



LWIB Meeting Agenda

January 16, 2014

Kiva- Meridian Room- Garvey Center

10:00 a.m.

Mission—Supporting and advancing a competitive workforce in South Central Kansas

1. Welcome, Introductions, and Announcements: Rod Blackburn, Chair (10:00)
2. Public Comment (10:05)
The Workforce Alliance maintains a comment policy for members of the public who wish to address the LWIB. For more information regarding the guidelines, please contact the CEO's office at 771-6600.
3. Presentation: Exports and Economic Development: Tim Chase, GWEDC; Karyn Page, Kansas Global Trade Services (10:10)
The region was selected to participate in a strategic planning process by the Brookings Institution to develop an export plan to grow the regional economy in South Central Kansas.
4. Approval of Lease Agreement for the Wichita Workforce Center: Chad Pettera (10:40) (pp. 2-4)
Staff will present an agreement for leased space for the Wichita Workforce Center.
Recommended action: authorize the Chief Executive Officer to enter into a lease for space at New Leaf Plaza for the Wichita Workforce Center, pending final legal review.
5. Approval of On-the-Job Training Contracts: Amanda Duncan (11:00) (p. 5)
Q Automation has submitted an On-the-Job Training (OJT) application in anticipation of hiring 15 new employees in the next two years.
Recommended action: take the recommended actions.
6. Consent Agenda and Committee Reports: Rod Blackburn (11:15)
The action items in the reports have been reviewed, discussed and acted upon at the Committee level. Members of the LWIB may request discussion on any of the action items at the meeting or the reports may be accepted as presented in a single motion.
 - A. Approval of Minutes from October 17, 2013 (pp. 6-8)
 - B. LWIB Committee Reports (p. 9)
 - C. Staff Reports: (p. 10)
 1. Financial Report (handout)
 2. Upcoming Events
 3. Youth Career Connect Grant Application
 - D. Workforce Centers Operations Update (handout)
 - E. Business Services Update (pp. 11-12)
 - F. WIA/WP Performance Update (pp. 13-15)***Recommended action: approve the recommended actions as presented in the consent agenda.***
7. Adjourn (11:30)

The next meeting of the Workforce Alliance LWIB is scheduled for Thursday, April 17, 2014.

The 2014 Jobs FORE Youth Golf Tournament will be held on Friday, April 25, 2014 at Auburn Hills Golf Course in Wichita.

Item

Approval of Lease Agreement for the Wichita Workforce Center

Background

On September 18, 2013, the Workforce Alliance (WA) released a Request for Proposals (RFP) to seek leased space for operations of the Wichita Workforce Center. The RFP closed on October 2, 2013. A taskforce and WA Staff have been negotiating for leased space based on the specifications in the RFP and direction from the LWIB Executive Committee.

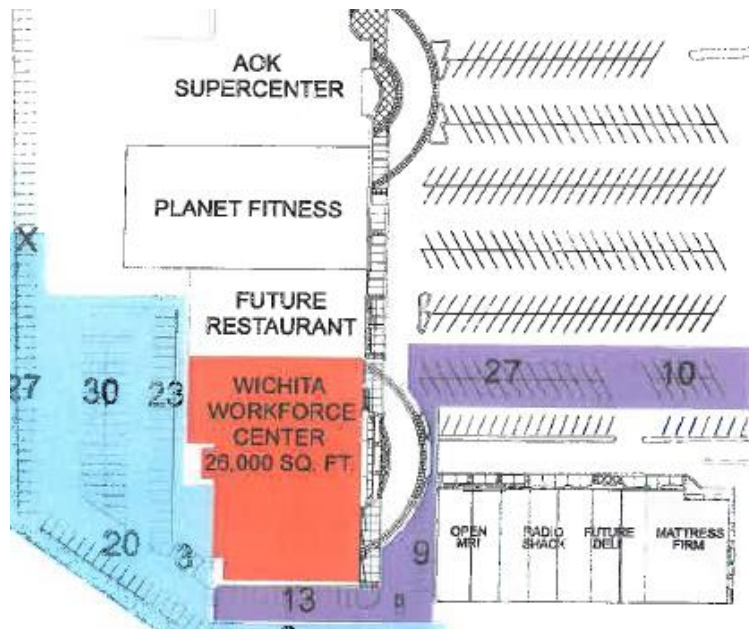
WA staff has negotiated with Bruce Harris with H&C Investments, also known as New Leaf Plaza, at the southwest corner of 21st North and Amidon. The WA negotiated for approximately 15,086 square foot of leased space in the southwest corner of New Leaf Plaza.

