

# **KANSASWORKS STATE BOARD**

## **MEETING MINUTES**

**June 25, 2008 • 10 AM – 2 PM**

Ramada Inn • Jefferson Room

420 S.E. 6th St.

Topeka, KS 66612

### **Call to Order and Approval of Minutes**

Eddie Estes called the meeting of the **KANSASWORKS** State Board to order. Eddie served as Chair of the Board in Gerald Cook's absence. Eddie recognized the four Local Workforce Board Chairs in attendance—David Moody, Local Area I; Vern Jarboe, Local Area II; David Huston, , Local Area III; and Jerry Atkinson, Local Area V—and thanked everyone for attending. Rae Anne Davis introduced Barbara Sackey who is a visiting attorney from Ghana. She has been traveling the state attending economic development related functions and will be taking information back to her country.

Eddie announced a change in the agenda. Items III and V were relocated to the end of the agenda. The first item on the agenda was approval of the minutes. **The motion to approve was made by Secretary Kerr and was seconded by Candace Shively. The motion passed unanimously.**

### **Approval of Workforce Study Task Force Recommendations**

Ed Berger presented on behalf of the Workforce Study Task Force. They were charged with to reviewing the Workforce Study completed by the Corporation for a Skilled Workforce (CSW) with the objective of reporting back to the **KANSASWORKS** State Board what impact the study should have on the policy direction of the Board. Part of this process was to **follow CSW's recommendation to create a list of demand occupations and discuss their recommendation to restrict use of federal training dollars used at postsecondary institutions to projects supporting that list. The Task Force reviewed the various** methodologies for determining local area level demand occupations and developed a methodology for use statewide.

The demand occupation data collection process is as follows:

The most recent JVS and both the long-term and short-term Kansas Occupational Outlook data available at the time local areas are planning for WIA spending will be used as the initial source of information for the upcoming PY/FY. The list developed from these three sources may then be supplemented by anecdotal information shared with the local board by employer forums and business representatives serving on local boards. Based on this anecdotal information, adjustments may be made to develop a list of demand occupations for use in developing WIA spending plans. Spending will be restricted to projects that support this list, per the Workforce Study action plan. Local Areas with a defined process, as detailed in their local area two-year plan, may make exceptions to the spending.

Specific numeric goals for meeting the demand in these identified occupations should then be developed (e.g., fill 12 welder positions, fill 52 energy positions).

When KS DOL publishes the new JVS and both the long-term and short-term Kansas Occupational Outlook data in June through September, local area executive directors shall review and adjust the demand occupation lists as appropriate. Local boards should approve the revised lists.

The revised demand occupation lists would then be shared with the **KANSASWORKS** State Board for review at their October meeting, as outlined in the Workforce Study action plan and timeline.

After discussion, the decision was made that using specific numeric goals would be much to limiting so the plan was altered to allow percentage goals rather than specific numeric goals. Flexibility will be very important for the first few years and exceptions will be allowed. The data will be available for the board to look at in October. The Workforce Study Task Force will meet in January to conduct a semi annual review to see if barriers are occurring. **The motion was made by Ed Berger to approve the action plan with the amendment. Secretary Kerr seconded the motion, which passed unanimously.**

Ed informed the board that Secretary Garner had agreed to take on the role of Liaison between the **KANSASWORKS** State Board and Kansas Technical Education Authority. There will be a standing report from the Technical Education Authority on future agendas.

### **Report from Executive Committee**

Eddie Estes reported the Executive Committee reviewed the cost estimates of meeting in other areas of the state and determined that meeting in Topeka was substantially less expensive. Due to funding cuts and travel costs this year's meetings will be held in Topeka. In April the Executive Committee will re-evaluate this decision.

### **Local Area Updates**

Local Areas explained the changes in their areas due to the funding rescission. They also discussed the upcoming year's budget, where some face cuts—Local Area IV will receive the largest cut of 47% and have begun layoffs and are considering office hour reductions.

David Kerr provided an overview of the funding situation. Kansas received a 5.1 million dollar rescission this year that affected local areas and we will experience an additional 3 million dollar reduction in funds next year, which impacts the regions differently than the rescission. The rescission impacted Local Area III significantly, but the funding reduction will have much less of an impact. Next year Local Areas I and IV will have large funding cuts. These reductions are a result of factors used to determine funding levels (i.e., formula funding). The state lost 1.7 million dollars last year with the rescission and will see a reduction of 20% in set-aside dollars this year. Those dollars are not only used to support administration but also funding special local area programs.

## **Statewide Performance Update**

Melanie Manry presented the state's performance update stating the figures provided were in the May 2 Federal report. The State met or exceeded everything except literacy; however, looking at numbers through June, it appears the State will exceed the literacy measure. Melanie expressed thanks to each of the local areas for their hard work.

## **Disability Program Navigators**

Jeff Schroeder, the State Coordinator for the Disability Navigator Program, provided an overview of the initiative. The objective is to better inform people with disabilities on the services at the workforce centers. The grant focuses on developing new and on-going partnerships and on creating integrated access by creating a systemic change in expanding a workforce center's capacity to provide services to customers with disabilities. The navigators are actively involved with the local areas.

