

Minutes  
Executive Committee  
Workforce Investment Board  
December 10, 2002

Chairman Steve Lux called to order a meeting of the Executive Committee, Arkansas Workforce Investment Board, at 9:15 a.m. on Tuesday, December 10, 2002 by teleconference originating at the Board office. Members who were able to participate were Tom Anderson, Gilbert Baker, Steve Franks, Alan Hughes, Catherine Janosky, Steve Lux, Gloria Lynn, Jim Putlak, Phillip Shirley, and Jim Smith. Larry Featherstone, Howard Fikes, and Joe Warren were unable to participate.

Chairman Lux welcomed Stephanie Blair, Assistant to Jessica Caldwell the Governor's liaison.

Minutes: Chairman Lux called the meeting to order. **The minutes of the November 12 Executive Committee meeting were approved on a motion made by Tom Anderson, seconded by Dr. Phillip Shirley, and carried unanimously.** Chairman Lux reported on his and Jane's recent trip to Washington D.C. to attend the National Association of Workforce Board Chairmen's' meeting. He reported that the reauthorized Workforce Investment Act will continue to be "business driven" and that Arkansas' annual budget is at twenty-seven million. Chairman Lux requested that a presentation be given by Dr. Steve Franks on the Jobs for Arkansas' Graduates (JAG) program at the January Board meeting. Dr. Franks agreed.

Report of Executive Director: Chairman Lux asked Ms. Jane English for her Director's Report. Ms. English began by asking Ms. Jessica Caldwell to convey, to the Governor, the Board's thanks for appointing Mr. Steve Lux as Chairman. She then introduced three new Workforce Investment Board employees: Ms. Tina Hall, Communications Manager; Mr. Alford Drinkwater, Business and Industry Liaison; and Ms. Kim Kight, Administrative Assistant. Ms. English continued with an update on the status of the grievance filed by Mr. Jim Ladd for the termination of the contract with Workforce One-Stop, Inc., by the Northeast Arkansas Workforce Investment Board.

Ms. English stated that performance training was provided in November and another training seminar would be held on December 16. Ms. English asked that the next full Board meeting be scheduled for February 11, 2003 instead of January 14, due to the inaugural activities associated with the beginning of the Legislative Session. She requested that the Executive Committee meet January 14. The change in dates was agreed upon by all present.

Chairman Lux requested that a brief synopsis of the background of the new WIB employees, their telephone numbers and e-mail addresses be provided to the Board, along with an organizational chart of the office structure.

Information Item 2 – Training Website Debut: Chairman Lux directed the participants to look on page five of the Agenda book and asked Ms. Christina Miller to discuss the Training Website debut. Ms. Miller stated that the Incumbent Worker Committee has been working to develop a free, user-friendly training resource website to be hosted on the Workforce Investment Board's website. The project has been completed and a press release is scheduled in February. The website contains a database of over 350 public and private organizations that provide training in the state. The website serves as a search-engine application for business and industries to locate an organization that can meet its specific training needs in its geographic region.

**APPROVED: 01/14/2003**

Information Item 3 – Program Year (PY) 2001 Workforce Investment Act Title I-B Annual Report:

Ms. Cindy Varner reported on the submission of the Annual Report to the U.S. Department of Labor, on Friday, December 6, 2002. She explained that Performance Calculations from the Arkansas Workforce Investment System (AWIS) did not become available until December 4, which is why a copy of the Annual Report had not been included in the current agenda packet. She stated that a copy of the report had been e-mailed to the Board members on December 9 and a professionally printed version will be distributed to interested parties statewide.

Mr. Elroy Willoughby reported on data entry problems within the WIA Youth programs and how running queries in the AWIS system to pinpoint areas in need of review, as well as, training are addressing those problems.

NEW BUSINESS:

Ms. Catherine Janosky discussed an alternative accountability software system called GSTARS. She made a motion that GSTARS make a presentation to the full Board at the February meeting. Gilbert Baker seconded. Ms. English discussed concerns regarding AWIS, "changing the performance measures from seventeen to four and the fact that we will need a system to include all programs." Dr. Steve Franks suggested that Ms. English meet with Mr. Garland Hankins of the Department of Workforce Education, who has worked with GSTARS and another company, Visitronics, for accountability systems. Dr. Franks proposed that the "users" make a presentation to the Board instead of the company representatives. **Ms. Janosky revised her motion to state, invite the Local Workforce Investment Board "users" to demonstrate the GSTARS system, Gilbert Baker seconded, and the motion carried unanimously.**

Information Item 4 – Incumbent Workforce Training Program (IWTP) Approved Projects: Chairman Lux directed the participants to pages 10-16 in the Agenda book to the approved projects by the IWTP Evaluation Committee. Ms. English reported that as of December 3, 2002, funding in the amount of \$831,902.68 had been approved leaving \$918,097.32 still available. A total of forty-eight applications had been received and the Committee had approved twenty-seven. There was discussion of the types of requests that had been received, approved, and declined.

Chairman Lux requested that a list of eligible training providers be produced for distribution to the local boards. He also requested research be done to find out the number of other states that have term limits of two years for training providers. Dr. Phillip Shirley agreed with the discussion of term limits for training providers and asked if "we ever revisited the approval process being made easier, less cumbersome, streamlined?"

Announcements: Chairman Lux announced that the January meeting would be an Executive Committee meeting on Tuesday, January 14, 2003. The next full Board meeting would be February 11, 2003.

Adjourn: Chairman Lux asked if there was any other business, there was none, so he adjourned the meeting at 10:30 a.m.

Steve Lux, Chair

Jane English, Executive Director

*Minutes Recorded by Kim Kight  
Workforce Investment Board Staff*