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Local Workforce Development Board (LWDB) Meeting Minutes
October 17, 2018

1. **Welcome and Introductions**

Keith Lawing welcomed Board members, asked for self-introductions and the meeting was called to order.

2. **Public Comment**

No new public comment requests were received.

3. **2018 Youth Employment Project (YEP)**

YEP is an opportunity to assist young adults in finding a first job or work experience opportunity. Services through YEP include assistance in resume creation, job search, preparing for interviews as well as education on soft skills, customer service and financial literacy. YEP is a collaboration of community partners including the Workforce Alliance (WA), the City of Wichita, the Greater Wichita YMCA and school districts throughout the service area. These partners all have well-established youth employment programs and are working together to achieve significant community impact. Amanda Duncan reported final outcomes for 2018 to LWDB. This was the project's best year ever with 1,700 individuals served and 687 (up 423 from 2017) gaining a job or work experience. Over 180 employers provided job opportunities. Spirit Aerosystems and Textron Aviation have already pledged an increase in the number of youth they will hire next year. When the project first started a few years ago, the WA subsidized a large percentage of the wages paid and now employers are providing most of that funding. Final results were announced by Mayor Longwell at the workforce center on October 4th. Outreach has already begun for next year and the project will continue to expand on this current model with a goal of providing employment to 1,000. The WA ran an ad in the Wichita Business Journal on October 5th thanking YEP partners; the Journal also ran an op-ed from Textron that reported the benefits of participating in the project. Funding opportunities with Sedgwick County, the City of Wichita, Bank of America and other financial institutions are being pursued.

4. **Youth Employment Project Partnership Agreement**

YEP operating partners are the Workforce Alliance, the Greater Wichita YMCA, USD 259, the City of Wichita and WSU. A work team has been established to develop plans to implement YEP in 2019. A partnership agreement is being developed to establish and further define the roles and responsibilities of each partner. The WA will be the designated fiscal agent and manage funds from the City of Wichita and Sedgwick County that are allocated to support YEP. Activities will include outreach and marketing, as well as designing a career awareness project for 14 and 15 year olds in 2019. Each of the YEP partners are being asked to adopt the agreement. The Board was asked to recommend to the LWDB Executive Committee that the WA CEO be authorized to sign the final agreement when it is complete.

Dr. Sherry Utash (Kathy Jewett) moved to recommend that the Executive Committee authorize the CEO to sign the YEP partnership agreement. Motion Adopted.

5. **Workforce Alliance Internal Controls and Conflict of Interest Policy**

The Workforce Innovation and Opportunity Act (WIOA) placed stricter requirements on LWDBs that perform multiple roles. Multiple roles include being the staff to the LWDB, One-stop operator, career services provider, fiscal agent, and training provider. Currently, the WA is the staff to the LWDB, fiscal agent, and the career services provider. Performing multiple roles is allowed if the appropriate internal controls, firewalls, and prevention of conflicts of interest are in place. On October 10, 2018, the Department of Labor (DOL) provided a training on internal controls, firewalls, and prevention of conflicts of interest for all Local Areas (LA's) in the state. As a result of the training, staff will be reviewing existing policies to ensure that all of the requirements and necessary controls are documented appropriately. Staff may present policy changes for consideration by the Board in the near future. Staff will be making amendments to the current Chief Elected Officials Board (CEOB) agreements as well as the conflict of interest agreements that all LWDB members are required to sign.

The training indicated more detail is needed in these agreements to ensure the prevention of conflicts of interest. New conflict of interest agreements will be created and distributed to LWDB members for signature.

6. **Consent Agenda and Committee Reports**

July 25, 2018 meeting minutes, budget report, LWDB committee reports, 2019 LWDB/Workforce Centers Calendar, Workforce Center operations report and Performance Reports were distributed to the Committee for review.

The Operations Report indicates that the extended hours available at the Workforce Center Monday through Thursday have been beneficial to customers who are currently employed, but seeking opportunities that provide better pay. The overall traffic to the center has decreased, which is very indicative of this period of low unemployment.

