



MEETING MINUTES

January 22, 2009 • 12:30 p.m.–4 p.m.

Capitol Plaza • Shawnee Room

1717 SW Topeka

Topeka, KS 66612

Call to Order

Chairman Fleming called the meeting to order and began with the pledge of allegiance. The first item on the agenda was approval of the minutes from the October 8th meeting. The motion to approve minutes was made by Secretary David Kerr and seconded by Ed Berger. The motion was approved unanimously.

State's Update

Rae Anne Davis made the board aware of some concerns with Local Area III's financial reporting. The state has been working with Scott Angelmeyer and Matt Dority from Workforce Partnership and it has been agreed by both parties to bring in a contract auditor which can set the stage for best practices in the future.

Local Area IV submitted an application for certification under the old policy. It has been approved as submitted. When the Certification Policy is updated they will resubmit another application.

On January 1, 2009, we began the soft implementation of Integration. For the first six months we are allowing an adjustment period to see what is working well and adjust what is not working. During the program year July 1, 2009 through June 30, 2010, a 25% increase is planned for the number of enrollments and we will be watching that. Our intent as a State Oversight entity is about improvement not blaming anyone. We just want to ensure progress.

Byron Zuidema gave an update on the stimulus package. This Administration created a real sense of urgency on its way into the White House to get the stimulus package through Congress who at this point seems to be interested and willing to do that. It is the belief there will be money for Summer Youth Programs and additional funding for WIA. In particular, as we implement the additional funding we can and probably should be fairly strategic about where and how we are building this one time investment to make sure that it is helping lay foundations for the future. The whole role is changing so what we are going to do in the future may be a little different than what we have done in the past.

Report from Executive Committee

In an effort to address issues, a meeting of Department of Commerce staff and the Local Area Executive Directors was held in late October. Some of the concerns of the local

areas were aired and the substance of that conversation was relayed to the Executive Committee. We heard those concerns and in early December we made some decisions.

The first item that we heard related to the minimum training threshold. The locals wanted short term pre-vocational training included as a training expenditure. The Executive Committee agreed to recommend the Policy Committee review that issue.

Mandatory partner collaborations and the monthly meetings was another issue. We recommended to the Policy Committee that a monthly meeting not be required but recommended as a best practice.

The Branding Policy was also questioned. Some were concerned that branding was not an allowable cost. The Department of Commerce staff checked with the Department of Labor and they have approved branding as an allowable cost.

The Executive Committee decided that when there is a new policy or procedure, or an amendment to a policy, the Local Area Executive Directors will have a copy in advance. This allows the Executive Directors ample time to raise any questions, comments, concerns or recommendations and submit them to the Policy Committee.

A committee comprised of local and state staff has been created to review and update the Fiscal Manual. This will address local area concern that the manual is too operational.

The Executive Committee discussed moving the **KANSASWORKS** State Board quarterly meetings to 4th Wednesday of each month. This allows two things: one, it allows the local areas more timely data reporting, and second, it coincides with the Summit.

Report from Policy Committee

The Policy Committee requests authorization to submit and release the following policy modifications:

Minimum Training Expenditure Policy

This policy now includes short term pre-vocational certification training in the total expenditures as previously discussed. The Policy Committee voted unanimously to recommend modifications.

Workforce Center Certification Policy

Much of the detail of the policy was removed from the body of the narrative and is now in attachments to the policy. It makes the policy much more accessible and easier to understand and change if needed. Again, the Policy Committee asked for approval of this policy.

Partner Collaboration Policy

Revision to this policy eliminates mandatory monthly meetings, and instead recommends monthly meetings be considered a best practice.

Rod made the motion to release Minimum Training Expenditure, Workforce Center Certification and Partner Collaboration Policies for public comment. Larissa Long seconded the motion which passed unanimously.

Foreign Labor Certification for H-2A Non-Immigrant Program

This policy has been revised to include an I-9 process with the H2A program for agricultural workers. It is a requirement of the United States Department of Labor to comply. The Wagner-Peyser staff was trained in this process but if the Local Operator wants to assign the task to other employees, the Department of Commerce Foreign Labor Certification staff will train them to do that. Here again we voted unanimously to recommend the stated modifications.

Rod made the motion to approve the Foreign Labor Certification Program Policy. Secretary Kerr seconded the motion which passed unanimously.

The following policies were reviewed for clarifying language changes:

Statewide Workforce System Brand Policy

After receiving feedback from our local areas and others it was evident that our language choices made the state policy intent unclear. The summary of the changes can be found in the Policy Committee meeting minutes beginning on page 17. We voted unanimously to pass the stated clarifications.

Service Integration and Functional Management Policy

After receiving feedback from our local areas and others it was evident that our language choices made the state policy intent unclear. The summary of the changes can be found in the Policy Committee meeting minutes beginning on page 17. We voted unanimously to pass the stated clarifications.

