

**MEETING MINUTES**

**October 8, 2008 • 10 AM – 2 PM**

Hyatt Place • 6012 SW 6<sup>th</sup> • Topeka, KS 66615

**Call to Order and Approval of Minutes**

Mike Fleming called the meeting to order and introductions were made. The board was informed that Gerald Cook has left the State of Kansas for Kentucky. The Governor has appointed Mike as Chair of the **KANSASWORKS** State Board. Mike told the group he was honored to lead the board which has made great progress in the last few years.

Mike addressed the board on an issue that recently had been brought to his attention. A local board has the impression the **KANSASWORKS** State Board lacks authority to implement policy directing local area business. Some of the policies being questioned include the partner collaboration, state branding, integration and minimum spending policies. Mike stated this will be discussed further during the Chair's report. The board then went on to approve minutes.

**David Kerr made the motion to approve the minutes as they stand. Larissa Long seconded the motion which passed unanimously.**

**Policy Committee Report**

Doug Kinsinger reported for the Policy Committee. He explained the Comprehensive One-Stop Certification Policy language had been changed to be consistent with WIA Regulation. WIA uses the term "Comprehensive One-Stop Center" rather than "Certified Workforce Center" and "Operator" rather than "One Stop Service Center". Both the Integration and Functional Management Policy and the Branding Policy will be added to the policy draft. Doug asked the Board for feedback on the idea of a certification team reviewing applications. After a lengthy discussion regarding standards and methodologies for certification a certification team was recommended. **Senator Barone made the motion to have the Policy Committee draft the Certification Policy and send out for public comment; then provide the feedback to the board to be discussed at next meeting. Eddie Estes seconded the motion. The motion passed unanimously.**

Doug asked for volunteers to assist with the Policy Committee. Mike Fleming appointed Ed Berger, Candy Shivley and himself\* as additions on the Policy Committee.

*\*UPDATE: Following the meeting, Mike Fleming spoke with Rod Blackburn and requested he serve on the Policy Committee in Mike's place. Rod accepted.*

**Integration Subcommittee Report**

Rod Blackburn thanked the subcommittee members and state staff for their work and reported the subcommittee met several times via conference call. Their scope of work not only focused on the Integration and Functional Management Policy but also on the Branding Policy.

Reviewing Local Area Branding Outreach plans was the first order of business. Rod directed the board to the handout in their agenda packet that summarized the work done on branding. Plans were submitted to the subcommittee, feedback was provided to the areas and revised plans were requested by September 26<sup>th</sup>. Not all areas submitted revised plans. The subcommittee reviewed the revised plans received and added updates to the report as seen in the agenda packets.

While doing the review of local area branding, the subcommittee determined the intent of submitting outreach materials for review was meant to be semi-annually rather than bi-annually as stated in the Policy. Based on the subcommittee's recommendation **Rod made the motion that branding outreach materials be submitted semi-annually rather than bi-annually with the first submission date being December 1, 2008 and thereafter June 1 and December 1 of each year. Eddie Estes seconded the motion, which passed unanimously.**

The next subcommittee recommendation is to require a visual review by Commerce staff as part of the approval process for the \$20,000 reserved for branding. This will help ensure the branding policy tool kit requirements are met and the \$20,000 is spent as efficiently as possible. **Rod made the motion that Commerce staff visually review branding outreach materials/efforts as part of the approval process for the \$20,000. Secretary Kerr seconded the motion, which passed unanimously.**

The subcommittee recommended its scope be expanded to include future oversight and review of branding efforts to ensure growth and maintenance. The intent is to build the **KANSASWORKS** brand strong enough to withstand all future state boards, political wills and change of government. **Rod motions to expand the subcommittee's scope of work to include future oversight and review of branding. Larissa Long seconded the motion, which passed unanimously.**

**Rod explained the *LWIB Compliance with State Policies* position statement (see Attachment A). On behalf of the subcommittee Rod motioned to accept the position statement. Tim Cotter seconded the motion, which passed unanimously.**

### **Workforce Study Task Force**

Ed Berger noted Local Areas submitted Local Area Demand Occupation lists with their quarterly reports this quarter. Local Area IV's list was missing, but Keith Lawing told Ed it was an oversight and would be sent soon.