The lease will be for five (5) years, ending June 30, 2019. The leased rate agreed upon is \$14.35 per square foot for an annual cost of \$216,484.10. This cost will be shared by all partners through Memorandums of Understanding (MOUs) or subleases. The lease has provisions to pay for increased costs in years two through five.

The lease will include three optional annual extensions. The lease also includes:

- 80 Staff/Employee Parking Spaces at rear
- Access to over 90 customer parking spaces
- Maintenance/Landscaping/Pest Control/Snow Removal
- Construction of the property (currently an empty shell)
- Utilities
- Clauses for termination for breach, financial reasons, or convenience

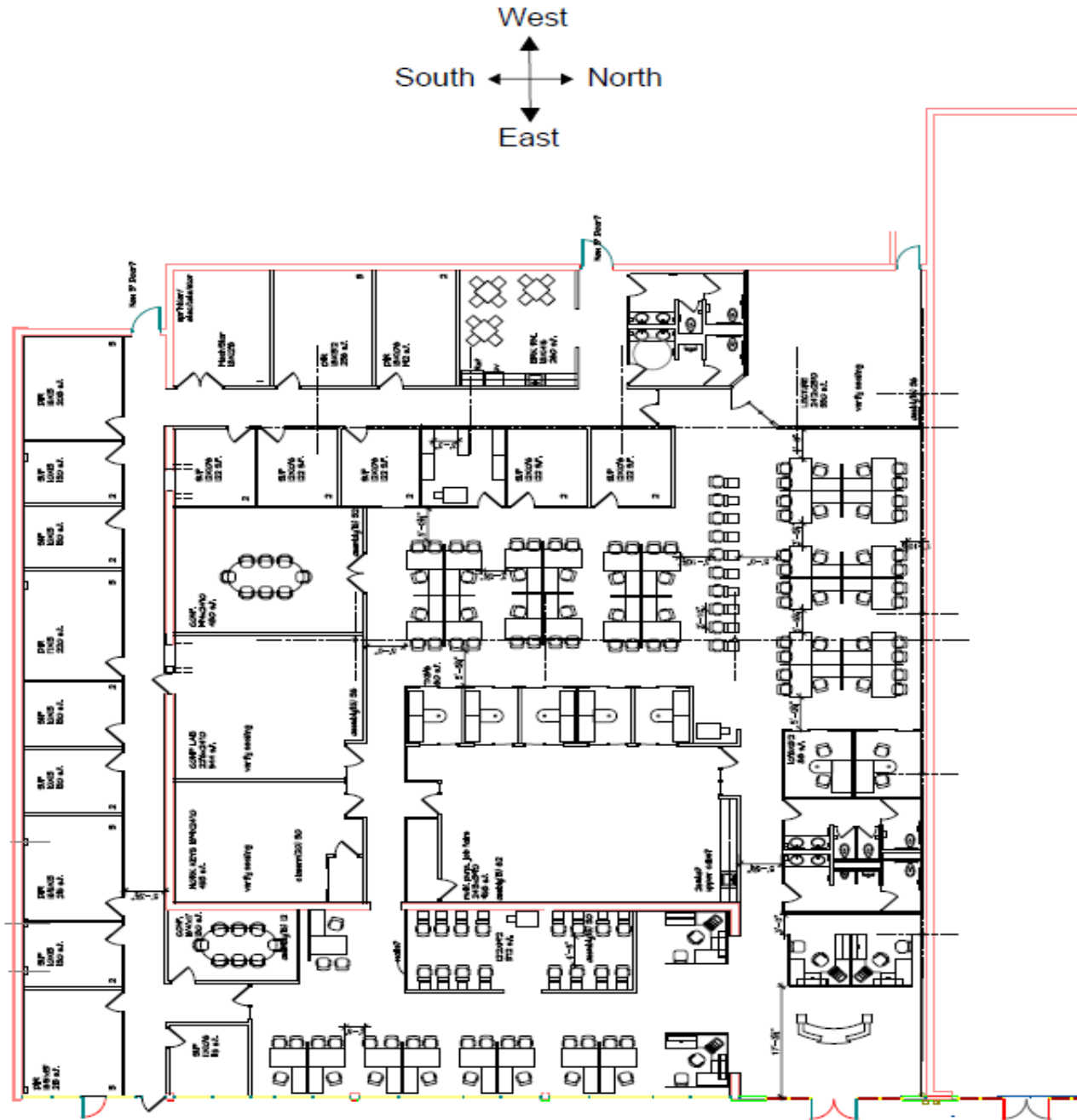
Partial Map of New Leaf Plaza



Renderings of Façade



Draft Floor Plan:



Recommended Action

Authorize the Chief Executive Officer to enter into a lease for space at New Leaf Plaza for the Wichita Workforce Center, pending final legal review.

Item

Approval of On-the-Job Training (OJT) Contracts

Background

A. *Approval of Addition to the Eligible Training Provider List for On-the-Job Training*

The following employer has submitted an application to be added to the approved Eligible Training Provider (ETP) list for On-the-Job Training (OJT).

Employer:	Q Automation
Company Description:	Manufacturing Design, Robotics
Location:	Derby, Sedgwick County
Occupation(s):	Engineer
Training Length:	9 months to 1 year
Average Wage Range:	Projected Wage for OJT: \$70,000-\$75,000
Benefits:	Yes
Comments	Company anticipated up to 15 new hires in the next two years
