

MINUTES
EXECUTIVE COMMITTEE MEETING
ARKANSAS WORKFORCE INVESTMENT BOARD
February 10, 2004

Chairman Steve Lux called to order a meeting of the Executive Committee, Arkansas Workforce Investment Board, at 9:03 a.m. on Tuesday, February 10, 2004, held by teleconference originating at the Arkansas Workforce Investment Board office, North Little Rock. Members who were able to participate were Senator Gilbert Baker, Mr. Tom Anderson, Mr. Larry Featherstone, Mr. Howard Fikes, Garland Hankins as proxy for Dr. Steve Franks, Mr. Alan Hughes, Ms. Catherine Janosky, Mr. Jim Putlak, Mr. Steve Lux, and Mr. Jim Smith.

Action Item 1 - Minutes: Chairman Lux directed the attention of the Executive Committee to the minutes of the January 13, regular quarterly meeting on pages 2-6 of the agenda book. A correction to the minutes was noted. Ms. Janosky's name was misspelled and will be corrected in the official copy of the minutes.

The minutes were approved on a motion made by Catherine Janosky, seconded by Tom Anderson, and carried unanimously.

Report of Executive Director: Chairman Lux asked Ms. Jane English for her Executive Director's report. Ms. English stated that staff and local workforce representatives participated in an audio conference on February 3 focused on WIA reauthorization.

She reported that Kajuana Donahue of the U.S. Department of Labor, Dallas Regional Office, recently visited Arkansas and spent two days with the staff discussing the integration of activities and the new organizational structure. Ms. Donahue also provided some valuable technical assistance to the Trade Adjustment Assistance staff.

Ms. English reported that the Arkansas Workforce Investment Board was recently recognized at an Arkansas Hospitality Association Luncheon for assistance to the hospitality industry through the Incumbent Worker Training Program. She stated that many employees of Arkansas' hospitality industry were able to receive nationally recognized certification through the training they received as a result of grants awarded through the training program.

Ms. English referred to Ms. Sharon Robinette of the AWIB staff to give an update on the common workforce management information system. Ms. Robinette stated that the workgroup assigned to look at prospective systems would be making a recommendation to the agency directors within the next month.

Ms. English reported that she was scheduled to make a presentation on the workforce system in Arkansas at the Arkansas County Judges meeting on February 13.

She also has been invited to attend a meeting with U.S. Department of Labor, Assistant Secretary Emily Stover DeRocco in Chicago on February 19-20. She concluded her report by stating that several staff would be attending a program and policy forum training session in Dallas at the end of the month focused on National Emergency Grants, Trade Adjustment Assistance, and Workforce Investment Act.

Action Item 2 – Arkansas' Incumbent Workforce Training Program: In January 2004, the Arkansas Workforce Investment Board allocated an additional \$500,000 for incumbent worker training. Subsequently, the IWTP Review Committee revised the application process and evaluation procedures for improvements. Jean Ann Reed discussed the changes to the application process and evaluation procedures. Jim Putlak asked whether the evaluation criteria were new. Mr. Fikes reported that the criteria are different from the criteria used last year. There was no other discussion.

Senator Gilbert Baker made a motion to accept the recommendation from the IWTP Review Committee for the Board to approve the revisions made to the Incumbent Worker Training Program Application Form, Process, and Evaluation Form; Alan Hughes seconded.

Information Item 3 - Comparison of Employment, Average Quarterly Wages, and Average Weekly Wages by Local Workforce Investment Area: As part of a continuing effort to provide the Board with examples of available labor market information, a presentation was made by Mr. Al Crumby, Labor Market Information unit, on the Comparison of Employment, Average Quarterly Wages, and Average Weekly Wages by LWIA for the 2nd Quarter of 2001, 2002, and 2003 for the manufacturing, professional and business services, and leisure & hospitality sectors.

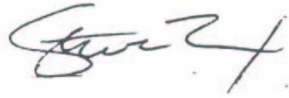
Information Item 4 - Progress Report on WIA System Scorecard Measures: During the December 9, 2003, meeting of the Executive Committee of the Arkansas Workforce Investment Board, WIA Program Year 2002 performance data was presented. At the conclusion of this presentation, committee members expressed a desire for additional information regarding Arkansas' workforce system, which would be meaningful to the business community.

At the January full board meeting Mr. Lux referred the issue to the Strategic Planning Committee. As a result, staff developed a workgroup, lead by Mr. Elroy Willoughby, to serve as an informational resource for the Strategic Planning Committee.

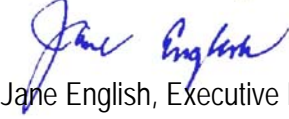
Mr. Willoughby explained that on February 3, 2004, the workgroup met to discuss information the Strategic Planning Committee should be provided. Mr. Willoughby reported that among information reviewed and/or discussed were examples from other states and the capability of producing needed data. Mr. Willoughby stated that a second meeting of the information workgroup was scheduled and a Strategic Planning Committee would be scheduled soon after the workgroup meeting.

Announcements: Chairman Lux announced that next month's meeting would be an Executive Committee Meeting, to be held Tuesday, March 9, at 9:00 a.m., at the AWIB offices, Conference Room 1.

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

A handwritten signature in black ink, appearing to read "Steve Lux".

Steve Lux, Chairman

A handwritten signature in blue ink, appearing to read "Jane English".

Jane English, Executive Director

*Minutes recorded by Stephanie Carlo
Workforce Investment Board Staff*