Ed reminded the board that the Workforce Study Action Plan has a goal of the State Board being a more aggressive convener of stakeholders and consumers and asked Eddie Estes to report on how the Workforce Summit could help with this goal. Eddie stated the agenda was powerful and he felt results from the Summit would make it possible to present info to the legislature, if necessary.

## **Older Worker Task Force**

Susan told the Board she administers the Older Worker Programs. One is the state funded program the Older Kansas Employment Program (OKEP). The other is the Senior Community Service Employment Program (SCSEP), which is a federally funded program. In 1987 the Legislature seated a committee, the Older Worker Task Force. Over the last couple of years they have established a charter for themselves to actually define their purpose and what they want to do and accomplish. They have written a strategic plan which they have been implementing for the last two years. One of the issues in the strategic plan is to incorporate themselves more into the state's workforce system. Susan said the Task Force respectfully requests a member from the **KANSASWORKS** State Board be appointed to the Older Worker Task Force. She stated it would be good to have an appointee by October 22, which is the bi-annual planning retreat.

Mike Fleming said he would assign a board member before the retreat.

## **Local Area Reports**

### **Local Area I**

Bob Dalke reported on performance. Local Area I felt good about exceeding eight standards and meeting one. They plan on working harder on *WORKReady!* Certificates and activity. They are really pleased with dislocated workers. They achieved a 99.1% retention rate.

Local Area I stated they are partnering in the Dislocated Worker Apprenticeship grant. The Department of Commerce and the State of Kansas received a grant specifically to do a demonstration project to encourage apprenticeship creation in manufacturing and energy fields, along with training. They are working in conjunction with post secondary educational institutions to be able to deliver a Manufacturing Skills Certificate. The word is getting out—business and industry are looking strongly at apprenticeships.

This year Local Area I received a little over one million dollars as opposed to the three and a half million dollars received last year for WIA. It was a significant hit. Local Area I served a total of 1,500 people with WIA funding in 2007 and brought in 850 carryover individuals already in training this year. That is not a lot of money. The hope is to increase the numbers from last year utilizing intermediaries for additional funding and a State Set Aside grant for targeted populations.

### **Local Area II**

Krist Kitchen reported in PY 07 Local Area II exceeded seven performance measures. The average cost for the 1,219 WIA clients served was \$2,800 per client. The budget was 4.1 million dollars. For PY 08 Local Area II received 3.3 million dollars. From July 1 to present they have served 607 individuals. The high demand occupation is health care. Last year over 400 individuals trained to be RNs.

Kris said Dynamic Works was creating a certification process for Local Area II's employees and a newsletter has been created for local businesses and employers.

Area II still have dislocated worker dollars and youth dollars, but are out of adult funding and cannot serve adults. Local Area II plans to try and transfer more money from dislocated worker to adult, but that will not be discussed until the November 12 LWIB meeting. If it were to be approved, it would not be very much money, but there is a waiting list in place.

Discussion took place on finding alternative sources of funding including the ONEKC WIRED initiative.

### Local Area III

Trent Howerton reported performance for the last year looked good. Area III met or exceeded all of their negotiated levels except for youth literacy and numeracy gains, which was discussed in the past. Area II is now using the right assessment to capture some of the successes they had, but it will take some time for that to catch up in the reporting system. In the first quarter of PY 08 Area III has already hit 50%.

Area III had a successful Skills Trade Job Fair in July in Johnson County and will replicate it in Wyandotte County in November. The Shared Youth Vision grant has been a successful collaboration with no money. A new staff person took over that responsibility in late August. That has really added to the Youth program as a good source to recruit and serve youth.

Trent said the quarterly report lists Area III's demand occupation clusters and what to expect as far as training. He noted they are fully integrated into the WIRED System—the same demand industries in WIRED are on the demand industry list.

Discussion took place on funding and expenditures. In beginning of the first quarter of PY08 Local Area III already served over half of the number served in PY07. Pretty aggressive goals have been set for Area III's contractor to take action on the low numbers served previously.

### Local Area IV

Keith Lawing commented on the issue Chairman Fleming raised in his opening remarks saying it was initiated from a memo that he authored. He explained the question was not per say the role of the State Board in setting policy, but rather the details in the policies that seem to delve into local operations. Keith said he would certainly be willing to share the memo with the entire State Board and State staff. Keith also said he'd like to be able to resolve this issue without having to make a formal complaint to the U.S. Department of Labor.

