

AGENDA

APRIL 12, 2016

ARKANSAS WORKFORCE DEVELOPMENT BOARD STRATEGIC PLANNING COMMITTEE MEETING

10:00 A.M.

Call to Order

ACTION Item 1: Approval of Minutes of January 19, 2016 Meeting

Report from the Staff.....Cindy Varner, ADWS

Report on PY 2016 – 2019 WIOA Combined State Plan.....Cindy Varner, ADWS

- § Public Comments
- § Submission
- § Executive Summary
- § Next Steps

Policies for Review and Approval.....Cindy Varner, ADWS

- § Open Public Meetings Policy
- § WIOA Title I Funding Distribution Policy

Local Board Workforce Development Plans.....Cindy Varner, ADWS

Announcements

Adjournment

NEXT MEETING DATES

July 12, 2016	10:00 a.m.	Committees	Little Rock
	1:00 p.m.	Full Board Meeting	Little Rock
October 11, 2016	10:00 a.m.	Committees	Little Rock
	1:00 p.m.	Full Board Meeting	Little Rock

Embassy Suites
11301 Financial Centre Parkway
Little Rock, Arkansas



**For Consideration of the
Arkansas Workforce Development Board
Strategic Planning Committee**

April 12, 2016

AGENDA ITEM 1 – ACTION: Minutes of the January 19, 2016 Committee Meeting

RECOMMENDATION: It is recommended that the Strategic Planning Committee approve the minutes of the January 19, 2016 committee meeting.

INFORMATION/RATIONALE: Minutes of the meeting are attached.

UNOFFICIAL

MINUTES

ARKANSAS WORKFORCE DEVELOPMENT BOARD

Strategic Planning Committee

January 19, 2016

The Arkansas Workforce Development Board Strategic Planning Committee was held on January 19, 2016, beginning at 10:02 a.m., at the Crowne Plaza Hotel, 201 S. Shackleford Road in Little Rock, Arkansas. Chairman Brian Itzkowitz presided with the following members present: Mr. Chad Bishop, Dr. Charisse Childers, Mr. Robert East, Ms. Diane Hilburn, Ms. Katy Morris, and Mr. Mike Preston. Ms. Karen Breashears, Ms. Melissa Hanesworth, Mr. Dean Inman, Mr. Michael Newcity, and Mayor Harold Perrin were unable to attend. Also in attendance was AWDB Chair Charles Clark.

Chair Itzkowitz recognized a quorum being present and called the meeting to order.

Agenda Item 1 – ACTION – Minutes of the December 16, 2015 Strategic Planning Committee:

Chair Itzkowitz proceeded to Agenda Item 1, asking if there were any additions or corrections to the minutes. The minutes were approved on **a motion by Mr. Robert East, seconded by Ms. Diane Hilburn and carried unanimously.**

Chair Itzkowitz informed the committee of a special guest, Mr. Brian Rogers, Deputy Director at the Arkansas Department of Career Education. He explained Mr. Rogers is going to share a report with the committee on employer feedback gathered by the Career and Technical Education program.

Chair Itzkowitz then asked Ms. Cindy Varner to provide the Staff Report.

Report from the Staff: Ms. Varner stated that at the last meeting there was concern about the wording of the vision statement, and that it did not seem to capture where the Arkansas Workforce Development Board would like to see the workforce system in future years. Ms. Varner stated the Strategic Planning Committee requested staff research and provide examples of vision statements from other states. Ms. Varner confirmed there was consensus among committee members on using the vision statement from Oregon's State Plan.

Ms. Varner informed committee members there are 24 policies being developed, 12 policies are considered priority and 12 policies are in the 'parking lot'. She said a few of the policies in the 'parking lot' are necessary for the State Plan and, therefore, those policies would be presented at the April AWDB meeting. She informed the committee that workgroups for each of the policies have been developed to include representatives from various agencies, core and non-core programs, and are working on developing draft policies for review. She also said that

presenting the policies at the April meeting would provide an opportunity to have a public comment period before the policies go into effect in July.

Ms. Varner then recognized peers from various agencies, stating that the State Plan is a culmination of partnership across agencies, both core and non-core. She thanked them for their help in developing the State Plan.

