

# KANSASWORKS STATE BOARD

## MEETING MINUTES

April 22, 2009 • 10:00 p.m.–2 p.m.

Ramada Inn Grand Ballroom

420 S.E. 6th St.

Topeka, KS 66612

### Call to Order and Introductions

Mike Fleming began the meeting and informed members since the last meeting in January there had been a change at the Department of Commerce. Rae Anne Davis moved to the Governor's Office and in her place is Caleb Asher.

Caleb thanked Mike, gave a brief history of his work with Commerce and stated he looked forward to working with everyone.

Caleb then introduced new state board members Judy Gifford, Dana Weaver representing Debra Zehr, Phillip Chappuie and Jack Fowler. He also introduced special guests Sue Ambler and Sam Spitzer from the Snohomish County Workforce Development Council in Washington. Caleb explained Commerce's mentor/learner relationship with Snohomish County turned the floor over to Sue and Sam.

### PIT Crew

Sue Ambler gave a briefly described how they and Commerce were paired together and explained the purpose of the partnership, which is to share business and industry information and work on strategic planning.

Caleb introduced and thanked the LWIB Chairs for their attendance.

### Approval of Minutes

Mike Fleming requested a motion to approve the minutes from the January 22, 2009 meeting. **Candy Shively moved to approve the minutes. Lynn Peterson seconded the motion, which was approved unanimously.**

### Report from Policy Committee

Doug Kinsinger reported on the public comments received on the *State Certification for Workforce Centers* policy and explained the additional changes made to the policy based on public comment (see Attachment A).

LWIBs and LWIB representatives were offered the opportunity to further comment on the *State Certification for Workforce Centers* policy before a motion was made. Secretary Kerr verified that locals are permitted to participate in Policy Committee meetings and provide input at those meetings. There were no further comments. **Doug made the motion to approve the policy as amended per public comment. Ed Berger seconded the motion, which passed unanimously.**

Doug reported on the public comments received on the *Minimum Spending Percentages for Training* policy and changes made to the policy (see Attachment A). A short discussion ensued on training expenses and ARRA funds.

**Doug Kinsinger made a motion to approve the policy. Ed Berger seconded the motion, which passed unanimously.**

Doug reported there was no public comment received on the *Partner Collaboration* policy and changes made to the policy (see Attachment A).

**Doug Kinsinger made a motion to approve the policy. Ed Berger seconded the motion, which passed unanimously.**

Doug reported on the public comments received on the *Workforce Services Policy Process* policy and changes made to the policy (see Attachment A).

**Doug Kinsinger made a motion to approve the policy. Ed Berger seconded the motion, which passed unanimously.**

Doug reported on the public comments received on the *Trade Adjustment Act* policy and changes made to the policy (see Attachment A).

**Doug Kinsinger made a motion to approve the policy. Ed Berger seconded the motion, which passed unanimously.**

Doug reported on the non-substantive changes made to the *Criteria for Local Workforce Investment Boards* policy (see Attachment A).

#### **Report from the Workforce Study Task Force**

Ed Berger told the group the Workforce Study Task Force continues to try to define a process for demand occupations. They are working to come up with a database. Inayat is turning all data points that reference both short and long-term occupational demand and factoring wages into that as well as the current job vacancy survey. Timing is a concern though. It is a work in progress.

#### **WARN Act and Layoff Aversion**

Mike Fleming explained unemployment is up and there have been a number of job losses. In the state of Kansas from March 2008 to March 2009 the State lost 22,000 jobs. Unemployment is expected to continue to grow and it's unknown when it will bottom out. There are some lay off aversion techniques available. The State Board should know about the WARN Act which has an impact on employers. If a business is having plant closings or job losses there are requirements they must adhere to. Mike then turned the floor over to Shelly McDonald to discuss alternatives to mass layoffs and plant closings.

Shelly McDonald explained ideally it would be nice to avert layoff for everyone, but sometimes that is not possible. It is the State's responsibility to know what is going on with businesses and let them know there are other available alternatives. Shelly discussed two strategies that are a work in progress and emphasized using good communication through Economic Development Representatives and Workforce Response Coordinators and utilizing and analyzing data.

A strategy that is working well in Kansas is the incumbent worker training. Locals have up ten percent of their Adult Dislocated Worker funding that is available for incumbent worker training. A waiver is out for public comment on the State Board website which allows utilization of 25 percent of ARRA Rapid Response funding for incumbent worker training. An additional waiver increases the percentage of the Adult Dislocated Worker funding from 10 percent to 25 percent.

Another strategy in place is the Shared Work Program operated through the Department of Labor. Kansas is only one of 18 states with this program. Instead of companies completely laying-off their employees they just reduce hours and then in place of the reduction of hours those employees receive Unemployment Benefit Compensation. Last year we had 182 employers who took advantage of the program. This year through March in just three months we have had 136 employers take advantage.

