



Arkansas Department of
Career Education

**Career Education and
Workforce Development Board**

Board Meeting

Governor
Asa Hutchinson

Director
Charisse Childers, Ph.D.

Commissioner
D. Alan McClain

Board Chairman
Michael Garner

November 9, 2016

*525 W. Capitol Ave.
Auditorium
Little Rock, AR*

AGENDA

CAREER EDUCATION AND WORKFORCE DEVELOPMENT BOARD MEETING

November 9, 2016
1:00 P.M.

Call to Order..... Michael Garner, Chair

Agenda Item 1 – ACTION

Approve Minutes of September 20, 2016 Michael Garner, Chair

Agenda Item 2 – INFORMATION

Office of Skills Development Update Brian Rogers, Deputy Director
Office of Skills Development
Stephanie Isaacs, Associate Director
Office of Skills Development

Agenda Item 3 – INFORMATION

Agency 2017-2019 Biennial Budget request (appropriation) Update Charisse Childers, Ph.D., Director
Department of Career Education
Joe Baxter, Deputy Commissioner
Arkansas Rehabilitation Services
Lorna Claudio, Chief Financial Officer
Department of Career Education

Committee Reports

Director’s Report

Adjournment

MINUTES – MEETING OF THE
CAREER EDUCATION AND WORKFORCE DEVELOPMENT BOARD

September 20, 2016
1:00 p.m.

The Career Education and Workforce Development Board was called to order by Chairman Michael Garner. The meeting was held at the Arkansas Rehabilitation Services, 525 West Capitol Avenue, Little Rock, Arkansas.

A record of member attendance is as follows:

PRESENT

Mr. Michael Garner, Chair
Mr. Hugh McDonald, Vice Chair
Mr. Burton Weis
Mr. Jeff Standridge
Mr. Troy Keeping
Mrs. Jenifer Price
Mrs. Stacy Gunderman
Dr. Jerry Cash
Dr. Keith Vire
Mrs. Gina Radke
Mr. Scott Copas
Dr. Adam Arroyos

Ex-Officio Nonvoting Members

Dr. Charisse Childers, Ex-Officio Secretary
Dr. Maria Markham
Mr. Bill Stovall
Dr. Richard Abernathy

ABSENT

Ex-Officio Nonvoting Members

Mr. Johnny Key
Mr. Daryl Bassett
Mr. Mike Preston
Dr. Paul Beran

Mr. Michael Garner, Chair called the meeting to order.

Mr. Garner recognized Mr. Trent Minner, Governor's Liaison for our agency.

ACTION ITEM 1 – APPROVAL OF MINUTES OF JULY 12, 2016

On a motion by Dr. Vire and second by Mr. McDonald, the Career Education and Workforce Development Board unanimously approved the minutes of July 12, 2016.

ACTION ITEM 2 – ARKANSAS ADULT EDUCATION PROGRAM POLICIES

Dr. Trenia Miles, Deputy Director, Adult Education and Ms. Bridget Criner, Associate Director, Adult Education, provided the board members with information on the revised Adult Education Program Policies.

The Adult Education and Family Literacy Act (AEFLA) as outlined in the Workforce Innovation and Opportunity Act has been revised; therefore, the Department of Career Education, Adult Education Division proposes to revise its policies for alignment with federal and state requirements.

In accordance with the Administrative Procedure Act, a marked-up copy of the policies and procedures will be placed on public review for 30 days.

Upon completion of the 30-day comment period, the policies will be brought to this board for approval to be sent to the Legislative Council for review and approval.

On a motion by Mr. Copas and second by Dr. Vire the Career Education and Workforce Development

Board approved by a majority vote for the revised Adult Education Program Policies be placed on public review for 30 days.

INFORMATION ITEM 3 – NACTEI CONFERENCE

Ms. Monieca West, Federal Program Manager, Arkansas Department of Higher Education, stated that the National Association of Career and Technical Education Information (NACTEI) annual conference will be hosted in Arkansas on May 8 – 11, 2017. The conference will be held at the Marriott Little Rock with an expected 300 participants from across the nation. The focus of the conference is on the improvement of career and technical education with special emphasis on accountability elements of the Carl D. Perkins CTE federal program.

