

WORKFORCE CENTERS
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Local Workforce Development Board (LWDB)
Executive Committee Meeting Minutes
March 11, 2020 – 11:30 AM

1. Welcome and Introductions

Chair Jennifer Hughes welcomed Committee members, asked for introductions and called the meeting to order. Commissioner Jim Howell was introduced as the new Chief Elected Officials' Board (CEOB) member of the Committee; he was appointed by the CEOB at its meeting on February 27, 2020 to replace former Wichita Mayor Jeff Longwell.

2. Youth Employment Task Force

The Youth Employment Task Force has been examining the operations of the Helping Youth Prepare for Employment (HYPE) project, and working on recommendations to the Workforce Alliance Board (WA) and its partners to increase community impact for the future. The Task Force is focused on doing more coordinated outreach and awareness and planning to leverage resources with the City of Wichita and Workforce Alliance on serving 14-15 year olds seeking employment. A HYPE Kick-off meeting will be hosted by the WA in partnership with the Wichita Regional Chamber. A large number of area business and community leaders will be invited with the goal of increasing the number of employers to provide jobs for youth. The event is scheduled for April 8th, 8:00 to 9:30 am at the USD 259 offices. Junetta Everett from the Chamber and Jennifer Hughes will co-host the event. A panel discussion that includes Ms. Everett, Dr. Alicia Thompson, USD 259 and other business leaders is planned. Jaylon Humphrey, a student at Mayberry Middle School, has been hired to produce a series of short videos interviewing past HYPE participants, which will be presented at this meeting. The draft plan of the Task Force was presented to Committee members for review. Program accomplishments greatly 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. Jennifer Hughes is reaching out to the City of Wichita and Sedgwick County to request additional funding. The program has only been able to plan from year to year, not knowing what funding is available to work with and one goal is secure funding to overcome that issue.

Report was received and filed

3. Report on Air Capital Commitment

The pause in the production of the 737 Max by Boeing has resulted in layoffs at Spirit AeroSystems as well as other companies in its supply chain. The Air Capital Commitment, an Aerospace Task Force, is a group of community organizations and elected leaders along with many partners to address the needs of those affected by these layoffs. The WA is a member of this group and one of the major goals is to help prevent these workers from relocating to another state for employment. To date, there has been 5,200 layoffs, including approximately 4,500 layoffs from 18 companies related to the Boeing 737 production issues. Due to the tight labor market, there are opportunities for laid-off workers to find employment. The WA has held Rapid Response meetings, hosted weekly job fairs and provided training assistance with dislocated worker funds. Laid-off workers are now eligible to receive federal Trade Adjustment Assistance (TAA), which provides more benefits than those offered by the Dislocated Worker program. The WA has also applied for a \$1.8 million Dislocated Worker Emergency Grant. The legislature is looking into a targeted extension of unemployment benefits for those affected by this particular event. Melissa Musgrave asked if there was going to be follow-up with the community to share outcomes from the Air Capital

Commitment. Data is being collected to show how productive these efforts have been in terms of job placements, enrollments in skills training programs and support for supply chain companies. Committee members expressed appreciation at what the Air Capital Commitment has achieved as well as how WA staff has supported these efforts.

Report was received and filed.

4. Wichita Workforce Center Lease

The Workforce Alliance (WA) has a five-year lease with H&C Investments, LLC for the Wichita Workforce Center location at 2021 N. Amidon. Rent is \$14.35 per square foot per year/\$18,040.34 per month for the original space and a rate of \$15.35 per square foot or \$12,054.86 per month for the 9,424 square feet of expansion space; total rent is \$30,095.21 per month with an expiration date of June 30, 2020. A lease amendment agreed to at the expansion set a renewal option of \$15.85 a square foot for the original space and \$16.85 a square foot for the expansion space for a total of \$33,158.96 or an increase of 10% for two years. In recent discussion with the landlord, a draft lease amendment was presented to the WA. The amendment matches the rent increase of \$3,063.75 a month that was in the original lease but locks the period of the price increase to five years, not two as in the original lease. The amendment has an increase at year five and seven if accepted by all parties. Guidance was requested from the Committee on how they preferred to proceed. Staff were directed to determine options related to length of the lease and rate increases. Staff added it would be requesting a cleaning, paint refreshing and some ADA work as part of a lease extension.

