



**Local Workforce Development Board (LWDB)  
Executive Committee Meeting Minutes  
May 9, 2018**

**1. Welcome and Introductions**

Gabe Schlickau welcomed Committee Members, asked for self-introductions and called the meeting to order.

**2. Midwest Urban Strategies**

The Midwest Urban Strategies Consortium (MUSC) represents a coordinated effort on behalf of 11 DOL Region 5 urban workforce boards (WDB) in the Midwest to bolster regional planning through systematic approaches in attracting and retaining businesses and talent. These cities and boards share and apply best practices in workforce development and integrate efforts and resources to fully maximize federal, state and local funds and initiatives to build a competitive regional workforce system aimed at revitalizing the Midwest economy. Participating WDB Cities currently are: Chicago, Cincinnati, Cleveland, Columbus Detroit, Gary, Indianapolis, Milwaukee, Minneapolis, St. Louis and Kansas City. The annual membership fee is \$10,000 and the group convenes two times a year.

Membership in the consortium was approved by the LWDB at its meeting in April of 2017; however, at that time the Workforce Alliance (WA) did not follow through with membership due to a recently imposed membership fee. Schlickau attended a MUSC session at the National Association of Workforce Board (NAWB) Forum and reported that the consortium is very collaborative, has received \$13 million in grant proceeds and offers excellent per-to-peer networking opportunities. As a member, the WA would be included in MUSC grant applications for the region and could apply for the same grant separately as well. Membership is by invitation only and is limited to 13 would allow the WA to be included in grant opportunities that the WA would not qualify for in regards to target demographics. *Jennifer Hughes (John Weber) moved to approve the membership of the Workforce Alliance as a member of the Midwest Urban Strategies Consortium.*

**3. Demand Occupations**

The Demand Occupation List is used to determine if Workforce Innovation and Opportunity Act (WIOA) funds can be used to pay for training for a client and is evaluated at least once a year. For Program Year 2018 (PY 18), staff recommends retaining all the current occupations on the approved training list. Staff also recommends adding Certified Nurse Aide (CNA), Home Health Aide (HHA), Phlebotomy, Robotics, Web Developer, Teacher, Probation Officers/Corrections, Patrol Officers and Social Worker to the list. The occupations proposed all show increasing growth projections through 2026. These recommendations are based on a staff survey, review of labor market information and recommendations from the Program Operations and Performance Committee. CNA and HHA were previously on the list but were removed in 2013 due to funding limitations and the low wages associated with CNA and HHA; however, the wages for both occupations have increased. The CNA and HHA if added will be on the condition that they must be part of a career pathway.

*Jennifer Hughes (John Weber) moved to adopt the Demand Occupations List for Program Year 2018. Motion adopted.*

**4. Workforce Alliance Agreements**

**A. Employer of Record**

The Workforce Alliance released a Request for Proposal (RFP) for Employer of Record services (EOR). The EOR provides the payroll and all associated fringe and liability coverage for participants placed in work experiences. WIOA Youth Program and Senior Community Service Employment Program (SCSEP) are the primary programs that utilize the EOR but other programs

may use the service based on programming. The RFP was released on February 9 and closed on March 9. The contract term is for three years with two annual extensions. Proposals were received from Manpower, The Arnold Group, and Martin Interconnect. A staff taskforce reviewed the proposals and visited each proposer's location for presentations, questions and answers and tours. Staff recommended the approval of both Manpower and The Arnold Group. Having two EOR's expands the WA's opportunity to have contact with more employers in the region and provides flexibility for staff to refer a client's case to the EOR that best fulfills the needs of that client.

*Jennifer Hughes (Pat Jonas) moved to authorize the Workforce Alliance President/CEO to enter into an Employer of Record Service contract with Manpower and The Arnold Group. Motion adopted.*

**B. One-Stop Operator**

A contract was entered into with Eckerd Connects for the July 1, 2017-June 30, 2018 program year, to perform the One-Stop Operator duties. Tisha Cannizzo was hired to serve in that role and began in June 2017. Work activity and accomplishments in contract year 2017-18 were provided to the Committee, which showed a significant amount of activity supporting partner collaboration, one-stop operations and ongoing implementation of WIOA. Staff has closely monitored the performance of Eckerd and Ms. Cannizzo and recommended the agreement with Eckerd be extended for an additional year and performance goals be established as part of the contract extension.

