

MINUTES
EXECUTIVE COMMITTEE
ARKANSAS WORKFORCE INVESTMENT BOARD
December 12, 2000

Chairman Bill Fisher called to order a meeting of the Arkansas Workforce Investment Board Executive Committee at 9:00 a.m. on Tuesday, December 12, 2000 by teleconference originating at the Board office. Members participating in the teleconference included Florine Tousant Bingham, Joe Dillard, Larry Featherstone, Lisa Ferrell, William Fisher, Steve Franks, Alan Hughes, Gloria Lynn, Karen McFarren, Helen Moore, Bill Sutton, Campbell Wilkerson, and approximately 10 public representatives. Members unable to participate included Robert Drechsler, Jodie Mahony, and Kathy Matlock.

Chairman Fisher apologized to the Committee for the last minute change of location due to weather and thanked the participants for their participation. He also introduced Ms. Anne Cole, federal representative for the U.S. Department of Labor; Ms. Rebekah Lee, Governor's Office; Ms. Albessie Thompson, Employment Opportunity Officer designee for the Workforce Investment Board; and Jim Smith, Department of Labor.

Minutes: Chairman Fisher stated that Helen Moore was not listed as present in the minutes and asked that the minutes reflect that change. **The minutes of the November 14 Executive Committee meeting were approved with the change on motion made by Ms. Florine Bingham, seconded by Mr. Bill Sutton, and carried unanimously.**

Report of Executive Director: Dr. Beene began her report with an update on personnel. She introduced Angela Diehl, recent college graduate with a marketing degree, who filled the administrative assistant position. Dr. Beene announced that Ms. Rebecca Trammell, Employment Security Department, would be joining the staff on January 2 in the Monitor position previously filled by Chudia Griffin. Another item in Dr. Beene's report was her recent trip to Detroit, Michigan for the National Governors' Association meeting of Workforce Chairs and Directors. She said she was able to tour the Focus Hope One-Stop Center as well as further develop a relationship with the Director and Chair from Texas. Dr. Beene stated that fifteen representatives from Arkansas would depart the next day for South Carolina and Georgia to tour One-Stop Centers. (That trip was cancelled due to weather conditions.) Dr. Beene told the Committee that Chairman Fisher, Elaine Black and herself had a meeting with Senator Jay Bradford to discuss the merging of the Transitional Employment Board into the Workforce Investment Board. She said it appeared that only limited changes would be taking affect within the next two years. She also discussed a recent meeting about SkillsNet that included representatives of the State Chamber of Commerce, Arkansas Manufacturers Association, and State Agencies. She stated that the Board staff received in writing the no-cost extension notice. Dr. Beene ended her report with an update on the status of the Arkansas Workforce Investment System (AWIS) for data collection and reporting. She focused the Committee on a written status report of that was emailed to them. She stated that Phase I was complete and she had seen a printed report. She said Phase I will allow the system to comply with the Department of Labor reporting requirements. The Department of Information Systems has begun to fully develop Phase II. She also stated that the Department of Labor would require a second quarter report.

Sharon Williams of the Eastern Local Workforce Investment Board added that it was a slow program and the backlog was causing some delay, but the system was working. February 1, 2001 was given as the date that all ten local areas would have their data entry up to date and complete. August of 2001 was given as a possible completion date for Phase II. Dr. Beene reminded the Committee that the contract for the system was based on the completion of the entire system, and no money will be paid until it is complete. She stated that in her own opinion there would be no other charges added to the \$1.9 million already contracted. The staff and the Committee agreed that if additional costs are discussed; it will be brought before the Board before those costs are agreed upon. Chairman Fisher asked the staff to plan for an update on the system at the January Board meeting, including a survey of the local areas on the friendliness of the system. (A copy of the Status report on AWIS is carried as Attachment A to the permanent copy of these minutes.)

Report of Local Plan Review Committee: Chairman Fisher stated that the Local Plan Review Committee held a teleconference on December 6 to discuss the five local area plans that remained to be approved. The report of that meeting was included in the Executive Committee agenda materials. He said Mr. Joe Warren, Chair of that Committee, was present to make the report for that Committee. Mr. Warren thanked the Board for the opportunity to make the report and stated that the Committee reviewed and discussed the local area plans of Northwest, Central, West Central, Southwest, and Western. He reminded the Executive Committee that these plans initially had some issues concerning governance, but the Local Plan Review Committee agreed that the plans were significantly improved. He stated that the Committee recommended all five local area plans for approval. Chairman Fisher thanked Mr. Warren for his report. (A copy of the Local Plan Review Committee report is carried as Attachment B to the permanent copy of these minutes.)

