

**WORKFORCE CENTERS**  
of South Central Kansas  
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**Local Workforce Development Board (LWDB)**  
**Executive Committee Meeting Minutes**  
January 15, 2020 – 11:30 AM

**1. Welcome and Introductions**

Chair Jennifer Hughes welcomed Committee members, asked for introductions and called the meeting to order.

**2. Workforce Alliance Strategic Planning Request For Proposals**

The Workforce Alliance (WA) Local Workforce Development Board (LWDB) adopts a strategic plan every two years and will engage in the strategic planning process in 2020. The strategic plan is used to guide the operations of the organization. As per past practice, the Board will conduct a series of strategic planning sessions in 2020 that will focus on key topics to review progress and outcomes related to the goals, and update the strategic plan for the next two years. The goal is to adopt the new plan at the LWDB meeting on July 22, 2020. A Request For Proposal (RFP) for facilitation services was released and four responses received: Allen Gibbs and Houlik, The Odenthal Group, Wichita State University Community Engagement Institute and Wichita State University Public Policy and Management Center. The Executive Committee appointed a task force to review the proposals. The task force members are Jennifer Hughes, Kathy Jewett and Rod Blackburn and they have reviewed the proposals. The task force discussed the proposals with the Committee and agree that all four proposals are close and bring different strengths to the table. Based on the discussion, the Committee decided to allow the task force the opportunity to interview the bidders and recommended that the CEO be authorized to enter into an agreement based on the final recommendation of the task force.

*Gabe Schlickau (Melissa Musgrave) moved to authorize the CEO to enter into an agreement with the preferred vendor for strategic planning services based on the final recommendation of the task force. Motion Adopted.*

**3. Task Force Updates on Youth Employment and Request For Information on Service Delivery in Sumner and Cowley County**

The Executive Committee appointed two task forces to review and analyze operations in key areas. These task forces will be providing updates and or making recommendations to the WA LWDB Board at its January 22nd meeting. The task forces are on Youth Employment, and Workforce Center Services in Cowley and Sumner County.

Both task forces have met and made progress, but are not yet ready to make recommendations. The Youth Employment Task Force will meet again on January 17<sup>th</sup>. That task force is looking at a plan to do more coordinated outreach and awareness and also at a plan to leverage resources with the City of Wichita's Way to Work and Workforce Alliance's Helping Youth Prepare for Employment (HYPE) on serving 14-15 year olds. A key element on what can be accomplished will depend on resources and getting commitments from funders. To date, the State of Kansas has pledged \$15,000 and Bank of America pledged \$50,000 for 2020. Funding will also be sought from The City of Wichita, Sedgwick County and other communities and organizations.

The Workforce Center Services in Cowley and Sumner County task force are recommending a series of informational meetings in those communities hosted by the WA to help explain the services of the workforce centers as there is a gap in understanding of WA services. A similar model was used in Butler County in the late 90s after adoption of the Workforce Investment Act

and it resulted in securing strong community partnerships. The goal is to have a plan in place by July 1, 2020.

*Report was received and filed*

4. **Report on Recent and Ongoing Layoffs in South Central Kansas**

The pause in the production of the 737 Max by Boeing has resulted in approximately 2,800 layoffs at Spirit AeroSystems, which will occur over the coming weeks. It is anticipated over 70 companies in the supply chain may be affected in south central Kansas. The Governor has appointed Kansas Secretary of Labor Delia Garcia to lead the state's response/efforts. The Workforce Center is providing Rapid Response services and coordinating job fairs and other events and services to assist. The United Way is coordinating a community assistance center to address issues outside of workforce services. Services will be coordinated from the Workforce Center for now; a separate location may be needed later. A press conference is scheduled for Wednesday, January 15<sup>th</sup> at the Workforce Center and community leaders will discuss the coordinated effort called the Air Capital Connection that will assist the workers affected by the layoffs.

*Report was received and filed.*

5. **Workforce Investment & Opportunity Act (WIOA) State Plan Comments**

The Workforce Innovation and Opportunity Act (WIOA) requires each state have a State Plan, which is required to be updated every four years. The State of Kansas' current State Plan will expire on June 30, 2020. The State released a draft of the revised WIOA State Plan for review and public comment: <https://ksworksstateboard.org/state-plans/>. The comment period ends on January 17, 2020. Staff provided recommendations for public comment to the Committee, which were included in the meeting materials. The State Workforce Board will review public comments, finalize, and approve the plan to be submitted to federal government for implementation on July 1, 2020. The proposed comments address Vocational Rehabilitation Memorandum of Understandings (MOU's), Trade Adjustment Assistance (TAA) customer file management system and co-enrollment requirements, the addition of performance measure that focus on amount per customer spent, and amount spent on training, funding and responsibility for consistent branding and communication across Kansas Local Areas, and the incorrect reference that Local Areas participated in defining the two regional planning areas for Kansas. Local Areas I, IV and V make up one region and Local Areas II and III the second.

*Kathy Jewett (Rod Blackburn) moved to approve submitting draft comments on the proposed State Plan.*

6. **Proposed Policy Revisions**

Staff is requesting the policy revisions for continuous improvement, changes to program design, and budget reductions. The proposed revisions affect the following programs:

- Adult, Dislocated Worker, and Youth Supportive Services Policies - Limits fuel assistance and bus passes for the Senior Community Service Employment Program (SCSEP), limits fuel assistance, bus passes, and childcare to one semester or the first 60 days of a work experience for all other programs and removes requirement that those requesting car repairs cannot live on a bus route.
- Apprenticeship Training Policy - removes language allowing for a one-time reimbursement of \$1,000 for each new apprenticeship program registered and approved by the State of

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Kansas, removes language allowing for a one-time reimbursement of \$200 for each new apprentice enrolled in one of the new programs

- Youth Training Policy - reduces scholarship limits to encourage shorter term trainings and quicker employment

Procedures associated with these policies can be changed depending on funding. Policy changes will be implemented January 20, 2020 and existing customer have been informed. Case managers have been trained and changes will be posted to the website. Exceptions to these policies can be made on a case by case basis.

*Rod Blackburn (Melissa Musgrave) moved to approve the policy revisions as presented.*

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

Minutes from the December 11, 2019 meeting, Workforce Center operations update for December, PY19 budget report and one-stop operator report were presented to the Committee for review and/or approval. The One-Stop Operator reviews customer evaluations and results are consistently positive.

*Gabe Schlickau (Rod Blackburn) moved to approve the Consent Agenda as presented. Motion adopted.*

### 8. **Other Business**

The next 5<sup>th</sup> Friday breakfast will be at the Workforce Center on Friday, January 31<sup>st</sup> and will include a panel discussing short-term credential-based training. LWDB members and partner organizations are invited to attend.

### 9. **Adjournment**

The meeting was adjourned at 12:58 PM.

#### LWDB Executive Committee Members

Jennifer Hughes, Chair

Rod Blackburn

Kathy Jewett

Pat Jonas

Melissa Musgrave, Vice Chair

Tony Naylor

Gabe Schlickau

#### Staff/Guests

Keith Lawing

Tisha Cannizzo

Denise Houston

Shirley Lindhorst

Chad Pettera

Laura Rainwater

Erica Ramos. LWDB