

MINUTES
REGULAR QUARTERLY FULL BOARD MEETING
ARKANSAS WORKFORCE INVESTMENT BOARD
October 14, 2003

Chairman Steve Lux called to order a meeting of the Arkansas Workforce Investment Board, at 9:00 a.m. on Tuesday, October 14, 2003, at the Embassy Suites Hotel, 11301 Financial Centre Parkway, Little Rock, AR. Members who were able to participate were: Mr. Tom Anderson, Senator Gilbert Baker, Ms. Lee Ann Bird as proxy for Dr. Linda Beene, Mr. Bobby Blount, Mr. Larry Featherstone, Dr. Steve Franks, Mr. Alan Hughes, Ms. Catherine Janosky, Mr. Steve Lux, Mr. Eddie Miller, Mr. Mike Norton, Mr. Steve Sparks as proxy for Mr. Jim Pickens, Mr. Ed Rolle, Mr. Frank Scroggins, Mr. Jim Smith, Ms. Arnessa Staten, and Mr. John Wyvill. Members who were unable to participate were: Ms. Candis Collins, Mr. Howard Fikes, Representative Mary Beth Green, Mr. John Hauge, Governor Mike Huckabee, Mr. Calvin Johnson, Mr. Kurt Knickrehm, Mr. Jim Knight, Mr. Dalton Price, Mr. Robert White, and Mr. Campbell Wilkerson. Approximately 75 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 and Mr. Roy Vanderford - Corporation for a Skilled Workforce, Ms. Jessica Caldwell – Governor's Liaison, Ms. Lucretia Norris – Governor's Staff, Mr. Dean Inman – Northeast Board Chair, and his guest Mr. Ray Noel, Mr. J.R. Marlow – Western Board Chair, Mr. John Dyess – Northwest Board Chair, and Ms. Sandra Winston – Executive Director - Arkansas Transitional Employment Board.

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

Report of the Vice Chairman: Mr. Jim Smith discussed the National Association for State Workforce Board Chairs conference call held on October 3rd. He explained that during the call Ms. Emily DeRocco – Assistant Secretary, Employment and Training Administration expressed concern regarding the current senate version of WIA Reauthorization (S1671.) She conveyed that this version does not have provisions to strengthen a business driven system. She encouraged State Boards to write letters to their Senators addressing the following five issues: consolidation of funding streams, Governor's authority to designate service delivery regions within their states, infrastructure funding for One-Stop systems, reduction in Board sizes at the State and local levels, and providing an expanded waiver system for Governor's to design unique systems within their states. Mr. Smith provided a copy of the letter he had sent to Senators Lincoln and Pryor and encouraged other to do the same.

Report of Executive Director: Jane English began by asking Ms. Jean Ann Reed, AWIB staff, to discuss the recent Arkansas Quality Awards. Ms. Reed acknowledged several companies that received achievement awards including the Northwest Arkansas Certified Development Corporation, which is the one-stop operator for Northwest Arkansas, board member Jim Putlak's employer Celesta, and local board chair Wade Hardy's employer Temple Inland Forest Products Corporation.

Next, Ms. English discussed the current Memorandum of Understanding that ESD and AWIB staffs are working on. She discussed a public information campaign regarding the integration that will be presented to the Board in January. She asked Sharon Robinette –AWIB staff, to give an update on the search for a common workforce management information system. Ms. Robinette reported that the search has been narrowed to three national consortiums. The committee is reviewing their products at this time.

Next, Ms. English discussed the National Association of State Workforce Board Chair's meeting Chairman Lux and she attended in September. The focus of the meeting centered on the current WIA re-authorization legislation and the frustration of business entities as to how to find skilled workers. Ms. English said that she and Chairman Lux will be attending the next meeting December 5-6.

Next Ms. English discussed the National Coalition for Advanced Manufacturing (NACFAM) conference she will be attending November 21. The conference topic is Manufacturing Skills Crisis. She explained that several well-known manufacturers had gotten together to develop the conference which will discuss the inability of manufacturers to find and hire skilled workers.

Ms. English discussed the recent Nestle grand opening in Jonesboro which she was invited to attend on behalf of the Board.