OJT Funding Streams <i>(potentially available to employer based on occupations, subject to funding availability)</i>	<input checked="" type="checkbox"/> WIA Adult/Dislocated Worker – \$4,500 per trainee max <input checked="" type="checkbox"/> H1B OJT Grant for Engineers – \$25,000 per trainee max <input type="checkbox"/> Other: _____

Recommended Actions

1. Approve addition to the eligible training provider list for on-the-job training.
2. Approve exception to the OJT contract with Q Automation, authorizing the Chief Executive Officer to approve as many placements and training plans funded with non-WIA dollars as grant funds allow. WIA funded OJT placements will remain limited to a maximum of five placements and/or \$40,000.



LWIB Meeting Minutes
October 17, 2013

1. Welcome, Introductions and Announcements

Mark Conway welcomed attendees, asked for self introductions, and called the meeting to order at 10:10 a.m.

2. Public Comment

There was no public comment.

3. Report of the Nominating Committee

LWIB member and Committee Spokesman Pat Jonas of CPRF reviewed the report of the Nominating Committee enclosed in the packet. After careful review and deliberation, the Committee placed in nomination Rod Blackburn of WB Construction as the Chair of the LWIB and Kathy Jewett of Kaman Composites as the Vice Chair. Chairman Mark Conway inquired whether there were any nominations from the floor for the positions of Chair and Vice Chair. Hearing none, the LWIB moved to appoint Blackburn and Jewett to their respective positions.

Conway announced that the changing of the chair position would take place at the end of the October 17th LWIB meeting. Conway stated that he appreciated his tenure as chairman, welcomed the new Chair and Vice Chair to their positions, and stated he would continue to serve in a leadership capacity for the LWIB as the Immediate Past Chair.

