

Western Arkansas Workforce Development Board
Meeting Agenda

June 23, 2020 1:00 PM

River Park Events Building
121 Riverfront Dr., AR

Invitees: Greg Aleshire, Dana Byrum, Nanci Caillouet, John Craig, Miles Crawford, Shari Dominquez, Debbie Faubus-Kendrick, Doug Kinslow, Michael Lejong, Rachel Mize, Martha Moore, Stacy Muntz, Cathy Nesbit, Krystal Thrailkill, Erick Wiggins, Dwayne Young

Call to order

- I. Attendance
- II. Approval of minutes from last meeting – sent for review via email
- III. Committee reports
 - Executive Committee
 - Ratify policies approved by committee - sent for review via email
 - One-stop Committee
- IV. WIOA Delivery System quarterly report update
 - Performance negotiation review – sent via email
- V. New Business
 - Bylaw review and approval – sent for review via email
 - Board budget – sent for review via email
 - Board training – roles and responsibilities review
 - Submit nominations for Board chair and vice chair
 - Other business
- VI. Adjournment .

*Western Arkansas Workforce Development Meeting
 June 23, 2020 – 1:00 PM
 Riverfront Event Building, Fort Smith, AR*

Please sign in:

<i>Greg Aleshire</i>	<i>Aleshire, Greg</i>
<i>Dana Byrum</i>	<i>Byrum, Dana</i>
<i>Nanci Caillouet</i>	<i>Caillouet, Nanci</i>
<i>attended by phone</i>	<i>Craig, John</i>
	<i>Crawford, Miles</i>
	<i>Dominquez, Shari</i>
<i>Debbie Faubus-Kendrick</i>	<i>Faubus-Kendrick, Debbie</i>
<i>Doug Kinslow</i>	<i>Kinslow, Doug</i>
<i>Michael Lejong</i>	<i>Lejong, Michael</i>
<i>attended by phone</i>	<i>Mize, Rachel</i>
	<i>Moore, Martha</i>
<i>Stacy Muntz</i>	<i>Muntz, Stacy</i>
	<i>Nesbit, Cathy</i>
<i>Krystal Thrailkill</i>	<i>Thrailkill, Krystal</i>
<i>Dwayne Young</i>	<i>Young, Dwayne</i>
<i>Erick Wiggins</i>	<i>Wiggins, Erick</i>

Western Arkansas Workforce
Development Board

Proxy

Date:

Due to a conflict in my schedule, I authorize as my proxy on

6/23/20
(meeting date)

Jeremy Hughes
(representative name)

of Carpenters Union
(company)

at the Western Arkansas Workforce Development Board meeting.

My proxy represents our organization or group being represented and is an individual with optimum policymaking or hiring authority within the organization represented.

Print Name:

DWAYNE YOUNG

Signature:

Dwayne Young

Western Arkansas Workforce Development Board

Meeting Agenda

March 14, 2020 9:30 AM

Wilkinson Pavilion at Bell Park
1050 Bell Park Rd, Greenwood, AR

Call to order: Chair Cathy Nesbit called the meeting to order.

Board members in attendance: Greg Aleshire, Nanci Caillouet, John Craig, Debbie Faubus-Kendrick, Rachel Mize, Martha Moore, Cathy Nesbit, attendees by phone Stacy Muntz, Krystal Thrailkill, Dwayne Young, and Tammy Briley proxy for Michael Lejong.

Others present: Mary Ann Lawrence, Dennis Williamson

Approval of 12/3/2019 meeting minutes: Chair Nesbit asked for any corrections. There were no corrections presented. Cathy stated since there are no corrections, that the minutes were approved as distributed.

Committee reports:

- One-Stop Committee

Nanci Caillouet reported on the One-Stop operator agreement received in the packets. The contract was drafted and negotiated by Dennis on behalf of the board approved by the One Stop committee prior to its commencement. She stated it was the request of the committee that the board ratify the agreement as presented and enforceable as of 1/1/2020. Dwayne Young motioned to approve the One-stop operator agreement and John Craig seconded the motion. Cathy asked for a vote and the motion was passed by all present and Stacy, Krystal, and Dwayne voted yes by phone .

Nanci discussed innovations provided by the One-stop operator. Copies were shared of a client survey useable via Survey Monkey and two different referral form options. One was a referral ticket used in other states that included some local changes and a referral form drafted by core partners in our region. The referral is used by the workforce delivery system to get clients to needed services. John Craig motioned to accept and put to use the survey immediately to get feedback for the centers. Greg Alshire seconded the motion. Members decided to send the referral forms back to the committee to determine one form to use. After discussion Cathy called for a vote to accept and approve use of the survey. All present voted yes, and Stacy, Dwayne, and Krystal voted yes by phone. The motion passed unanimously.

Dennis stated that the one-stop operator has been very active and put a lot of this together. Dennis informed the board of the letter received from Odle that they had merged with Eckart but there would be no changes in service as Odle will still remain intact. Dennis will send a copy of the letter to the board.

- Disability Committee:

Dennis presented the report for the committee. He shared the committee's discussion to the increase efforts to reach out to community organizations like churches, food missions, and other assistance groups to make sure clients know resources available to them. It was discussed that partners should attend other partner's orientations to provide their information and for referral. Dana provided the committee 3 difference research documents from journal rehabilitation: influence wage subsidy with folks with disabilities, the hiring process under the ADA guidelines and outcomes of intellectual disabilities and co-occurring physiocratic disorder.

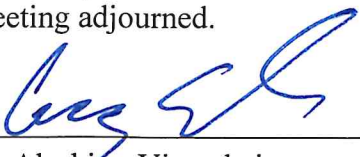
WIOA Delivery System quarterly report update:

Dennis Williamson discussed the quarterly reports provided by Title I, Adult Ed, and DWS that were sent to the board.

New Business:

- PY18 monitoring report was provided to board members and he shared they were still working to resolve findings with the state.
- Board members were provided 3 policies for review and approval. Listed below are the policies, new and old, they were provided to compare. After review Cathy asked for a motion to approve the policies as written. Martha Moore motioned to approve all polices as written. John Craig seconded the motion. Cathy asked for any discussion and there was none. She asked for a vote and all present voted to approve and Stacy, Krystal, and Dwayne each voted yes to approve via phone. The motion was passed.
 - P0001-20 Supportive Services replacing P#0004-18
 - P0002-20 Additional Barriers and Documentation replacing P#0001-18
 - P0003-20 Priority of Service replacing P#0012-18
- The liability policy for board members was provided via email. Chair Nesbit asked for any questions. There were none.

Chair Cathy Nesbit asked if there were another business, there was none, and she called the meeting adjourned.



