

Local Workforce Development Board (LWDB) Meeting Minutes
July 22, 2020

1. Welcome and Introductions

The LWDB assembled via Zoom. Jennifer Hughes, LWDB Chair, called the meeting to order and welcomed attendees.

2. Public Comment

No new public comment requests were received.

3. Workforce Board Membership and Leadership Update

The Chief Elected Officials Board (CEOB) met on June 24, 2020 and made new appointments and reappointments to the LWDB. A list of members transitioning from the Board, new appointments, and reappointments were reviewed; a full list of current board members was provided. New LWDB members Sally Stang, City of Wichita and Alex Munoz, Creekstone Farms were present and introduced.

Due to unexpected circumstances, the Workforce Alliance (WA) needs to undertake a leadership change. A requirement of the Workforce Innovation and Opportunity Act (WIOA) is that the LWDB must have a majority of membership from the private sector, the members need to represent important employment industries and job opportunities in the community. Current LWDB chair, Jennifer Hughes, is currently undergoing an employment transition and does not meet this requirement as defined by law; it is recommended that a new chair be appointed by the Board in order to be in compliance. Although Melissa Musgrave is the current vice chair of the Board, she was not planning to advance into the role of chair until July 2021 and is a fairly new LWDB member. Gabe Schlickau, immediate past chair, has agreed to serve as chair for the remainder of Hughes term, which expires June 30, 2021 if supported by the LWDB; Hughes will remain on the Board. Hughes, Musgrave and Schlickau are all in agreement that this change is in the best interest of the organization.

Tony Naylor (Kerri Falletti) moved to appoint Gabe Schlickau to serve as chair of the LWDB through June 30, 2021. Motion Adopted

4. Report on Workforce Alliance Operations/Workforce and Economic Impact Update

The WA has been tracking the impact on Workforce Center operations and services and on the regional economy of the significant dual events of the halt in production of the Boeing 737 Max and the Coronavirus pandemic. The report is updated regularly with numbers from unemployment filings and layoff notices received from employers. The recent report shows layoffs and furloughs are over 54,000 since December; 45,000 are related to the Coronavirus. The WA continues to monitor the unemployment data. Sedgwick County has the highest number of unemployment claimants in the state. The report also shows the number of individuals enrolled in WA's Dislocated Program and the state's Trade Adjustment Assistance program.

The Workforce Center closed in March due to the pandemic and services were provided to customers virtually. The Wichita Workforce Center reopened on May 26th and the auxiliary offices on June 8th. Customers were being seen by appointment only and virtual services were also being provided. Due to a staff member testing positive for COVID-19 and the risk of an increase in cases in the region due to the July 4th holiday, the centers were closed again on June 25th; customers are being assisted virtually. Virtual services include visiting individually with a workforce professional, posting workshops and other videos to YouTube; board members will be sent a link so that they can view them. Job fairs are being held on a virtual platform and have been very successful. Many employers and over 3,100 job seekers have participated across the state in the first two job fairs that were held with most located in the Wichita area. The next virtual job fair will be held July 28th through the 30th. Staff can provide LWDB members more information about the platform if interested. There have some job seekers participating from outside of the state looking to relocate, so the format does provide an employer with a wider audience from which to recruit. The centers will be closed through July and staff are considering options for reopening in August.

Group services may take place at the center such as Camp HYPE and Dislocated Worker and Trade Adjustment Assistance training enrollments. The WA will soon enter into an agreement with Sumner County economic development to train one of their team members to provide workforce center services in Caldwell one day a week. The Winfield office has been closed and will not reopen. The WA is working with Cowley First and Cowley College on a plan to deliver services in Cowley County.

5. **Strategic Planning Sessions**

The Odenthal Group is providing strategic planning facilitation services for the development of the 2020-2022 strategic plan. Stan Odenthal provided a recap of activities thus far and discussed the next steps in the process. Goals have been drafted from the feedback received from the first three planning sessions as well as meetings with individual Board members and staff were discussed. Board members were encouraged to provide comment on the following draft goals with associated tactics: Enhance employment opportunities by expanding partnerships with businesses, schools and other community organizations, increase the awareness of workforce programs and services throughout South Central Kansas, expand the impact of the local workforce board through higher levels of participation, improved efficiencies and greater outreach, continue to increase non-WIOA funding and proactively approach the workforce challenges and opportunities of the future with energy and planning today. LWDB were asked to if there was anything missing from the goals and tactics that were discussed in the sessions, how to better define and word the goals as well as to begin thinking about milestones and then in the additional sessions, address the tactics and develop timelines and measures for each goal.

Odenthal received feedback and comments from board members. In regard to the second goal, Gabe Schlickau would like to include something about addressing the importance of cooperation and partnership with other community organizations such as the Chamber and the GWP, which give the WA chance to highlight services and programs. Stan will try to link this the tactics or milestones for this goal. Matt Peterson offered rural broadband access as an issue; the WA should be a voice to policy makers as inaccessibility to broadband access limits the ability to provide virtual services. This is in keeping with the Board's priority of being at forefront of policy development and having a voice and being connected to local, state and federal governments. Melissa Musgrave proposed that addressing race equality, diversity and inclusion should be included as a goal. A planning session is scheduled for July 23, 2020 to discuss the LWDB and its committees. Board members are encouraged to attend. Stan will share some research on local boards from other areas to use for comparison to be more effective and efficient. Additional sessions are planned for August and will be announced soon. A draft plan will be reviewed with the LWDB Executive Committee in September and a final plan will be presented to the full LWDB to adopt in October. *Report was received and filed*

