



**1. Welcome and Introductions**

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

**2. Approval of Minutes from December 10, 2014**

*Jim Means (Mike Magennis) moved to approve the minutes from October 9, 2014, as written. Motion adopted.*

**3. Workforce Center Update**

Chad Pettera reported that construction at the new Butler Workforce Center located in El Dorado is progressing. Painting had begun and flooring will be placed in the next few weeks. IT will be onsite in the next few weeks to complete the necessary data infrastructure. The schedule is to close the Butler Workforce Center on December 31, 2014 to pack and move and reopen in the new location on January 5, 2015.

The Executive Committee approved, pending final legal review, a lease to expand the Wichita Workforce Center into the Dollar General Space directly north. Staff anticipates the lease being signed in the next few weeks and construction planning will begin shortly after. The additional space will house all staff who see customers face to face. All collocated partners will see an increase to their monthly rent; the Workforce Alliance will see the most increase in costs.

*The report was received and filed.*

**4. Youth Program Performance Improvement Plan**

Pettera reported on the Youth Program Performance Improvement Plan. The plan addresses the issue, cause, action steps, improvement bench marks, and timeframe for correction with current progress. A draft of this plan was approved by the Executive Committee and appointed WIA Oversight/ Youth Council to monitor and report the progress of the plan, as well as determines any other next steps needed.

The Kansas State Workforce Board and Kansas Department of Commerce has received a copy of the plan and is currently reviewing, they will monitor our progress and has offered technical assistance to our local area to ensure success.

The Committee discussed the best option for monitoring and agreed on weekly performance reports combining current staff reports and input from the committee. Based on the performance reports additional reports or special meetings will be called when necessary.

*Robyn Heinz (Jim Means) moved to approve the Performance Improvement Plan as written, weekly performance updates to be emailed to the Oversight/Youth Council for ongoing monitoring of Literacy and Numeracy performance rates and staff's efforts in improving current performance. Motion adopted.*

**5. Additions to Incentive Policy**

Katie Givens reported that in order to support the Youth Performance Improvement Plan staff proposes revisions to the current Incentive Policy to provide additional incentive opportunities to promote learning which will lead to improved assessment scores for the literacy/numeracy gains performance measure. Customers would be able to earn a visa gift card between \$10-25 based on availability; incentives would be earned for participating in online practice programs or tutoring services and follow through with testing.



LWIB Executive Committee approved the policy additions on December 4, 2014 in a special meeting pending WIA Oversight/Youth Council Review

*David Alfaro (Kerri Falletti) moved to approve the addition to the Incentive Policy list as presented. Motion adopted.*

**6. Additions to the Eligible Training Provider List**

Denise Houston presented Wichita Area Technical College's Carpentry program for consideration to add to the Eligible Training Provider List. The Carpentry program falls in the construction category under the Demand Occupation List the approximate cost of the program is \$1,873 for eleven credit hours and the participant will receive a certificated upon successful completion. The average earning \$17.65 per hour.

*Jim Means (Robyn Heinz) moved to approve the addition of WATC's Carpentry program to the eligible training provider list. Motion adopted.*

**7. 2015 Strategic Planning and WIOA Implementation**

Givens reported that a request for proposal will be issued for 2015-2017 strategic planning and will include Workforce Innovation and Opportunity Act (WIOA) implementation planning. The Committee was provided with a handout from the National Association of Workforce Boards regarding WIOA as well as a chart reflecting the State of Kansas' goals for early implementation.

*The report was received and filed.*

**8. Consent Agenda**

- Staff discussed WIA/WP Performance, gave an update on workforce center operations, including an overview of workforce center traffic.
- Givens reviewed the Workforce Operations report highlighting traffic continued to decrease due to the season and the Butler Workforce Center no longer co-locating with the Butler Community College
- Aletra Chaney discussed outreach to the City of Wichita's Neighborhood Resource Centers and in the next few months staff would begin workshops in Spanish at select locations
- Amanda Duncan reviewed the Business Service reports and highlighted On the Job Training opportunities upcoming.
- Pettera reviewed the financial report, noting the new format and the continue struggle to find Dislocated Workers to enroll. The A133 Audit was in draft format and a Finance Committee meeting would be schedule in the new year to review.

*The Committee received and filed the Consent Agenda.*

**9. Unscheduled Topics: WIA Oversight Committee Members**

Givens reminded the Committee that their next meeting is scheduled for February 11, 2014 at 11:30 a.m. at the Wichita Workforce Center.

Lawing provided a handout for the Jobs FORE Youth Golf Tournament that is scheduled on April 24, 2015 at Hidden Lakes Golf Course in Derby Kansas. The WA is looking for sponsors for this years event; the goal is to reach \$20,000.



## 10. Adjourn

Naylor adjourned the meeting at 1:00 p.m.

### Attendance

#### Committee Members:

Tony Naylor, WEJATC, Co-Chair (YC)  
Robyn Heinz, Vornado Air, Co-Chair  
David Alfaro, Butler Co. Economic Development  
Karen Cline, Flint Hills Job Corps (YC)  
Kerri Falletti, Cowley First  
Michael Magennis, Plumbers & Pipefitters (YC)  
Jim Means, USD 259 (YC)

#### Guests:

Brandi Stevenson, WATC  
Justin Powell, Kansas Department of Commerce  
Rod Blackburn, WB Construction, LWIB Chair

#### Staff:

Amanda Duncan, WA  
Angie Duntz, WA  
Aletra Chaney, WA  
Brian Schintgen, WA  
Chad Pettera, WA  
Denise Houston, WA  
Katie Givens, WA  
Keith Lawing, WA  
Marcy Hall, WA  
Stacy Cotten, WA

*Members noted with (YC) following their name serve as representatives of the WIA mandated Youth Council.*

*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.*