Next Ms. English asked Jean Ann Reed, AWIB staff, to give an update on the work Bob Sanner and she have been doing with a collaboration of economic developers, employers and educators from around the state. The group has met on several occasions and put together a mission for the collaboration that will be driven by business to provide a skilled workforce. Ms. Reed discussed the Value Stream Mapping work the group did recently with Ms. Judith Resnick, Connecticut Business & Industry Association. Ms. Resnick assisted the group with the mechanics of working together to streamline their resources.

Ms. Catherine Janosky asked what kinds of projects they will be working on and Ms. Reed explained that they are still in the development phase. She said a potential project may be putting together certification classes that will be recognized industry wide and possibly statewide. They will work closely with businesses to determine what they require and then train people to that need. Mr. Lux thanked Ms. English for her report and asked if there were any further questions. There were none.

Information Item 2 – AWIB Organizational Chart after Integration: Chairman Lux asked the Board to turn to pages 5-11 to view the changes that are taking place with the AWIB and ESD integration. Each of the four Team Leaders gave a short overview of their team's current focus. Ms. English announced that the AWIB staff at the West Little Rock office will be moving to bring the entire integrated staff together at what is currently the Employment Security Department office at #1 Pershing Circle, North Little Rock. The move will take place on November 10. Chairman Lux ended the overview by reminding everyone that the integration will not increase the number of staff of the AWIB it will simply reorganize the current staff.

Information Item 3 – Arkansas Workforce Center Certification Criteria: Chairman Lux asked the Board to turn to pages 14-40 of the agenda book. Mr. Jim Case presented a Microsoft Powerpoint presentation regarding the work leading up to the draft version of the Arkansas Workforce Center Certification Criteria. Mr. Case reported that the team spent an enormous amount of time making the new criteria a national template. To help ensure success, assistance was requested from the *Corporation for a Skilled Workforce*, a nationally recognized consulting firm specializing in workforce issues. The draft copy of the certification criteria was released for public comment with an ending date of November 8. The draft document was sent to state board members, local boards, administrators, program providers, workforce center operators and placed on the Board website. After all comments have been received, a final draft will be presented to the Board in the coming months for approval and subsequent implementation. After a lengthy discussion Chairman Lux suggested that the Board refer the draft certification document and the public comments to the Program & Performance Evaluation Committee. There were no objections.

Action Item 4 – Funds Transfer Request for the Southwest Arkansas Workforce Investment Board: Chairman Lux asked the Board to turn to page 41-42 of the agenda book. After a brief discussion a **motion to approve the transfer request was made by Mr. Jim Putlak, seconded by Ms. Catherine Janosky and carried unanimously, with Frank Scroggins abstaining.**

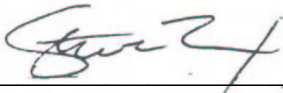
Information Item 5 – Organizational Effectiveness: Principles for Guiding Arkansas' Workforce Boards: Chairman Lux directed the Board to turn to pages 43-57 and asked Mr. John Metcalf, Corporation for a Skilled Workforce (CSW), to overview his publication. Mr. Metcalf discussed the Board training conducted by CSW over the past summer which led to the creation of the report which includes principles for guiding Arkansas' local workforce investment boards to be successful and think strategically. Mr. Metcalf stressed that when the principles are implemented the changes that need to be made come easier and the conversation, as well as, the behavior of local boards change. Chairman Lux thanked Mr. Metcalf for his overview.

Action Item 6 – Eligible Training Provider Certification Process Definition Revision: Chairman Lux asked the Board to turn to page 58 of the agenda book. Mr. Herman Sanders of the AWIB staff discussed the reason for changing the current definition of "All Participants" used by training providers. After a brief discussion the request to change the definition was **approved on a motion made by Ms. Catherine Janosky, seconded by Gilbert Baker, and carried unanimously**

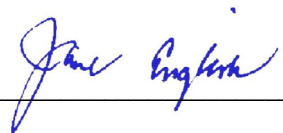
Announcements: Chairman Lux announced that next month's meeting would be an Executive Committee teleconference, to be held Tuesday, November 11, at 9:00 a.m.

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. Tom Anderson, seconded by Ms. Catherine Janosky and carried unanimously.**



Steve Lux, Chairman



Jane English, Executive Director

*Minutes recorded by Kim Kight
Workforce Investment Board Staff*