Greg Aleshire, Vice-chair

6-23-20
Date

**Western Arkansas Workforce Development Area
Policies and Procedures**

TITLE	Supportive Services
NUMBER	P0001-20 rev.1
TYPE	Policy – Programmatic
APPROVING AUTHORITY	Western Arkansas Workforce Development Board
EFFECTIVE DATE	6-9-2020
NEW/REPLACED	Replaces P0001-20

Policy:

1. The Workforce Innovation and Opportunity Act (WIOA) requires Western Arkansas Workforce Development Board to develop a policy regarding supportive services for Title I participants.
2. Based on individual assessment and availability of funds, supportive services may be awarded to eligible Workforce Innovation and Opportunity Act Title I participants.
3. Supportive service awards are intended to enable an individual to participate in workforce-funded programs and activities to secure and retain employment.
4. In Western Arkansas, supportive services are provided based on need as determined by the service provider.
5. Basic guidelines for awarding supportive services:
 - a. Individual is enrolled in a Workforce Innovation and Opportunity Act Title I Program and participating in a basic career service, individualized career service, or training activity; and,
 - b. Individual is unable to obtain supportive services through other sources, or the need is urgent and time constraints do not allow for seeking other sources; and,
 - c. Supportive service is necessary to enable the individual to participate in the Title I activity; and,
 - d. Awarded on a case-by-case basis and provided when determined necessary and reasonable; and,
 - e. Funding is available to provide supportive services.
 - f. The Title I participant must meet attendance and case contact requirements.
 - g. Adult and dislocated worker participants may not receive supportive services during follow-up and after exit.
6. Allowable supportive services:
 - a. Transportation
 - b. Work-related clothing and supplies

Western Arkansas Workforce Development Area Policies and Procedures

- c. Physical exams, immunizations, and vaccinations required for employment
 - d. Drug screening
 - e. Background check
 - f. Fees for employment and training-related applications, tests and certifications
 - g. Books, school fees and supplies related to post-secondary or technical training
 - h. License fees (examples: CDL, GED/high school equivalency fees, stackable credential fees as required for work)
 - i. Day care, Including elder care
 - j. Housing support
 - k. Security clearance charges aligned to Federal regulations
 - l. Other specialized needs
7. Transportation Supportive Services are to assist participants to and from training and employment activities including job search.
- a. Round trip travel over five miles per day will be paid at the current WAPDD rate, not to exceed the Federal allowable rate.
 - b. Mileage rates must be checked annually at www.gsa.gov/mileage to ensure compliance.
 - c. Participants must provide completed travel forms with attendance verified by instructor or supervisor for proof of Title I activity.
 - d. In order to get mileage for training purposes when travel is in excess of fifty (50) miles round trip the individual must also:
 - i. Have a valid driver's license; and,
 - ii. Automobile liability insurance; and,
 - iii. Automobile registration.
 - e. Bus passes are available to Title I participants whose schedule and childcare arrangements can be accommodated by public transportation.
 - f. Where other forms of transportation are not readily available for Title I participants to successfully complete eligible training or work-related program prearrangements may be made with participating cab companies.
 - g. Transportation may be paid up to the second paycheck of a Title I participant who starts unsubsidized employment. In the event this supportive service is approved, the Title I participant will not be exited until after the final supportive service payment.
8. Childcare Supportive Services
- a. Childcare may be paid only if the individual is not eligible to receive childcare assistance through TANF or another funding source.
 - b. An individual may receive assistance not to exceed a weekly rate set by WAPDD.

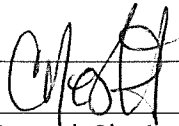
Western Arkansas Workforce Development Area Policies and Procedures

- c. Rates will be assessed and set quarterly based on a reasonable number of local childcare provider weekly rates.
 - d. Rates will be established for the cost of one (1) child and two (2) children.
 - e. Payments will be made directly to the childcare provider.
 - f. Childcare payments will not be made unless there is an actual cost to the Title I participant.
 - g. Service providers will make agreements and utilize vouchers with licensed childcare providers.
9. Work-Related Clothing and Supplies
- a. Uniforms, tools, shoes, and other occupational specific equipment may be provided when such items are required for training or is a condition of training related employment.
 - b. A limit of three sets of uniforms, one set of tools, one pair of work shoes, or other occupational specific items will be paid on an invoice basis.
 - c. Costs of \$500 or more requires three written quotes.
 - d. The lowest bid meeting work requirements will be accepted.
 - e. Receipts are required on all purchases.
 - f. Participants will sign an acknowledgement requiring these items be returned if they drop from a program prior to completion of training or leave before their employment term.
10. Housing Support
- a. Rent and utility assistance may be paid as determined necessary and appropriate for up to \$500 on a one-time basis.
11. Other Specialized Needs
- a. From time to time, a Title I participant may need specialized items to continue with their employment/education plan.
 - b. Examples of *Other Specialized Needs* may include dental work, tires or vehicle repair, eyeglasses, counseling, etc.
 - c. All *Other Specialized Needs* must be approved by the Director of Workforce Development.
12. Supportive services documentation:
- a. Participant Request for Support Services form.
 - b. The Individual Employment Plan or Individual Service Strategy shall document the need and award of supportive services.
 - c. Case notes shall document detail related to the need and award of supportive services including attempts to find other sources of funding.

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Policies and Procedures**

- d. Documentation of denial from other available community resources referred to by service provider.
- e. Travel Reimbursement Form, if applicable.
- f. Travel reimbursement form for verification of daily transportation to and from Title I activity.
- g. If applicable, a copy of driver's license, automobile liability insurance, and automobile registration.
- h. Verification of need and necessity for work-related clothing and/or supplies.
- i. Specialized needs documentation and justification.
- j. Receipts of purchases

Approval Signature:



Cathy Nesbit, Board Chair

**Western Arkansas Workforce Development Area
Policies and Procedures**

TITLE	Priority of Service
NUMBER	P0003-20 rev.1
TYPE	Policy – Programmatic
APPROVING AUTHORITY	Western Arkansas Workforce Development Board
EFFECTIVE DATE	6-9-2020
NEW/REPLACED	Replaced P0003-20 & P#0014-18

Policy

1. To participate in the WIOA Adult Program, an individual must meet the following eligibility requirements:
 - a. 18 years of age or older.
 - b. U.S. citizen or non-citizen authorized to work in the U.S.
 - c. Meet Military Selective Service registration, if applicable

2. **WIOA Target Populations & Priority of Service**

For WIOA Title I Adult Program employment and training services, local workforce areas must provide priority of service to individuals in the following target populations, in accordance with the Act, the State Plan, and the approved Local Plan.

Target Populations: Individuals with Barriers to Employment

- Displaced Homemakers
- Eligible Migrant and Seasonal Farmworkers
- Ex-offenders
- Homeless individuals
- Individuals facing substantial cultural barriers
- Individuals with disabilities, including youth with disabilities
- Individuals within two years of exhausting lifetime eligibility under Part A of the Social Security Act
- Individuals who are English language learners
- Individuals who are unemployed, including the long-term unemployed
- Individuals who have low levels of literacy
- Individuals without a high school diploma
- Low income individuals (including TANF and SNAP recipients)
- Native Americans, Alaskan Natives, and Native Hawaiians
- Older individuals
- Single parents (including single pregnant women and non-custodial parents)
- Veterans
- Youth who are in or have aged out of the foster care system

Western Arkansas Workforce Development Area Policies and Procedures

3. Arkansas is committed to ensuring its target populations are able to access the WIOA system on a priority basis. For the WIOA Title I Adult Program, priority must be provided in the following order:

1 st Priority	Veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or basic skills deficient will receive first priority for services provided with WIOA adult funds.
2 nd Priority	Individuals who are not veterans or eligible spouses, but who are recipients of public assistance, are other low-income individuals, or are individuals who are basic skills deficient
3 rd Priority	Veterans and eligible spouses who are not recipients of public assistance, are not other low-income individuals, and are not basic skills deficient
4 th Priority	Individuals who are not veterans, are not recipients of public assistance, are not other low-income individuals, and are not basic skills deficient, but are individuals with other barriers to employment
5 th Priority	Individuals who are not veterans, eligible spouses, recipients of public assistance, other low-income individuals, basic-skills deficient, or individuals with other barriers to employment

4. Basic Skills Deficient

For purposes of this policy the definition of basic skills deficient is an individual that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society (WIOA Section 3(5)).