Pat Jonas (Pat Hanrahan) moved to approve the nominations as presented. Motion adopted.

4. Discussion of Youth Employment Initiative

Keith Lawing summarized the report that was handed out to the LWIB on the past summer's Youth Employment Initiative and strategies for moving forward into 2014. LWIB members watched a video honoring the 2013 summer youth participants that was developed and produced by one of the youths working for the WA this summer.

Committee members discussed the importance of employment in youth and the difficulties youths faced when it comes to finding employment. Several stated the importance of the LWIB members moving forward in the creation of internships or positions for youths not only in summer by year round, and that are subsidized by the employers as opposed to WIA funds.

The report was received and filed.

5. Consent Agenda

Chairman Conway requested Item 5.C be pulled for discussion and consideration.

5.C.1: Modification to AGH Financial Services Contract

The Workforce Alliance needs to modify the AGH Paymaster Contract to change the process for submitting the WA monthly fiscal WIA reports to the Kansas Department of Commerce. Currently, AGH submits the monthly reports directly to Commerce, as written into the AGH contract. During the U.S. Department of Labor (DOL) monitoring visit, the contract was reviewed and DOL requested that the language be changed so that reports are first submitted to WA for review before being filed with the Kansas Department of Commerce.

Rod Blackburn (Robyn Heinz) moved to authorize the CEO to sign an amendment to the Paymaster Contract to change section 3.2.12 of the contract to identify the Workforce Alliance as the organization responsible for submitting monthly WIA fiscal reports to the Kansas Department of Commerce. Motion adopted.

5.C.2: Approval of Agreement with Goodwill Industries

The Workforce Alliance has entered into an agreement with Goodwill Industries as part of the NextStep Alliance for shared space at the new Regional ABE Center located off of Highway 96 and Webb Road in Wichita, Kansas. The agreement specifies that the Workforce Alliance will share operating expenses at the cost of \$650 per month for 12 months. The contract has an automatic renewal clause for one additional year.

Blackburn (Alicia Holloway) moved to authorize the CEO to sign the agreement with Goodwill Industries. Motion adopted.

Staff reported on the effects of the government shutdown, noting that the Federal Offices were reopening today, October 17th. Kansas Department of Labor reported that it will likely be a few weeks before the Notice of Funding Allocations (NOFAs) are received and it has not yet been determined if funds will be allocated at the same or lower levels than initially adopted in July.

Bill Bolin (Heinz) moved to approve the recommended actions in the consent agenda as presented. Motion adopted.

6. Executive Session

Bolin (Blackburn) moved to convene an executive session to discuss matters of attorney-client privilege for 20 minutes. Motion adopted at 11:05 a.m.

The LWIB reconvened at 11:25 a.m. and Chairman Conway stated no binding action had been taken.

7. Adjourn

Conway adjourned the meeting at 11:30 a.m.

ATTENDANCE

Present LWIB Members

Mark Conway, Chair
Suzie Ahlstrand
David Alfaro
Mike Beene
Rod Blackburn
Bill Bolin
Tim Chase
Brett Flachsbarth
Pat Hanrahan
Phillip Hayes
Robyn Heinz
Alicia Holloway
Kathy Jewett
Pat Jonas

Tony Kinkel
Richard Lopez
Michael Magennis
Jeff McCausland
Paul Meals
Tony Naylor
Steve Porter
Ronald Ratzlaff
Catrina Red Willow
Sangita Richardson
Mary K. Vaughn
Debra Weve
John Weber

Absent LWIB Members

Lisa Barnes
Linda Coleman
Les Depperschmidt
Kerri Falletti
Karla Fisher
Nikki Freeman
Bob Giesen
Phillip Hayes
Arthur Hoopes
Jennifer Hughes
Jeff Longwell
Ben Mabry
Brad Mears
Ronald Ratzlaff
Gabe Schlickau
Kriste Weber

Guests

Karl Swartz, Morris Laing
Justin Powell

Staff

Keith Lawing
Katie Baker
Kelly Bergeron
Amanda Duncan
Denise Houston
Shirley Lindhorst
Chad Pettera

NOTE: All staff handouts referenced in these minutes are maintained in the master meeting file at the Workforce Alliance office and are available upon request.