Information was also provided on the Microsoft Imagine Academy, which is a program offered by the Kansas Board of Regents. The Workforce Center was awarded 500 licenses to administer Microsoft Certifications to the public at no charge (normal charge through Microsoft is \$96 per test). Upon completion of any of the Certifications, an individual is a recognized Microsoft Office Specialist. There is demand by local employers for these skills and this recognized certification or credential provides an advantage in obtaining employment. Imagine Academy was initiated in 2016 and to date 85 job seekers have earned at least one certification as a Microsoft Specialist. The financial benefit to the job seekers is estimated to be between \$7,776 and \$127,170 when factoring in the cost for certification testing and potential related training to earn these credentials. The Wichita library recently received a \$100,000 from Google. The WA will be discussing collaboration strategies with the library in order to combine efforts in providing digital literacy programs.

Final performance reports for Program Year 2017 were explained to the Board. Local Area IV (LA IV) met or exceeded all WIOA program goals with the exception of Youth Credential Attainment. A corrective action plan is being developed. The LWDB Program Operations and Performance Committee review these reports throughout the year. The State met or exceeded all measures for the Adult, Dislocated Worker, and Youth programs.

Dr. Sherry Utash (Robyn Heinz) moved to approve the recommendations as presented in the consent agenda. Motion Adopted.

7. **Additional Topics/Community Updates**

- A. Board members are invited to attend the Regional Economic Area Partnership (REAP) Economic Development Summit on November 1 at the WSU Metroplex. Workforce development is an integral part of economic development strategies.
- B. Wichita State University will be facilitating a focus group for LWDB members and employer partners on October 24th in order to gain a better understanding on how to provide better assistance to local boards and employers. LWDB members are encouraged to attend and invite others from their organizations that might benefit.
- C. The Greater Wichita Partnership's Business and Education Alliance has scheduled a Principal for a Day event from November 12th through the 16th. This event will have multi-school participation and participants will shadow the activities of school district principals and administration. Board members were invited to participate.
- D. The week of November 12th is Registered Apprenticeship Week. The Wichita City Council will adopt a proclamation to recognize the event on November 13.
- E. The 2019 Jobs FORE Youth Golf Tournament is scheduled for Thursday, April 25th at Hidden Lakes Golf Course in Derby.
- F. The Workforce Alliance received a grant from the Kansas Leadership Center for 20 staff and partners to attend their leadership programs and training beginning in January.
- G. A group of area technology companies has created a Tech Council. There is a network of 47 Tech Councils around the nation, but none in Kansas. WA's Amanda Duncan is on the initial Board of Directors and serves as its secretary. The Council is developing their organizational structure and resource plan. One of the goals of the Council is to attract local IT talent to the region.

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- H. The State of Kansas was one of eight sites that was recently awarded a RETAIN grant. The WA will receive \$215,000 to assist workers injured on the job or have an illness that prevents them from working in certain fields and then trains them to work in other fields, eliminating the need to seek disability benefits. Susan B. Allen Memorial Hospital in El Dorado partnered with the WA on the grant. After two years, the State would be eligible to receive an additional \$19,000,000.
- I. LWDB Member Kathy Jewett who was recently appointed to the National Association of Workforce Boards (NAWB) provided an update on the Board meeting she attended in early October. The NAWB Board is working on ways to be more creative in increasing their membership and attendance at their annual forum. There has also been an emphasis on career pathways and sector partnerships that is already commonplace for the WA. NAWB is considering hosting the July 2019 meeting in Wichita, which would provide for some national exposure.
- J. Dr. Utash gave an update on Wichita Community Foundation's \$1,000,000 Talent Ecosystem Fund. WSU Tech is a grantee of this fund. The program pays the cost of relocation and training expenses for students who reside outside of the Wichita area that wish to take part in training at Wichita Tech so that they can qualify for high wage, in-demand jobs. A national campaign is on-going and currently 75% of participants are from outside the state of Kansas. WSU is also working on specific training offerings for Spirit Aerosystems tailored to their needs.
- K. The Cowley College campus in Wellington will have its grand opening in April when all of the buildings and facilities are complete. 47 students have enrolled.

8. Adjourn (11:30)

Present LWDB Members

Jennifer Anderson
Rod Blackburn
John Clark
Ebony Clemons-Ajibolade
Robyn Heinz
Kathy Jewett
Pat Jonas
Gay Kimble
Dr. Kimberly Krull
Matt Peterson
Gary Plummer
Suzanne Scott
Dr. Sherry Utash
John Waltner, LWDB Community Impact Committee
John Weber

Guests & Staff

Peter Bodyk
Marla Canfield
Tisha Cannizzo
Aletra Chaney-Profit
Amanda Duncan
Tina Grillot
Denise Houston
Keith Lawing
Shirley Lindhorst
George Marko
Chad Pettera
Sherry Watkins