6. **New Business Action Items**

- A. Program Year 2020 (PY 20) Budget – The WA received its allocation for WIOA programs for the fiscal year that starts July 1, 2020. These allocations have been decreasing each year as is the case again this year. The Program Year 2020 (PY20) budget was presented and is 29% WIOA funds with 71% coming from other sources. WIOA funding allocations to the state at the federal level has remained consistent at the federal level, but when the funds are allocated from the state there has been a significant decrease to the Local Areas. In total for PY20, Local Area IV (LAIV) is receiving \$1.946 million, which is the lowest WIOA allocation over the past 17 years. All local areas in Kansas experienced a decrease for PY 20. LAIV is receiving 20% of the state funds, it has been as high as a third in previous years; formulas and employment patterns have caused this decrease. Allocations have decreased 33% in last the last five years. The WA does not rely on just this funding to provide services and actively works toward obtaining funds from other sources; the additional revenue streams were reviewed. The WA was recently awarded a Pathways Home grant through its affiliation with Midwest Urban Strategies (MUS) to provide assistance and services to individuals with criminal backgrounds. The budget was reviewed and approved by the LWDB Executive Committee at its meeting on June 10, 2020 and recommended its approval to the CEOB. The CEOB approved the

budget at its meeting on June 24, 2020. Board members were asked to adopt the budget.

Dr. Sheree Utash (Gary Plummer) moved to adopt the Program Year 2020 Budget as approved by the Chief Elected Officials Board and the LWDB Executive Committee. Motion Adopted.

- B. Workforce Alliance Telephone System - The WA's current Cisco phone system was installed in 2006 and Cisco has stopped supporting the system and no longer provides updates. The WA procured bids from vendors and three bids were received from High Touch Technologies, Stability Networks, and Jive Communications. Bid information was shared with Board members and WA staff recommended the High Touch bid with three year financing.

Tony Naylor (Melissa Musgrave) moved to authorize the Workforce Alliance President and CEO to enter into a purchase agreement with High Touch Technologies and finance for three years. Jennifer Hughes abstained from the vote. Motion Adopted.

- C. On-the-Job Training Contract for Global Aviation Technologies - Global Aviation is an engineering and manufacturing business in Wichita. The occupations that this contract covers are avionics system integration engineer, business sales, human resource manager, avionics technician, A&P mechanic and engineering manager.

Melissa Musgrave (Michele Gifford) moved to approve the addition of Global Aviation Technologies to On-the-Job (OJT) Eligible Training Provider (ETP) list. Motion Adopted.

- D. Dislocated Worker Supportive Services Policy Changes - In January 2020, all Supportive Services Policies were changed to reduce the amount of time that customers could receive fuel assistance, bus passes, and childcare. Due to economic conditions and numerous layoffs in the community, staff would like to request the removal of these limitations for the Dislocated Workers Program. The limitations would remain for Adults and Youth. The current policy limits these services to one semester of a training program and removing this requirement allows customers to receive these supportive services the entire time they participate in training.

Kathy Jewett (Tony Naylor) moved to approve changes to the Dislocated Worker Supportive Services Policy items as presented.

7. **Consent Agenda and Committee Reports**

Meeting Minutes from October 23, 2019 and April 22, 2020, additions to the Eligible Training Provider (ETP) list, One-Stop Operator Report and Digital Media Report were distributed for review.

Additions to the ETP list were presented for adoption. The additions were reviewed and approved by the LWDB Program Operations and Performance (POP) Committee at its meeting on July 9, 2020. Three education providers requested programs be added to the ETP list; 31 initial programs from Butler Community College, five from Friends University and one from Crave Beauty Academy. Staff did not recommend approval of the Patient Care Technician program from Butler Community College or the Cosmetology program from Crave Beauty Academy as the median hourly wage in Kansas for these programs is below the self-sufficient wage.

Tony Naylor (Robyn Heinz) moved to approve the recommendations as presented in the consent agenda. Dr. Kim Krull, Butler Community College, abstained from the vote. Motion Adopted.

8. **Additional Topics/Announcements**

- A. The WA has and will continue to actively secure additional funding from state, local and federal sources when available throughout the Coronavirus health crisis to assist with the increased operational expenses incurred on health and safety equipment as well as training funds to assist those that have been laid off find new employment or that will assist businesses to bring back those that have been laid off.

- B. The 7th annual Jobs FORE Youth golf tournament was held on June 25, 2020. Despite the current health crisis, over \$14,000 was raised to assist with youth employment services and program. Meritrust was the title sponsor for the tournament again this year.

Adjourn (11:25)

Present LWDB Members

- Jennifer Hughes, Chair
- Jennifer Anderson
- Rod Blackburn
- John Clark
- Kerri Falletti
- Michele Gifford
- Robyn Heinz
- Kathy Jewett
- Pat Jonas
- Russell Kennedy
- Dr. Kim Krull
- B.J. Moore
- Alex Munoz
- Melissa Musgrave
- Tony Naylor
- Matt Peterson
- Gary Plummer
- Erica Ramos
- Gabe Schlickau
- Sally Stang
- Dr. Sheree Utash

Guests & Staff

- Amanda Duncan
- Denise Houston
- Keith Lawing
- Shirley Lindhorst
- George Marko
- Chad Pettera
- Laura Rainwater
- Matt Roberts
- Tisha Cannizzo, Eckerd Connects
- Mayor Aaron Murphy, CEOB/City of Cunningham
- Council Member Greg Thompson, CEOB/City of Winfield
- Stan Odenthal, The Odenthal Group
- Megan Stringer, Wichita Eagle