

1. Welcome and Introductions

Rod Blackburn welcomed attendees, asked for self-introductions, and called the meeting to order at 11:30 a.m.

2. Approval of Minutes from December 13, 2013

Tony Naylor (Jennifer Hughes) moved to approve the minutes as presented. Motion adopted.

3. Wichita Workforce Center Update

Chad Pettera and Katie Givens presented an update on the status of the Wichita Workforce Center. Construction is currently underway. The rough plumbing, some interior wall framing, and floor leveling are complete. Staff is selecting flooring, paint, surface finishes, signage and furniture.

Staff released an RFP for furniture bids, specifically for staff desks and public career center furniture. Staff anticipated those bids coming in around \$50,000, however, all were between \$75 and \$100,000. After reviewing and cutting down the selection provided in the bids, staff feels they can outfit the Center for around \$75,000. The Committee recommended increasing that to \$87,000 to ensure adequate funding for the purchase.

In addition to furniture, a security system and controlled access for both Garvey and New Leaf will be installed. The approximate cost to install both systems and for equipment is \$13,000. The Controlled Access System (CAS) will implement a proximity badge systems along with controlled locking and unlocking of the facility doors and file rooms.

Mark Conway (Hughes) moved to authorize the Chief Executive Officer to purchase furniture and the Controlled Access and security systems, not to exceed \$100,000. Motion adopted.

4. Creation of the Jack Jonas Memorial Scholarship

One of the key community partners of the Workforce Alliance (WA) is the Cerebral Palsy Research Foundation (CPRF). One example of this partnership is the nearly 100 young people that have participated in the Business Fundamentals for Youth program, all receiving either or both a high school diploma and certification in a Microsoft software tool (Word, Excel, Power Point). This is one of the many ways the WA and CPRF work together to leverage Workforce Investment Act (WIA) resources in the region. CPRF was founded in 1972 by Jack Jonas. His son Pat currently leads the organization and Pat serves on the WA Executive Committee and Local Workforce Investment Board (LWIB).

The WA would like to recognize the recent passing of Jack Jonas by creating an annual scholarship in his name awarded to help a youth with disabilities achieve their academic and career goals. Mr. Jonas was an unsung hero in this community for over 40 years, and his vision that barriers can be overcome and his commitment to creating a culture of understanding and success has impacted the lives of thousands of people not only in Wichita but across the country. It is critical that the legacy he helped create continue, and this annual scholarship is one modest way the WA can do this.

In coordination with CRPF, WA staff will develop criteria and a selection process with plans to award the first annual Jack Jonas scholarship in the summer of 2014.

The Committee challenged staff and the Golf Tournament Planning Task Force to seek out an endowment strategy to perpetuate this scholarship outside of WIA funding availability.

Naylor (Jewett) moved to approve the creation of the annual Jack Jonas Scholarship. Pat Jonas abstained. Motion adopted.

5. **On-the-Job Training Contracts (OJT)**

Pettera reported on the On-the-Job Training (OJT) Contracts included in the packet. The request is for the addition of JR Custom Metals to the Eligible Training Provider List and for approval of the extension of the current employer contract for Kaman Composites.

Hughes (Conway) moved to:

- 1. Approve the addition of JR Custom Metals to the eligible training provider list for on-the-job training.*
- 2. Approve the extension of Kaman Composites contract for On-the-Job Training.*
- 3. Approve exceptions to the OJT contracts with both companies, authorizing the Chief Executive Officer to approve as many placements and training plans funded with non-WIA dollars as grant funds allow per state approval. WIA funded OJT placements will remain limited to a maximum of five placements and/or \$40,000.*

Kathy Jewett abstained. Motions adopted.

6. **RFP Updates**

A. Copiers and Document Management Software

In January 2014 staff issued a Request for Proposals (RFP) for copiers and document management system. Five bids were received. DOS was the selected winner of the procurement due to their service reputation, ease of use, integration of the document management system, and the company's length of operation and IT support. The current WA copier leases expire in May of 2014 at a current cost of \$3,500 per month, not including a document management system. The lease with DOS will include six copiers, usage, and the document management software for \$3001.69 per month.

B. Auditing Services

An RFP for A-133 Auditing Services for all five Kansas Local Areas was released February 6, 2014 and closed March 6, 2014. A total of seven bids were received statewide and an additional two proposals specifically for Areas I and III. All the local areas meet by conference call on March 12th and 14th to review and evaluate the proposals.

The winning proposal is from WIPFLI, which stood out on their continued education and consultation with the local areas and the experience with WIA and other Department of Labor audits. The cost for all the local areas will be \$234,000 over three years. WA's three year portion will be \$51,950 or an average of \$17,316.66 each year. Proposals were received from CMA, Varney and Associates, Regier Carr and Monroe, Grant Thornton, Mayer Hoffman McCann, and BKD.

Jewett (Hughes) moved to authorize the Chief Executive Officer to enter into agreements for copiers, document management systems, and for A-133 audit services. Motion adopted.

7. **Consent Agenda**



- Staff noted that performance for the third quarter is strong with the exception of Youth measures. WA continues to seek innovative ways to engage youth participants year round and keep them engaged with the program outside of summer employment.
- Katie Givens updated the Committee on the operations of the One Stop Center in Local Area IV, noting the new reports on social media and electronic outreach measures. Givens also noted that the Workforce Alliance is working with the City of Wichita to collocate and provide workshops in the neighborhood city halls.
- The Committee requested that the April meeting be cancelled due to the timing of the full LWIB meeting the next day.

The consent agenda was received and filed.

8. Unscheduled topics

Lawing gave an update on the Jobs FORE Youth Golf Tournament, scheduled for April 25th at Auburn Hills Golf Course. WA is still seeking sponsors and teams for the tournament.

9. Adjourn

Blackburn adjourned the meeting at 12:50 p.m.

Attendance

LWIB Executive Committee Members	Guests
Rod Blackburn, WB Construction (<i>Chair</i>)	None
Mark Conway, Remediation Contractors (<i>Immediate Past Chair</i>)	Staff
Jennifer Hughes, High Touch Inc.	Keith Lawing, WA
Kathy Jewett, Kaman Composites (<i>Vice Chair</i>)	Kelly Bergeron, WA
Pat Jonas, CPRF	Katie Givens, WA
Tony Naylor, WEJATC (<i>WIA Oversight/YC Chair</i>)	George Marko, WA
	Chad Pettera, WA

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