

**MINUTES
EXECUTIVE COMMITTEE MEETING
ARKANSAS WORKFORCE INVESTMENT BOARD
May 11 2004**

Chairman Steve Lux called to order a meeting of the Executive Committee, Arkansas Workforce Investment Board, at 9:00 a.m. on Tuesday, May 11, 2004, held at the Clarion Resort, Hot Springs, Arkansas. Members who were able to participate were Mr. Tom Anderson, Senator Gilbert Baker, Mr. Larry Featherstone, Dr. Steve Franks, Mr. Alan Hughes, Mr. Steve Lux, Mr. Jim Putlak, and Mr. Jim Smith. Mr. Howard Fikes and Ms. Catherine Janosky were not able to attend. Approximately 10 representatives from the public were present and members of the State WIB staff. Ms. Lucretia Norris from the Governor's office and Mr. Artee Williams, AESD Director, also attended.

Mr. Lux began by welcoming members to Hot Springs.

Action Item 1 - Minutes: Chairman Lux directed the attention of the Executive Committee to the minutes of the April 13, 2004 Regular Quarterly meeting on pages 2-6 of the agenda book.

There were two corrections, page 3, the first sentence was corrected to read Eastern and West Central. Then on page 6 under Announcements, the meeting started at 9:00 a.m. instead of 9:30 a.m.

The minutes were approved with corrections on a motion made by Tom Anderson, seconded by Alan Hughes, and carried unanimously.

Report of Executive Director: Chairman Lux asked Ms. Winston for her Executive Director's report. Ms. Winston began by explaining that the joint meetings around the state with ESD and AWIB personnel were positive and productive. She stated that she and Artee Williams plan to work in some of the field offices to gain a better appreciation of the work the local staff perform.

Ms. Winston then stated she attended the Council of State Governments meeting in St. Paul, MN on May 14-19. She informed the Board that she serves on the Board of Directors. She expressed that this is an opportunity to network with other states regarding WIA and TANF programs.

Ms. Winston reported that Suzie Wetzel, District 2 Area Operations Chief, was going to be on channel 11 discussing employment services, labor market information, and unemployment rates.

After Ms. Winston stated she was finished with her report, Chairman Lux then asked for an update on Jobs for America's Graduates (JAG). Dr. Franks stated there were several inquiries from small school districts after the meeting held at the Governor's mansion. He also informed the Board that a follow-up conference call was planned for May 14th. Chairman Lux also asked for the status of the investigative audit. Ms. Winston stated that it appeared to be going well, and that everyone has been very cooperative in providing requested information.

Action Item 2 – Proposed Revision to Western Arkansas Five-Year Local Plan: Chairman Lux instructed the members to turn to pages 7-8 of the agenda book to review the proposed revision to Western Arkansas Workforce Investment Board's local five-year plan.

Chairman Lux stated it is recommended that the Arkansas Workforce Investment Board approve the proposed revision to the Western Arkansas Workforce Investment Board's local five-year plan for further defining the sixth barrier criteria in order to serve additional eligible youth.

Mr. Smith asked whether there is a difference how the areas define the sixth barrier. Ms. Rebecca Trammell replied that she was not familiar with each areas definition for the sixth barrier, however, it is at the local boards discretion to define as necessary to serve as many eligible clients as possible in the local area.

Senator Gilbert Baker made a motion to accept the recommendation to approve the revision to the Western Arkansas local five-year plan for further defining the sixth barrier criteria in order to serve additional eligible youth; Tom Anderson seconded, and was carried unanimously.

Information Item 3 – Occupational Employment Statistics: Chairman Lux instructed the members to turn to page 9 of the agenda book to review Occupational Employment Statistics Supplemental Survey Follow-Up.

Mr. Lux explained that the full Board and the Executive Committee have asked for information on the cost of conducting a supplemental survey to obtain additional information on wages and staffing patterns of small businesses in Arkansas. He stated that staff prepared two estimates, both presented as annual costs. He referred to Ms. Sharon Robinette who explained the research findings.

Based on the findings, Ms. Robinette declared that conducting an additional survey was not only costly, but may also effect the response rate that is currently received on the occupational employment survey administered under the Bureau of Labor Statistics guidelines, stating that the response rate is approximately 93%. Mr. Hughes asked of the 93% that responded, how many of those are businesses with 150-250 employees. Ms. Robinette stated the response rate was not stratified by the size of the business. Chairman Lux wanted to know the statistical accuracy of the occupational survey, as in, plus or minus 2%. Ms. Robinette stated the survey is relatively accurate, but was unsure of the exact percentage. Ms. Robinette stated she would follow-up with additional information at the next committee meeting.

Information Item 4 – Labor Market User's Conference and Lunch: Chairman Lux recommended that committee members stay to attend some of the labor market information seminars and lunch. He stated that a full agenda was provided if members wanted to attend additional sessions during the two-day conference.

Announcements: Chairman Lux announced that next month's meeting would be a Regular Quarterly Meeting, to be held Tuesday, June 8, 2004, at 9:00 a.m., at the AWIB offices, conference room 1, North Little Rock.

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

Steve Lux, Chairman

Sandra Winston, Executive Director

*Minutes recorded by Stephanie Carlo
Workforce Investment Board Staff*