

**MINUTES
EXECUTIVE COMMITTEE MEETING
ARKANSAS WORKFORCE INVESTMENT BOARD
APRIL 8, 2003**

Chairman Steve Lux called to order a meeting of the Arkansas Workforce Investment Board, at 9:10 a.m. on Tuesday, April 8, 2003, at the Arkansas Workforce Center at Little Rock - Community Room, University Mall, Little Rock. Members able to participate were Mr. Tom Anderson, Ms. Lee Ann Bird – proxy for Dr. Linda Beene, Mr. Bobby Blount, Ms. Candis Collins, Mr. Larry Featherstone, Mr. Howard Fikes, Dr. Steve Franks, Mr. Jim Hudson, Mr. Jim Knight, Mr. Steve Lux, Mr. Eddie Miller, Mr. Mike Norton, Mr. Jim Putlak, Mr. Mel Thrash – proxy for Mr. Ed Rolle, Mr. Frank Scroggins, Ms. Arnessa Staten, Mr. Joe Warren, Mr. Campbell Wilkerson, Ms. Barbara Wood, and Mr. Randy Parker – proxy for Mr. John Wyvill.

Ms. Marguerite Abowitz, Senator Gilbert Baker, Mr. Charles Cunningham, Representative Mary Beth Green, Mr. John Hauge, Mr. Alan Hughes, Ms. Catherine Janosky, Representative Calvin Johnson, Mr. Kurt Knickrehm, Mr. Trevor Myers, Mr. Jim Pickens, Mr. Dalton Price, Dr. Philip Shirley, Mr. Jim Smith, Mr. Robert White, and Mr. Ken Wilson were unable to participate.

Others present: Ms. Jessica Caldwell – Governor's Liaison, Mr. Eric Herget and Ms. Stephanie Lopez of the Little Rock Workforce Investment Board, Mr. Garland Hankins and Mr. Phillip Less of the Department of Workforce Education, Mr. Dean Inman of American Railcar, Mr. Mike Kennedy and Mr. Ron Stone of Employment Security Department.

Mr. Lux welcomed the Board Members and other guests. He thanked the Arkansas Workforce Center at Little Rock for allowing the Board to use their space for the meeting. He welcomed Ms. Jessica Caldwell, Governor's Liaison, Mr. Garland Hankins, Deputy Director for Adult Education – Department of Workforce Education, and Mr. Phillip Less, Program Manager - "English As A Second Language," also from the Department of Workforce Education. Chairman Lux then welcomed and introduced Mr. Eric Herget, of the Little Rock Workforce Investment Board. Mr. Herget, welcomed the Board members and the public attending the meeting, gave a brief synopsis of the programs offered through the Arkansas Workforce Center at Little Rock and invited the Board members to stay for a tour of the center after the meeting.

Action Item 1 - Minutes: Chairman Lux asked the Board members to turn to pages 3 - 5 of the agenda book. He asked if there were any additions or corrections needed on the unofficial minutes of the March 11th meeting, after hearing none, he asked for a motion to approve. The minutes of the March 11, 2003, Executive Committee meeting were **approved on a motion made by Mr. Tom Anderson, seconded by Mr. Howard Fikes, and carried unanimously.**

Action Item 2 – Reciprocal Agreements with Other States: Chairman Lux asked the board members to look on page 6 of the agenda book to find the recommendations on entering into Reciprocal Agreements with other states. **A motion to approve the recommendation was made by Mr. Bobby Blount, seconded by Mr. Joe Warren, and carried unanimously.**

Action Item 3 – WIA Title I Allocations for Plan Year 2003: Chariman Lux directed the Board members to page 9 of the agenda book and to the handout provided today regarding the allocations. He asked Mr. Mike Kennedy of the Arkansas Employment Security Department to explain the funding formula. A request was made by Mr. Jim Putlak for and executive summary of the allocations in the future. After discussion of the allocations, **a motion to approve was made by Dr. Steve Franks, seconded by Mr. Howard Fikes, and carried unanimously.**

Report of Executive Director: Jane English began her report by encouraging the Board members to stay for the Workforce Center tour after the meeting and restated the vision of having all workforce centers look the same, with a consistency of services in each location. She then introduced the newest members of the WIB staff, Mr. Jim Case, One-Stop Team Leader, Ms. Becky Lockett, Administrative Assistant and Training Coordinator, and Ms. Stephanie Carlo, Youth Programs Specialist.

Ms. English discussed the recent seminar held March 12-13, "Benchmarking One-Stops," and the wonderful feedback that the office had received on it. She then introduced Mr. Dean Inman, of American Railcar, who reported on how much the training had assisted the local board in his area and that he attended the seminar as well, and learned more about how the local areas can influence and shape the future of Arkansas Workforce Centers. He thanked the Board for providing the training through *Corporation for a Skilled Workforce* and looks forward to future training opportunities. Ms. English informed the Board that a contract with *Corporation for a Skilled Workforce* has been approved to provide training to each local Workforce Investment Board and encouraged the Board members to attend in their local area.