Ms. West discussed how Arkansas business and industry might be involved and extended an invitation to the board members for their participation in the conference.

INFORMATION ITEM 4 – SKILLS DEVELOPMENT GRANTS UPDATE

Mr. Brian Rogers, Deputy Director, Office of Skills Development, introduced the Office of Skills Development staff, Ms. Stephanie Isaacs, Associate Director and Ms. Brenda Douglas, Administrative Assistant.

Mr. Rogers provided the board members with an update on OSD Grants, which included quick data related to FY 2016 grants under AEDC Existing Worker Training Program and DWS Training Trust Fund Rules and Regulations.

Mr. Rogers provided the board members with information related to the first two months of FY 2017, operating under the new OSD Grants Rules and Regulations for the first time.

COMMITTEE REPORTS

Mr. Copas, Personnel Policy Committee Chair, stated that they went before the Governor with six recommendations. Mr. Copas stated that prior to the meeting with the Governor, the Office of Personnel Management came out with a recommendation concerning the current limitations: labor market has changed considerably since 2009, inability to move across the pay plan, inflexible—no agency director discretion, encourages people to promote to jobs they're unsuited for in order to get a raise, no real mechanism for pay increases due to increased duties, no way to adjust pay after demonstrated performance.

Mr. Copas stated that they came away from that meeting feeling very optimistic that we are going to see changes in the personnel policies of the state.

Mr. McDonald, Budget Committee Chair, stated that the committee will meet next Tuesday, September 27, 2016, where Adult Education will discuss the funding formula.

DIRECTOR'S REPORT

Dr. Charisse Childers briefed the board on activities within the agency. The complete report will be sent to the board.

Mr. Garner reminded the members of the next board meeting on October 12, 2016.

ADJOURNMENT

Mr. Garner adjourned the meeting at 3:11 p.m.

Dr. Charisse Childers, Ex-Officio Secretary
Career Education and Workforce
Development Board

Mr. Michael Garner, Chair
Career Education and Workforce
Development Board

STATE OF ARKANSAS



Department of
Career Education

Asa Hutchinson
Governor

Charisse Childers, Ph.D.
Director

November 9, 2016

TO: Career Education and Workforce Development Board

FROM: Charisse Childers, Ph.D., Director
Brian Rogers, Deputy Director, Office of Skills Development

SUBJECT: INFORMATION ITEM – Office of Skills Development (OSD) update

INFORMATION/RATIONALE:

The Office of Skills Development will present an update on the report that OSD submitted to the Governor and Arkansas Legislative Council. An update on the Secondary Career Centers will also be presented.

STATE OF ARKANSAS



Department of
Career Education

Asa Hutchinson
Governor

Charisse Childers, Ph.D.
Director

October 1, 2016

MEMORANDUM

TO: Senator Bill Sample, Co-Chair, Arkansas Legislative Council
Representative David Branscum, Co-Chair, Arkansas Legislative Council

FROM: Arkansas Department of Career Education
Office of Skills Development

RE: Office of Skills Development Report to Governor and Arkansas Legislative Council

Pursuant to Act 892 of the 90th General Assembly of 2015, A.C.A. § 25-30-109 (c), please find enclosed the report for the newly created Office of Skills Development within the Arkansas Department of Career Education.

(c) On or before October 1 of each year, the office shall submit a report to the Governor and the co-chairs of the Legislative Council providing an account of the activities and expenditures of the offices during the preceding calendar year.

For purposes of this report, the preceding calendar year is defined as the period from January 1, 2015 through December 31, 2015. Additional information is provided through the end of fiscal year 2016.

This office became operational in the first quarter of fiscal year 2016. Rules and Regulations for the Skills Development Fund were promulgated and finalized in February 2016. The Skills Development Fund provided funding for, and the Office of Skills Development administered, workforce training grants under the Arkansas Economic Development Commission Existing Worker Training Program and Department of Workforce Services Unemployment Insurance Training Trust Fund through the end of fiscal year 2016. The new Office of Skills Development (OSD) grants process was implemented starting in July 2016.

Responsibility for the State Apprenticeship Office, and operation and administration of statewide Secondary Vocational Area Centers (or Secondary Technical Centers) was added to the Office of Skills Development through fiscal year 2016.

