



## LWDB Executive Committee Meeting Minutes

March 8, 2017

### 1. Welcome and Introductions

Kathy Jewett welcomed Chief Elected Officials Board Members, asked for self-introductions and called the meeting to order.

### 2. WIOA Implementation: One Stop Operator Proposal

WIOA regulations have been published, and they require the One Stop Operations to be competitively procured and a One Stop Operator be in place by July 1, 2017. The Workforce Alliance (WA) released a Request for Proposal (RFP) in December 2016. Two proposals were received, and a RFP Review taskforce was appointed to review the bids. The RFP Review taskforce heard presentations from both bidders, and chose Eckerd Youth Alternatives as their preferred choice. Eckerd Youth Alternatives is a non-profit organization and has extensive experience working with youth that will be valuable to WA. The preferred bidder had a wider scope and larger budget than the WA can support. Staff negotiated a more defined scope and budget with Eckerd Youth Alternatives. After negotiations, Eckerd Youth Alternatives submitted a revised budget and staff presented the budget to the RFP Review taskforce. The RFP Review taskforce recommended staff to enter into contract negotiations, and bring a contract back to the Board for review. Keith Lawing stated the Committee participated and supported the recommendation. The RFP Review taskforce recommended a one year contract with 3 possible annual extensions. Eckerd Youth Alternatives will be held accountable by the Board, and will begin work with the Workforce Centers July 1, 2017.

*Tony Naylor (Jennifer Hughes) moved to authorize the CEO to sign a contract with Eckerd Youth Alternatives as the One Stop Operator pending final legal review. Motion Adopted.*

### 3. Youth Program Contracts

The WIOA Youth program must procure the required Youth elements and services associated with the operation of the program. Cowley Community Adult Education is proposing to provide WIOA Youth with GED and tutoring services. While the WA currently has contracts with providers for GED services, this contract would allow the WA to extend GED services into Cowley County for WIOA youth.

*Hughes (Naylor) moved to authorize CEO to enter into a contract with Cowley College Adult Education for WIOA Youth Program Services.*

### 4. Workforce Centers Hours of Operations

The Wichita Workforce Centers (WWC) has for the past two years conducted extending hours into the evening during the summer and fall time periods. This extension of hours was done to give underemployed individuals more opportunity to access services. After analyzing traffic, feedback from the community, and discussions with partners, staff are proposing to modify the hours of operation to provide better access to the public. The proposal is to implement hours of 7 a.m. to 6 p.m. Monday through Thursday and 8 a.m. to 12 p.m. on Friday. The partners are being asked to commit to at least 12 months of this operating model to allow time for adequate evaluation of the new hours. Once approved by the Board, extensive outreach will be conducted to notify the community of the change of hours. WA staff will provide updates on traffic to the Committee throughout the year.

*Hughes (Naylor) moved to approve the new Workforce Centers Hours of Operations. Motion Adopted.*

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

Lawing provided the Committee with handouts that included community partners, employer information and an employer resource guide. 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. YEP is a partnership with the Workforce Alliance and community organizations to further the advancement and success of young adults in Local Area IV.

RSM Marketing has donated in-kind services to forward the advertisement of YEP. One of three videos was shown to Committee members that included 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.

The Wichita Business Journal has initiated 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.

*Report was received and filed.*

## **6. Kansas Advanced Manufacturing Program (KAMP) Update**

The Kansas Advanced Manufacturing Program (KAMP), funded from the America's Promise Grant, is a tuition free skills training and work-based learning opportunities, which can include on-the-job training to prepare participants for careers in the aviation and advanced manufacturing industries. All training will be employer driven and tied to employment opportunities. KAMP is designed to move low-wage and underemployed workers into high-paying manufacturing careers. To date, the WA has hired Mary Anne Szczepanski for the position of Sector Specialist and will be managing the KAMP grant. Case management positions for KAMP are now open, and the WA is currently accepting applications. The WA plans to begin enrolling customers for skills training and work-based learning beginning July 1, 2017.

*Report was received and filed.*

## **7. Consent Agenda**

Staff reviewed the proposed changes to the Adult, Dislocated Worker, and Youth Supporting Service Policies. The WA also reviewed a Senior Community Service Employment Program (SCSEP) rotation policy that will require a participant's Host Agency to be reviewed each year during the recertification process to ensure the participant is still gaining skills required for job readiness. If the Host Agency can no longer provide the participant with job readiness skills, the participant will be moved to a new Host Agency that can provide those required skills.

Currently, over 20 youth are active in Work Experiences across Local Area IV. Staff have been focusing outreach to employers, and will continue doing so throughout the summer.

The Construction Job Fair was held on March 4, and over 250 individuals attended with 25 companies participating. The Statewide Job Fair on March 9, will be held in 11 locations throughout the state including Butler, Sumner, and Wichita Workforce Centers.

*Hughes (Rod Blackburn) moved to approve the consent agenda as presented. Motion Adopted.*

## **8. Adjourn (12:46)**



Present Executive & LWDB

Committee Members

Kathy Jewett, Chair  
Rod Blackburn  
Jennifer Hughes  
Tony Naylor  
Justin Powell

Present Chief Elected Officials

Board Members

Commissioner Unruh  
Commissioner Howell

Guests

Aaron Plume  
Pete Meitzner  
Michael Magennis

Staff

Keith Lawing  
Katie Givens  
Denise Houston  
Chad Pettera  
Angie Duntz  
Rachel Campbell  
Marla Canfield  
Stacy Cotten

FINAL