Providing Wagner-Peyser Reemployment Services to Unemployment Insurance Claimants Policy

The current policy has been updated to clarify workforce centers staff notifies Unemployment Insurance staff if they are aware of any claimant, who is not available to work, refuses a job referral, is not actually seeking work, or has returned to full time employment. Because of self service, the workforce center staff are not always able to access the Unemployment Insurance database. We did vote unanimously to make those statement clarifications.

Rod asked for a motion to approve the Statewide Workforce System Brand, Service Integration and Functional Management and the Providing Wagner-Peyser Reemployment Services to Unemployment Insurance policies. **Ed Berger made the motion which was seconded by Vern Jarboe. The motion passed unanimously.**

Establishment of Set Meeting Schedule

Secretary Kerr clarified the Board needed to look at the change in meeting date for state board. Mike Fleming told the Board again we would like to meet on the 4th Wednesday

of every quarter as opposed to second Wednesday of every month. **Ed Berger made the motion to approve. Criss Mayfield seconded the motion which passed unanimously.**

Labor Market Information Update

Secretary Kerr explained we are in process of discussions with the Department of Labor to determine what information we need from them and then negotiate a new contract which would be effective July 1 of next year. We have a contract that currently provides data until the end of June. What we feel we need to do, prior to that contract expiring, is determine what our needs are as we move forward, so that when we renegotiate the contract and finalize it at the end of this fiscal year we are positioned to get what we need and negotiate a price for that data.

Secretary Kerr made the motion to proceed with identifying the state and LWIB's need in terms of data information. He asked that the Workforce Study Task Force continue the work they are currently doing, but expand to get collaboration and interaction between the State Board and the Local Areas to identify their needs. We will then present those to the Department of Labor and negotiate a new contract. The current contract expires the end of June. The motion was seconded by Lynn Peterson and passed unanimously.

Workforce Study Task Force Report

Dr. Berger told the board he had a very brief report. We are working on defining the demand occupations as well as working with Inayat Noormohmad on refining the methodology. We are including the Local Area Directors in that process so they are comfortable with it. Hopefully, we will have a report at the next meeting. It is a work in progress.

Rapid Response Report

Shelly McDonald provided information to the Board on both the federal WARN and Non WARN Act programs. Numbers were provided to the Board in regards to layoffs this year in relation to the previous year. There is a large increase over last year, and it appears the trend will continue. We do our best to respond to as many as we can that we find out about.

RA Works (Registered Apprenticeship) /Dislocated Worker Grant Update

In July, in partnership with Local Area's I, III and V, the State received a three year grant from the Department of Labor. This was in response to the Department of Labor's demonstration project targeting Dislocated Workers. The grant amount is \$821,527. There were only 16 states who received the grant. We were very pleasantly surprised when we got it. Our project is called Registered Apprenticeship Works.

Dislocated Workers will receive entry level certificates and participate in Registered Apprenticeship in both the manufacturing and energy industry. The most exciting part is that we can also pay for the related education piece of Registered Apprenticeship, which not only benefits the Dislocated Workers but employers. Historically, this has been paid for by employers, so we are hoping that will be the piece that really gets them into our

signature program. The goals of the project are lofty but we think they can be accomplished.

Local Area Reports

Local Area I Report

Bob Dalke reported that regardless of the thunder, we are not in desperate shape yet. He is thankful to the media that just does not create all doom and gloom about the economy. Local Area I is doing real well. There is still a need for more workers in Local Area I in a lot of industry. We have seen layoffs going on primarily in manufacturing but a little bit in health services.

Bob told the Board he was excited with new programs being initiated within the local area. They have employer buy in and community colleges have created programs that don't follow the two year, semester basis. They have consolidated courses into a six week program to accommodate unemployed workers.

Currently the state has a waiver from the federal government to be able to allow Local Areas to move up to 10% of their Adult Dislocated Worker money to Incumbent Worker training. In the past, 10% has been plenty but we have almost spent the entire funding amount. After speaking with the state and other local areas it was decided to ask the board to allow a change in the state plan and request the waiver be increased to 25% in an effort to train incumbent worker verses immerging workers. Rae Anne explained it was a layoff aversion tactic and the state was open to the change. **Vern Jarboe moved for approval of the modification. Alicia Salisbury seconded the motion which passed unanimously.**

Bob explained that an employer in his area who wanted to set up work share for his employees has been struggling with the inability to get through the UI phone system. He is trying to keep his skilled workforce from leaving the area. A discussion on the Unemployment Insurance phone program took place. While many improvement suggestions were made no solutions were found.

Bob also asked the board to look at his *WORKReady!* Certificate numbers. They have improved greatly. The area increased from ten certificates last quarter to one hundred and three this quarter.