Report on Employer Information Gathered at Career and Technical Education Regional Advisory Council Meetings: At the December meeting, Dr. Childers reported that her agency had accumulated some data from employers during the Career and Technical Education Advisory Council meetings. Mr. Rogers presented the data, including that this information was shared with Cindy Varner for incorporation into the Workforce Innovation Opportunity Act (WIOA) Combined State Plan draft.

Mr. Rogers stated that employer workforce development needs include soft skills, basic/core skills, technical skills, and education and programming and promotions. Mr. Rogers also discussed the results of employer training needs according to Regional Advisory Council feedback and employer training needs according to applications to state government for training funds.

Dr. Childers explained that data was collected from different sources for different reasons but correlated. The first set of data was derived from surveys and information collected through Regional Advisory Councils (RAC), summary of RAC meetings, and basic interaction with employers. The second set of data was gathered from specific workforce training grants.

Review of Draft Vision: Ms. Varner reiterated the draft vision statement was verbatim from Oregon's State Plan. There were no suggested changes to the draft vision statement or any additional discussion. The draft vision statement was approved for submittal to the full board on **a motion made by Ms. Diane Hilburn, seconded by Mr. Chad Bishop, and carried unanimously.**

Review of the PY 2016-2019 WIOA Combined State Plan: Ms. Varner summarized the draft WIOA State Combined Plan. She stated the draft of the plan was written based on the second set of guidance provided by the U.S. Department of Labor (U.S. DOL). She reiterated the U.S. DOL still has not provided final guidance on how to write the plan, and based on any public comments, there could be a third set of guidance issued, which could mean additional changes to the plan. Following discussion and recommended changes, the Workforce Innovation and Opportunity Act Combined State Plan was approved for submittal to the full board on **a motion made by Mr. Robert East, seconded by Mr. Chad Bishop, and carried unanimously.**

Announcement: Chair Itzkowitz announced the next meeting of the Strategic Planning Committee will be at 10:00 a.m. on April 12, 2016.

Adjourn: Chair Itzkowitz adjourned the meeting at 11:38 a.m., on a **motion made by Ms. Katy Morris, seconded by Ms. Diane Hilburn, and carried unanimously.**

Brian Itzkowitz, Committee Chair

Daryl Bassett, Director
Department of Workforce Services

*Minutes recorded by Stephanie Carlo
Department of Workforce Services Staff*

Policy Number: _____ Effective Date: _____

Preliminary - Open Public Meetings

Purpose:

The purpose of this policy is to outline and define open public meetings in accordance with the federal Workforce Innovation and Opportunity Act of 2014 and Arkansas Workforce Innovation and Opportunity Act of 2015.

Reference:

The Workforce Innovation and Opportunity Act, Sections 101 and 107.
The Arkansas Workforce Innovation and Opportunity Act.
The Arkansas Freedom of Information Act, §25-19-106

Policy:

The Arkansas Freedom of Information Act is one of the most comprehensive and strongest open-records and open-meetings laws in the United States.

Boards are subject to the requirements of the Arkansas Freedom of Information Act. [A.C.A §25-19-106]

A Board shall make available to the public on a regular basis through open meetings including but not limited to:

- Information regarding activities of the Board;
- Information regarding the local plan prior to submission;
- Board membership;
- Designation & certification of one-stop operators consistent with the state plan;
- Award of grants or contracts to eligible providers of youth activities; and/or
- Minutes for formal meetings of the Board

In the event of emergency or special meetings, the person calling the meeting shall notify the representatives of the newspapers, radio stations, and television stations, if any, located in the county in which the meeting is to be held, and any news media located elsewhere which cover regular meetings of the governing body, and which have requested to be so notified of emergency or special meetings, of the time, place, and date of the meeting. Notification shall be made at least two (2) hours before the meeting takes place in order that the public shall have representatives at the meeting.

Sunshine Provisions, 20 CFR 679.390

To comply with Sunshine Provisions, the board shall make available to the public, on a regular basis through electronic means and open public meetings, board membership, the designation and certification of one-stop operators, the award of grants or contracts to eligible providers of youth workforce development activities and information regarding the activities of the board, including information regarding the State/Local plan, or a modification to the State/Local plan, prior to submission of the plan or modification of the plan.

