

**MINUTES
EXECUTIVE COMMITTEE MEETING
ARKANSAS WORKFORCE INVESTMENT BOARD
September 9, 2003**

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

Others present: Mr. Ed Rolle of the Arkansas Employment Security Department, Mr. Randy Parker of Arkansas Rehabilitation Services and members of the State WIB staff.

Action Item 1 - Minutes: An amendment to the minutes of the August 12, 2003, Executive Committee meeting was made by Steve Franks to read as follows from paragraph 8, line 3:

Chairman Lux asked if there were any questions for Ms. English. Senator Baker asked how the integration of AWIB and AESD will affect the Department of Workforce Education. Ms. English explained that at this point it does not affect them at all. Dr. Steve Franks said that eventually Rehabilitation Services currently under the Department of Workforce Education may be integrated but that any other changes will go through the legislature and may take some time.

The minutes were **approved on a motion made by Jim Smith, seconded by Gilbert Baker, and carried unanimously.**

Report of Executive Director: Ms. Jane English began her report by speaking about the integration of seventeen programs from the Arkansas Employment Security Department and the Arkansas Workforce Investment Board which began on August 4. She explained that since that time, several workgroups of staff have been formed and are working through the issues involved in the change. A full staff meeting was held on Friday, September 5, in which an organizational chart was provided. Ms. English explained that Ms. Cindy Varner will remain as the Deputy Director and that four Team Leaders were named on the organizational chart: Ms. Jean Ann Reed - Business Relations, Ms. Sharon Robinette - Workforce Information Analysis & Reporting, Mr. Jim Case - Workforce System, and Ms. Mandi Thines – Outreach and Development.

Ms. English discussed her recent trip to the National Association of State Workforce Board Chairs (NASWBC) and Liaisons summer meetings in New York with Chairman Lux. She said that the meeting went very well. One of the speakers was Ms. Jane Oats of Senator Kennedy's office. She discussed the pending WIA Reauthorization status in Congress and expressed her hope that it will be passed in October.

Ms. English told the committee she would be attending the National Association of State Workforce Associations (NASWA) conference, September 15-18, in Seattle, Washington. She also told them about a meeting taking place on September 10, with Ms. Sandra Winston, Ms. Joni Jones, Mr. John Wyvill, Mr. Ed Rolle, Mr. Jim Pickens and Mr. Steve Franks to further discuss the integration of services within the state.

Ms. English asked Mr. Jim Case to speak on the progress being made by the workforce center certification team. Mr. Case explained that the team has put together a "rough draft" of certification requirements. He also reported that a separate management information team continues its research into options for a common workforce information system. The team is looking at three different computer systems and has invited field employees to evaluate each one in early October.

Ms. English then asked Mr. Ed Rolle for any comments he might like to share. Mr. Rolle said the integration and subsequent partnering with other agencies would allow resources to be brought together to bring cohesion throughout the state. He explained that by working together we will make sure that the federal guidelines will be tailored by the state to meet the requirements of employers and job seekers. He also added that he applauded the enthusiasm of the staff on both sides of the integration.

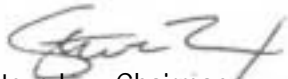
Chairman Lux asked if anyone had questions. There were none. Chairman Lux then asked if there will be funding for another Incumbent Worker Training Program (IWTP). Ms. English answered that she is working on that at this time. She understands that it is a priority for the board and the business community. She added that there should be approximately \$500,000 available soon and that she hopes the former committee members will continue to serve on the review committee.

Ms. English added that Ms. Jean Ann Reed and Ms. Mandi Thines are currently working with the Arkansas Science and Technology Authority's Manufacturing Extension Network to submit an application for an H1B grant in the amount of three million dollars. The grant could be used in similar ways as the IWTP program in helping manufacturers with training.

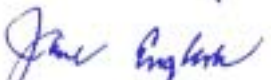
Chairman Lux asked if there were any further questions or any new business. There were no questions or new business.

Announcements: Chairman Lux announced that next month's meeting would be a Regular Quarterly Meeting, to be held Tuesday, October 14 at 9:00 a.m., with the location announced at a later date.

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



Steve Lux, Chairman



Jane English, Executive Director

*Minutes recorded by Kim Kight
Workforce Investment Board Staff*