Keith went on to Local Area IV's report. Area IV went from a 5.5 million dollar allocation to 2.8 million dollar allocation. Like other areas Area IV is not in a position right now to enroll new people in WIA programs, but did not have to pull anyone out of current training programs.

Area IV has reconfigured itself and has taken over providing WIA Direct Services to try to augment what was lost and still try to meet the demand of the labor market. The WIRED Grant means they do not have to cease training.

A National Funds for Workforce Solutions grant was awarded to Area IV in the amount of 450,000 dollars. Those dollars are matching funds to be 20% of the total grant. Area IV has to raise 2.25 million dollars for the three year project. Currently, over one million dollars has been raised in addition to the \$450,000 from the national fund. The focus is going to be helping prepare low income, low skilled individuals for high skilled, high wage jobs in the aviation industry in South Central Kansas. The Wichita Area Outlook conference was somewhat positive. The projection for 2009 is 6,100 jobs will be added due to the red hot aviation industry.

Discussion took place on the new Learning Center housed within the Wichita Workforce Center and the relationship with the Wichita Technical School and its growth.

Secretary Kerr questioned the numbers on Area IV's quarterly report (Agenda Packet pages 49 & 50). The number of people actually serviced was confusing. Keith said he would clarify with his staff.

#### Local Area V

Renea Cavaness report with a million dollar cut in funding this program year Area V has already obligated almost all of its adult funds. Last year Area V was able to serve 740. This year, to date, Area V has served 657 individuals and expects to serve around 300 more through Incumbent Worker Training grants and additional contracts. Area V will exceed its goals, but is limited on additional adult services outside of that scope.

The budget has a fixed operational cost that runs around 60% with 40% remaining for training services. In order to increase that training percentage, Area V would either have to downsize or close offices. They want to be filling job vacancies and getting people employed as quickly as possible since they have had around 3,000 layoffs in the last six months in South East Kansas.

Area V hopes to increase youth numbers. Outreach has begun with the diploma centers in the region and they are providing training towards implementing best services, in each of the centers and training staff. With limited funds they are providing more intensive services to get people transitioned as quickly as possible back into the workforce.

There are still a significant amount of job vacancies in the area. What Area V has seen and studied in their demand occupations is their effectiveness of training. Seventy percent of their funds are spent in healthcare industries, but they have only seen about a 64% return on investment of those that have actually entered into the healthcare industry. Area V plans to do a better job of upfront assessment to make sure people are being placed into industries in which they will succeed.

#### Technical Education Authority Update

Secretary Garner explained the Authority is a relatively new creation that the Legislature created in 2007. The focus is technical education. Members serving on both the **KANSASWORKS** State Board and Technical Education Authority are Secretary Kerr, Eddie Estes and himself.

Three major priorities have been set: alignment, enhancement and evaluation. The priorities align post secondary education more closely with business and industry needs and continues to build on those connections. Industry clusters have been identified and mirrors the industry clusters that have been identified for workforce development purposes. The Tech Ed Authority wants to utilize information and make added driven decisions on how technical education programs are prioritized and approved for future development by educational institutions of the state. Those decisions are being aligned based on the data of demand occupations and the needs of communities in the state.

The Tech Ed Authority is also aligning the career technical programs with standards of excellence in those industries and has developed a framework of what a curriculum should look like for these programs. They are now approving that curriculum framework and what it should look like in every type of industry program as well as developing a career training module for all of the public institutions. There is very good support among the educational institutions and they seem to value having that framework throughout the institutions.

Another area that the Authority is very adamant about is raising the awareness and image of technical education. The perception that technical education is somehow second hand and not the preferred method of career opportunities has to be changed and the Tech Ed Authority has entered into a contract with a firm to help improve the perception of technical education among parents, high school counselors and all of those people who have a role and set perceptions of technical education.

By statute, the Tech Ed Authority must enhance and develop funding. They must come up with a new distribution model for funding technical education.

The last thing is to measure what's being done and evaluate the effectiveness. By doing this they we can actually help sell the need for enhanced funding for technical education.

### **Chair's Update**

Eddie Estes talked to the Board about his trip to Washington DC. He met with Congressman Miller, his staff and USDOL staff. He stressed the importance of serving on transition teams during the next administration and assisting in the writing of reauthorization. USDOL will be sending a representative to the Kansas Workforce Summit in January. The **KANSASWORKS** State Board role will also be discussed at the Summit.

