



**Local Workforce Development Board (LWDB)  
Executive Committee Call Meeting Minutes  
August 8, 2018 – 11:30 AM**

**1. Welcome and Introductions**

Jennifer Hughes welcomed Committee Members, confirmed attendance and called the meeting to order.

**2. Approval of Meeting Minutes**

Meeting minutes from the June 13, 2018 meeting and July 11, 2018 meeting conference call were presented to the Committee for approval.

*Kathy Jewett (Rod Blackburn) moved to approve the minutes as presented. Motion adopted.*

**3. Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU)**

The current WIOA MOU was established in 2015. Over the past year, infrastructure cost sharing has been a major focus of the One Stop Advisory Council (OSAC) and the council recommended reviewing and updating the MOU to ensure full compliance with WIOA. The current MOU provides standards and instruction for partner responsibilities under WIOA Section 121(b), which includes: availability of Career Services, employer services, referral methods between One-Stop partners, partner responsibilities, methods to address job seekers with barriers, infrastructure and other cost sharing, continuous improvement and duration of the MOU. The OSAC reviewed the MOU during June and July and were provided an opportunity to submit questions or revisions. No responses were received and the OSAC reviewed the MOU again on August 2, 2018 and made recommended changes.

*Mark Conway (Kathy Jewett) moved to approve the MOU and authorize the board chair to execute the new MOU. Motion adopted.*

**4. Workforce Alliance Contracts and Agreements**

On-the-Job Training (OJT) Contract for the Eligible Training Provider (ETP) List - Wichita Furniture (formerly Furniture on Consignment) submitted an application to be added to the OJT ETP List for delivery prep and delivery drivers. They currently employ 145 full-time employees with a projected growth of 5-10 positions over the next two years. Some of the training may be able to use remaining Workforce Innovation Fund (WIF) dollars. The recommended action was to approve the addition of Wichita Furniture, Inc. to the OJT ETP list.

WIOA Youth Program Service Provide Contract - The WIOA Youth Program must procure the required youth elements and services associated with the operation of the program. Margaret Harris is a current WIOA Youth Tutoring and Study Skills Training and Instruction provider and is requesting an increase in her current rate of \$25 per hour to \$30 per hour. Ms. Harris has been a provider under WIOA since December 2015. The recommended action was for the Committee was to authorize the President and CEO to enter into a contract amendment with Ms. Harris at the modified rate.

*Kathy Jewett (Rod Blackburn) moved to approve the agreements as presented. Motion adopted.*

## 5. Workforce Alliance Policy Changes

Due to the departure of Katie Givens, staff requested that Aletra Chaney-Profit, Director of Strategic Communications, be designated the Equal Opportunity and Affirmative Action Officer and the Grievance and Complaint Officer for the Workforce Alliance.

Staff also requested changes to the Code of Business Conduct and Ethics' personal appearance standards so as to align them with the Workforce Centers Handbook:

- Allowance for visible tattoos under the Business Casual guidelines with the exception of tattoos that display words or images of violence, hate, gore, blood, obscene language, or that may violate a staff member or customer's equal opportunity protections under the law. Tattoos are still not allowed under Business Professional guidelines
- Body piercing of the nose (small stud) and ears are permitted.

*Kathy Jewett (Mark Conway) moved to approve the policy changes as presented. Motion adopted.*

## 6. Other Business

- Keith Lawing is on a Digital Skills Workforce Training panel at the Federal Reserve Bank of Kansas City event, *Bridging the Digital Divide: An Economic Imperative for the 21<sup>st</sup> Century*. The scheduling of this event is timely since the Workforce Alliance is currently involved in efforts to create a Tech Council to address issues regarding information technology training, jobs and skills sets in the Wichita region.
- LWDB member Kathy Jewett is now on the Board of Directors of the National Association of Workforce Boards (NAWB) and attended her first meeting in San Francisco on July 19<sup>th</sup> and 20<sup>th</sup>. She has been appointed to the finance committee. There are six new members to board this year. The next meeting will be in Washington DC on October 12<sup>th</sup> and 13<sup>th</sup>.

## 7. Adjourn (12:49)

### LWDB Executive Committee Members on the Call

Jennifer Hughes, Vice Chair

Rod Blackburn

Mark Conway

Kathy Jewett

Pat Jonas

### Staff/Guests

Keith Lawing

Tisha Cannizzo

Amanda Duncan

Denise Houston

Shirley Lindhorst

George Marko

Chad Pettera