Shelly told the board she was open to ideas and thoughts about how to improve communication and get the word out about what is available to employers.

Mike Fleming explained another component to mass layoffs is the WARN act. It is a federal statute. WARN stands for Worker Notification and Retraining Act. It was signed into law in 1989. It applies to all business enterprises with more than 100 employees. When there is a plant closing or mass layoff the employer has to give sixty days notice to the aggrieved employee and to the State and in this case, the Department of Commerce Rapid Response Unit. They also have to provide notice to a Mayor or the highest local official who has been elected.

The intent of the act is to give notice to aggrieved employees so that their families can prepare for the upcoming loss. It also allows for time to find new employment and/or to get into training. It allows the Department of Commerce and Rapid Response to get in there and do what they are supposed to do and to talk about some of these alternatives to mass layoff.

In the past six months, unfortunately, there have been 32 Kansas companies fall under the jurisdiction of the WARN Act who have had to either close their doors or significantly reduced their workforce. Some provided notice, but some did not. One in four has not complied with WARN. That is a problem.

By not complying with WARN these employers open themselves up to civil liability. In addition to being sued or being liable for back wages and benefits these employers, if they don't give notice to the employees, to the state and to the local government also run

the risk of having to pay \$500 per employee per day. If you take a thousand employees who are laid off without notice potentially the employer could pay \$500 per employee for sixty days. That can be a pretty significant sum.

Obviously if twenty five percent of the companies in Kansas fail to adhere to WARN they do so either because they just don't know, they choose to ignore it, or in some cases as Shelly said sometimes *it can't* be helped. I know some employers want to stay open as long as they can rather than have to shut their doors almost on a moments notice.

For those who choose to simply ignore WARN they do so at their own peril and they stand to be sued. Mike felt some of these lawsuits would be seen in Kansas. A number of law suits have popped up in New York in the financial services industry. In fact in New York, the state legislature has gone and created it's own WARN Act that gives the state instead of sixty day notice, a ninety day notice in order to give the State Government a little bit time to perform Rapid Response duties. Mike stated he thought it the duty of the State Board to at least talk about how to educate the public on WARN.

Robert Giesen asked if any attempt had been made to notify employers of the WARN Act. As a businessman he was not aware of it. Mike Fleming explained he wasn't aware of it until a couple of months ago. Unfortunately, there are a lot of laws out there that we just don't know about. Maybe there is some way to directly market WARN, but I don't know how the state goes about doing that.

Discussion took place on how to market WARN to the public. The Department of Commerce will work with the Department of Labor on a message that will be sent to the Chambers of Commerce. UI will place information in their newsletter and in the beginning of May Commerce will run a series of positive radio advertisements.

Secretary Kerr commented on the Board not being too narrowly focused. He pointed out that the state has a quarter of the counties still suffering a workforce shortage. Before the economic downturn there were 82 counties with a workforce shortage and when the economy turns around, Kansas will be back to facing a workforce shortage. So, the board's focus should be broad to encompass both unemployment and workforce shortage issues.

### **ARRA Act**

Caleb reported on the American Recovery Reinvestment Act (ARRA) explaining the workforce system will be watched very closely on how it utilizes the dollars. There are strict guidelines from the federal government and certainly more accountability than what has been in the past. Over and over the comment has been made that this is the last chance for the workforce system.

The TEGE on how reporting will actually be done has not come out yet. Transparency is going to be extremely important throughout the state and as we provide information to our constituents or tax payers. Caleb thought this to be a tremendous opportunity for

Kansas and its stakeholders. This is a great opportunity to work together, take care, and do it right.

The Department of Commerce began weekly conference calls with local area executive directors to ensure all sources of information were being shared statewide. Caleb invited board members to join the calls.

Caleb explained the large focus on the Summer Youth Program, which has not been funded for a number of years. Each of the local areas has been doing a lot of work to be prepared to get those dollars out in the hands of the youth.

Utilizing Wagner Peyser ARRA funding the state has plans to interface between Unemployment Insurance and **KANSASWORKS.com**. As an individual applies for UI and goes through the process an interface will automatically register them into **KANSASWORKS.com**. That is just one example of system-wide changes to be made over the next few years.

Utilizing the State of Kansas portion of WIA dollars the state will be reinvesting in Kansas companies that are in need of assistance and lack a funding source. An example given was work being done to assist Cessna.

Funds must be obligated at the end of next September. They must be spent by the end of September 2011. The dollars need to be spent and be spent efficiently and effectively. It is also important that we really make a mark in Kansas with these dollars.

Commerce has received information on a REA grant for 50 million dollars and there is a Re-Employment Services (RES) grant that will be coming available. Other grants will also be coming along. The Department of Commerce will partner with other entities to develop the best possible projects to submit for these grant opportunities.