Item

Workforce Alliance LWIB Committee Reports

Background

Since the October 17, 2013 Local Workforce Investment Board (LWIB) meeting, the LWIB Committees received information or acted upon the following issues and projects.

Executive Committee

The Executive Committee met on November 19 and December 13, 2013 and acted on the following items:

- Received updates on the Wichita Workforce Center, authorizing staff to extend the leases at the temporary locations on First Street and at R.H. Garvey.
- Approved an On-the-Job Contract exception for GKN Aerospace, expanding the contract to approve as many placements and training plans funded with non-WIA dollars as grant funds allow.

WIA Oversight/Youth Council

No meetings of the WIA Oversight/Youth Council have occurred since the October 17, 2013 LWIB meeting.

Finance Committee

No meetings of the Finance Committee have occurred since the October 17, 2013 LWIB meeting.

Recommended Action

Receive and file.

Item
Staff Reports

Background

Staff submits the following staff reports for review and consideration.

1. Financial Update

A financial update will be provided to the LWIB as a handout at the meeting.

2. Upcoming Events

Jobs FORE Youth Golf Tournament

The 2014 Jobs FORE Youth Golf Tournament is scheduled for April 25, 2014 at Auburn Hills Golf Course in Wichita. The draft schedule for the day is:

11:00 a.m. to noon: Registration Open

11:00 a.m.: Lunch

Noon: Tournament tee-off

5:00 p.m.: Awards Ceremony

The cost to register a four person team is \$300 or \$75 per person. Registration is open on the website at www.workforce-ks.com and will be limited to 34 teams on a first come-first served basis.

The Workforce Alliance is seeking sponsors for the tournament in several areas. Opportunities to sponsor include:

Event Sponsor: \$1,000: includes one team registration (\$300 value), large logo displayed on website and at the event

Beverage Cart Sponsor: \$500: Logo displayed on website and at event on beverage cart

Prize Sponsor: \$500: Logo displayed on website and at the event on prize table

Hole Sponsor: \$150: Logo displayed on website and at event on hole sign at tee box

Youth Work Experience Opportunity: volunteer to sponsor a Youth Work Experience placement at your company or to fund a placement at another location!

The 2014 sponsorship form is included on the following page or is available on the website at www.workforce-ks.com/jobsFOREyouth.

3. Youth Career Connect Grant Application

The Workforce Alliance is leading a consortium grant application for a Youth Career Connect grant funded by H-1B Visa fees. The grant is a four year, \$7 million award to develop Career and Technical Education (CTE) pathways in STEM related areas for high school students. The consortium is made up of six school districts, including Derby, El Dorado, Goddard, Maize, Valley Center and Wichita, and two community and technical colleges, Butler Community College and Wichita Area Technical College.

Recommended Action

Receive and file

Item
 Business Services Report

Background

For the month of December 2013, the Workforce Centers Business Team completed 267 Prescreens and Applications for 285 customers. Additionally, 314 new jobs were posted to Kansasworks.com.

