

1. Welcome and Introductions

Rod Blackburn welcomed attendees, asked for self-introductions, and called the meeting to order at 11:35 a.m.

2. Approval of Minutes from August 20, 2014

Tony Naylor (Mark Conway) moved to approve the minutes from the August 20, 2014 meeting. Motion adopted.

3. Additions to the Eligible Training Provider List

The Carpenters Training Center, located on East Kellogg in Wichita, has applied to be an Eligible Training Provider (ETP) for the construction apprenticeship program. The program is based out of St. Louis and is nationally accredited. However, they are not accredited through the State of Kansas. Committee members requested staff work with the Kansas Registered Apprenticeship office to check on the status of the programs state accreditation, and resubmit the ETP request to the WIA Oversight Committee in October 2014 for consideration.

The Committee deferred the item and any action to the October 8, 2014 WIA Oversight/Youth Council meeting.

4. IT Server Upgrade Discussion and Presentation

The Workforce Alliance (WA) currently operates IT services and infrastructure that was primarily installed in 2010. The last major server upgrade was completed in November of 2010. The upgrades at that time included email system, phone system, office communicator, and refreshing of a network file storage system. WA is currently operating eight different servers with 11 virtual servers operating on those servers. WA also maintains 350 desktop computers and 180 of desktop telephones.

This IT upgrade was in the strategic plan and budget for last program year (PY 13), but the emergency departure for 150 N. Main and those associated costs delayed the upgrade. Currently the servers are all at the end of their life cycle. Staff is recommending purchasing equipment, software, and professional services from the State of Kansas Approved Vendor list to save time and costs.

Staff recommends an upgrade of the IT equipment that consists of:

- Hardware
 - Cisco UCS 5100 Series Chassis with three Cisco UCS B200 M3 Blade Servers
 - EMC SAN 12TB
- Software
 - Cisco Phone System (upgrade current software)
 - Unified Call Manager (upgrade)
 - Jabber Messenger (upgrade from Office Communicator)
 - Upgrade Router for Cowley (for capability and capacity)
 - Virtualization of all customer computers (new function for security/reduced liability and better customer experience)

Current equipment will be repurposed and used as file storage and backup, which will be located in the new El Dorado office for a backup located outside of Wichita.

Costs- (quoted using State of Kansas Vendor Contract)

• Hardware & Software	
○ Server	\$76,810
○ SAN	\$55,034
○ VMWare and Virtualization Licenses	\$47,185
○ <u>Call Manager Upgrade</u>	<u>\$24,414</u>
Total	\$203,443
• <u>Contractor Services</u>	<u>\$38,700</u>
Total	\$242,143

The WA servers have been located off site at Level III Communications since the move from 150 N. Main in November of 2013. The cost of storing the servers at Level III is approximately \$880 per month.

Chad Pettera reminded the Committee that any time equipment costing more than \$5,000 is purchased, it must be approved through the Kansas Department of Commerce. In addition to getting the best price on the equipment through use of the State purchasing contract, the vendors have also informed WA that the quote is a cost savings of approximately \$24,000 additional dollars because of the end of the model year sales.

There is an option through the vendors to finance a portion of the purchase over several years at zero percent interest. The WA LWIB Finance Committee and the WA Inc. Board of Directors will make the final decision regarding the financing options and how much money should be put down as the upfront payment.

Conway (Jeff Longwell) moved to:

1. *Authorize the WA staff to request approval of the purchase from the Kansas Department of Commerce.*
 2. *Recommend WA Inc. review financing options and approve a split of financing and down payment on the above services and equipment.*
 3. *Authorize the Chief Executive Officer to enter into agreements to perform the above IT upgrades.*
- Motions adopted.*

5. On the Job Training (OJT) Contracts

Cox Machine and HM Dunn AeroSystems have applied for addition to the Eligible Training Provider List for On-the-Job Training.

