

## **LWDB Executive Committee Meeting Minutes**

January 11, 2017

#### 1. Welcome and Introductions

Kathy Jewett welcomed attendees, asked for self-introductions and called the meeting to order. (11:32)

# 2. Approval of Meeting Minutes

Jewett asked if the Committee had a chance to review the minutes, and if there were any comments or changes.

Gabe Schlickau (Rod Blackburn) moved to approve the November 9, 2016 meeting minutes as presented. Motion Adopted.

### 3. WIOA Implementation: Adult Education Proposal

Keith Lawing reviewed with Committee members the new Adult Education procurement process and its effect on Local Area IV. The responsibility of the Committee will be to select two representatives to review the Adult Education applications, and provide feedback to the Kansas Board of Regents (KBOR) regarding which application(s) would best align with Local Area IV. KBOR has informed Workforce Alliance (WA) staff that five Adult Education applications have been received for Local Area IV. WA staff nominated Aletra Chaney for the staff representative and Rod Blackburn for the Committee representative.

Lawing also announced that two Request for Proposals (RFP) have been received by WA staff for the One Stop Operator. Friday, January 20, 2017, a task force comprised of Kathy Jewett (LWDB Chair), Rod Blackburn (OSAC Chair), Gabe Schlickau (Finance Chair), Justin Powell (Department of Commerce), and Commissioner Wayne Wilt (Chief Elected Officers Board) will meet to review the RFP's. The task force will have one week to review RFP's, and a recommendation will be presented at the Local Workforce Development Board meeting on January 25, 2017.

Mark Conway (Patrick Jonas) moved to approve Aletra Chaney and Rod Blackburn as the representatives to review the Adult Education Provider applications. Motion Adopted.

### 4. Policy Revisions and Additions

Denise Houston reviewed the new Adult Education Provider Application Review Policy as well as the revisions made to the Adult, Dislocated Worker, and Youth Supportive Services Policies. The revision made in the Adult, Dislocated Worker, and Youth Supportive Service Policies was to create the requirement that customers have to travel at least 10 miles in a day in order to be approved for fuel assistance.

Mayor Jeff Longwell (Schlickau) moved to approve the policy changes as presented. Motion Adopted.

## 5. Youth Employment Project (YEP) 2017 Update

Lawing provided the Committee with a YEP Employer Resource Guide for review. The goal for YEP 2017 is to place 500 young adults in first jobs or work experiences as well as 200 young adults obtaining the Essential Skills Certificate upon completion of a series of comprehensive workshops. Lawing asked the Committee to review the YEP Employer Resource Guide and to provide any feedback that could improve the guide.

Employer outreach has started and a list of new employers to contact for YEP was handed out to the Committee. WA staff are looking for additional ideas for potential employers, and requested help from the Committee.

RSM Marketing has donated in-kind services to forward the advertisement of YEP. Three videos will soon be developed that will include past YEP participants, YEP employers, and Community Members who support the YEP project. WA will use these videos to advertise the benefits that YEP offers for employers and young adults. RSM Marketing has also worked with WA staff to create branding and a logo for YEP. They have expressed interest in hiring a YEP participant for a work experience.

The Wichita Business Journal will initiate a series of reports in the journal at the end of every month providing a progress report for YEP to further the outreach and potentially gain more participation and interest. The Wichita Business Journal also plans on hiring a YEP participant for a work experience.

Report was received and filed.

#### 6. Consent Agenda and Committee Reports

Due to the lack of performance numbers caused by the new performance measures, no performance information was given to the Committee. Lawing did inform the Committee that the performance report is in the process of being re-created to offer more information and detail as to the performance of Local Area IV.

Budget information was distributed and received by the Committee. Currently the budget is as expected at this point in the Program Year. Changes in the budget are expected due to the Workforce Alliance obtaining new grants.

The Workforce Centers served over 3,000 customers during the month of December. The Workforce Centers are continuing to increase their social media and community outreach. The WA was recently awarded 500 Microsoft Certification Licenses that can be given to customers as well as staff. Practice and testing has started, and more information and progress reports will follow.

Upcoming Job Fairs include the fourth annual Construction Job Fair, that will be held at the Workforce Center on March 4, 2017, and the State Wide Job Fair will be held at the Workforce Centers in Wichita, Butler, and Sumner on March 9, 2017. Additionally, last year the Wichita Independent Business Association (WIBA) partnered with the Workforce Centers to hold a series of Job Fairs. WIBA plans on partnering with the Workforce Centers again this year to host more job fairs. More information on dates and times will follow.

### **7. Adjourn**: Kathy Jewett (12:31)



Committee & LWDB Members	Staff
Kathy Jewett, XLT Ovens, Chair	Keith Lawing, WA
Rod Blackburn, Bright's Liquor, Immediate Past Chair	Katie Givens, WA
Mark Conway, Remediation Contractors	Amanda Duncan, WA
Gabe Schlickau, Meritrust Credit Union	Denise Houston, WA
Patrick Jonas, CPRF	Chad Pettera, WA
Mayor Jeff Longwell, City of Wichita	Angie Duntz, WA
	Rachel Campbell, WA
Guests	George Marko, WA
Kristin Roth, Registered Apprenticeship	Stacy Cotten, WA
Aaron Plume, Registered Apprenticeship	