2013 Customer Prescreens and Applications		
Month	Customers	Prescreens and Applications
Jan	391	693
Feb	259	410
Mar	333	630
Apr	355	527
May	300	521
Jun	423	615
Jul	259	403
Aug	199	269
Sept	197	345
Oct	202	316
Nov	101	159
Dec	285	267
Total	3,304	5,182

2013 Job Postings			
Month	Wichita Workforce Center	Butler, Cowley and Sumner Workforce Centers	Total
Jan	102	21	123
Feb	130	19	149
Mar	148	42	190
Apr	331	45	376
May	331	48	379
Jun	350	28	378
Jul	280	48	328
Aug	277	33	310
Sept	236	22	258
Oct	327	33	360
Nov	236	22	258
Dec	288	26	314
Total	3,297	401	3,698

In the month of December 2013, the Workforce Centers assisted with a job/hiring fair for GKN Aerospace at Southwestern College in Winfield. The event was attended by 133 job seekers. Additionally Rapid Response layoff assistance services to two employers in December, for a total of 3 events for 82 affected employees See chart below:

December 2013 Job Fairs		
Employer	Events	Attendees
GKN (Southwestern College)	1	133
Total	1	133

December 2013 Rapid Response		
Employer	Events	Affected Employees
Boeing	2	79
American Red Cross	1	3
Total	3	82

The Business Team provided 148 total services to employers in December and 52 in-person visits were made. The charts below provide additional details by Center location.

2013 Employer Activity						
Month	Wichita Workforce Center		Butler, Cowley and Sumner Workforce Centers		Total	
	Services	In-Person Visits	Services	In-Person Visits	Services	In-Person Visits
Jan	72	0	53	0	125	0
Feb	102	32	61	5	163	37
Mar	118	29	71	6	189	35
Apr	161	15	92	12	253	27
May	129	21	89	12	218	33
Jun	99	16	51	18	150	34
Jul	111	24	86	23	197	47
Aug	204	19	54	33	258	52
Sept	86	19	30	42	116	61
Oct	90	15	35	32	125	46
Nov	91	15	50	29	141	44
Dec	91	21	57	31	148	52
Total	1,254	226	729	243	1,983	469

In the month of December there was one new OJT started with Q Automation in Derby. There are currently 16 active OJT placements with four employers. The Business Team anticipates new OJT placements in January 2014.

2013 On-the-Job Training		
Employer	Status	Placements
BE Aerospace	Ongoing	4
Assystems	Ongoing	8
Cessna	Ongoing	3
Q Automation	Ongoing	1
Total		16

Recommended Action

Receive and file

Item

WIA/WP Performance Update

Background

WIA Adult and Dislocated Worker

The chart on the following page shows performance for the beginning of 3rd quarter, January through March of 2014. Local Area IV exceeded the goal in Adult and Dislocated Worker Average Earnings, and met the sanction in Adult and Dislocated Worker Entered Employment Rate and Retention Rate.

Local Area IV's Average Earnings are exceeding the State Annual Average by \$4,421 in Adult and by \$2,402 in Dislocated Worker.

WIA Youth

The performance chart on the following page shows performance for the beginning of 3rd quarter, January through March of 2014. Local Area IV is exceeding the goal in Placement in Employment/Education, but failing to meet the sanction for Attainment of a Degree/Certificate and Literacy/Numeracy Gains. Staff is examining ways to increase performance in these two measures, recognizing the difficulty in maintaining engagement with Youth's during the school year.

Wagne- Peyser

The Wagne-Peyser chart shows performance for the beginning of 3rd quarter, January through March of 2014. Local Area IV is exceeding the goal for Retention Rate and meeting the sanction for Entered Employment and Average Earnings. Both of these measures are very close to exceed the goal levels.

Recommended Action

Receive and file

**WIA Programs
Program Year 2013
Performance Report of LA IV
as of 01/06/2014**

Adult	Goal	PY13 1st Qtr July 13- Sept 13	PY13 2nd Qtr Oct 13- Dec 13	PY13 3rd Qtr Jan 14- Mar 14	PY13 4th Qtr Apr 14- June 14	PY13 Annual July 13- June 14	State PY13 Annual July 13- June 14	*Reporting Period
	Sanction	69.0%	71.8	78.6	63.1	83.7	71.8	73.3
Entered Employment Rate	55.2%	181	145	154	171	580	580	Annual= 10/01/12 to 9/30/13
Retention Rate	85.4%	161	154	153	153	656	656	3rd Qtr= 10/01/12 to 12/31/12
Average Earnings	68.3%	89.9	90.1	83.7	83.7	88.4	84.2	Annual= 4/01/12 to 3/31/13
	\$13,700.00	3199010.53	2779572.20	17268.28	2210339.90	10967458.98	580	3rd Qtr= 10/01/12 to 12/31/12
	\$10,960.00	19869.63	18049.17	154	128	18909.41	580	Annual= 4/01/12 to 3/31/13

