



**Workforce Alliance
Executive Committee Meeting Minutes**

September 11, 2024 – 11:30 AM

1. Welcome and Introductions

The Workforce Alliance (WA) Executive Committee met on September 11, 2024 virtually via Zoom. Chair Jeff Longwell welcomed Committee members and called the meeting to order.

2. Workforce Alliance Office Copier Contract

The WA released a request for proposals (RFP) for office copiers; four proposals were received. The current lease with Digital Office Systems expires in October 2024; they did not submit a proposal. The contract is for Xerox machines - two at WA administration, one at the El Dorado Workforce Center and five at the Wichita Workforce Center. Staff are attempting to save money by printing more in black and white and using paperless technology. Staff reviewed the RFP submissions, prepared a cost comparison and met with each of the potential vendors. An evaluation of the proposals was provided to Committee members. The annual cost includes the copy machine lease, estimated print cost based on 2023 printer totals and costs for printing software. ImageQuest had the lowest cost and met all requirements at an estimated cost of \$10,617 a year. The lease will only include the machines and software, printing costs will be paid monthly or quarterly directly to the copy machine vendor. The new contract will result in significant savings from the previous contract.

Kathy Jewett (Tony Naylor) moved to authorize the President and CEO to enter into a new lease through Image Quest for office copiers. Motion adopted.

3. On-the-Job Training (OJT) Contract for the Eligible Training Provider List for (ETP) for Student Startup, Inc.

Student Startup, Inc., which runs a program at WSU that helps youth entrepreneurs start businesses has submitted an application to be added to the ETP list for OJT. The contract would provide funding to train their new full-time employee on scheduling software.

Tony Naylor (Michele Gifford) moved to approve the addition of Student Startup, Inc. to OJT ETP list. Motion adopted.

4. Announcements

- The WA's Jobs FORE Youth Golf Tournament presented by Integra Technologies is next week on Thursday, September 19th. Funds raised from the tournament support the WA's Youth Employment Project.
- A Transit Employer Focus Group is scheduled for Monday, 9/16 @ 8:30 at the Wichita Workforce Center. WAMPO is working with a consultant to address transportation issues in the region and they would like to hear from employers about how these issues affect their workers and business.
- A Youth Employment planning session is scheduled for Monday, September 30th at 11:30 at the Wichita Workforce Center to discuss activities for 2025. Board and community partners are invited to attend. Increasing the number of work experience opportunities for young people will be the focus.

5. Adjournment

The meeting was adjourned at 11:50 AM.



Attendees:

LWDB Executive Committee Members

Rod Blackburn
Michele Gifford
Kathy Jewett
Pat Jonas
Jeff Longwell
Tony Naylor

Staff/Guests

Keith Lawing
Shirley Lindhorst
Mary Mann
Chad Pettera
Lindsay McWilliams, One-Stop Operator, Goodwill
Amy Williams, former Executive Committee
Member