Each Board and/or subcommittee authorized to take official action on behalf of the Board shall:

- Take official action and engage in deliberations only at meetings open to the public;
- Ensure all meetings are held in an accessible location for those individuals with disabilities and ensure that all information is provided in accessible and alternate forms;
- Provide public notice of meetings in accordance with applicable state code provisions, including public notice in advance of any special meeting or rescheduled meeting;
- Ensure that votes of the Board members are publicly cast and, in the case of roll call votes, recorded;
- Keep and retain written minutes of all public meetings to include but not limited to:
 - Date, time and place of meeting;
 - Board members present;
 - Board members absent;
 - Substance of all official actions;
 - Record of roll call votes; and/or
 - Names of any citizens who appeared & shared testimony

Closed executive sessions may be used in accordance with A.C.A. §25-19-106. Such sessions may be held during or after an open meeting, or may be announced for a future time. If a closed session is not announced for a specific time, Board members shall be notified 24 hours in advance of date, time, location and purpose of the session. The purpose for holding an executive session shall be announced at the open meeting either immediately prior or subsequent to the executive session.

Meeting Dates and Agendas

The dates of all regularly scheduled meetings of the local workforce development board, local board committees, or meetings of chief elected officials where board business will be discussed shall be sent to the Arkansas Department of Workforce Services by email to wioa@arkansas.gov so that meeting dates may be made available on the state website. Additionally, the full agenda packets for these meetings shall be sent by the same means for posting on the state's website no later than one week prior to the meeting date. Notification of the dates and agendas for special meetings shall be made available to ADWS at the same time that local board members are notified.



Policy Number: _____ Effective Date: _____

Workforce Innovation and Opportunity Act (WIOA) Title I Funding Distribution Policy

Purpose:

The purpose of this policy is to outline the Workforce Innovation and Opportunity Act (WIOA) Funding Distribution guidelines for Chief Elected Officials and the Local Workforce Development Areas (LWDA) in accordance with the federal Workforce Innovation and Opportunity Act of 2014 and the Arkansas Workforce Innovation and Opportunity Act of 2015.

Reference:

The Workforce Innovation and Opportunity Act (WIOA), Sections 128, 129, 132 & 133
Arkansas Annotated Code §15-4-3707 through §15-4-3713

Policy:

The Arkansas Workforce Development Board (AWDB) coordinates and establishes policy for conducting all employment and training activities within the workforce development system created by the federal Workforce Innovation and Opportunity Act of 2014 and Arkansas Code §15-4-3707 through 15-4-3713, including all activities conducted in and through Arkansas's one-stop centers. The criteria for funding the programs included in this plan will be consistent with the federal and state laws governing those programs and are described in detail in the funding sections below.

The chief elected official or lead elected official in a local workforce development area will serve as the local grant recipient for, and shall be liable for any misuse of, the grant funds allocated to the local area for youth, adult, and dislocated worker activities under Sections 128, 129, 132, and 133 of the Workforce Innovation and Opportunity Act.

In a case in which a LWDA includes more than one unit of general local government, the chief elected officials of such units will execute an agreement that specifies the respective roles of the individual chief elected officials, including responsibility for maintaining the integrity of the allocated funds. If, after a reasonable effort, the chief elected officials are unable to reach agreement about this responsibility, the Governor makes the determination. The local plan must include the agreement concerning this responsibility.

In order to assist in the disbursement of the grant funds, the chief elected official or lead elected official of a LWDA may designate an entity to serve as a local grant subrecipient for such funds or as a local fiscal agent. Such designation shall not relieve the chief elected official or lead elected official of the liability for any misuse of grant funds.

The local grant recipient or subrecipient will disburse such funds for workforce development activities at the direction of the local board. The local grant recipient or subrecipient will disburse the funds immediately on receiving such direction from the local board. The local board, in partnership with the chief elected official(s), will conduct oversight with respect to local programs of youth activities

authorized under WIA Section 129, local employment and training activities authorized under WIOA Section 134, and the One-Stop delivery system in the local area.

