

**MINUTES
EXECUTIVE COMMITTEE MEETING
ARKANSAS WORKFORCE INVESTMENT BOARD
MAY 13, 2003**

Chairman Steve Lux called to order a meeting of the Executive Committee, Arkansas Workforce Investment Board, at 9:00 a.m. on Tuesday, May 13, 2003, held by teleconference originating at the Arkansas Workforce Investment Board office, Little Rock. Members who were able to participate were Mr. Tom Anderson, Senator Gilbert Baker, Mr. Larry Featherstone, Mr. Howard Fikes, Dr. Steve Franks, Mr. Alan Hughes, Ms. Catherine Janosky, Mr. Steve Lux, Mr. Jim Putlak, Dr. Philip Shirley and Mr. Jim Smith.

Others present: Ms. Jessica Caldwell - Governor's Liaison, Mr. Ed Rolle and Mr. Freddy Jacobs of the Arkansas Employment Security Department, Ms. Stephanie Lopez of the Little Rock Workforce Investment Board and the State WIB staff.

Action Item 1 - Minutes: The minutes of the April 11, 2003, Regular Quarterly meeting were **approved on a motion made by Phil Shirley, seconded by Jim Smith, and carried unanimously.**

Report of Executive Director: Jane English began her report by speaking about the upcoming Workforce Development Conference, May 21-23. She announced that we have approximately 300 people registered; she thanked the Board members that have registered and invited the rest to attend as well.

Next, Ms. English discussed two bills passed in the recent Arkansas Legislative session. The first, sponsored by Rep. Jodie Mahoney, creates a committee of 26 people to look at duplication of services by the Arkansas Workforce Centers and the current Adult Education programs. The committee will consist of 13 people from Adult Education and 13 people from the local workforce investment areas and state board. The other bill in session reduced the size of the State WIB to 25 members, still providing the majority business membership requirement. This change will take effect after the federal re-authorization goes through, most likely in September.

Ms. English spoke about the Human Resources conference held at the State House Convention Center, April 22-25. The State WIB Staff distributed the "2003 Business Services Directory" at their exhibit booth and will be sending a copy to each of the State WIB members this week.

Ms. English then asked Cindy Varner to report on her recent trip to Kansas City, Missouri, to attend the "WIA Re-authorization & Reform: Get Ready for Change!" conference. Ms. Varner reported that she and Stephanie Carlo, WIB Youth Specialist, attended the conference sponsored by the National Association of State Workforce Agencies (NASWA.) One of the topics was how State Workforce Investment Board's need to align their strategies in the arenas that the state is working toward within the economic development sector. Ms. Varner was impressed with one of the conference speakers, Greg Newton, and hopes to have him come to Arkansas to speak after the WIA Re-authorization has passed at the federal level. She reported that the conference focused on discussion about the reduction of 17 performance measures to eight. She reported that staff would keep the Board informed of new developments in regard to WIA re-authorization as they occur.

Next, Ms. English reported on the status of the Local Board training being done in May and June, by Corporation for a Skilled Workforce. She gave the dates for each local area's training and she encouraged State Board members to attend training in their local area.

Ms. English announced a meeting that will take place on May 14 with Carolyn Walton-Department of Information Services, Chief Information Officer. Ms. English, Steve Franks - Department of Workforce Education, Ed Rolle – Employment Security Department, John Wyville - Arkansas Rehabilitation Services, and Joannie Jones – DHS Division of Community Operations, to further discuss a common MIS system for Arkansas' Workforce Centers and partner agencies to integrate data collection.

Ms. English reported on the "Maypower with Manpower" kick-off meeting held May 8 which is the latest National Business Partnership announced by the U.S. Department of Labor. She stated that partnerships with Manpower are being explored and a benefit will include learning "best practices" of quality control from Manpower that can be duplicated within Arkansas' Workforce Centers.

Chairman Lux thanked Ms. English for her report and asked if there were any questions.

{At this point the members of the Executive Committee attending at the State office were disconnected from the teleconference due to technical difficulties. After approximately two minutes the connection was re-established. The Executive Committee had moved on to Action Item 2: Methods of Administration (MOA) Re-certification.}

Action Item 2: Methods of Administration (MOA) Re-certification: Chairman Lux asked if there was a motion to approve the re-certification of Methods of Administration (MOA). **A motion to approve was made by Catherine Janosky, seconded by Howard Fikes and passed unanimously.**

Information Item 3 – Arkansas Workforce Centers Certification Project: Chairman Lux directed the Board to page 60 in the agenda book and asked Ms. English to discuss this item. Ms. English pointed the Committee's attention to a Memorandum from her on page 60 and asked Mr. Jim Case, Workforce Center Coordinator, to discuss and answer questions regarding the memorandum and attachments. Mr. Case explained that currently the State is not collecting standardized data regarding Workforce Centers that would enable it to look at information at a macro-level. He explained that the questionnaire found on pages 62-68 was designed to gather standardized information from all of the state's Workforce Centers thereby enabling better decision making and overseeing of the local area's. He asked that each member provide feedback on the questionnaire to him by June 4.

Chairman Lux asked why the questionnaire was looking at salaries and Mr. Case explained that they will not look at individual's salaries but at the total amount spent at each Workforce Center on salaries. Philip Shirley asked if we have standard methods to get this type of information in place presently. Mr. Case replied that we do not. Chairman Lux asked if all Workforce Centers are uniform in their hours of operation and Ms. English answered that they are not at this time. She went on to explain that the certification project is an attempt to benchmark where we are currently and allow for data collection to bring to the forefront where we need to concentrate our efforts to better serve the state's workforce in the future. Ms. Catherine Janosky asked if we had some goals set at this time on when we will see the information. Ms. English stated that we should have good data by the fall of this year if we begin collecting now. Further discussion ended with the Committee agreeing that the information should begin being collected as soon as possible.

Action Item 4 – Funds Transfer Request for Western Arkansas Workforce Investment Board: Chairman Lux directed the Committee to turn to Action Item 4 on page 70 in the agenda book. Chairman Lux stated that Amanda Isbell, Regional Advisor for Western, was included on the line to answer questions regarding the transfer of funds. Ms. Isbell explained that the Western WIB had received two other grants to serve Dislocated Workers. The request to transfer 20% of the Program Year 2002 WIA Title I Dislocated Worker funding to the Adult Education stream would allow for the continued use of the money after June 30 in an area that was under funded. Chairman Lux asked if there were any other questions. Jim Putlak asked if the 20% being moved was going to a general fund that could be spent for things other than to serve Adults. Ms. Isbell replied that it is restricted to use on Adults. After no other questions were raised Chairman Lux asked for a motion on the request. **A motion to approve was made by Tom Anderson, seconded by Philip Shirley and passed unanimously.**

Announcements: Chairman Lux announced that next month's meeting would be an Executive Committee Meeting, to be held Tuesday, June 10 at 9:00 a.m., with the location announced at a later date. He also announced that the Regular Quarterly Meeting of the AWIB would be moved to the third Tuesday in July, (making the date July 15) to accommodate the AWIB members and staff attending the "Workforce Innovations" conference July 7-10, in Washington DC.

Chairman Lux asked if there were any other announcements or questions. Mr. Alan Hughes asked if the federal WIA re-authorization affecting the size of the State Board would begin in September. Ms. English stated that it is possible and re-stated that the Board would downsize by not making new appointments when current members resign or their term is finished.

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

Steve Lux, Chairman

Jane English, Executive Director

*Minutes recorded by Kim Kight
Workforce Investment Board Staff*