Tim Cotter applauded the effort as he has a vested interest due to his employment. Envision has significant employment opportunities, other agencies do as well, and he would like to see more people with disabilities employed everywhere. He stated it is a great initiative and he hopes it has great success.

## **Report on Outreach Plans for Branding**

Cindy Nau gave a brief summary of the responses received for the Outreach Plans, which were required per the adoption of the branding policy at the last meeting. Local Areas I and V will be using full brand and Local Areas II, III and IV will use co-branding. Cindy explained the plans have not been reviewed or approved by Commerce's Communications and Marketing Director as of yet, but that will happen soon. Local Areas I and IV will be submitting plans soon as they were delayed due to the transitions related to the rescission.

## **Chair's Update**

Eddie shared with the board a message from Ross Jackson, Executive Director, NAWB regarding bill markup of the 2009 Labor, Health and Education appropriations bill. He also shared a letter of support for the nation's workforce programs encouraging all to write/contact Congress to let them know the impact workforce programs have. He said this was especially important for private business.

Eddie informed the Board travel would no longer be reimbursed for subcommittee meetings due to cost restraints and all subcommittee meetings will be held via teleconference. He also encouraged car pooling to help reduce Board travel costs.

Eddie shared the *Board Position Statements* that Gerald Cook had prepared for the meeting.

Statement #1: The **KANSASWORKS** State Board will grant an extension to Local Areas to complete the brand outreach plan by July 15, 2008.

Short discussion held about reasons for not submitting plans. **Motion to approve was made by Lloyd Lavin and was seconded by George Webb. The motion approved unanimously.**

Statement #2: The **KANSASWORKS** State Board placed a priority on signage for the outreach funds made available by the Department of Commerce to the local areas. To emphasize this priority the **KANSASWORKS** State Board establishes a deadline of October 1, 2008 for completion of signage updates.

After discussion it was agreed that due to sign ordinances, the statement would be modified to read sign permits must be filed by August 1, 2008. Signs must be updated within 60 days of permit approval. If a sign permit is not required, signs must be updated by October 1, 2008. All exterior signs must be altered to incorporate the **KANSASWORKS** brand. Local areas were asked to work through Department of Commerce Communications and Marketing to ensure the most efficient use of funds and brand adherence. **Criss Mayfield motioned to approve. Larissa Long seconded. Motion approved unanimously.**

Statement #3: The **KANSASWORKS** State Board recommends that the Department of Commerce withhold state-level funding from any local area out of compliance with State Board policies and requirements.

Board members expressed concern that the statement was much too broad and lacking in detail. Upon hearing no motion the item was tabled for discussion at the next meeting. Staff was asked to review and refine the statement to include details and processes.

### **State's Update**

Rae Anne Davis provided the state update. Handouts were provided explaining funding levels for the year beginning July 1. Local Area's I, IV and V received the largest reductions. Local Area's I and IV both are in the process of cutting operational costs by becoming the provider of core and intensive services rather than contracting those services out. Armand Corpolongo explained factors used in formula funding are why Kansas received such dramatic cuts. It's based on 2/3 substantial unemployment, runs a year behind and Kansas fared better than the national average on unemployment.

Rae Anne then reported the Department of Labor in Chicago made a request to rent the mobile unit to Iowa for a few weeks to help with the flood situation. Commerce granted the request.

Secretary Kerr provided an update on the Technical Education Authority. They are on a very aggressive schedule looking at how to best use the dollars. This will include standardization of programs, courses and certifications between Community Colleges and Vocational schools. It may also lead to consolidation of schools, accreditation and interpretation of classroom hours versus credit hours. A Kansas guarantee is also being discussed. It would ensure a student is qualified to do the work for which he/she was certified or trained to do. If a graduate cannot do what they were certified or trained to do, it would be possible for that student to return to school at no cost to him/her. Lots of exciting options are being discussed and will be presented to the Board of Regents and Legislature by this fall.

Eddie added they are looking at branding and marketing vocational education. An agency from Kansas City has been hired to work with the schools on doing a better job of educating our students about vocational education.

Rae Ann explained a new procedure to award set-aside funds will be instituted to help address issues faced with the current process. Part of the new procedure will include priorities. Requests for Proposal will be released twice a year with the majority of funds awarded in July. Projects will be required to show a budget, monthly expenditures, performance expectations and quarterly reports. This allows Commerce to recapture unutilized funds so not vulnerable at the federal level. RFPs will be open to everyone, but a partnership with the local area will be required.

Board Member Appreciation Day was celebrated. On behalf of the Department of Commerce and Governor Sebelius, Rae Anne thanked board members for their hard work and dedication to the board. Karin Brownlee commented that a group of volunteers can't function without good staff adding there is a huge improvement with the board between now and a couple of years ago.