<i>Criteria used to determine whether an individual is basic skills deficient:</i>	
Criteria Used	Documentation Required
Lacks a high school diploma or high school equivalency and is not enrolled in secondary education	Self-attestation
Enrolled in a Title II Adult Education/Literacy program	School records or verification from school official
English, reading, writing, or computing skills at an 8.9 grade level or below	Results of academic assessment
Determined to be limited English-skills proficient through staff-documented observations	Case note clearly demonstrating staff assessment of English skills
Lacking computer literacy defined as: non-technical knowledge of computers and how to use them; familiarity and experience with computers, computers, software, and computer systems	Case note clearly demonstrating staff assessment of computer skills or self-attestation

5. Low income

An individual that meets one of the four criteria below:

- Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through the supplemental

**Western Arkansas Workforce Development Area
Policies and Procedures**

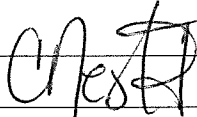
nutrition assistance program, temporary cash assistance, supplemental security income program, or state or local income-based public assistance.

- In a family with total family income that does not exceed the higher of the following: the poverty line; or 70% of the Lower Living Standard Income Level.
- A homeless individual.
- An individual with a disability whose family does not meet income eligibility criteria is to be considered a low-income individual if the individual's own income meets the income criteria established in WIOA sec. 3(36)(A)(vi); or meets the income eligibility criteria for payments under any Federal, State or local public assistance program (see WIOA sec. 3(36)(A)(i)).

6. Public Assistance Recipient

An individual that receives federal, state, or local government cash payments for which eligibility is determined by a needs or income test (WIOA Section 3[50]).

Approval Signature:



Cathy Nesbit, Board Chair

**Western Arkansas Workforce Development Area
Policies and Procedures**

TITLE	Incumbent Worker Training
NUMBER	P0004-20
TYPE	Policy – Programmatic
APPROVING AUTHORITY	Western Arkansas Workforce Development Board
EFFECTIVE DATE	6-9-2020
NEW/REPLACED	New

Policy

1. References for this policy include: Workforce Innovation and Opportunity Act Sections 3(44), 134(c)(3), and (d)(4)and 181(d); 20 CFR 680.530; 20 CFR 680.780-820; 20 CFR 677.150; 20 CFR 683.260; TEGL 10-16 and 19-16; and State policy WIOA I-B-3.6.
2. Incumbent Worker training provides both employees and employers the opportunity to build and maintain a quality workforce.
3. Incumbent Worker training can be used to help avert potential layoffs of employees, or to increase the skill levels of employees so they can be promoted within the company and create backfill opportunities for the employers.
4. The Workforce Innovation and Opportunity Act allows the Western Arkansas Workforce Development Board to reserve up to twenty (20) percent of Western Arkansas’s combined Adult and Dislocated Worker Title I funds to pay for Incumbent Worker training strategies.
5. These training strategies provide a number of positive outcomes to both business and employee:
 - a. Improve alignment of existing workers’ skills with evolving job requirements.
 - b. Provide participants with access to new career opportunities within a business or industry.
 - c. Encourage worker retention through the promotion of up-to-date skills training.
 - d. Increase the wages of incumbent participants.
 - e. Create new opportunities for entry-level workers by providing opportunities to promote existing workforce.
 - f. Supports and enhances local and regional economic development efforts targeted for in-demand industries, and industry sectors identified by the Western Arkansas Workforce Development Board.
6. Business eligibility criteria for participation:
 - a. Western Arkansas companies that operate under the provision of Arkansas law with a permanent Western Arkansas location.
 - b. Business must comply with the requirements of Fair Labor Standards Act (FLSA) or the state minimum wage law; whichever is greater.
 - c. Businesses with a minimum of five employees and a physical work location outside of a personal residence.
 - d. Priority is given to businesses with fifty (50) employees or less that are in-demand industries identified annually by the Western Arkansas Workforce Development Board.

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- e. Business must attest, in writing that it is not on the Federal debarred list and is a business in good standing with the State of Arkansas.
7. Training participant eligibility:
- a. The participant has an established employment history with the employer for six months unless the training is being given to a cohort of employees in which, not every must have been an employee for at least 6 months, but the majority of those being trained must have been employed for at least 6 months and:
 - b. Receives a W-2 as opposed to a 1099, is not a contractor or vendor for the business and is a regular employee, not a temporary worker.
 - c. The business pays unemployment insurance and workers' compensation premiums on the individual's behalf.
 - d. The work performed is considered to be integral to the business.
 - e. An incumbent worker does not have to meet Workforce Innovation and Opportunity Act Adult or Dislocated Worker eligibility requirements.
 - f. In order to enroll into the Arkansas Job Links an Incumbent Worker must provide sufficient documentation of age, citizenships, social security number, and selective service status (if appropriate).
8. Training requirements:
- a. Incumbent Worker Training must increase the occupational skills level of existing employees.
 - b. All of the following requirements are applicable:
 - i. The proposed training project and outcomes must be provided for approval prior to training.
 - ii. Training must be aligned with the company's strategic goals and objectives.
 - iii. Needs and costs must be reasonable, allowable, and clearly related to the project as described in the training plan.
 - iv. The maximum amount of Incumbent Worker Training paid through WIOA funds per trainee is \$4,000.
 - v. The Western Arkansas Director of Workforce Development may provide a waiver to provide additional support beyond the \$4,000 based on factors that may include employer size, trainee barriers, availability of funding and other applicable factors.
 - vi. If a waiver is approved, documentation must be provided in the client file and in the case notes and on the Individual Employment Plan.
 - c. Additionally, a minimum of one of the following must be met:
 - i. Avert layoffs by increasing skills levels of employees leading company to become more competitive.
 - ii. Result in a promotion and wage gain within the company.
 - iii. Create job openings for new hires.
 - iv. Result in the employee's acquisition of an industry recognized certification or credential; or,
 - v. Yield employees' transition from part-time to full-time employment within the company.
9. Fiscal and administrative requirements:

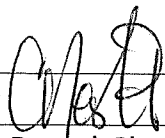
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- a. To receive reimbursement for training costs, participating businesses must provide the Western Arkansas Planning & Development District with the following documentation no later than thirty (30) days after the training completion date:
 - i. Proof of successful completion of the approved training.
 - ii. Proof of payment by the employer for the approved training costs; and,
 - iii. Detailed invoice on company letterhead, or invoice template, indicating total costs and reimbursable costs.
 - iv. Proof may include but not limited to sign-in sheets, time sheets indicating the training, and some form pay records.
 - b. Businesses shall be reimbursed as follows:
 - i. For businesses with fewer than fifty (50) employees, up to ninety (90) percent of the approved training costs.
 - ii. For businesses with fifty-one (51) through one hundred (100) employees, up to seventy-five (75) percent of the approved training costs.
 - iii. For businesses with more than one hundred (100) employees, up to fifty (50) percent of the approved training costs.
 - iv. Costs of training may include the amount of wages paid by the employer to a worker while attending the incumbent worker training.
 - v. The employer payments can be cash payments, fairly evaluated in-kind contributions or both and must be reported quarterly on the ETA-9130 financial report.
10. Project selection and maintenance
- a. Project applications must be submitted and approved prior to the start date of training.
 - b. The project application must include:
 - i. Business Eligibility for Training Funding form.
 - ii. Proof of "Good Standing" with the State of Arkansas.
 - iii. W-9.
 - iv. Self-Attestation Statement that the applying company is not on the Federal Debarred List.
 - c. No reimbursement of training funds will be granted without prior application, approval, and authorization.
 - d. Incumbent Worker Training is a reimbursement so the company must provide proof of payment for training.
 - e. Western Arkansas's Board staff executes contracts with successful business applicants, provides oversight of the training projects, and tracks participant information in the Arkansas Job Links.
 - f. Business shall take necessary steps to provide for the training of Incumbent Workers in specific skills that result in the employee obtaining an industry recognized certification, credential, opportunity for wage increase, advancement, or retention due to adverse economic or environmental circumstances.
 - g. A business must explain how the training provided will support lay-off aversion or retention and growth of their workforce.
 - h. All Incumbent Worker Training recipients must complete a Workforce Innovation and Opportunity Act Arkansas Job Links application.