Consideration of Five Local Area Plans: Chairman Fisher asked for a motion to approve the five local area plans. **The Five Year Local Plans of Northwest, Central, West Central, Southwest, and Western were approved on motion made by Mayor Joe Dillard, seconded by Mr. Bill Sutton, and carried unanimously. Funding for the local areas of Northwest, Central, West Central, Southwest, and Western was approved through June 30, 2001 on motion made by Mrs. Helen Moore, seconded by Ms. Florine Bingham, and carried unanimously.** Chairman Fisher expressed his appreciation to those Board members who served on the Local Plan Review Committee as well as the staff of the local areas for their work on the plans. Dr. Beene expressed her appreciation to Mrs. Kay McVey for her work on evaluating the five plans for Committee review.

Consideration of Methods of Administration (MOA) Under the Workforce Investment Act of 1998: Chairman Fisher focused the Committee on the Methods of Administration notebook they received at the October 10 full board meeting and the packet of additions/changes they received in this meeting's agenda materials. Dr. Beene informed the Committee that the procedure followed for this MOA was normal civil rights procedure for the implementation of federal law, and the language was similar to the recent implementation of other laws. She stated that this document had a similar process to the state plan, including legal review and the process of approval. She said a cover letter with the Governor's signature would accompany the document when submitted to the Civil Rights Center of the U.S. Department of Labor. **Motion was made**

by Dr. Steve Franks, seconded by Mrs. Karen McFarren, and carried unanimously to approve the Methods of Administration (MOA) Under the Workforce Investment Act with the changes. A second motion was made by Mayor Joe Dillard, seconded by Ms. Gloria Lynn, and carried unanimously to submit the revised Methods of Administration (MOA) to the Civil Rights Center of the Department of Labor. Dr. Beene expressed her appreciation to Ms. Albessie Thompson and the staff of the Employment Security Department for their help with this document.

Model Agreement with Beverly Enterprises Facility by any Local Workforce Investment Board: Chairman Fisher stated that a final draft of a model agreement with any Beverly Enterprises facility by any Local Workforce Investment Board was included in the agenda packet. Chairman Fisher stated that this document was significant because it was a model for what the Board could do for other industries. Dr. Beene agreed it was a win/win situation for the local areas as well as the industries. She explained that this request came to Board from the industry, however other requests may come to the local area instead. That request could then be offered to the other nine areas, creating a statewide model. Dr. Beene informed the Committee that if they decide to endorse this agreement, it would be forwarded to the local areas for consideration. **The final draft model agreement with a Beverly Enterprises facility by any Local Workforce Investment Board was endorsed on motion made by Mr. Bill Sutton, seconded by Mrs. Helen Moore, and carried unanimously.** (A copy of the final draft model is carried as Attachment C to the permanent copy of these minutes.)

Discussion of Incentive Funding for Local Performance Under JTPA: Chairman Fisher moved to discuss incentive funding; he said Mr. Ron Stone would review the Committee's information. Mr. Stone reviewed the information on the document and stated that the question the Board had to answer was whether or not to offer incentive funding for exceeding the JTPA standards for PY1999. **Mr. Alan Hughes made a motion that was seconded by Mr. Bill Sutton and carried unanimously to refer this discussion to the Program and Performance Evaluation Committee, which would be meeting on December 19.** Chairman Fisher asked that the Program and Performance Evaluation Committee present a recommendation to the Board at the January meeting.

Report on Transitional Employment Board Activities: Chairman Fisher said Mrs. Helen Moore had been representing the Workforce Investment Board on the Transitional Employment Board Advisory Committee and would give a report on the activities of that Board. Mrs. Moore discussed the fact that the Transitional Employment Board was focusing on severe barriers including childcare, substance abuse, and mental health. She said the Board had revised their handbook, reviewed the quarterly performance report, and approved a close-case monitoring improvement plan. Mrs. Moore explained that with the Workforce Investment Board's approval, she has been chosen to chair a State Agencies Committee on the Transitional Employment Board. **Mrs. Helen Moore was approved as Chair of the Transitional Employment Board Committee on motion made by Mr. Bill Sutton, seconded by Mr. Larry Featherstone, and carried with Mrs. Helen Moore abstaining.**

Announcements: Chairman Fisher asked that an update on the marketing plan for the Board and the status of the RFP be presented at the January meeting. Dr. Beene stated that the "Creating a

Vision for the Arkansas Workforce in the New Millennium” document would be mailed to the full Board prior to their meeting on January 9. A request was made for a report from the Strategic Planning Committee on program duplication at the January meeting. Chairman Fisher announced that the next Board meeting would be a regular quarterly meeting on January 9 at the Jacksonville Community Center. It would also be the opening day of the Legislative Session and Board members would be able to watch the Governor’s address to the legislature on television.

Motion was made by Mr. Campbell Wilkerson, seconded by Mayor Joe Dillard, and carried unanimously to adjourn the meeting at 10:25 a.m.

Bill Fisher, Chair

Linda Beene, Executive Director

**Minutes recorded by Christina Miller
Staff of Workforce Investment Board**

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