

MINUTES
REGULAR QUARTERLY MEETING
ARKANSAS WORKFORCE INVESTMENT BOARD
FEBRUARY 11, 2003

Chairman Steve Lux called to order a meeting of the Arkansas Workforce Investment Board at 9:00 a.m. on Tuesday, February 11, 2003 at the Jacksonville Community Center in Jacksonville. Members who were able to attend included Tom Anderson, Linda Beene, Bobby Blount, Howard Fikes, Steve Franks, Jim Hudson, Governor Mike Huckabee, Steve Lux, Eddie Miller, Mike Norton, Dalton Price, Jim Putlak, Ed Rolle, Phillip Shirley, Jim Smith, Arnessa Staten, Campbell Wilkerson, Joe Warren, Ken Wilson, Barbara Wood, and John Wyvill. Marguerite Abowitz, Gilbert Baker, Candis Collins, Charles Cunningham, Larry Featherstone, Mary Beth Green, John Hauge, Alan Hughes, Catherine Janosky, Kurt Knickrehm, Calvin Johnson, Jim Knight, Trevor Myers, and Robert White were unable to attend.

Chairman Lux welcomed Governor Mike Huckabee, Ms. Christina Miller from the Arkansas Department of Higher Education, Ms. Sharon Williams, Ms. Kajuana Donahue from the U.S. Department of Labor, Board members, and the public.

Chairman Lux introduced Governor Mike Huckabee who spoke on the re-structuring of State Government, re-structuring of the education system and the mission of the Workforce Investment Board. Governor Huckabee then answered questions from the audience and thanked the Board for inviting him to speak.

Action Item 1 - Minutes: The minutes of the January 14 Executive Committee teleconference meeting were approved, with the correction listed below, on a motion made by Dalton Price, seconded by Jim Smith, and carried unanimously.

3.) The \$11,200,000 figure on page 25 reflects direct case service allotment for client purchase services. The total budget for ARS is forty-two to forty-five million dollars. The breakdown is 78.7% (VR) federal funding and 21.3% state funding. What amount, on average, is spent per client? Mr. Albert replied that the average amount is \$5700.

Action Item 2 - Minutes: The minutes of the January 22 Executive Committee teleconference meeting were approved on a motion made by Tom Anderson, seconded by Jim Putlak, and carried unanimously.

Action Item 3 – Ratification Items by Consent:

Ratification Item 1 - Northwest Arkansas Funds Transfer Request was approved on a motion made by Joe Warren, seconded by Jim Smith, and carried unanimously.

Ratification Item 2 – Arkansas Rehabilitation Services, Amendment of State Unified Plan was approved on a motion made by Tom Anderson, seconded by Ken Wilson and carried unanimously.

Ratification Item 3 – Incumbent Worker Training Program Request was approved on a motion made by Steve Franks, seconded by Jim Smith and carried unanimously.

Report of Executive Director: Jane English began her report by speaking about the WIA reauthorization, Re-employment accounts and the President's FY 2004 budget that will consolidate the Adult, Dislocated Workers and Employment Services allotments.

Ms. English touched on the forthcoming State reorganization, proposed by Governor Huckabee, telling the Board that all state agency partners, except Adult Education, will be aligned under the Department of Labor, Employment and Workforce.

Next, Ms. English talked about a pilot project the WIB staff is working on by partnering with Area Chambers of Commerce to identify needs of Hispanic business owners, identifying resources, solutions and barriers that Hispanic job seekers and business-owners face, and looking at the possibility of a bi-lingual job fair. Amanda Isbell, WIB staff, will be attending a DOL Conference in March focusing on assisting clients with limited English proficiency and will share the information statewide.

She continued by discussing Faith-Based Initiatives and the work that is being done by WIB staff in that area including working with six other agencies through the Dept. of Volunteerism to develop a database of Faith-Based and community organizations to promote awareness and collaboration with Arkansas Workforce Centers statewide. Amanda Isbell will be providing technical assistance to the Little Rock staff regarding Charitable Choice on February 19th – formatted as train-the-trainer so it can be replicated at the local-level. She will also replicate the same technical assistance in other areas of the state.

Ms. English announced that two Requests for Proposals (RFPs) had been issued for Local Board Training and One-Stop Benchmarking. She then updated the Board members on the Northeast Workforce Investment Area issue. A report was issued on January 13, 2003, a Corrective Action Plan is due at the WIB office by February 28, 2003, and mandated Local Board Training is scheduled for February 20, 2003.