There is about 750 million dollars available through the US Department of Labor. They are breaking that chunk of money up into two areas. The big area is green jobs and the Workforce Study Task Force will begin working on defining green jobs.

Added staff positions with ARRA are limited. Commerce will be adding a Youth Coordinator position, a grant writer, and some help for the Trade Adjustment Assistance Act. The state has classified these jobs as limited term, which defines a definitive start and definitive end date.

The Registered Apprenticeship program will expand through the next two years. The Registered Apprenticeship Works grant will expand from three local areas to all five. A piece for businesses has been added within the grant and scholarships around \$500 will be available to help apprentices obtain training. That has not been available in the past.

Caleb reported in the regional staff from Chicago will be coming to Kansas to visit. Local Areas II and III were chosen for review. A readiness tool from the Department of

Labor will be used to see how ready and prepared Kansas is to accept the challenge of the Recovery Act. They will be here the first week of May. This is not a monitoring visit. They are not trying to find things that are wrong; they just want a good sense of where we are in the process.

Discussion took place on the tracking of funding. The Department of Commerce and local areas feel sure they will be able to track funding correctly on a daily basis. We will have the ability to comply with the TEGF when it is finalized.

### **Local Area I**

Bob Dalke reported they received \$549,000 for Youth, \$215,000 for Adults and \$471,000 for Dislocated Workers in stimulus funding. The area has set up numerous non traditional programs in concert with the Community Colleges. They have ensured there are training opportunities for individuals so the funds could be utilized in a timely manner. Classes are set up in progression so if you make it through one section and the jobs are not ready yet you can move onto another certification

In addition, Area I is working with Hutchison Community College in continuation of a manufacturing skills certificate. Those classes occur on a continuous basis. They may look at another short term refrigeration class.

In regards to the Youth program, Local Area I foresees serving 300 youth. Once enrolled a readiness assessment will be given to determine if the youth need additional services through the year round program.

Functional integration is going well. They have brought staff back together and have held numerous training sessions. Everyone is working more in partnership and understands their role. Wagner Peyser staff traditionally didn't have access or a lot of knowledge about what the amount of training dollars available. They now see that and have actually been a big help in establishing the contact with institutions and developing training courses. That is a different tactic than in the past. Local Area I is satisfied with the progress made.

### **Local Area II**

Kris Kitchen reported Area II had received \$1.2 million for the youth program. They will enroll about 350 students, hopefully a little over that, and it will include 14 to 24 year olds. They plan to work with all 17 counties to avoid rural counties feeling left out.

Area II is focusing on developing quality worksites: local housing authorities; city worksites; county agencies; and weatherization, which could be tied back to green jobs. They will also work with private sector employers.

Area II applied in partnership with the Antioch Life Center for a federal demonstration grant. They are trying to develop relationships with faith based organizations. A satellite Workforce Center will be established at Antioch, which is in East Topeka. It will target the needs of older workers. E-learning is the focus to upgrade older workers' technology

skills. Several employers who have an interest in this in Topeka and Shawnee County have worked with Area II. Those employers are going to help by using the older workers in work experience programs.

Kris stated the Lawrence Workforce Center was the hiring location for the new Wal-Mart in Lawrence. Lawrence was inundated with applicants for Wal-Mart and Wal-Mart used the workforce center as its human resources office while hiring. It was a good experience and Wal-Mart was very pleased with the outcome.

Integration in Area II is outstanding.

Kris said she has really appreciated weekly conference calls with Caleb and staff from the Department of Commerce. They are very beneficial and she felt communication was at a level it has not been at in the past.

Another unique thing Area II is doing is short-term prevocational training with Dynamic Works, which is an online training. It is fairly new and several employers are using it for incumbent worker training.

### **Local Area III**

Scott Anglemeyer said the youth program was the biggest challenge for Local Area III. Their stimulus dollar amounts total about \$4.3 million dollars, \$2.3 million of which are for youth. Area III anticipates employment in work experience projects of over 800 youth. Their intent is to do that all of it this summer and early fall. Area III is focusing primarily on public sector worksites and will not have many private sector worksites.

Scott anticipates having no problems finding worksites. The biggest problem will be finding eligible youth that can get through the eligibility determination process. There's no doubt there are more than 800 eligible youth in the area, but documentation is often a problem. Area III is establishing procedures to make sure documentation is accomplished and youth (or their families) are encouraged to come to the workforce center with all of the information beforehand.

Area III is doing similar things as other areas with their Adult Dislocated Worker funding

The two Community Colleges in Area III are really easy to work with when it comes to making accommodations. The biggest challenge is placing an emphasis on short-term training programs that lead to near term employment opportunities. Looking at where some of those employment opportunities are going to be in late summer/early fall when some of the training is completed is a bit of a challenge.

