

WORKFORCE CENTERS

of South Central Kansas

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Local Workforce Development Board (LWDB)

Executive Committee Meeting Minutes

November 18, 2020 – 11:30 AM

1. **Welcome and Introductions**

The LWDB Executive Committee assembled via ZOOM. Chair Gabe Schlickau welcomed Committee members and called the meeting to order.

2. **Workforce Center Service Delivery in Sumner and Cowley County**

Last year, the LWDB Executive Committee appointed a task force to review and analyze workforce center services in Cowley and Sumner County and a Request for Information (RFI) was released to determine options for service delivery models and partnerships for employment and training services. The Kansas Department of Commerce determined that the Workforce Alliance (WA) must do a formal procurement and a Request For Proposals (RFP) was released; one response was received from Cowley College. A request for sole source procurement approval was submitted to the Kansas Department of Commerce and was approved. Staff recommend contracting with Cowley College to provide services in Cowley and Sumner County. The contract provides for Cowley College to open and staff a one-stop center in Arkansas City to provide workforce center services to customers and make referrals to Workforce Centers staff. The contract will be for 18 months and will have options to extend for three annual periods. Cowley College will provide regular reports to the WA so that staff can monitor progress and outcomes.

Rod Blackburn (Jeff Longwell) moved to authorize the President and CEO to enter into a contract with Cowley Community College. Motion adopted.

3. **Workforce Innovation and Opportunity Act (WIOA) Youth Contracts**

The Workforce Alliance (WA) released a Request for Proposals (RFP) for WIOA Youth Elements on August 31, 2020 and Occupational Skills Training on October 2, 2020. Two proposals were submitted for the WIOA youth elements, Sunflower Counseling Services and Cerebral Palsy Research Foundation (CPRF) and three for youth occupational skills training. An RFP Taskforce was assigned by the Chairman to review the proposals. Taskforce members are LWDB members Alex Munoz, Robin Heinz and Jennifer Anderson. The Taskforce recommended entering into a contract with Sunflower Counseling and requested staff negotiate with CPRF to reduce the budget and to ensure services were available to all youth demographics. Staff is continuing conversations with CPRF for additional youth services and will meet with the Taskforce again to review options. WA will be opening a rolling RFP to solicit new bids in December to ensure all elements are available to program participants. Staff will bring those proposals back to the Board or taskforce as those proposals are completed. In the meantime, to ensure services are still available to youth, WA is requested to extend the following current youth contracts: Pyxis (Leadership Development, Adult Mentoring and Work Experience, WTI (Occupational Skills Training) and KANSEL, Goodwill/Nexstep and Cowley Community College (Alternative Secondary School).

The RFP for WIOA Youth Occupational Training was also released and proposals were received from Butler Community College (BCC), WSUTech, and CPRF. Staff recommended approval of all the training programs. The training program list was provided to the Committee.

Kathy Jewett (Michele Gifford) moved to authorize the President and CEO to enter into a contract for WIOA Youth services with Sunflower Counseling, CPRF (Occupational Skills Training only), Butler Community College and WSUTech; and authorized extensions for existing contracts with Pyxis, Goodwill/NexStep Alliance, KANSEL, WTI, and Cowley Community College. Pat Jonas, CPRF abstained from the vote. Motion adopted.

4. Modification of Workforce Alliance (WA) Cafeteria Plan due to COVID-19

The IRS has allowed modifications to Employee Benefit Plans due to COVID-19 and staff engaged Hinkle Law Firm to make changes to the WA Cafeteria Plan. The WA has modified its Cafeteria Plan to allow modifications to individual flexible spending accounts for the dependent care benefit during the year. Previously staff could not make a change to their plan unless there was a qualifying event, and a pandemic was not an eligible event available in the past. WA has allowed staff to make changes in their plans due to the fact schools and daycares were closed because of the COVID pandemic and they could not use the plan as expected in 2020.

Report was received and filed.

5. Other Discussion/Announcements

- A. The Executive Committee meeting in December will focus on implementation of the 2020-2022 WA strategic plan and board and committee membership and structure.
- B. The WA has submitted applications for a federal H1-B grant. It is a very competitive grant and the WA is part of group application for with the Kansas Department of Commerce, a group application with the Midwest Urban Strategies and the lead applicant on an application with WSU and WSU Tech.

6. Adjournment

The meeting was adjourned at 12:05 PM.

LWDB Executive Committee Members

Rod Blackburn
Michele Gifford
Kathy Jewett
Jeff Longwell
Pat Jonas
Tony Naylor
Gabe Schlickau, Chair

Staff/Guests

Keith Lawing
Amanda Duncan
Denise Houston
Shirley Lindhorst
George Marko
Chad Pettera
Laura Rainwater
Ashley Scheideman, LWDB