Ms. English announced that the Arkansas Hospitality Association will hold a press conference on February 18th, regarding the Incumbent Worker Training Program awards that they received. She announced that the 3rd Annual Workforce Development Conference is currently in the planning stages, headed by WIB Communication Manager, Tina Hall.

Ms. English touched on the Annual Report included in the Agenda packet, stating that the Older Youth Credential had not been met and Agenda Action Items five and six would aid with this measure.

Ms. English announced that during "National Hiring Partnership Week" Arkansas Workforce Centers will be working with Home Depot to provide Human Resource functions to place qualified employees in the Little Rock, North Little Rock, Benton, Fayetteville and Rogers areas. On this same subject she explained that

the WIB staff has been working with K-Mart officials to aid those laid-off in Arkansas as a result of K-Mart closures nationwide and the possibility that some of those effected in the Little Rock, Rogers and Hot Springs areas may be absorbed by Home Depot's hiring needs.

Action Item 4 – Board Resolution to Pay Per Diem: Chairman Lux asked the Board to turn to page 10 in the Agenda book to review Resolution Number 2003-1. **The resolution to authorize payment to Board members of a stipend of one hundred (\$100) dollars per meeting attended was approved on a motion made by John Wyvill, seconded by Tom Anderson and carried unanimously.**

Action Item 5 – Clarification of Arkansas' Definition of Credential: Elroy Willoughby, Arkansas Workforce Investment Board staff member, asked the board to turn to pages 12-13 in the Agenda book as he explained that the use of the flexibility allowed by the Department of Labor in defining the definition of credential will allow local areas to utilize a clearer definition of credential that will aid in meeting the performance measures. **A motion to approve was made by Bobby Blount, seconded by John Wyvill and carried unanimously.**

Action Item 6 – Arkansas' Waiver Request for Using Individual Training Accounts (ITAs) for Older Youth: Elroy Willoughby, Arkansas Workforce Investment Board staff member, reviewed pages 15-17 of the agenda book and answered questions regarding the change in use of the ITAs. **A motion to approve was made by John Wyvill, seconded by Ed Rolle and carried unanimously.**

Information Item 7 – Longitudinal Employer – Household Dynamics (LEHD): Jane English explained that Julia Lane with the U.S. Census Bureau was unable to be at the meeting due to a scheduling conflict but that she would make a presentation at the next Executive Committee meeting.

Information Item 8 – Incumbent Worker Training Program (IWTP): Chairman Lux directed the Board to review the information provided on pages 19-22 of the agenda book regarding the IWTP. He asked Ms. English for a report. She answered questions from Jim Putlak and Dalton Price regarding the distribution of funds. She explained that some local boards were more aggressive in getting the information out to their area businesses regarding the availability of funding. All applications were reviewed and awarded on a "first-come, first-served" basis.

Information Item 9 – Demonstration of Management Information Systems Used by Local Workforce Investment Areas: Sharon Williams, Eastern Arkansas area representative, explained that the Eastern area began using GSTAR in June, 2000. She further explained that the GSTAR system is online for demonstration if anyone was interested in seeing how it works. Ms. Williams provided sample reports that are able to be extracted from the system and discussed how the Eastern Arkansas Board uses them to make decisions about the workforce system in their area. Chairman Lux thanked Ms. Williams for her presentation of the system and explained that this is one of many management information systems currently being used in the state.

Information Item 10 – "Your Training Connection" Website Pilot Project Demonstration: Campbell Wilkerson thanked the group that he worked with to create this site, explained that the site was developed without any funds being used other than man-hours of existing staff. He then introduced Christina Miller who ran a demonstration of the site for the Board. She said that the site went public on December 2, 2002, that Information Network of Arkansas (INA) was the system operator and that a monthly statement of "hits" on the site would be provided to WIB staff.

Announcements: Chairman Lux asked if there were any announcements to be made. Jane English announced that the next meeting of the Executive Committee would be on March 11th with the location to be announced at a later date.

Adjourn: Chairman Lux asked if there was a motion to adjourn. **A motion was made by Mike Norton, seconded by Tom Anderson and carried unanimously.**

Steve Lux,, Chairman

Jane English, Executive Director

*Minutes Recorded by Kim Kight
Workforce Investment Board Staff*