Exhibit A is the report for the periods indicated above.

Through the continued support of Governor Asa Hutchinson, the Arkansas General Assembly, and the Governor's Workforce Cabinet, the Arkansas Department of Career Education and the Office of Skills Development are working diligently toward a statewide comprehensive workforce development system with the goal of economic development in the state of Arkansas. If you have any questions or need further information, please don't hesitate to call.

Sincerely,


Charisse Childers, Ph.D.
Director

EXHIBIT A

Summary of Act 892 of Regular Session 2015

Enabling Legislation: Act 892 of the 90th General Assembly, Regular Session

Purpose: Requires the Arkansas Department of Career Education, Office of Skills Development to submit a report on or before October 1 of each year to the Governor and the co-chairs of the Legislative Council providing an account of the activities and expenditures of the offices during the preceding calendar year.

Reporting Period: Calendar Year January 1, 2015 - December 31, 2015

Additional information provided for Fiscal Year 2016 through June 30, 2016:
activity and expenditures provided below

ACTIVITIES

1. Hiring the Deputy Director, Associate Director, and Administrative Specialist for the Office of Skills Development. The State Apprenticeship Office and business and administration functions of the Secondary Vocational Area Centers (or Secondary Technical Centers) within the Career and Technical Education Division were transferred to the Office of Skills Development Division.
2. Drafting, negotiating, and promulgating rules and regulations for administration of the Skills Development Fund. The rules and regulations were reviewed by, and input was received from, the Arkansas Department of Career Education - Career Education and Workforce Development Board, the Arkansas Economic Development Commission (AEDC), Arkansas Department of Workforce Services (DWS), and Governor Hutchinson's office.
3. For fiscal year 2016, the Office of Skills Development, along with the relevant representatives from the Arkansas Department of Workforce Services (DWS) and Arkansas Economic Development Commission (AEDC), administered more than 200 grant applications under the rules and regulations of the DWS Unemployment Insurance Training Trust Fund grants program and the AEDC Existing Worker Training (grants) Program. Almost \$3,500,000 was recommended by the agencies and approved by the Governor's Workforce Cabinet with funding being dispersed from the Skills Development Fund upon completion of the training.
4. Additional Office of Skills Development activities include ongoing organizational and operational setup of the Office, analytics related to Arkansas labor force dynamics, engaging with statewide stakeholders in Career and Technical Education and workforce development, and supporting the efforts of the Governor's office and Governor's Workforce Cabinet.
5. The new Office of Skills Development (OSD) Grants process was instituted under the new OSD Grants rules and regulations starting fiscal year 2017. A white paper regarding state funded training grants policy issues was presented to the Governor's office in March 2016. A new electronic grants signoff process using DocuSign was instituted starting spring 2016. Presentations regarding state funded workforce development grants and policies were made to statewide stakeholders including Arkansas Community Colleges, Arkansas Economic Developers, and the Career Education and Workforce Development Board.

FINANCIAL DATA:

Following is a summary of the sources of funds comprising the FY 2016 Budget:

\$1,301,233	Stabilized General Revenue
\$2,500,000	DWS Training Trust Fund
\$4,862,870	Workforce Development Fund
<u>\$13,160,608</u>	Economic Development Commission Fund
\$21,824,711	Total Budget

As of **June 30, 2016**, the following were the expenditures from the Skills Development Fund:

\$21,040.45	Salaries and Benefits
\$9,197.86	Operating Expenses
<u>\$1,271,210.06</u>	Grants/Aid
\$1,301,448.37	Total Expenditures

STATE OF ARKANSAS



Department of
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November 9, 2016

TO: Career Education and Workforce Development Board

FROM: Charisse Childers, Ph.D., Director
Joe Baxter, Deputy Commissioner
Lorna Claudio, Chief Financial Officer

SUBJECT: INFORMATION ITEM – Agency 2017-2019 Biennial Budget request
(appropriation) update

INFORMATION/RATIONALE:

Update on the 2017-2019 Biennial Budget request presented to the Arkansas Legislative Council, Joint Budget Hearing, on Wednesday, November 9, 2016 for Arkansas Department of Career Education (590) and Arkansas Department of Career Education – Arkansas Rehabilitation Services (520).