Local Area II Report

Local Area II is moving a head with integration. They have assessed all of the workforce center staff for soft skills. We have assigned staff to the teams using assessments and demonstrative technical skills. We have developed flow charts job, description addendums, team functions, manuals for the welcome team, skills development for the employment team and business team. Staff has been trained on integration theory, job search and flow charts and team functions and common performance measures training. Some of the future training we are going to provide is the co enrollment services in

KANSASWORKS and how that works in our centers, Heartland Works services and paper work, because that will be different for a lot of the staff, assessment tools and then goals and communications.

We are going to be entering into a partnership with faith based organizations. It will be a satellite workforce center here in Topeka. It is an exciting opportunity.

Local Area II also has a lot of UI concerns. Kris did not want to belabor the issue. A lot of UI concerns and comments have been made today are very relevant. They need to be paid attention to. Our Topeka Workforce Center is the optimum site. People driving from other states or from western Kansas come because they remember it as the old Unemployment office. Often times, they are very upset and very threatening about the situation.

Local Area III Report

Scott explained the Workforce Partnership was contacted in October by the local NBC affiliate. This was the time when the bailout was issue, and when the national news seemed to really be taking a nose dive. This station wanted to counter all the doom and gloom and highlight the fact there were job opportunities in the area.

They approached us on a story that ran the night after election night during their sweeps period. The whole idea is there are lots of job opportunities out there despite what you are hearing about national economic news and even local economic news.

After the story ran that night, we were immediately contacted by the station and later said that in the week following the story the web traffic virtually hit unprecedented numbers. Interestingly enough, Workforce Partnership staff started to see an increase in traffic on our website because they had links to our website. They also included an extended video on the website, as well and some additional information.

On November 17th during their early morning newscast, they initiated Workers Wanted Wednesday where they highlight job opportunities. They do this every week. Every other week on these Wednesday they bring in staff from Workforce Partnership to manage a phone bank that they have right there in the studio. They have been doing this every other week since that date. It has been a tremendous outreach tool for us.

Just as importantly to us, this has been an amazing thing for the television station. They have told us they see a spike in their ratings every Wednesday as a result of this. The station intends to continue this process indefinitely and invite us back for the phone bank indefinitely at least until doom and gloom perception of the economy starts to go away. Which right now maybe three or four years out who knows? We area thrilled with what this doing for us.

Our media exposure has just exploded and as a result so has our profile in the community. We have increased employers coming to us as well because they see us as a resource, as well as increased job seekers. It is a tremendous thing for us.

Scott added to Shelly McDonald's report that he had seen companies coming directly to the workforce center asking us to do what we call outplacement services. They tend to be smaller companies but we are providing them services in that context as well.

Mike Fleming asked Scott to touch on what Rae Anne had mentioned. Scott said it relates back to the rescission, both sides are still doing some detective work on it. It appears to come from a reporting problem that comes from our side. We are taking steps to correct that. We certainly don't want the fiscal side to cast a cloud on the work we are doing. It is not an issue as far as we can tell of misuse of funds or anything like that. But it seems to stem from some reporting difficulties. We will be working with our Board and with Commerce on that.

A discussion took place on Local Area III's cost per participant. There are a number of factors for this but there is a need to get WIA enrollees up. Not denying the fact that we have to get our WIA enrollments up, to base a metric on cost per participant, cost per WIA enrollee we would argue that measure is not really meaningful. WIA numbers will change to reflect Wagner Peyser co-enrollments and looking at preliminary figures we will be second in the state and significantly higher than the other local areas. Rae Anne agreed this is all about customer service not just enrolling sure bets.

Local Area IV Report

Keith Lawing complimented the State Board for their action on the incumbent worker training flexibility and the waiver. We certainly appreciate that at the local level and the quick response.

When I was reporting to you last board meeting we had much different economic conditions in South-Central Kansas. There were some assumptions made based past down cycles that we could still maybe ride this one out and wouldn't have significant layoffs. Clearly all of us were off the mark on that.

Keith passed out a report on Local Area tracking of the smaller companies that are laying off. It's the tens the fourteens and now we are seeing companies are starting to re appear on the list. We have obviously had to reposition ourselves.

Local Area IV was under priority of service due to lack of funding at the last meeting. We have managed our dollars well enough we have actually lifted priority of service. We do now have funds. We are actively enrolling folks. The reports you see in your packets from Local Area IV, the next time you meet, you will see tremendous additional expenditures. More people will be enrolled in the training programs. We have also been actively working with the aviation companies, economic development folks and talking with the state and federal government about the possibility national emergency grant.

This explains the sense of urgency that Rod and Area IV has in regards to the Unemployment Insurance discussion his. To Dr. Berger's comments it's going to get worse. We are going to have more and more layoffs. We need the communication.