5. Third Party Monitoring Agreement

The LWDB operates the Workforce Innovation and Opportunity Act's (WIOA) Adult and Dislocated Worker Programs. WIOA requires additional firewalls and oversight be implemented if the LWDB operates these programs. The CEOB and LWDB have established that the best firewall and oversight is to implement additional program monitoring through an independent vendor. The monitor will certify the internal monitoring that the WA performs and the A-133 auditors will review their work. A Request for Proposals for Monitoring Services was released November 2019 and closed in December 2019. Two proposals were received that were very similar in the scope of services provided, but varied in cost. The Chief Elected Officials Board (CEOB) reviewed the proposals at its meeting on February 27, 2020 and authorized the LWDB to enter into an agreement with Regier Carr and Monroe, LLP, the least expensive option. The contract is for four years with additional terms available if all parties agree.

Tony Naylor (Kathy Jewett) moved to approve the agreement with Regier Carr and Monroe, LLP to provide monitoring and oversight of WIOA programs. Motion adopted.

6. Workforce Alliance Strategic Planning for 2020-2022

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. 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. The WA has entered into a contract with the Odenthal Group to facilitate the strategic planning sessions and produce the strategic plan. Stan Odenthal introduced himself to Committee members and began discussions to develop the process of planning the proposed three strategic planning sessions. As not all LWDB members will be able to attend all sessions, the Odenthal Group will be providing summaries for each of the sessions to share with members after each session. He reviewed the 2018-2020 strategic

goals with Committee members and requested feedback on how well those goals were met and asked each member to provide him with one thing that they hope to see in the new strategic plan. He also asked what they wanted the final product to look like. Some suggestions were to include some concrete goals with numbers, different format than past plans with some deliverables for each goal. Odenthal has met with some individual Committee members and has identified areas of concentration for the sessions: Program and Performance Operations, Employer Services, Funding Strategies, Youth Services and Targeted Projects.

7. Consent Agenda and Committee Reports

Minutes from the January 15, 2020 meeting, Workforce Center operations update for February, PY19 budget report, a report on service delivery options in Cowley and Sumner counties, one-stop operator report, on-the-job training contract for Goodwill Industries, additions to the Eligible Training Provider list and Chief Elected Official Board update were presented to the Committee for review and/or approval.

A budget update was provided to Committee members. Dislocated Worker activities increased greatly in January and will continue through the Spring. WA staff is closely monitoring these expenditures and are working to secure additional funds, such as the recently applied for Dislocated Worker Emergency Grant.

Public informational meetings are scheduled for March 11, 2020 in Cowley County and March 31, 2020 in Sumner County to discuss workforce center services in those communities and how services should be delivered in the future.

Additions to the ETP List were recommended to the Committee for approval. Staff recommended approving six Butler Community College programs: Engineering Technology (AAS), Engineering Technology (AS), Engineering Technology (Certificate), Engineering Technology-Drafting Certificate), Engineering Technology-Industrial Controls (Certificate) and Engineering Technology-Manufacturing (Certificate); two WSU Tech programs: Aviation Sheet Metal Assembly and IT Essentials; and Kansas Truck Driving School's CDL Class A Training Program upon performing a satisfactory site visit.

Goodwill has submitted an application to be added to the Eligible Training Provider list for case manager occupations; they anticipate hiring two additional case managers in the next two years as well as ongoing retail positions.

Rob Blackburn (Melissa Musgrave) moved to approve Items B. Through H of the Consent Agenda as presented. Rob Blackburn (Melissa Musgrave) moved to approve Item A. Minutes of the January 15, 2020 Executive Committee meeting. Commissioner Jim Howell abstained. Motion adopted.

8. Adjournment

The meeting was adjourned at 1:00 PM.

LWDB Executive Committee Members

Jennifer Hughes, Chair
Rod Blackburn
Commissioner Jim Howell
Kathy Jewett
Melissa Musgrave, Vice Chair
Tony Naylor
Gabe Schlickau

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Staff/Guests

Keith Lawing

Tisha Cannizzo, Eckerd Connects

Amanda Duncan

Kory Gibbs

Denise Houston

Keith Lawing

Shirley Lindhorst

Chad Pettera

Laura Rainwater

Stan Odenthal, The Odenthal Group