*Jennifer Hughes (John Weber) moved to authorize staff to negotiate goals and enter into a contract extension with Eckerd Connects for Program Year 2018. Motion adopted.*

**5. 2018 Workforce Innovation and Opportunity Act (WIOA) Budget**

FY18 allocations were reported to all of the Local Areas. Pettera presented the budget for FY18 based on those allocations, which were significantly less than expected for Local Area IV. This is the lowest WIOA allocation received by LAIV over the past 15 years. LA I also received a reduction in allocations, while LA III and V are receiving significant increases. Due to the Omnibus Budget Act, there may be an additional allocation at a later date. Staff feels that the FY18 budget is workable with the carry over from FY17 and a reduction in some expenses.

*John Weber (Jennifer Hughes) moved to approve the FY18 budget and recommend the CEOB approve and authorize staff to make final changes once carry over funding is known. Motion adopted.*

**6. Consent Agenda and Committee Reports**

Minutes from the March 14, 2018 meeting, Workforce Center operations update, PY17 budget report, WA LWDB Strategic Plan Outline, WA 403(b) Retirement Plan & Cafeteria Plan Amendment, WIOA Performance Measures update, On-the-Job Training Contracts and a Youth Service Provider Contract were distributed to the Committee for review.

A full report of the WA LWDB Strategic Plan for 2018-2020 has been prepared by Wichita State University and is posted to the WA website. The Committee was encouraged to review it as it includes additional research and data relating to the goals that were adopted by the Board.

The following companies submitted applications to be added to the Eligible Training Provider (ETP) list for On-the-Job Training: Assystems, Aerospace Systems & Components, Opp Concrete, Great Plains Industries and Kaman Corporation.

The WA 403(b) Retirement Plan and Cafeteria Plan - Hinkle Law Firm made some recent changes to these plans to maintain compliance that require Board approval.

Martin Staffing has made a request to provide occupational skills training to the WIOA Youth Program. Staff recommended that their proposal be denied due to its high cost and not offering a credential/certificate.

*Jennifer Hughes (John Weber) moved to approve the consent agenda and committee reports as presented. Motion adopted.*

**7. Other Business**

- A full report of the WA LWDB Strategic Plan for 2018-2020 has been prepared by Wichita State University and is posted to the WA website: <http://workforce-ks.com/wp-content/uploads/2018/05/Workforce-Alliance-Strategic-Plan-2018-2020.pdf>. The Committee was encouraged to review it as it includes additional research and data relating to the goals that were adopted by the Board.
- The WA is a partner with Google on an event at the WSU Metroplex on May 30<sup>th</sup>. The event will target job seekers, employers and community based organizations. More information will be shared as it becomes available.
- An Employer Fair Chance Hiring Forum was held at the Wichita Workforce Center on May 4<sup>th</sup>. Hiring of ex-offenders was the subject of the forum. The keynote speaker was Lisa Small from the Los Angeles Chamber of Commerce's Smart Justice Program. Koch Industries and the Wichita Regional Chamber co-sponsored the event.
- The Youth Employment Project (YEP) is in full swing; a full update on YEP will be presented at a future meeting. The Wichita Business Journal will be running a story on YEP in the 5/11/18 edition.
- The annual Jobs FORE Youth golf tournament to raise funds to support the Youth Employment Project (YEP) was held on April 26 at Hidden Lakes. The tournament was very successful with 30 teams participating and over \$18,000 raised.

**8. Adjourn (1:00)**

Present Committee & Board Members

Gabe Schlickau, Chair  
Jennifer Hughes  
Kathy Jewett via Phone  
Pat Jonas  
Matt Peterson  
John Weber

Staff/Guests

Keith Lawing  
Chad Pettera  
Marla Canfield  
Katie Givens  
Denise Houston  
Shirley Lindhorst  
George Marko  
Tisha Cannizzo, Eckerd Connects