Senator Salisbury said it very well. That is really all we are asking for. We know the Department of Labor going to have some constraints whether that be regulatory or funding. We want to leverage the resources, be a partner to try to get the job done for the individual. Clearly we have a very different environment than when I spoke to you last and certainly is reflective with the numbers we have seen.

Local Area V Report

Last year at this time Local Area V was observing a very significant labor shortage. In the last nine months we have lost about 4400 jobs. We have been notified of other closings which will bring us up to 5000 jobs. We had job vacancies in the area which are being taken by Dislocated Workers. As those jobs are taken we will see a significant rise in unemployment. There is a worry for the small business owners and sole proprietors that can't file for Unemployment Insurance and their loan burdens.

We have been working with Flint Hills and Independence on Manufacturing Skills certificate program. It should be up and running by mid February.

Renea concurs with most of the discussion earlier. We are moving ahead with integration. We are excited about increasing the level of services that we are providing to our customers and hoping that we can increase the level of skills before making referrals to customers in the future and have a quality workforce and increase our efficiencies over all for industries.

Statewide Performance Update

Shelly Jones provided the statewide update. All measures are being met with the exception of the measure for Placement in Employment or Education Attainment of a Degree or Certificate in Literacy and Numeracy. The problem is with data delay and there is no concern at this time.

Technical Education Authority Update

Eddie thanked everyone for participating in the Summit. You have heard about the authority for I don't know how many hours. There are three committees that are really tied to what will happen with the Tech Ed Authority. The budget committee and that is really a tough issue we are dealing with right now. The second one is curriculum and that is something that you have driven through this group also. We set standards for programs. That is going to be a big part of the creditability of the authority. The marketing committee you heard a little bit about that. We are trying to pull all that together with work that has been done within this group. The authority is right on track. This isn't the greatest time to start off a new agency. Eddie wasn't kidding about promoting higher education and just changing the way you spell it. HIRE maybe that is the thing we haven't done in the past well enough.

Discussion took place in regards to tying The **KANSASWORKS** State Board, the Kansas Tech and Authority and the K12 system within the Kansas Board of Education.

Chair's Update

Mike Fleming utilized this update to open the floor for questions and concerns. Verne Jarboe asked for a simple email listing the new meeting dates. He also requested Secretary Kerr convene the meeting with the Department of Labor, which could be a telephone conference so there is no travel expense. We need to have a conversation about the problems that are being experienced because of UI. There is actual fear in these workforce centers that somebody is going to blow up and hurt somebody because some of the people seeking UI are so upset. It really does go back to communication.. It could be very useful. Verne also asked that Commerce start a blog to circulate ideas. Instead of competing for youth funding maybe we could develop a cool statewide Youth Program.

Rod Blackburn asked Rae Anne to address the Legislative Post Audit Report which was discussed in detail. Rod asked that **KANSASWORKS** State Board be kept apprised of any major developments within the Workforce Services so that they can support the Department of Commerce.

Mike told the Board that Cindy Nau had a baby girl the last day of December. Unfortunately, there were complications and her daughter was in NICU for an extended period. She is now out of hospital but is recovering. Please be sure to keep her in your thoughts and prayers. Christine Bohannon, in Cindy's absence has done a great job.

The meeting adjourned at 3:00pm.

ATTENDANCE

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

X=Present
 E=Excused Absence
 U=Unexcused Absence

ATTENDANCE

GUESTS
Byron Zuidema, United States Department of Labor
Phil Moreland, United States Department of Labor
Inayat Noormohmad, Kansas Department of Labor
Marty Kennedy, Kansas Department on Aging
Bob Dalke, KANSASWORKS , Local Area I
Kris Kitchen, Heartland Works, Local Area II
Keith Lawing, Workforce Alliance, Local Area IV
George McAtee KANSASWORKS , Local Area V
Renea Cavaness, KANSASWORKS , Local Area V
Jim Snyder, Silver Haired Legislature
Cindy Estes, Western Kansas Manufacturing Assoc.
Jerry Atkinson, Chairman, Local Workforce Investment Board V
David Moody, Chairman, Local Workforce Investment Board I
Carolyn Benitez, SER
Scott Anglemyer, Workforce Partnership
Karen Wheeler, Workforce Partnership
Matthew Dority, Workforce Partnership
Steve Gieber, Workforce One
Sharon Beyer, Heartland Works
Arlene Ockwood, Heartland Works

COMMERCE STAFF	
David Brennan	Susan Symons
Rae Anne Davis	Sherry Gegen
Celia Vega	Shelly McDonald
Susan Weidenbach	Armand Corpolongo
Keith Myers	Candace Molzhon
Linda Weaver	Susan Nickerson
Kathy Hund	Bonnie Duden
Loretta Shelley	Shelly Jones
Ann Duffy	Mike Beene

BOARD STAFF
Christine Bohannon