

**MINUTES**  
**REGULAR QUARTERLY FULL BOARD MEETING**  
**ARKANSAS WORKFORCE INVESTMENT BOARD**  
**July 15, 2003**

Chairman Steve Lux called to order a meeting of the Arkansas Workforce Investment Board, at 9:00 a.m. on Tuesday, July 15, 2003, at the Embassy Suites Hotel, 11301 Financial Centre Parkway, Ambassador IV, Little Rock, AR. Members who were able to participate were: Mr. Tom Anderson, Senator Gilbert Baker, Dr. Linda Beene, Ms. LeeAnn Bird as proxy for Dr. Linda Beene, Dr. Linda Beene, Mr. Bobby Blount, Ms. Candis Collins, Mr. Larry Featherstone, Mr. Howard Fikes, Dr. Steve Franks, Ms. Catherine Janosky, Mr. Jim Knight, Mr. Steve Lux, Mr. Eddie Miller, Mr. Mike Norton, Mr. Dalton Price, Mr. Ed Rolle, Mr. Frank Scroggins, Mr. Jim Smith, Mr. Steve Sparks as proxy for Mr. Jim Pickens Ms. Arnessa Staten, Mr. Campbell Wilkerson, and Mr. John Wyvill. Members who were unable to participate were: Representative Mary Beth Green, Mr. John Hauge, Governor Mike Huckabee, Mr. Jim Hudson, Mr. Alan Hughes, Mr. Calvin Johnson, Mr. Kurt Knickerehm, Mr. Jim Pickens, Mr. Jim Putlak, and Mr. Robert White, approximately 75 representatives from the public, and the State WIB staff.

Mr. Lux began by welcoming the guests participating in the meeting: Mr. Eric Johnson – Director of the Office of Performance & Results, U.S. Department of Labor, Mr. Roy Vanderford – Corporation for a Skilled Workforce, Mr. Barry McCuin – Morrilton Chamber of Commerce, and Ms. Jessica Caldwell – Governor's Liaison. Mr. Lux then announced that Mr. Jim Smith had been asked to take the position of Vice Chairman and had accepted.

Action Item 1 - Minutes: The minutes of the June 10, 2003, Executive Committee meeting were **approved on a motion made by John Wyvill, seconded by Campbell Wilkerson, and carried unanimously.**

Report of Executive Director: Jane English began by discussing the NASWA Board of Director's meeting she attended June 23-24. She discussed the Management Information System Consortium meetings that are taking place to develop a system that will capture all information related to daily business at Arkansas Workforce Centers. She discussed this year's public information campaign that will have its debut at the October Full Board meeting. The information will include an Information Packet for Board Member Orientation, educational information for the legislature and other interested parties, a new brochure, print ads and a revised website format.

Ms. English discussed the recent Labor Market Information (LMI) update meeting that provided an opportunity for business/industry to connect with state LMI experts with the focus being on a demand driven system. She discussed the Workforce Innovations conference that she, Jim Smith and several AWIB staff members had recently attended. The conference focused on economic development, employment and education.

Next, Ms. English asked Roy Vanderford, of Corporation for a Skilled Workforce, to discuss the Local Board Training that he and John Metcalf have been contracted to do throughout the state. Mr. Vanderford discussed the training that has already taken place and talked about the follow-up training that is in the planning stages at this time.

Ms. English then asked Jean Ann Reed - AWIB Business/Industry Liaison, to update the Board on the Business Relations Group. Ms. Reed presented a PowerPoint presentation and discussed the U.S. Department of Labor Employment and Training Administration's (ETA) strategic effort focused on workforce development involvement in selected high-growth industries. ETA's Business Relations Group (BRG) has tasked its state coordinators with collecting state information on a selected group of high growth industries. The purpose of this initiative is to improve the publicly funded workforce system's responsiveness to needs of the labor market so that the workforce investment system can become demand-driven.

With the information gathered, ETA will research and identify workforce gaps and develop training initiatives and strategies to address the needs of business, in order to be able to foster a greater alliance with employers.