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- i. Payment is by reimbursement only after submittal to Western Arkansas's business services provider proof of training attendance, successful completion of training, and credential/certification/wage increase/advancement/retention documentation.
11. The United States Department of Labor has placed the following restrictions on Incumbent Worker funds:
- a. Employers who participate in an incumbent worker training project must agree to comply with the requirements of FLSA, including maintaining the employment and compensation of participants for the duration of the project, unless the maintenance of employment or compensation would be inconsistent with similarly situated employees who are not participating in the project;
 - b. A participant in an Incumbent Worker Training project may not displace any currently employed employee as of the date of project participation. Displacement includes reduction in hours, wages, or benefits, either in whole or in part.
 - c. An Incumbent Worker Training project cannot impair an existing contract for services or Collective Bargaining Agreement (CBA). If the terms of a training project are inconsistent with a CBA, the labor organization must agree, in writing, to allow the project.
 - d. A participant in a training project shall not be employed if:
 - i. Any other individual is on layoff from the same or equivalent job.
 - ii. The employer has terminated the employment of any regular employee or otherwise reduced the workforce of the employer with the intention of filling the resulting vacancy with the participant; or
 - iii. The job created infringes upon the promotional opportunities of currently employed individuals (as of the date of participation).
 - e. Businesses participating in a training project must maintain health and safety standards and working conditions for participants as the business does for non-participants.
 - f. No funds may be used to assist, promote, or deter union organization; and
 - g. Funds may not be used to entice a business to relocate to Crawford, Franklin, Logan, Polk, Scott, or Sebastian Counties. Incumbent Worker funds are intended to assist existing businesses within these counties. A business must be established in Western Arkansas for a minimum of 120 days prior to beginning an Incumbent Worker Training project.

Approval Signature: _____



Cathy Nesbit, Board Chair

**Western Arkansas Workforce Development Area
Policies and Procedures**

TITLE	Referrals
NUMBER	P0005-20
TYPE	Policy – Programmatic
APPROVING AUTHORITY	Western Arkansas Workforce Development Board
EFFECTIVE DATE	6/9/2020
NEW/REPLACED	New

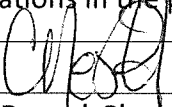
Purpose

To describe and detail regulations and requirements for the local referral process for partners and programs outside the one-stop workforce centers,

References for this policy include Workforce Innovation and Opportunity Act (WIOA) 3(59), 134(c)(2)(A), 20 CFR 678.430(a)(S), 681.570(i), TEGL 10-16 change 1, 21-16.

Policy

1. All required partner agency employees are expected to know enough about the other programs and services to screen a potential client to determine appropriate referrals.
2. The choice of referral depends on the client's needs.
3. WIOA core partners will:
 - a. Establish partner lists of typical characteristics for each program in regard to potential eligibility and suitability for enrollment to assist with targeted referrals.
 - b. Utilize the WIOA Partner Referral Ticket approved by the Board or negotiate individual partner referral processes that will be used based on the initial screening findings.
 - c. Meet at least quarterly to review referral listings and follow through on referrals.
4. Referrals are to be tracked among core program partners and reported to the one stop operator.
5. If an individual is a WIOA participant case notes must include references to referrals and the purpose of the referrals.
6. When referrals are made that could result in a co-enrollment with a core program partner, the Career Advisor is expected to communicate on an ongoing basis regarding when an individual completes an activity and coordinate exiting from the workforce system with notations in the participants case notes.

Approval Signature: 

Cathy Nesbit, Board Chair

Dennis Williamson

From: Kris Jones (DWS) <Kris.Jones@arkansas.gov>
Sent: Thursday, May 28, 2020 4:05 PM
To: Elroy Willoughby; Beverly Lovett; Dennis Williamson
Subject: RE: Western Performance Negotiations

Please consider draft until we can make sure the state is good on Monday:

Adult:	State Neg.	AWIB Western	90%	Western
Employment 2nd Qtr-	87.0%	84%	75.60%	75.95%
Employment 4th Qtr-	87.0%	87%	78.30%	87.69%
Median Earnings 2nd Qtr-	\$ 6,200.00	\$ 5,800.00	\$5,220.00	\$5,146.50
Credentials-	82.0%	82%	73.80%	82.81%
MSG-	72.1%	72.1%	64.89%	
Youth:				Achieved
Employment 2nd Qtr-	80.0%	80%	72.00%	80.00%
Employment 4th Qtr-	80.0%	80%	72.00%	80.56%
Median Earnings 2nd Qtr-	\$ 3,024.00	\$ 3,024.00	\$2,721.60	
Credentials-	73.0%	73%	65.70%	67.65%
MSG-	61.0%	61.0%	54.90%	
DLW:				Achieved
Employment 2nd Qtr-	91.0%	91%	81.90%	92.31%
Employment 4th Qtr-	89.0%	89%	80.10%	100.00%
Median Earnings 2nd Qtr-	\$ 6,900.00	\$ 6,900.00	\$6,210.00	\$7,644.18
Credentials-	79.0%	79%	71.10%	100.00%
MSG-	70.2%	70.2%	63.18%	

Also, as requested, these are the characteristics we counted as barriers to employment in the negotiation process:

Displaced Homemaker
Low Income
Limited English
Migrant
Disabled
Veteran
Over 55
Out of School Youth
Foster Care
Basic Skills Deficient
Ex-offender
Single Parent
Homeless
TANF

Western Arkansas Workforce Development Board Bylaws

ARTICLE I: Establishment

Section 1. Purpose of Workforce Development Board: The local workforce development board (LWDB) is established in compliance with the Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128 and the Arkansas Workforce Innovation and Opportunity Act, 907, to provide a comprehensive workforce development system for the residents of the Western Arkansas workforce development area. The Western Arkansas Workforce Development Board shall hereafter be referred to as the Board.

- A. Vision: The Western Arkansas workforce development system will create a workforce that is educated, skilled, and supported to ensure the long-term labor needs of the region's business community are met.
- B. Mission: To facilitate the development of a regional comprehensive workforce development system. A system that provides Western Arkansas citizens with employment, education, and training opportunities that align with the skill sets necessary to fill the needs of area businesses. This supports Arkansas's economy, keeping it competitive in the global marketplace. To carry out this mission a collaboration of workforce system partners and sector industry partners will utilize job market data to align services to provide improved long-term employment capability of citizens within the Western Arkansas workforce development area.

Section 2. Appointment of Representatives: Representatives of the Board shall represent both the private and public sector following the directive of WIOA section 107. Representatives of the private sector shall constitute a majority of the Board. Public sector representatives shall represent all required One-Stop partners, organized labor, apprenticeship, rehabilitation agencies, education, and economic development agencies.

A. Nomination Process:

- a. Business representatives shall make up a majority (at least 51%) of WAWDB membership from the local area.
 - i. Representatives shall include owners of businesses, chief executives, or operating officers for the business, or other executives with the business with optimum policymaking or hiring authority.
 - ii. must include small businesses, as defined by the U.S. Small Business Administration, or organizations that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area.
 - iii. are appointed from among individuals nominated by local business organizations and business trade associations.
- b. Public sector representatives.
 - i. not less than 20 percent of the Representatives shall represent labor organizations who are nominated by local labor federations and a Representative of a joint labor-management apprenticeship program. May include a representative of an organization with demonstrated experience and expertise addressing employment, training, or education needs of eligible youth.