Dislocated Workers

Entered Employment Rate	81%	74.3	84.4	67.4	89.3	75.4	77.5	3rd Qtr= 4/01/13 to 6/30/13
Retention Rate	91%	94	91.7	89.3	112	91.8	88.9	Annual= 10/01/12 to 9/30/13
Average Earnings	\$18,000.00	2777613.04	2443951.64	18912.01	1891201.04	9097372.89	428	3rd Qtr= 10/01/12 to 12/31/12
	\$14,400.00	22220.90	20197.95	121	100	21255.54	428	Annual= 4/01/12 to 3/31/13

Youth

Placement	71%	50.0	www	80	0	76.9	72.2	3rd Qtr= 4/01/13 to 6/30/13
Employment/Education	56.8%	50.0	www	80	0	76.9	72.2	Annual= 10/01/12 to 9/30/13
Attainment	66%	100	0	0	0	50	8	3rd Qtr= 4/01/13 to 6/30/13
Degree/Certificate	52.8%	100	0.0	0.0	5	50	16	Annual= 10/01/12 to 9/30/13
Literacy/Numeracy Gains	52.5%	13.3	41.7	17.6	3	21.7	13	3rd Qtr= 1/01/14 to 3/31/14
	42%	13.3	12	17.6	17	21.7	60	Annual= 7/01/13 to 6/30/14

Summary

	1st Qtr		2nd Qtr		3rd Qtr		4th Qtr	
	Adult	Youth	Adult	Youth	Adult	Youth	Adult	Youth
Met Goal	3	1	3	www	1	1		
Met Sanction	1	2	www	www	2	2		
Did Not Meet Sanction								

	Annual		
	Adult	Youth	State
Met Goal	3	1	5
Met Sanction	1	2	4
Did Not Meet Sanction			

Bold Numbers=Official Numbers from State and Will Not Change

**** The Kansas Department of Commerce accesses confidential databases to obtain additional wage data; therefore, the actual performance rating cannot be released, only whether the rating met, exceeded, or was below the goal or sanction level.

www Agency did not have participants in this measure

* Reporting Period=Participants who exited during the time frame indicated will count in performance measures

**Wagner-Peyser
Program Year 2013
Performance Report of LAIV
as of 01/06/2014**

Wagner-Peyser		PY13	PY 13	PY13	PY13	*Reporting Period
		1st Qtr July 13- Sept 13	2nd Qtr Oct 13- Dec 13	3rd Qtr Jan 14- Mar 14	4th Qtr Apr 14- June 14	
Entered Employment Rate	Goal					3rd Qtr= 4/01/13 to 6/30/13
	Sanction					Annual= 10/01/12 to 9/30/13
Retention Rate		63.41%	63.45%	62.80%		3rd Qtr= 10/01/12 to 12/31/12
		82.5%	84.06%	83.02%		Annual= 4/01/12 to 3/31/13
Average Earnings		84.07%	84.06%	83.02%		2nd Qtr= 7/01/12 to 9/30/12
		66%				3rd Qtr= 10/01/12 to 12/31/12
		\$15,000.00	\$14,722.05	\$14,620.86		
		\$12,000.00	\$14,756.19			

Summary

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Met Goal	2	2	1	
Met Sanction	1	1	2	
Did Not Meet Sanction				

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* Reporting Period=Participants who exited during the time frame indicated will count in performance measures