ETA's criteria for inclusion as a high-growth industry are those industries and sectors predicted to encounter high-growth in new jobs and to experience a high rate of change in workforce. Those focused on presently are:

- Healthcare Industry
- Biotech Industry
- Information Technology
- Automotive Industry
- Geospatial Technology
- Manufacturing Industry
- Construction Industry
- Transportation Industry
- Retail Industry
- Financial Industry

Projected outcomes for this effort include:

- Targeted investment of WIA training resources to develop workers' skills in demand occupations,
- Increased capacity in community and technical colleges to meet the skill training needs of high-growth industries,
- Increased integration of registered apprenticeship training,
- Prepared workers with skills in occupations that provide paths to career-enhancing opportunities.

Next, Ms. English asked Jim Case - Arkansas - One-Stop Certification Manager, to discuss the One-Stop certification project. Mr. Case talked about the progress being made on two surveys sent to Local Board administrators. The first is a survey that Arkansas is participating in that was authorized by the U.S. Department of Labor and administered by IBM, which is gathering data with regard to infrastructure funding at One-Stop Centers. The second survey, authorized by the AWIB, is requesting information that will provide a benchmark of data points of Arkansas Workforce Centers. The data will be developed into a matrix of partners: mandatory, optional and potential partners. It will also show current characteristics of Workforce Centers in Arkansas and assist the Board to make some decisions. The AWIB staff will give an initial report from the benchmarking survey in September.

Mr. Lux thanked Ms. English for her report and asked if there were any further questions. There were none.

Action Item 2 - WIA Title I Performance Improvement Plan: Chairman Lux asked the Board to turn to page five in their agenda books and asked Elroy Willoughby, Youth Services Program Coordinator, to answer questions. Senator Gilbert Baker and Campbell Wilkerson had questions that Mr. Willoughby answered. The WIA Title I Performance Improvement Plan was **approved on a motion made by Tom Anderson, seconded by Mike Norton and passed unanimously.**

Action Item 3 - WIA Performance Standards for PY 2003 and PY 2004: Chairman Lux asked the Board to turn to pages 10 and 11 of the agenda book. He explained that the performance standards listed on page 11 had been negotiated with the U.S. Department of Labor's Regional Office in Dallas and are being recommended for approval by the Program and Performance Evaluation Committee of the AWIB. After discussion and questions answered by Tom Anderson, Chairman of the Program and Performance Evaluation Committee, the WIA Performance Standards for PY 2003 and PY 2004 were **approved on a motion made by Campbell Wilkerson, seconded by Gilbert Baker and passed unanimously.**

Information Item 4 - WIA Reauthorization: Mr. Eric Johnson, Director of the Office of Performance & Results, U.S. Department of Labor spoke on the creation and operation of his office and the direction he sees WIA Reauthorization taking all Workforce Centers throughout the country – mainly bringing the focus on the customers which are both the worker looking for employment and the employer needing a skilled workforce.

Information Item 5 – Incumbent Worker Success Reports: Chairman Lux explained that the Incumbent Workforce Training Program (IWTP) is in full swing with most companies either having started or completed their training programs. The AWIB staff had been visiting the training sites over the last few months and should have all visits completed by late September. He explained that on a recent trip made to DaySpring Cards the AWIB staff was presented with a thank you video (*Due to technical difficulties the video was not shown, it will be shown at the next full Board meeting.*)

Next, Chairman Lux introduced Mr. Barry McCuin - Morrilton Chamber of Commerce. Mr. McCuin discussed the positive impact the Incumbent Worker Training Program has had in Morrilton and presented a video of the graduation ceremonies. He then asked Mr. Barry Swindler, Green Bay Packaging to tell the Board about the training that had been provided through IWTP at his company. Mr. Noel spoke of the success of the training and the impact it had to keep them globally competitive.

Announcements: Chairman Lux announced that next month's meeting would be an Executive Committee Meeting, to be held Tuesday, August 12, at 9:00 a.m., in the Petit Jean Room of the Hampton Inn in Little Rock.

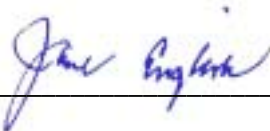
Chairman Lux asked if there were any other announcements or questions. There were none.

Adjourn: With no other announcements or questions, **motion to adjourn the meeting was made by Catherine Janosky, seconded by Arnessa Staten and carried unanimously.**



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Steve Lux, Chairman



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Jane English, Executive Director

*Minutes recorded by Kim Kight  
Workforce Investment Board Staff*