Western Arkansas Workforce Development Board

Bylaws

- ii. shall include a representative of eligible providers administering adult education and literacy activities under title II.
- iii. shall include a representative of institutions of higher education providing workforce investment activities (including community colleges).
- iv. shall include a representative of economic and community development entities, include an appropriate representative from the State employment service office under the Wagner-Peyser Act, and an appropriate representative of programs carried out under title I of the Rehabilitation Act of 1973 other than section 112 or part C of that title, serving the local area.
- v. each local board may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.

B. Representative appointments.

- a. Chief Elected Officials (CEO) appoint representatives from the nominations received by the Board or board staff unless otherwise stated herein.
- b. Effort will be made, and priority given, to make representation geographically diverse to include each county in the local workforce development area.
- c. The membership and composition of the Board shall be certified by the Governor as required.
- d. Representatives appointed to fill a vacancy shall serve the remainder of the unexpired term of the vacant position. A Representative can continue to serve until reappointment or replacement on the Board.
- e. replacements, in the event of a required vacancy, shall be appointed in accordance of these procedures with effort made to fill the vacancy within 60 days.
- f. if, for any reason, no recommendation for appointment is made within two (2) months of the date of a vacancy, the CEOs will be notified of this fact.

C. Term of Appointment:

- a. Representatives shall be appointed for three (3) year terms and may be considered for reappointment at that time.
- b. Terms shall be staggered so that approximately one-half of the Board Representatives are appointed or re-appointed.
- c. As each term expires, appointments shall continue to serve until replaced.
- d. Representatives shall notify the Chair or staff of a change in employer or employment status at which time it shall be determined if the Representative is eligible to continue serving on the Board.

D. Release of Representatives:

- a. Representatives who miss three (3) consecutive meetings without notice will be considered to have voluntarily resigned. Appointment of a proxy constitutes attendance and will not be counted as an absence.
- b. Such resignations will be accepted or rejected by a majority vote of Representatives present.
- c. Representatives may be removed if their conduct or actions acting for the Board, personally or professionally have or will have a severe detrimental effect on the ability

Western Arkansas Workforce Development Board Bylaws

of the Board to conduct business. Conduct or actions for removal are defined, but not limited to the following.

- i. Unlawful conduct: violation of, or refusal to comply with, pertinent laws and regulations when such conduct impairs the efficiency of the LWDB or brings it into public disrepute; conviction of a crime.
 - ii. Intoxication, abusive language, or any other disgraceful conduct when such behavior threatens order, safety, health, or public respect for the LWDB or its subgrantees.
 - iii. Discourtesy to the public while representing the LWDB in any way.
 - iv. Improper use of position or authority for personal profit or advantage.
- d. A removal shall be proposed and discussed by the Executive Committee called for that purpose.
 - e. The recommendation for removal shall be presented to the full Board by the Executive Committee for discussion and requires a majority vote of Board Representatives present.
 - f. The Representative being considered for removal shall be invited to present a case for reconsideration at both the Executive Committee and full Board meeting.
 - g. Removal of a Representative must have the final approval by the CEOs.
 - h. If the result of such a Representative removal jeopardizes the WIOA requirements of a LWDB makeup the position must be filled through the appointment process outlined in section 2.B.

Section 3. Convening of workforce development system stakeholders may include, but is not limited to:

- A. The local workforce development system stakeholders will convene to assist in the development of the local plan and identifying non-federal expertise and resources to leverage support for workforce development activities; This shall be done through the process and use of collaborative meetings/information sharing amongst members of the standing committees, community leaders, educational institutions, local chamber executives and economic developers and other stakeholders in the local workforce development area.
- B. Stakeholders will lead efforts to engage with a diverse range of employers and other entities in the region.
- C. Members agree to actively participate in LWDB meetings, serve on committees, and/or be assigned to projects as necessary to carry out the mission of the Board.
- D. Additionally appropriate stakeholders, as defined by their role will participate CEO meetings, One-stop partner meetings, federal, state and local training, sector partnership meetings, WIOA director's meetings, ACT Work Ready meetings and other workforce related opportunities as may be deemed necessary.

ARTICLE II: Organization

Section 1. Elected Officers:

- A. Officers of the Board shall be the Chair and Vice-chair.

Western Arkansas Workforce Development Board Bylaws

- a. Chair shall have the following duties:
 - i. Shall preside at meetings of the full board as excepted under duties of Vice-chair.
 - ii. Act as Chair on the Executive Committee.
 - iii. Act as the signatory for the Board.
 - iv. Shall approve regular board agendas.
- b. Vice-chair shall have the following duties:
 - i. Shall fill the role of the Chair in the absence of the Chair.
 - ii. If the Chair board position is vacated during a current term the Vice-chair shall assume the Chair position for the remainder of the current term.
- B. Elected officers shall be selected by a majority vote of Board Representatives present.
- C. Elected officers shall be selected from the private sector Board Representatives.

Section 2. Officer Terms:

- A. Officers shall serve one (1) year and be selected each term.
- B. Officers may serve up to 3 consecutive terms if reselected. After 3 terms there must be at least one year in a non-officer capacity.

Section 3. Required standing committees: There shall be a minimum of four (4) standing committees.

- A. The Executive committee shall be comprised of the Chair, Vice-chair, and the Committee Chair of the three (3) standing committees.
 - a. this committee shall have the authority of the Board to act during the interim between full board meetings.
 - b. decisions made on issues by this committee will have a majority of Representatives.
 - c. Actions of the executive committee shall be reported at the convening of the next board meeting for ratification and will become part of the minutes of that meeting.
 - d. this committee does not have authority to make decisions on funding or changes in funding of any proposal or contract.
 - e. The executive committee will recommend to the sitting Committee Chairs of the Board committees any work to be performed to report at full board meetings.
 - f. the Chair acting as executive Committee Chair shall exercise the power of vote during executive committee meetings as required to constitute a quorum or break a tie vote.
 - g. public notice shall be provided including the location, time, and/or means to meet via the Board website at least 3 days prior to the meeting.
 - h. Board Representatives shall be notified of meeting date, time, agenda, and location when the executive committee meets outside of regular board meeting dates.
- B. The One-Stop committee shall be comprised of at least one Board Representative as Committee Chair and three or more knowledgeable Representatives.
 - a. The committee will participate in the selection process, provide information to the Board, and assist with operational and other issues relating to the one-stop delivery system.

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- b. The committee will monitor one-stop partners and assist in establishing performance criteria of each partner, according to their performance requirements.
 - c. Will be responsible for the one-stop center certification process.
 - d. public notice shall be provided for all one-stop committee meetings including the location, time, and/or means to meet via the Board website at least 3 days prior to the meeting.
- C. The Youth committee will consist of one Board Representative as Committee Chair, a youth related Community Based Organization representative, and at least two additional Representatives knowledgeable in youth interaction.
- a. The committee will provide information and assist with planning, operational, and other issues relating to the provision of services to youth.
 - b. Will work to connect with and create a network of youth related services or outreach.
- D. The Disability Services committee shall consist of one Board Representative as Committee Chair, at least one Representative from a state vocational rehabilitation services agency, and at least two Representatives knowledgeable in interaction with persons with disabilities.
- a. The committee will provide information and assist with operational and other issues relating to the provision of services to persons with disabilities, including issues relating to compliance with section 188, if applicable, and application provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to services, programs, and activities of the one-stop delivery system.
 - b. The committee will also have the responsibility to ensure appropriate training for staff on providing support for accommodations to, and finding employment opportunities for, persons with disabilities.
- E. Committee meeting requirements.
- a. meetings may be conducted by conference call or other electronic means deemed necessary to perform board duties but must adhere to FIOA meeting requirements.
 - b. Committee Chair will conduct meetings in such a place as necessity dictates.
 - c. committees must be chaired by a sitting Board Representative.
 - d. other committee members may be made up of experts from the community related to the mission of each committee.