Eddie challenged the Board to start showing people what value WIA brings to regions of the State. Congress needs to know the real economic impact of WIA in regions.

Mike Fleming stated some of the things the Board does, setting goals and standards, are done so progress can be measured to better inform Congress for the vote on reauthorization. We want to show them we're doing well here in Kansas.

A lengthy discussion took place regarding the Boards authority in writing policy. Chairman Fleming reminded everyone the floor is always open to discuss issues. The Secretary Kerr stated there hasn't been an issue that could not be resolved since he's been Secretary and Commerce staff will convene a meeting with LWIB Executive Directors to discuss concerns.

Mike said the last item the board needed to consider was empowerment of the Policy Committee to review all state policies and align them with the new polices (e.g. integration and branding). The changes would be authorized to make would not be substantive, but rather language alignment such as incorporating **KANSASWORKS** into the policy. Changes they make will be summarized to the full board. Substantive changes (changes that alter the way business is done) would continue to come before the full board and then go out for public comment. **Larissa made the motion to empower the Policy Committee with the ability to make and approve language clarifying changes. Tim Cotter seconded the motion. The motion passed unanimously.**

### **State Performance Update**

Melanie Manry said the State of Kansas met or exceeded all of the measures in PY07 and so far in PY 08, through September 1, all measures are being met. She thanked all of the Local Area's for their diligence in reporting their work. A planning meeting is scheduled for tomorrow to discuss statewide data training for everyone in the state. If the Board of Regents meets their Carl Perkins goals any incentive money will be passed down to the local areas. It appears they may have missed a non-traditional measure.

Mel reported on the PY 07 Annual Report. In the annual report all three of the adult measures were exceeded. For special populations, the State either met or exceeded 83% of the measures. In dislocated workers the entered employment and employment retention rate categories were exceeded and average earnings category was met. All the special population measures were exceeded as well as the received training measure. The State exceeded all three of the youth measures and including the literacy/numeracy. In PY 06 the literacy/numeracy was at 8%, in PY 07 38.5%.

Regarding cost of activities, the average cost of the adult program per participant was \$1,665. In dislocated workers the cost was just over \$7,700 and in youth it was just over \$3,500.

Rod Blackburn asked if the state met or exceeded would money come from US DOL. Rae Anne told Rod the State would also have to meet Carl Perkins measures. Kathy Hund told Rod the Board of Regents is working on it, but secondary and post secondary education is tied together. One area the State has not met is the performance goal in the area of non-traditional representation. The State Board should receive a report on that when it's complete.

### **State Update**

Rae Anne announced Cindy Nau would be on maternity leave in January and introduced Christine Bohannon as her temporary replacement. Christine will serve as the Board Coordinator in addition to her current job duties while Cindy is out. So, look for emails from Christine.

Rae Anne updated the Board on the award of set aside dollars. There were two successful applicants from the RFP—Local Area I and Neosho County Community College. One of the requirements was a partnership with the local board. The State is reviewing its ability to do another RFP and is working with unsuccessful applicants to review why they were not successful and to identify ways to improve success in the future.

A short update on the ONEKC WIRED initiative was given. Kansas has struggled to find participants in the three county areas.

The state has spent quite a bit of time working with local areas and providing training on integration. It's been a challenge at the state level to make it all work with HR policies and civil service requirement, but the hurdles are being overcome. The end result of integration will be improved customer service and satisfaction.

Kansas received a Dislocated Worker grant from USDOL in the amount of \$821,000. It was a competitive grant in which Local Areas I, III & V decided to participate with Commerce in the application. The grant focuses on registered apprenticeships and advanced manufacturing and energy, specifically wind energy technicians.

With Area IV's decision to pull out, Kansas applied to be a learner state for the PIT Crew Initiative. The application requested a mentor to help with integration. Mentors will be interviewed next week.

Mike asked if there was any further discussion. Secretary Kerr recognized the Chairs from Local Areas V and IV and thanked everyone for their time and hard work to meet workforce needs.

The meeting adjourned at 2:03 p.m.

