

# AGENDA

October 11, 2016

## ARKANSAS WORKFORCE DEVELOPMENT BOARD PROGRAM AND PERFORMANCE EVALUATION COMMITTEE MEETING

10:00 A.M.

Call to Order..... Scott Bull, PPE Committee Chair

Chairman's Comments..... Scott Bull, PPE Committee Chair

Staff Report..... Cindy Varner, Assistant Director for Employment Assistance  
Arkansas Department of Workforce Services (ADWS)

### Agenda Item 1 - ACTION

Minutes of the July 12, 2016 Committee Meeting

PY 2015 Final Workforce Investment Act Performance Report..... Cindy Varner, ADWS

Performance Reporting of Services to Special Populations..... Elroy Willoughby, Area Operations Chief  
Arkansas Department of Workforce Services

Negotiation of PY 2016 and 2017 State Performance with U.S. DOL..... Cindy Varner, ADWS

Negotiation of PY 2016 and 2017 Local Performance Targets..... Elroy Willoughby, ADWS

New Grant Award - Integrated Program  
Information and Data Systems..... Earnest Sweat, Assistant Director for Information Technology  
Arkansas Department of Workforce Services

Customer Case Walk-Through – Services and Referrals..... Cindy Varner, ADWS

Announcements

Adjournment

**NEXT MEETING DATES**

January 10, 2017	10:00 a.m. 1:00 p.m.	Committees Full Board Meeting	Little Rock Little Rock
April 11, 2017	10:00 a.m. 1:00 p.m.	Committees Full Board Meeting	Little Rock Little Rock
July 11, 2017	10:00 a.m. 1:00 p.m.	Committees Full Board Meeting	Little Rock Little Rock
October 10, 2017	10:00 a.m. 1:00 p.m.	Committees Full Board Meeting	Little Rock Little Rock

**For Consideration of the  
Arkansas Workforce Development Board  
Program and Performance Evaluation Committee**

**October 11, 2016**

**AGENDA ITEM 1 – ACTION:** Minutes of July 12, 2016 Committee Meeting

**RECOMMENDATION:** It is recommended that the Program and Performance Evaluation Committee approve the minutes of the July 12, 2016 committee meeting.

**INFORMATION/RATIONALE:** Minutes of the meeting are attached.

UNOFFICIAL

MINUTES

**ARKANSAS WORKFORCE DEVELOPMENT BOARD**

**Program & Performance Evaluation Committee**

**July 12, 2016**

A meeting of the Program & Performance Evaluation Committee of the Arkansas Workforce Development Board was held on July 12, 2016, beginning at 10:02 a.m., at the Embassy Suites Hotel, Little Rock, Arkansas. Chair Scott Bull presided with the following members present: Mr. Alan Hughes, Ms. Holley Little, Mr. Alan McClain, Mr. George Nunnally, Mr. Brett Powell, Mr. Gary Sams, and Mr. Kelley Sharp. Committee members unable to attend were: Mr. Jeff Griffin, Ms. Abby Houseworth, Mr. Bart Langley, and Mr. Rodney Loy.

A quorum being present, Chair Bull called the meeting to order and began by recognizing Ms. Cindy Varner, Assistant Director of Employment Assistance with the Arkansas Department of Workforce Services (ADWS). He reported to the committee that Ms. Varner will be the new agency lead for the committee. Next, he informed the committee that he would not be able to attend the full board meeting at 1:00 p.m., but has asked that Mr. Alan Hughes give the Program and Performance Evaluation Committee report in his absence.

Chair Bull asked Ms. Varner to give an update on the request for ethics training from the last committee meeting. Ms. Varner reported that ethics training will be done for all board members at the 1:00 p.m. full board meeting today. She recognized Ms. Tanya Plunkett, ADWS Director of Internal Audit who made the recommendation to use Mr. Jerry Spratt with Spratt Financial Forensics, Inc.

Next, Ms. Varner informed committee members that the Workforce Innovation and Opportunity Act (WIOA) final rules and regulations from the U. S. Department of Labor (USDOL) and U.S. Department of Education were issued on June 30, 2016.

Ms. Varner reported that the state annual report is due October 1<sup>st</sup>, and that this will be the first joint effort across agencies and core partners to complete a combined annual report. She stated that ADWS has not received any notice or feedback on performance negotiations; she said that staff submitted proposals and had received a statistical model back from the USDOL. She stated that ADWS had requested clarification from the U.S. Department of Labor regarding the statistical model sent versus the proposals already submitted for Arkansas. The USDOL responded stating that the ADWS proposals were not wrong, however, they will need to perform further review on both the ADWS proposals and the statistical model. She stated that a statistical model is being reviewed by the national office with the intent to conclude negotiations by August 15, 2016.

Next, Ms. Varner informed committee members that the State Plan has been approved. There were five areas in need of revisions, which the core partners are addressing. She reported that three deal with services to veterans; one deals with adult education – providing concurrent activities, and the other dealt with the board goals and making sure they included services to special populations.