Section 4. Additional committees: Committees may be created at the discretion of the executive committee or full board. These committees must follow all of the rules of standing committees.

ARTICLES III: Meetings

- Section 1. Meeting schedules: Meetings must be scheduled regularly to insure the business of the Board in delivery of system services.
- A. The Board shall convene quarterly at a minimum.
 - B. The Chair can determine the need to meet more frequently.

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C. Standing committees will meet at least annually each program year.

Section 2. Meeting attendance: Regular meeting attendance is necessary to carry out the mission of the Board.

A. Board Representatives are required to attend each meeting of the Board.

- a. A Board Representative may designate a proxy to represent them and vote at a board meeting if he/she is unable to attend the meeting following the guidelines set in WIOA Title I, Subtitle A, Chapter 1, section 107, (5) and defined herein Article III, section 2, subsection B.
- b. The designation must be in writing with the proxy qualification statement noted and received by the Chair or board staff prior to the meeting they will act as a representative.
- c. Proxy designation must also include the name of the Board Representative (printed and signature), date signed, designee, specific meeting date applicable and employer.
- d. In the absence of a voting designee, the individual Representative may request an excused absence for cause to be ruled on by the Chair.

B. A designee herein referred to as a proxy must come from the same organization or group as being represented. The proxy must also be an individual with optimum policymaking or hiring authority and certified on the proxy authorization.

Section 3. Quorum:

- A. A quorum of the Board shall be a majority of the appointed Representatives.
- B. Once the quorum has been established, it shall be constituted for the duration of the meeting.

Section 4. Agenda:

- A. An agenda shall be prepared to reflect the principle business of the Board.
- B. Any Representative may request an item be added to the agenda, in writing, five (5) days prior to the scheduled meeting date.

Section 5. Voting:

Each appointed Representative shall have one (1) vote.

- A. A Board Representative shall not vote on any agenda item if that Representative, their represented company, organization, or agency will benefit from the passage or failure of the item.
- B. Representative's votes must be free from real or perceived conflict of interest in the use of WIOA or other funds administered by the Board or CEO's.
- C. All appointed Board Representatives must complete a conflict of interest disclosure statement.

Section 6. Balloting:

- A. Balloting may be utilized as an option to conduct business by the Board for officer selections and executive sessions.

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- B. Balloting for officer elections may be conducted by mail, fax or email and individual votes will not be disclosed except upon request.
- C. A board majority is required for approval or denial of any ballot vote.
- D. The outcome of votes by ballot will be presented and written into the next formal board meeting minutes.

Section 7. Parliamentary authority: The rules of parliamentary procedure in Robert's Rules of Order, newly revised shall govern all proceedings of the Board and committees. In the case of a conflict between Robert's Rules and these by-laws or a special rule adopted by the Board, the by-laws or special rule shall prevail.

ARTICLE IV: Travel expenses

Section 1. Reimbursement: Board Representative travel.

- A. A Board Representative may be reimbursed for travel cost for attending committee or board meetings, and when traveling as a representative of the Board to a meeting or conference, unless otherwise provided by the Representative's business, organization, or agency.
- B. In consideration of the limited administrative funds, One-Stop Board Representatives shall be reimbursed by their agency.

Section 2. Disbursement: Determination and compensation rates.

- A. The administrative entity will survey the membership to determine who falls within the Board reimbursement policy.
- B. Travel cost will be reimbursed per the current federal travel regulations approved by the Board.

ARTICLE V: Fiscal and periodic reports

Section 1. Fiscal year: The fiscal year shall be the same as the State's for all workforce development programs.

Section 2. Annual reporting: No less than one (1) annual report will be made to the CEO/Board and the state of Arkansas.

ARTICLE VI: Amendments

Amendments to the by-laws may be made by a majority vote of Board Representatives present, after a formal motion.

ARTICLE VII: Conflict of interest

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Section 1. Board Representatives conflict of interest: Representatives shall avoid real or perceived conflict of interest in the conduct of board business.

- A. Potential conflict of interest exists if a Board Representative takes action that could be to their private financial gain or loss, or to that of a family member or employer.
- B. Potential conflict does not exist if the financial gain or loss affects to the same degree all people in the Western Arkansas Workforce Development Area, sub state area, region 7 or a large class of people with which the Representative is associated.

Section 2. If a conflict arises: Action to follow.

- A. If a conflict of interest arises, the affected Board Representative must give notice before taking action.
- B. The disclosure of potential conflict of interest including the source will be made part of the minutes of the board meeting.
- C. The Representative in conflict must refrain from any discussion or voting on that issue.

ARTICLE VIII: Nepotism

Board Representatives shall not engage in the practice of nepotism. No family member of a Board Representative, subrecipient employee family member, or governing board family member may contract with the Board. (no termination of employees shall occur for persons employed under a previous policy) If federal and/or state statutes, regulations, affirmative action and equal employment opportunity plans allow for the waiver of this restriction, the board may choose to concur and waive this restriction on a case-by-case basis upon the formal authorization of the full board enacted by a two-thirds (2/3) majority vote. For purposes of this section, the term family applies to wife, husband, son, daughter, mother, father, grandfather, grandmother, grandchild, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, aunt, uncle, niece, nephew, stepparent, and stepchild. Notwithstanding other federal or state restrictions, this section in no way prohibits a program eligible family member of a Board Representative, subrecipient employee family member or governing board family member from participating in program services funded by WIOA or partner programs or other funds administered by the Board or CEO's.



Greg Aleshire, Vice-chair



Effected Date

Western Arkansas Workforce Development Board Bylaws

Board responsibilities and By-Laws Acknowledgement

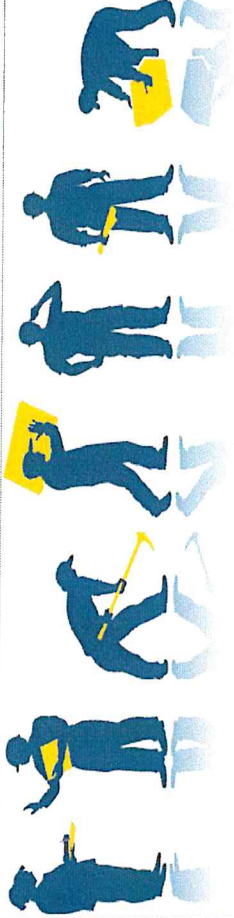
As an appointed Representative of the Western Arkansas Workforce Development Board, I have read and been provided an understanding of the role and responsibilities of membership on the local WIOA workforce board as outlined in these By-Laws. I accept and will follow to the best of my ability the Board By-Laws herein.