WIA Title I Youth Funding Allocation Formula

The in-state allocation of funds to local workforce development areas for Title I youth activities under the Workforce Innovation and Opportunity Act will be made using the formula described at Section 128(b)(2)(A)(i), as follows:

- 33 1/3 percent of the funds to the local workforce development areas will be based on the relative number of unemployed individuals in areas of substantial unemployment in each workforce development area compared to the total number of unemployed individuals in all areas of substantial unemployment in the state
- 33 1/3 percent of the funds based on the relative excess number of unemployed individuals in each workforce development area compared with the total excess number of unemployed individuals in the state
- 33 1/3 percent of the funds based on the relative number of disadvantaged youth in each workforce development area compared to the total number of disadvantaged youth in the state

To ensure that youth funds are distributed equitably and to avoid significant shifts in funding levels to local areas, a hold-harmless provision will be applied. Under this provision, consistent with WIOA Section 128(b)(2)(A)(ii), a local area will not receive an allocation percentage for a program year that is less than 90 percent of the average allocation percentage of the local area for the 2 preceding program years. Amounts necessary for increasing such allocations to local areas to comply with the preceding sentence will be obtained by ratably reducing the allocations to be made to other local areas.

WIA Title I Adult Funding Allocation Formula

The in-state allocation of funds to local workforce development areas for Title I adult activities under the Workforce Innovation and Opportunity Act will be made using the formula described at Section 132(b)(1)(B)(ii), as follows:

- 33 1/3 percent of the funds to the local workforce development areas will be based on the relative number of unemployed individuals in areas of substantial unemployment in each workforce development area compared to the total number of unemployed individuals in all areas of substantial unemployment in the state
- 33 1/3 percent of the funds based on the relative excess number of unemployed individuals in each workforce development area compared with the total excess number of unemployed individuals in the state
- 33 1/3 percent of the funds based on the relative number of disadvantaged adults in each workforce development area compared to the number of disadvantaged adults in the state

To ensure that adult funds are distributed equitably and to avoid significant shifts in funding levels to local areas, a hold-harmless provision also will be applied. Under this provision, consistent with WIOA Section 132(b)(1)(B)(iv), a local area will not receive an allocation percentage for a program year that is less than 90 percent of the average allocation percentage of the local area for the 2 preceding program years. Amounts necessary for increasing such allocations to local areas to comply with the preceding sentence will be obtained by ratably reducing the allocations to be made to other local areas.

WIA Title I Dislocated Worker Funding Allocation Formula

Funds for dislocated workers will be allocated based on a formula prescribed by the Governor of Arkansas. This formula may be amended by the Governor not more than once for each program year. The formula will use the most appropriate information available to the Governor to distribute amounts to address Arkansas' worker readjustment assistance needs.

The in-state allocation of funds to local workforce development areas for Title I dislocated worker activities under the Workforce Innovation and Opportunity Act will be distributed by placing the following weights on six factors:

- 5 percent insured unemployment
- 15 percent unemployment concentrations
- 30 percent plant closings and mass layoffs
- 15 percent declining industries
- 5 percent farmer-rancher economic hardship
- 30 percent long-term unemployment

To ensure that dislocated worker funds are distributed equitably and to avoid significant shifts in funding levels to local areas, a hold-harmless provision also will be applied. Under this provision, consistent with WIOA Section 133(b)(2)(B)(iii), a local area will not receive an allocation percentage for program year 2016 or subsequent program year that is less than 90 percent of the average allocation percentage of the local area for the 2 preceding program years. Amounts necessary for increasing such allocations to local areas to comply with the preceding sentence will be obtained by ratably reducing the allocations to be made to other local areas.

Not more than twenty-five percent of the total state allotment will be reserved for Rapid Response activities. Rapid Response activities in Arkansas are administered by Arkansas Department of Workforce Services as the lead agency of the Governor's Dislocated Worker Task Force.

Consultation with Chief Elected Officials

As consistent with federal law, the Arkansas Workforce Development Board will assist the Governor by consulting on this formula with chief elected officials. Chief Elected Officials should submit any comments they have on the funding formula no later than December 31 each year to the following address:

Arkansas Workforce Development Board
Attn: Staff Director
P.O. Box 2981
Little Rock, AR 72203

Any comments submitted will be considered by the Arkansas Workforce Development Board and Governor in deciding if a change to the funding formula is needed for the subsequent program year.