- A. Cox Machine manufactures Aerospace Components and is seeking machinists, assemblers and shipping/receiving staff. The company currently employs 221 full time employees and anticipates hiring 50-80 more over the next two years. The average wage range for these positions is \$16.18 per hour, entry level. Cox may have the capability to expand their engineering division as well, in which case they will qualify for funding through the H 1 B Visa grant from the State.
- B. HM Dunn AeroSystems manufactures Aerospace Components and is seeking CNC machinists, CMM programmers, CMM operators, quality inspectors, deburr technicians and assembly technicians. The company currently employs 172 full time employees and anticipates hiring 15-20 more over the next two years. The average wage range for these positions is \$15-\$25 per hour, entry level.

Kathy Jewett (Naylor) moved to:

1. *Approve the additions of Cox Machine and HM Dunn AeroSystems to the eligible training provider list for on-the-job training.*
2. *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. WIA funded OJT placements will remain limited to a maximum of five placements and/or \$40,000.*

Motions adopted.

6. **Butler Workforce Center Update**

Petterra stated that the building owner has finished their portion of the construction and moved their business into the building and operating. Permits for the Center are in the final approval process, but an anticipated start date has not yet been finalized. Once construction is complete there is an opportunity for the use of shared meeting and conference room space with the landlord.

The report was received and filed by the Committee.

7. **Consent Agenda**

- Keith Lawing discussed the nearly finalized Program Year 2013 WIA performance. Local Area IV ended the year well, with the exception of Youth performance. Staff is working on an internal corrective action plan. Petterra noted the biggest challenge with Youth is keeping them and their parents engaged.
- Amanda Duncan reported on the results of the Get Hired! Job Fair held at Intrust Bank Arena on September 4, 2014. The event was successful overall, with more than 700 job seekers in attendance, visiting with 82 employers, and 92 overall vendors. In previous years this event was held on a weekend and for 8 hours. This year the events lasted for four hours on a Thursday evening. Next year WA hopes to solicit additional sponsors and vendors for the Fair.
- The City of Wichita will be placing a sales tax on the November ballot. Part of the tax (\$80 million) will be designated as a jobs fund, primarily directed at training costs. It was suggested the WA submit a letter to Wichita City Leadership offering three suggestions for the Jobs Fund, based on previous experiences and outcomes. Jeff Longwell suggested that next year WA solicit the City of Wichita as an employer, the Police and Fire Departments are seeking new recruits for classes that begin each fall or winter and like to target veterans for these positions.
- Katie Givens provided an update on the traffic at the Workforce Centers, noting that the traffic in Butler has decreased significantly following the relocation of the Butler Community College ABE program back to campus. Staff continues to evaluate options for opening later hours several days a week at the Wichita Workforce Center.
- Petterra provided a financial report in the packet, noting that the Youth budget will be closely monitored and tight this year due to high enrollments in the work experience initiative and lack of carry over dollars from the previous program year.

8. **Unscheduled Topics**

- Lawing announced several staffing changes at WA:
 - Angie Duntz was introduced as the new Communications Manager and Public Information Officer (PIO).
 - Kelly Bergeron will be transitioning to managing the REAP contract from managing the LWIB and Committees.



- Katie Givens will assume the management of the LWIB and its Committees.
- October is “manufacturing month”. WA will promote career opportunities in manufacturing through plant tours for area high school students and proclamations issued by the City of Wichita and Sedgwick County.
- September is “workforce development month”.
- The WA was nominated as a “best place to work” in a competition hosted by the Wichita Business Journal. The results of the contest will be announced in the next few months.
- Keith Lawing and Amanda Duncan attended the City to City visit sponsored by the Wichita Chamber. The destination city this year was Austin, TX.

9. **Adjourn**

Blackburn adjourned the meeting at 12:55 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
Kathy Jewett, Kaman Composites (<i>Vice Chair</i>)	Keith Lawing, WA
Pat Jonas, CPRF	Kelly Bergeron, WA
Jeff Longwell, City of Wichita (<i>CEOB</i>)	Amanda Duncan, WA
Tony Naylor, WEJATC (<i>WIA Oversight/YC Chair</i>)	Angie Duntz, WA
Gabe Schlickau, Black Hills Energy	Katie Givens, WA
John Weber, Downtown Wichita YMCA	Denise Houston, 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.