### **Integration and Functional Management Policy**

Lynn Peterson explained the public comment period on the Integration and Functional Management Policy was completed and the Policy Committee updated the policy to include those comments. Changes made to the policy included:

- addition of VETS language to clarify their role in integration.
- addition of language clarifying what state-merit staff can do
- addition of language to include attachments to TEGL 17-05, which explains the implementation of common measures
- added Attachment A, which is a detailed list of what should be placed in an integration plan
- added Attachment B, which is a checklist for integration plan details
- added language to the policy to address ADA issues
- Made stylistic changes (e.g. grammar, punctuation, format)

Keith Lawing asked if the public comments could be shared. He would like to see some of the other comments on the policy. Keith stated from his standpoint he would like to get a sense of what the local areas, partner agencies and other parties' comments were. Lynn offered to briefly present them. Keith stated he was not saying the Board necessarily needed to review all the comments; it would just help him as he implements the policy. Keith complimented the spirit behind the policy and complimented the **KANSASWORKS** State Board and Commerce on their work.

Secretary Kerr stated he would like to hear what the comments were. Susan gave a quick summary of comments, including less use of acronyms, many comments related to integrating VETS staff, clarifying how Wagner Peyser services may be delivered by WIA staff, compliments emphasizing teamwork and a seamless customer service, concerns about co-locating SRS, suggestion to add outside entities into the integration effort, request to not call centers **KANSASWORKS** Workforce Centers, and program accountability.

Susan also told the group there was a question on the difference between assessment and evaluation. This is explained in TEGL 17-05, which is where policy readers are referred. Rae Anne further commented TEGL 17-05 is a very detailed Federal regulation regarding the definitions and it was decided not to try to reinterpret the Federal Regulations.

**The motion to approve the Integration and Functional Management Policy with the changes discussed was made by Lynn Peterson and seconded by Candy Shivley. The motion approved unanimously.**

Questions from the audience about integration arose and were discussed. Answers provided included technical assistance would be forthcoming to better inform local areas about the nuts and bolts of integration and Local Plans would not need to be revised, but rather amended.

Discussion turned to board members needing more time to review changes to policies. Rod expressed concern he had not had enough time to review the changes made to the policy. Staff will implement a plan to improve this.

Eddie requested Rod Chair a new subcommittee to review the local integration plans and then appointed members, who included: Mike Fleming, Lynn Peterson, Larissa Long and Tim Cotter. All members accepted. Eddie thanked everyone for their service.

#### **Report from Policy Committee re: One Stop Certification**

Lynn Peterson reported the Policy Committee will be revising the One-Stop Certification Policy to incorporate the new policies on branding, incentives and integration. He requested feedback on whether the LWIBs should remain the certifying authority for One-Stop Centers or should the responsibility become that of the **KANSASWORKS** State Board. After discussion the decision was made that the LWIBs should remain the certification authority and the Compliance and Monitoring Unit within the Kansas Department of Commerce will review certifications as part of their audit.

The meeting adjourned at 1:58 p.m.

## Attendance

<b>Board Members</b>	<b>Attendance</b>
Barone, Jim	X
Berger, Ed	X
Blackburn, Rod	X
Brunk, Steve	U
Cook, Gerald	E
Cotter, Tim	X
Estes, Eddie	X
Fleming, Mike	X
Garner, Jim (rep Angela Berland)	X
Giesen, Robert	E
Greenlee, Kathy	E
Jarboe, Vern	X
Kerr, David	X
Kinsinger, Doug	E
Kirkman, Patricia	E
Lavin, Lloyd	X
Long, Larissa	X
Mayfield, Criss	X
Peterson, Lynn	X
Ruiz, Louis	X
Salisbury, Alicia	E
Shively, Candace	X
Webb, George	X

X = Present E = Excused U = Unexcused

<b>Guests</b>
Jim Snyder, Silver Haired Legislature
Irene Brenon, Local Area III, Workforce Partnership
Karen Wheeler, Local Area III, Workforce Partnership
Jerry Atkinson, Local Area V, LWIB Chair
David Moody, Local Area I, LWIB Chair
Scott Anglemeyer, Local Area III, Workforce Partnership
George McAtee, Local Area V, <b>KANSASWORKS</b>
Catherine Torres
Bob Dalke, Local Area I, Workforce ONE
Kim Usa, DESI
Blake Flanders, Kansas Board of Regents
Keith Lawing, Local Area IV, Workforce Alliance
Angela Lampe, Local Area IV, Workforce Alliance
David Huston, Local Area III, LWIB Chair
Renea Cavaness, Local Area V, <b>KANSASWORKS</b>
Maureen Toll, Salina Chamber of Commerce
Doug Ewing, Local Area V, <b>KANSASWORKS</b>

<b>Commerce Staff</b>
Candace Molzhon
Jeanie Guthrie
Matt Hoisington
Jeff Schroeder
Melanie Manry
Christy Doherty
Martha Gabehart
Jon Pettus
Linda Weaver
Barbara Sackey
Armand Corpolongo
Cara Sloan-Ramos
Susan Weidenbach
DeAnn Gideon
Ann Duffy
Rae Anne Davis
David Brennan

<b>State Board Staff</b>
Cindy Nau