Print Name

Signature

Date

WAWDB 2020-21 Budget

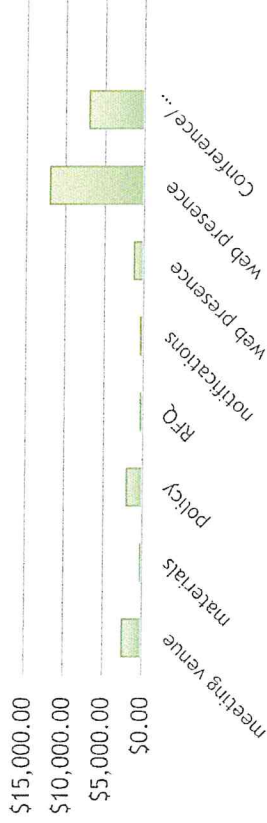
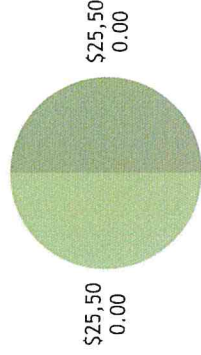


BUDGETED AMOUNT
\$25,500.00

BUDGET VS. COSTS

Planned Expenses

TOTAL COSTS
\$25,500.00



DIFFERENCE
\$0.00

TYPE	Expense	DESCRIPTION	QUANTITY	COST	TOTAL
Board training & panels	meeting venue	Venue & costs	1	\$2,500.00	\$2,500.00
Board training & panels	materials	printing	1	\$200.00	\$200.00
Liability insurance	policy	annual policy fee	1	\$2,000.00	\$2,000.00
Public notice	RFQ	posting RFQs	2	\$130.00	\$260.00
Public notice	notifications	meeting notices	4	\$85.00	\$340.00
Outreach	web presence	Web maintenance	12	\$100.00	\$1,200.00
Outreach	web presence	SEO assistance	12	\$1,000.00	\$12,000.00
Workforce Conferences	Conference/travel	registration, hotel & travel	2	\$3,500.00	\$7,000.00
					\$0.00
					\$25,500.00

Workforce Funding vs Expenditure Monthly Report

Total Grant Awarded

Actual Funds Expended as of May 31, 2020:

	Current Mth	YTD Admin	YTD Program	YTD Total
\$261,701 Adult FY20	24,481.02	4,415.19	95,186.61	\$99,601.80
\$245,199 DLW FY20	15,465.36	4,520.34	65,771.18	\$70,291.52
\$324,597 Youth PY19	21,971.65	25,738.34	178,222.77	\$203,961.11
\$17,564 HC Youth		\$1,734.12	\$15,829.44	\$17,563.56
\$25,000 Sect Strat	496.87	292.44	8,743.16	\$9,035.60
\$393,750 AAPI	1,012.82	6,252.66	287,244.77	\$293,497.43
Total	\$63,427.72	\$42,953.09	\$650,997.93	\$693,951.02

Operating % 51%

Actual Remaining Funds as of May 31, 2020:

	Admin	Program	Total
Adult FY20	\$21,754.81	\$140,344.39	\$162,099.20
DLW FY20	\$19,998.66	\$154,908.82	\$174,907.48
Youth PY19	\$6,720.66	\$113,915.23	\$120,635.89
HC Youth	\$0.00	\$0.00	\$0.00
Sect Strat	\$9.00	\$1,244.13	\$1,253.13
AAPI	\$4,057.34	\$10,945.23	\$100,252.57
-- Participant		\$85,250.00	
Total	\$52,540.47	\$506,607.80	\$559,148.27

Actual Youth YTD % - Expended:

	Youth PY19	HC Youth	Combined			
ISY	\$59,422.39	33.34%	\$3,376.07	21.33%	\$62,798.46	32.36%
OSY	\$118,800.38	66.66%	\$12,453.37	78.67%	\$131,253.75	67.64%
Total	\$178,222.77		\$15,829.44		\$194,052.21	

Youth Work Experience % - Expended:

	Youth PY19	HC Youth	Combined
ISY	\$31,547.08	\$784.67	\$32,331.75
OSY	\$20,411.83	\$2,413.14	\$22,824.97
Total	\$51,958.91	\$3,197.81	\$55,156.72
	29.15%	20.20%	28.42%

Months Remaining Based on Avg per Month

Funding	Remaining	20% Carry Over	Adjusted Total	Average per Month	Months Remaining
Adult FY20	\$162,099.20	\$62,340.20	\$109,759.00	\$24,032.64	5
DLW FY20	\$174,907.48	\$49,039.80	\$125,867.68	\$11,674.64	11
Youth PY19	\$120,635.89	\$64,919.40	\$55,716.49	\$42,743.23	1
Total	\$457,642.57	\$166,299.40	\$291,343.17	100.00%	

Youth PY19 (25% IS)-vs-(75% OS):

\$324,597.00	Total Youth Grant
-\$32,459.00	Admin Budget
\$292,138.00	Total Program Budget
\$73,034.50	25% Max In-School Budget
\$219,103.50	75% Max Out of School Budget
\$292,138.00	Total Program Budget

\$13,612.11 Remaining In-School Funds
 \$100,303.12 Remaining Out of School Funds
 \$113,915.23 Total Remaining Program Funds

Report Date: 6/9/2020
 Prepared By: WAPDD, INC.

**PY 2020 WIOA Title I - Youth, Adult and Dislocated Worker Activities
Funding Information and Subgrant Award Numbers**

PY 2020 Youth Activities Funding

LWDA	April 1, 2020 Allocation and Funding	Subgrant Award Number
Little Rock	\$241,356	05-P20-YOUTH-81
Central	\$548,194	05-P20-YOUTH-90
North Central	\$822,608	05-P20-YOUTH-20
Northeast	\$471,179	05-P20-YOUTH-30
Northwest	\$544,385	05-P20-YOUTH-10
Southeast	\$919,615	05-P20-YOUTH-40
Southwest	\$501,329	05-P20-YOUTH-95
West Central	\$491,597	05-P20-YOUTH-71
Western	\$322,072	05-P20-YOUTH-60
Eastern	\$427,118	05-P20-YOUTH-31
	<u>\$5,289,453</u>	

PY 2020 Adult Activities Funding

LWDA	Allocation	PY Initial Funding July 1, 2020	Subgrant Award Number	FY Balance October 1, 2020	Subgrant Award Number
Little Rock	\$244,355	\$40,793	05-P20-ADULT-81	\$203,562	05-F21-ADULT-81
Central	\$491,011	\$81,971	05-P20-ADULT-90	\$409,040	05-F21-ADULT-90
North Central	\$780,309	\$130,268	05-P20-ADULT-20	\$650,041	05-F21-ADULT-20
Northeast	\$421,779	\$70,413	05-P20-ADULT-30	\$351,366	05-F21-ADULT-30
Northwest	\$480,120	\$80,153	05-P20-ADULT-10	\$399,967	05-F21-ADULT-10
Southeast	\$958,449	\$160,007	05-P20-ADULT-40	\$798,442	05-F21-ADULT-40
Southwest	\$494,488	\$82,552	05-P20-ADULT-95	\$411,936	05-F21-ADULT-95
West Central	\$456,242	\$76,167	05-P20-ADULT-71	\$380,075	05-F21-ADULT-71
Western	\$309,036	\$51,592	05-P20-ADULT-60	\$257,444	05-F21-ADULT-60
Eastern	\$477,308	\$79,683	05-P20-ADULT-31	\$397,625	05-F21-ADULT-31
	<u>\$5,113,097</u>	<u>\$853,599</u>		<u>\$4,259,498</u>	