Ms. English then discussed the success of the recent "Open House" held at the Little Rock WIB office and Workforce Center. She touched on bills that are currently in the State Legislature that will affect the Workforce Investment Board and her recent presentation to the Arkansas Black Caucus on the purpose and vision of the Arkansas Workforce Investment Board. She talked about a meeting held on March 26, with representatives from the transportation industry in Arkansas to discuss their training needs. Ms. English announced that she and Ms. Cindy Varner would be attending a conference in Kansas City, MO, April 24-25, on WIA Reauthorization.

Next, Ms. English discussed the upcoming "2003 Arkansas Workforce Development Conference," May 21-23, and invited the Board members to attend. She announced a meeting scheduled for April 9th to discuss an MIS system for One-Stops. Performance Negotiations for Plan Year 2003 was the next topic, Ms. English said that the U.S. Department of Labor had released guidelines on March 24th, which did not allow time for committee meetings, but that the WIB staff anticipated negotiation and began teleconferencing with each local area to discuss performance issues. A Performance Committee meeting will be scheduled within the next few weeks to discuss the issue further.

Action Item 4 – WIA Reauthorization – Position Paper: Chairman Lux asked the members to turn to pages 10 - 13 in the agenda book and asked if anyone had changes or additions that needed to be made before a motion to approve the "Position Paper" to be sent to the Arkansas Congressional delegation. **A motion to approve was made by Howard Fikes, seconded by Jim Putlak and carried unanimously with the following change in paragraph nine:**

"Additionally, we believe that providing Governors the authority to structure the membership composition of their state and local workforce investment boards around a business-led majority and chair is crucial to the development of comprehensive workforce investment systems."

Information Item 5 – Personal Re-employment Accounts (PRA's): Chairman Lux asked everyone to turn to pages 15 – 17 in the agenda book. He asked if there were any questions regarding the information. Discussion of accountability regarding the use of PRA's followed. Ms. English explained that a Committee has been formed to develop Arkansas' PRA plan.

Information Item 6 – Incumbent Worker Training Program Site Visit Report: Chairman Lux asked Mr. Robert Sanner and Ms. Amanda Isbell to discuss their recent IWTP site visits. Mr. Sanner and Ms. Isbell presented a Powerpoint presentation of the locations they had visited in March, providing details of the different types of training taking place at each company. Mr. Putlak asked how a company that had been turned down in the past might re-apply. Mr. Sanner explained that in the future there will be more specific guidelines for the type of training that will be eligible. Chairman Lux asked if all of the grantees will expend their funds. Mr. Sanner explained that there may be a small amount of money remaining after the total cost of training since the applications provided by the companies were estimates. Chairman Lux and Ms. English explained to the Board that if there is money left in the IWTP account that the Board may be able to do more grants from that account in the future.

Information Item 7 – Arkansas Adult Education: Chairman Lux asked everyone to turn to pages 19 – 20 in the agenda book and then asked Dr. Steve Franks to provide information on Adult Education programs in Arkansas. Dr. Franks introduced Mr. Garland Hankins, Deputy Director of Adult Education, and Mr. Phillip Less, Program Manager for "English as a Second Language" (ESL), both at the Department of Workforce Education.

Mr. Hankins provided a brochure listing available Adult Education programs in Arkansas and a handout titled "Adult Education – It's Never Too Late to Learn" which discussed the need for Adult Education in Arkansas, the number of adult education centers throughout the state, as well as, the flexibility of class schedules to meet the different needs of the individuals served. It provided statistics on state and federal funding for Adult Education programs in Arkansas, information on the level of adult education enrollees, Arkansas' General Education Diploma (GED) program, and the "Workforce Alliance for Growth in the Economy" (WAGE) program.

Next, Mr. Phillip Less spoke on the "English as a Second Language" (ESL) program. In the handout he provided, there was information on annual enrollment from 1994 – 2002, proficiency levels of the students, ethnicity, state and national averages for the ESL program, the annual Hispanic enrollment at the State and National level, and the number of students at each ESL program site in Arkansas.

Chairman Lux thanked Mr. Hankins and Mr. Less for their time and for the information provided. He then asked if the Board members would like to consider adding a public comment period at the end of each Board meeting. **A motion to allow for public comment (up to three minutes) was made by Mr. Jim Hudson, seconded by Mr. Larry Featherstone and carried unanimously.**

Chairman Lux recognized Ms. Stephanie Lopez, Director of the Little Rock WIB, who invited the Board members to tour the Workforce Center immediately after the meeting adjourned.

Announcements: Chairman Lux announced that next month's meeting would be an Executive Committee Meeting, to be held Tuesday, May 13th at 9:00 a.m., the location to be announced at a later date.

Adjourn: With no other announcements, motion to adjourn the meeting was made by Tom Anderson, seconded by Arnessa Staten and carried unanimously.

Steve Lux,, Chairman

Jane English, Executive Director

*Minutes recorded by Kim Kight
Workforce Investment Board Staff*

