



**Local Workforce Development Board (LWDB)  
Executive Committee Meeting Minutes  
June 13, 2018**

**1. Welcome and Introductions**

Gabe Schlickau welcomed Committee Members, asked for self-introductions and called the meeting to order. He stated that there was an addendum to the agenda, a National Fund for Workforce Solutions (NFWS) update, for discussion and possible action.

**2. Workforce Alliance (WA) Regional Convenings**

A primary function for a LWDB and a key element of the Workforce Alliance (WA) Strategic Plan for 2018-2020 is to perform the role of community convener. Providing a forum for one-stop center partners, education and training providers and employers enables the LWDB to leverage resources and align employment and training services. The WA is developing a number of models and forums to implement this strategy. LWDB members are encouraged to attend and promote these programs to maximize effectiveness and increase participation.

The WA is partnering with the Small Business Administration (SBA) on the first in a series of events that will occur over the next 12 months. The first program is scheduled for June 19 from 8:00 am to 11:30 am at the National Center for Aviation Training, 4004 N. Webb Road. A partnership agreement with the SBA has been reviewed and approved by staff and is presented for approval by the Executive Committee.

Some future events include an IT Employer Meeting on July 9 and a job fair to assist individuals with criminal backgrounds scheduled for June 12 at the Wichita Workforce Center. *Jennifer Hughes (Rod Blackburn) moved to approve the convening strategy and the Small Business Administration Agreement for resource fair participation. Motion adopted.*

**Addendum**

The National Fund for Workforce Solutions (NFWS) will be visiting Wichita on June 19 and 20. The WA recently applied for and received approval from the NFWS for two grants; a third grant is anticipated soon. These grants target advanced manufacturing and the Boeing supply chain: *Support for Regional Funder Collaboratives to Assist Employers (Boeing Foundation OJT Grant) with an award of \$125,000 for a 24 month period for which a \$250,000 local match from 7/1/18 - 6/30/20 is needed; and a Good Companies at Work Round II (Hitachi Foundation Grant) with an award of \$50,000 for 18 month period from 7/1/18-6/30-19 for which a local match of \$100,000 from 7/1/18-6/30-19 is needed. An upcoming NFWS grant opportunity is the Weinberg Foundation Grant with an award of \$100,000-\$150,000 for a 24 month period for which a local match of \$200,000-\$250,000 from 10/1/18 -9/30/20 is needed. In order to implement these grants, matching funds must be identified and the WA would like to expand its PACES local funders to take advantage of these grant opportunities. The WA is requesting assistance from the Executive Committee to identify and recruit possible local funders. LWDB assistance is needed to draft an initial list of invitees and make a formal request to the cities, counties, Community Foundation, Greater Wichita Partnership and private sector organizations. Committee Member Jennifer Hughes suggested offering matching options in order to make it easier for organizations to choose how they can contribute. Keith Lawing will contact the GWP to request being placed on the agenda for their executive board meeting.*

*Report was received and filed.*

### **3. Harvey County Cooperation Agreement**

The labor shed in the Wichita area extends beyond the six county region defined for Workforce Innovation and Opportunity Act (WIOA) allocations. Recently, for the purpose of grants and economic development strategies, the labor shed is identified as a 10 county area that includes four counties in Local Area I (LA I): Harvey, Reno, McPherson and Marion. Over the years, collaboration has been established between the LWDBs and with employers and economic development agencies in this region. The Harvey County Commission, City of Newton and Harvey County Economic Development Council requested that a partnership agreement be drafted between LA I and IV LWDBs detailing how employment and training services/resources are provided to job seekers and businesses in Harvey County. There are also a few employment and training programs targeting specific demographic populations (Seniors, Veterans, Individuals with Disabilities) that are delivered in Harvey County by staff from the Workforce Centers in LA IV. The draft agreement helps clarify the level of collaboration to provide access to and the delivery of these services in Harvey County from the Workforce Centers in LA IV.

*Tony Naylor (Jennifer Hughes) moved to approve the Harvey County Cooperation Agreement between Local Areas I and IV. Motion adopted.*

### **4. Youth Employment Project (YEP)**

The Youth Employment Project (YEP) is an opportunity to assist young adults find a first job or work experience. YEP services 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 WA, the City of Wichita, the Greater Wichita YMCA and school districts throughout the service area. Currently, in the four counties participating in the program, 727 have attended workshops, 401 have earned Essential Skills Certificates, 423 are employed with 83 employers participating, three job fairs with 230 attendees have been held and 20 outreach sessions have been provided to high schools and community groups.

*Report was received and filed*

### **5. Consent Agenda and Committee Reports**

Minutes from the May 9, 2018 meeting, Workforce Center operations update, PY17 budget report, Chief Elected Officials Board Meeting and LWDB member appointments, WIOA Performance Measures update, On-the-Job Training Contracts and Youth Service Provider Contract extensions were distributed to the Committee for review.

Integrated Solutions submitted an application to be added to the Eligible Training Provider (ETP) list for On-the-Job Training.

The following contractors requested an extension to continue youth elements and services associated with the operation of the WIOA Youth Program: Allied Health Career Training, Butler Community College, Cerebral Palsy Research Foundation, Episcopal Social Services, Goodwill, Hutchinson Community College, KANSEL, Margaret Harris, Pratt Community College, Pyxis, WSU Tech (Formally Wichita Area Technical College), Wichita Electrical Joint Area Training Center, Wichita State University and Wichita Technical Institute. Chad Pettera noted that Sylvan Learning Center has been removed from this list due to a name change. Board members Tony Naylor with the Wichita Electrical Joint Area Training Center and Pat Jonas with Cerebral Palsy Research Foundation abstained from the vote as their organizations are included on the list of requested extensions.

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*Jennifer Hughes (Mayor Jeff Longwell) moved to approve the consent agenda and committee reports as presented. Motion adopted.*

**6. Other Business**

- Katie Givens, Vice President of Community Relations, has resigned her position and her last day with the Workforce Alliance will be June 29. A farewell reception will be held in her honor at Larkspur Bistro on Wednesday, June 27 from 4:30 to 6:00 pm. LWDB members and community partners are invited to attend.
- LWDB member Kathy Jewett has been appointed to the Board of Directors of the National Association of Workforce Boards (NAWB).
- The Midwest Urban Strategies Consortium has approved the Workforce Alliance membership request. The next convening is scheduled to take place in September.
- The Federal Reserve Bank of Kansas City organized a site visit to see the Workforce Alliance partnership on Adult Education with NexStep Alliance for officials from Oklahoma and Arkansas on June 15.
- The Wichita Workforce Center will host another 5<sup>th</sup> Friday breakfast for staff and workforce center partners to spotlight partner services and workforce issues. Mayor Longwell will be the guest speaker and demand occupations will be discussed.

**7. Adjourn (12:45)**

*Present Committee & Board Members*

Gabe Schlickau, Chair  
Jennifer Hughes  
Rod Blackburn  
Pat Jonas  
Mayor Jeff Longwell  
Tony Naylor  
Matt Peterson  
John Weber

*Staff/Guests*

Keith Lawing  
Amanda Duncan  
Chad Pettera  
Marla Canfield  
Tisha Cannizzo  
Katie Givens  
Denise Houston  
Shirley Lindhorst  
George Marko  
John Waltner