Lastly, Ms. Varner informed the committee of the continued efforts for a unified integrated data system, which included a demonstration of the Arkansas Job Link system to partner agencies. She reported that a Request for Qualifications for a system evaluation will be placed on hold until the next meeting due to the review of WIOA rules and regulations. The staff report concluded with no questions.

Agenda Item 1 – Minutes of the April 12, 2016 Committee Meeting: Chair Bull proceeded to Agenda Item 1, asking if there were any additions or corrections to the minutes. Hearing none, **a motion to accept the minutes as presented was made by Ms. Holley Little, seconded by Mr. Gary Sams, and the motion carried unanimously.**

Committee Action Plan – Committee Roles/Responsibilities: Chairman Bull asked Ms. Varner to review the Committee Action Plan – Roles and Responsibilities. Ms. Varner provided committee members with a template of the Committee Action Plan. Ms. Varner explained that staff developed the draft action plan by reviewing responsibilities included in the board bylaws for the committee and assigning any goal or objective listed in the state plan that tied to those responsibilities. Ms. Varner explained that staff will provide an update each quarter on accomplishments towards achieving those goals.

Agenda Item 2 – Revision to the Eligible Training Provider Continued Eligibility Certification Process: Chair Bull stated that a recommendation was before the committee to approve a revision of the Eligible Training Provider Continued Eligibility Certification policy. Chair Bull reminded members that the committee originally approved the Eligible Training Provider Continued Eligibility Policy in November, 2015 and it was ratified by the full board on April 12, 2016. He reported that since that time, the U.S. Department of Labor provided technical assistance and the State needs to revise the policy and delay implementation in order to gather data to develop a baseline for each training provider. Ms. Varner explained the needed revision in which the policy was re-written to compensate for the delay of two years to gather data.

Chair Bull asked for questions for Ms. Varner, hearing none, Chair Bull asked for approval of the revision. **A motion to accept the revisions was made by Mr. Brett Powell, seconded by Mr. Alan Hughes, and the motion carried unanimously.**

Agenda Item 3 – Local Annual Report Guidelines: Chair Bull stated a recommendation was made for the Program and Performance Evaluation Committee to approve the annual report narrative template for use of by the Local Workforce Development Boards in reporting their workforce activities for each program year. **A motion to accept the**

revisions was made by Mr. Gary Sams, seconded by Mr. Alan McClain, and the motion carried unanimously.

Monitoring Report:

Ms. Varner informed the committee that all monitoring had to be completed by the end of June and ADWS has given all local boards a list of findings to assist them in being proactive. Ms. Varner reported that the directors of the local boards requested the establishment of a statewide policy manual in November. The ADWS hired Dr. Claudia Griffin to coordinate the development of the manual by working with a workgroup of local and state level representatives. Ms. Varner informed the committee that case management training will be provided to the local board staff and providers upon completion of the manual. Ms. Varner further stated that ADWS has a staff member researching other states for best practices and training models.

Report of USDOL WIOA Assessment of Arkansas: Chair Bull informed the committee that the USDOL had conducted an assessment of Arkansas's implementation of WIOA the week of June 2<sup>nd</sup>. Ms. Cindy Varner presented the report to the committee. A copy of the report was disbursed to all board members and is included in the official copy of the board meeting records.

Performance Dashboard Recommendation: Chair Bull stated that staff had provided considerable information in regards to performance dashboards at previous meetings. He reported that at his request, staff has prepared a recommendation for how to proceed with developing a performance dashboard for Arkansas. Ms. Varner presented a recommendation for development of a performance dashboard in four phases: 1) Dashboard by Arkansas Research Center (*manual option to utilize until the integrated data system is in place*), 2) Data from non-core programs, 3) Independent Evaluator, and 4) Utilize Independent Evaluator to see if additional measures are needed. Mr. Alan Hughes requested tracking for Registered Apprenticeship. Two committee members left the meeting early causing the committee to no longer have a quorum; therefore a vote was not completed. Ms. Varner stated that staff would move along with the recommendation and bring data to future meetings for committee input.

Announcements: Chair Bull announced the next regular meeting of the Program and Performance Evaluation Committee is scheduled for October 11, 2016, at 10:00 a.m., followed by a regular quarterly meeting of the full board beginning at 1:00 p.m. The meeting will be held at the Goodwill Industries located at 7400 Scott Hamilton Drive, in Little Rock.

Adjourn: Chair Bull adjourned the meeting at 11:44 a.m. on a motion made by Mr. Kelley Sharp, seconded by Mr. Alan McClain, and carried unanimously.

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Mr. Scott Bull, Program & Performance  
Evaluation Committee Chair

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Mr. Daryl Bassett, Director  
Department of Workforce Services

*Minutes recorded by Rebecca Edwards  
Department of Workforce Services Staff*