## ATTENDANCE

BOARD MEMBERS	PRESENT
<b>Mike Fleming</b> , Chair	X
<b>Eddie Estes</b> , Vice Chair	X
<b>Senator Jim Barone</b>	X
<b>Dr. Ed Berger</b> , President, Hutchinson Community College	X
<b>Rod Blackburn</b> , Co-Owner, WB Construction LLC	X
<b>Senator Karin Brownlee</b>	E
<b>Representative Steve Brunk</b>	U
<b>Secretary David Kerr</b>	X
<b>Tim Cotter</b> , Director HR, Envision	X
<b>Secretary Jim Garner</b> , Kansas Department of Labor	X
<b>Robert Geisen</b> , Owner, B&B Electric Motor Company	X
<b>Secretary Kathy Greenlee</b> , Kansas Department on Aging	E
<b>Vern Jarboe</b> , Atty, Partner Sloan, Eisenbarth, Glassman, McEntire & Jarboe	E
<b>Doug Kinsinger</b> , President, Topeka Chamber of Commerce	X
<b>Patricia Kirkman</b> , Teamsters Local #696	X
<b>Lloyd Lavin</b> , Business Manager, IBEW Local #226	U
<b>Larissa Long</b> , Kansas Community Relations Director, Aquila	X
<b>Criss Mayfield</b> , Abbott Workholding Products	X
<b>Lynn Peterson</b> , Memorial Art Co. Inc.	X
<b>Representative Louis Ruiz</b>	U
<b>Alicia Salisbury</b> , VP, Salisbury Supply Company	E
<b>Candace Shively</b> , Deputy Secretary, Kansas Dept of SRS	X
<b>Wayne Bollig</b> , Kansas Commission on Veterans' Affairs	X

X=Present  
 E=Excused Absence  
 U=Unexcused Absence

## ATTENDANCE

GUESTS
Inayat Noormohmad, Kansas Department of Labor
Maureen Toll, Salina Chamber of Commerce
Bob Dalke, <b>KANSASWORKS</b> , Local Area I
Trent Howerton, Workforce Partnership, Local Area III
Kris Kitchen, Heartland Works, Local Area II
Keith Lawing, Workforce Alliance, Local Area IV
George McAtee, <b>KANSASWORKS</b> , Local Area V
Renea Cavaness, <b>KANSASWORKS</b> , Local Area V
Jim Snyder, Silver Haired Legislature
Curtis Cline, Kansas Department of Corrections
Jerry Atkinson, Chairman, Local Workforce Investment Board V
Mark Conway, Chairman, Local Workforce Investment Board IV
Tyler Tenbrink, Kansas Department of Labor

COMMERCE STAFF	
David Brennan	Christy Doherty
Rae Anne Davis	Sherry Gegen
Loretta Shelley	Letty Perez
Susan Weidenbach	Bill Thompson
Keith Myers	Ronnie Murphy
Linda Weaver	Candace Molzhon
Kathy Hund	Susan Nickerson
Melanie Manry	
Ann Duffy	
Mike Beene	
Shelly Jones	
Christine Bohannon	

BOARD STAFF
Cindy Nau

**LWIB COMPLIANCE WITH STATE POLICIES**

The **KANSASWORKS** State Board (KWSB) recommends a local workforce investment board be eligible for special projects funding from state set-aside dollars only when the Local Workforce Investment Board (LWIB) is in compliance with State policies and deadlines. The Executive Committee of the KWSB with reports and input from other committees/members and State staff will determine compliance/non-compliance.

The KWSB recognizes the importance of moving the LWIB toward compliance, continuing to encourage first-class customer service, and promoting an open and cooperative partnership between the KWSB and the LWIB. The following procedures will be used to fairly evaluate, offer assistance, and provide an appeal process to any LWIB determined ineligible for funding:

- a. The LWIB's appeal must be in writing to the Chair of the KWSB, with a copy to the Deputy Secretary of Workforce Services. The appeal will include the compliance issue(s), supporting documentation and a thorough explanation of why any item should be considered unattainable.
- b. The Chair will notify the Executive Committee of the KWSB to either resolve the appeal, or appoint a three to five member panel to resolve the appeal, within 30 calendar days of receiving notice. Any committee member who has a conflict of interest, or who cannot provide a fair and impartial consideration of the issues, will be excluded from appointment.
- c. If necessary, the committee may consult with, and seek assistance from representatives of any appropriate divisions of the Department of Commerce or the USDOL to formulate the decision.
- d. The Executive Committee, or appointed committee, will issue their decision within 30 calendar days after meeting with the parties involved in the appeal. The decision of the Executive Committee may be appealed as established in the Workforce Investment Act.