce development like a business, rather than concentrating on the Department of Labor's 18 outcome measures. Mr. Lux rhetorically asked, "What is the Board looking at strategically?" He referred the issue to the Strategic Planning Committee. Chairman Lux announced that next month's meeting would be an Executive Committee meeting, to be held Tuesday, February 10, at 9:00 a.m. at the AWIB offices, conference room 1.

Chairman Lux asked if there were any other announcements or questions. There were none.

Adjourn: With no other announcements or questions, **motion to adjourn the meeting was made by Mr. Price, seconded by Alan Hughes and carried unanimously.**



Steve Lux, Chairman



Jane English, Executive Director

*Minutes recorded by Stephanie Carlo
Workforce Investment Board Staff*