PY 2020 Dislocated Worker Activities Funding

LWDA	Allocation	PY Initial Funding July 1, 2020	Subgrant Award Number	FY Balance October 1, 2020	Subgrant Award Number
Little Rock	\$324,336	\$59,227	05-P20-DLW-81	\$265,109	05-F21-DLW-81
Central	\$442,679	\$80,838	05-P20-DLW-90	\$361,841	05-F21-DLW-90
North Central	\$329,937	\$60,249	05-P20-DLW-20	\$269,688	05-F21-DLW-20
Northeast	\$355,795	\$64,971	05-P20-DLW-30	\$290,824	05-F21-DLW-30
Northwest	\$507,307	\$92,639	05-P20-DLW-10	\$414,668	05-F21-DLW-10
Southeast	\$462,901	\$84,530	05-P20-DLW-40	\$378,371	05-F21-DLW-40
Southwest	\$300,916	\$54,950	05-P20-DLW-95	\$245,966	05-F21-DLW-95
West Central	\$335,901	\$61,340	05-P20-DLW-71	\$274,561	05-F21-DLW-71
Western	\$360,377	\$65,809	05-P20-DLW-60	\$294,568	05-F21-DLW-60
Eastern	\$216,759	\$39,582	05-P20-DLW-31	\$177,177	05-F21-DLW-31
	<u>\$3,636,908</u>	<u>\$664,135</u>		<u>\$2,972,773</u>	



Michael Preston
SECRETARY OF COMMERCE
Charisse Childers, Ph.D.
DIRECTOR,
DIVISION OF WORKFORCE SERVICES

**DIVISION OF WORKFORCE SERVICES
ISSUANCE NUMBER PY-19-15**

June 8, 2020

FROM: Charisse Childers, Ph.D., Director

TO: Local Workforce Development Area Administrators/Service Providers

SUBJECT: PY 2020 Workforce Innovation and Opportunity Act (WIOA) Title I - Youth, Adult and Dislocated Worker Activities Program Allocations, Funding Information and Subgrant Award Numbers

1. **Purpose:** To officially issue PY 2020 WIOA Title I - Youth, Adult and Dislocated Worker Activities program allocations, funding information and subgrant award numbers to local workforce development areas.
2. **General Information:** Allocations were calculated according to the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, as follows:
 - Youth Activities allocations were calculated according to Section 128(b)(2)
 - Adult Activities allocations were calculated according to Section 133(b)(2)(A)
 - Dislocated Worker Activities allocations were calculated according to Section 133(b)(2)(B).

The information below reflects the total allotment to the State of Arkansas for each funding stream and the reservations required by Public Law 113-128 for statewide activities under Sections 128(a) and 133(a)(1) and for statewide rapid response activities under Section 133(a)(2).

Funding Stream	PY 2020 Allotment	15% Statewide Funds	25% Rapid Response Funds	For Allocation to LWDAs
Youth	6,222,886	933,433		5,289,453
Adult	6,015,408	902,311		5,113,097
Dislocated Worker	6,061,513	909,227	1,515,378	3,636,908
Totals	18,299,807	2,744,971	1,515,378	14,039,458

PY 2020 local area allocations are attached, along with funding information and subgrant award numbers.

Special Notes:

- A. Per WIOA Section 133(b)(4), a local board may transfer up to 100 percent of funds between the Adult and Dislocated Worker funding streams if approved by the Governor.
 - B. This issuance provides the total PY 2020 allocation for each Title I funding stream. However, as of July 1, 2020, only the base portion of our state allotment of Adult and Dislocated Worker Activities funds will have been made available for distribution to local workforce development areas. Therefore, initial subgrant awards of Adult and Dislocated Worker Activities funds will be for each local workforce development area's share of these base amounts. The balance of our state allotments of Adult and Dislocated Worker Activities funds will be made available on October 1, 2020.
 - C. Youth Activities subgrant awards will have an effective date of April 1, 2020. Adult and Dislocated Worker Activities subgrant awards will have an effective date of July 1, 2020 for base funding and October 1, 2020 for the balance of each allocation.
 - D. Catalog of Federal Domestic Assistance (CFDA) Numbers are as follows.
 - Youth - 17.259
 - Adult - 17.258
 - Dislocated Worker - 17.278
 - E. A separate communication will provide local workforce development areas with instructions on the submission of PY 2020 subgrant forms.
3. **Action Required:** Please provide this information to staff involved in the preparation of PY 2020 WIOA subgrant award packages.
 4. **Inquiries:** Kris Jones, ADWS EA Assistant Director, at kristopher.jones@arkansas.gov
 5. **Attachments:**
 - PY 2020 WIOA Title I - Youth, Adult and Dislocated Worker Allocations
 - PY 2020 WIOA Title I - Youth, Adult and Dislocated Worker Activities Funding Information and Subgrant Award Numbers
 6. **Expiration Date:** June 30, 2022

ROLES AND RESPONSIBILITIES

- The CEOs shall:
 - Appoint members to the Local Workforce Investment Board.
 - Designate the local fiscal agent.

- The WDB shall:
 - Analyze local economic development conditions.
 - Assess accessibility annually.
 - Appoint committee members
 - Approve procedures for OJT percentage increases.
 - Assess the One Stop system at least once every three years.
 - Assist in the development of a local LMI system.
 - Can identify local criteria for assessing the One Stop.
 - Can provide Career Services or act as the One Stop operator (as necessary).
 - Can reserve up to 10% of Youth funds to use as pay for performance.
 - Conduct research of workforce needs.
 - Convene, broker, and leverage stakeholders.
 - Coordinate with educational providers.
 - Designate and direct committees.
 - Determine eligibility for incumbent worker training.
 - Determine non-federal share of incumbent worker training.
 - Develop technical strategies.
 - Elect local board chair.
 - Engage employers.
 - Ensure sunshine requirements.
 - Ensure youth, adult, and dislocated worker components are provided.
 - Establish youth linkages with education.
 - Identify and promote proven and promising practices.
 - Identify eligible training providers.
 - Make priority level determinations.
 - May incorporate as a 501(c) 3.
 - May reserve and use up to 10% for transitional jobs.
 - May reserve up to 20% of adult and dislocated worker funding for incumbent worker training.
 - Solicit for and accept grants and donations.

- The CEOs and the WDB will work in partnership to:
 - Allow additional One Stop partners.
 - Collect and analyze local labor market information.
 - Coordinate regional economic development services.
 - Coordinate supportive services.
 - Develop and enter into an MOU with One Stop partners.
 - Develop and implement sector initiatives.
 - Develop the local budget.

- Develop the One Stop infrastructure funding method.
- Establish criteria and procedures to assess the One Stop system.
- Establish regional service delivery strategies.
- Negotiate local performance levels.
- Prepare the local plan.
- Prepare the regional plan (as necessary).
- Provide program oversight.
- Select One Stop operators.

Public Notice

The Western Arkansas Workforce Development Board announces a full board meeting will be conducted on Tuesday, June 23, 2020 at 1 pm. The public may attend this meeting via Webex listed below.

For additional information, contact [Dennis Williamson at \(479\) 785-2651](tel:(479)785-2651) or dwilliamson@wapdd.org.

Meeting number (access code): 126 558 7408

Meeting password: hAfs7Z (423779 from phones and video systems)

Tuesday, June 23, 2020

1:00 pm | Central Daylight Time (Chicago, GMT-05:00) | 2 hrs

[Join meeting](#)

Tap to join from a mobile device (attendees only)

[+1-408-418-9388](tel:+1-408-418-9388), [1265587408#423779#](tel:+1-408-418-9388) United States Toll

Some mobile devices may ask attendees to enter a numeric meeting password.

Join by phone

[+1-408-418-9388](tel:+1-408-418-9388) United States Toll

[Global call-in numbers](#)

Join by video system, application or Skype for business

Dial 1265587408@webex.com

You can also dial 173.243.2.68 and enter your meeting number.