Scott reported on the audit underway. It is being conducted in two phases. The first phase is reconstructing the numbers so the numbers are reported where they should have been. There is a draft report on that phase and the audit is now in phase two. It reviews some of the expenditures during the rescission period when Area III had to do some reclassification of costs to make it through the rescission intact. It basically makes sure

those costs were assigned appropriately to programs and whether they could be reclassified (looks at transfers made). Scott said he has confidence this will be resolved and everybody will be satisfied and more will be reported when the audit is done.

Integration in Area III is going well and they have changed structure a bit to make integration even more effective in the workforce centers.

#### **Local Area IV**

Amanda Duncan reported Area IV will be receiving \$2.3 million dollars and \$1.2 million for youth in stimulus money. The executive committee approved the budget yesterday and 8 percent will be spent on administration.

The Summer Youth employment program is well underway. Area IV has been accepting applications from youth since March 23 and has gotten 325 applicants for which eligibility is being determined. There are job sites in all six counties and in about 70 agencies. They are working with municipalities, city and county governments, and school districts.

Amanda said Area IV is planning to have at least 350 and hopes to get to 400 youth participants. They have received 325 applications, but since some may be eligible they are hoping to get 500 applications.

In the Wichita area there have been about 12,000 layoffs and anticipating more. In response to the number of aviation layoffs Area IV's demand occupations have changed and are reflected in the quarterly report.

In March the workforce centers had the highest visitor count ever--just over 9,200 for the month. That was up 15 percent over February and 58 percent over last year for the same time period.

Integration seems to be going very well and staff training is underway. Amanda said the area felt very good about what they are doing with integration.

With branding Amanda said they have co-branded the signage as well as printed materials.

#### **Local Area V**

Renea Cavaness thanked the Unemployment Insurance Department for responding quickly to their needs. This week Area V has received numerous phone calls on work share. They were referred to the UI Department, which has been very quick to respond. Employers continue to comment on how globalization and free trade is harming and effecting their ability to compete for contracts. This not only affects local sales, profits and sustainability, but also the local staff and local workforce in the end.

Renea said since solely branding with **KANSASWORKS** they have received more phone calls from the public and have seen increased traffic and calls.

Local Area V has \$1.3 million in stimulus funds and they plan on enrolling around 317 youth between the ages of 14 and 24 both in and out of school. The youth will work an average of 32 to 40 hours per week.

Dislocated Worker programs have really aggressive schedules as well. The whole system wants to enroll the total funds obligated in three to six months.

As far as integration, Emporia began enrolling participants in February and Independence and Pittsburg began in mid- to late-March. To date, there are 1,072 adult performance participants added during that time frame and 700 dislocated workers. This has made significant improvements on the level of services provided to the public. The redesign of the centers is more customer-friendly and allows for added services. Area V is pleased with the outcome of their approach to integration and increased level of service with coordination of staff.

A discussion took place on reporting. There is concern that not all areas are reporting in the same manner. The Department of Commerce will take a closer look at reporting and report at the next meeting.

### **Performance Update**

Melanie explained in looking at report it appears both the retention rate and dislocated workers are below sanction level. We are about a month out and we are still missing information. Once she gets all the numbers, those performance measures should be okay. It appears the literacy and numeracy gains are going down every quarter and they are investigating as to why.

### **Report from the Tech Ed Authority**

The Tech Ed Authority distributed post secondary education aid which was interesting. It was one of the most difficult things the Authority has faced simply because there was no money in the treasury. It is a little bit difficult to do that when things are like they are. At the current time if you have been following the reports it won't be any better for the next year. So the hold harmless situations that exist in our state are continuing. I feel that hold harmless discourages those who do well reward those who don't.

We also had a report from Fort Riley. There is a lot of growth and a lot of information. The relationships that they have with several of our post secondary institutions are very important.

I am encouraged about collaboration with post secondary and WIA. We all must continue to work together to provide services when and where they are needed and at what time. However, we are certainly challenged this year

### **Chairs Update**

Mike Fleming traveled to Washington DC for the State Workforce Board Chair's Meeting. He explained the meeting was related to the Recovery Act. The overriding

theme was “If we don’t get it right this time, our workforce system will probably not look the way it does now.” If the performance is not there and congress doesn’t see the dollars that they earmarked for workforce development being utilized the way they deemed appropriate, then reauthorization is going to look different. An incredible task is at hand and there’s obligation to do our best to get this right.

Mike set up a sub committee to oversee the ARRA expenditures. The sub committee members are Vern Jarboe, Doug Kinsinger, Eddie Estes and Ed Berger. Secretary Garner was absent, but will be asked to serve.

Discussion took place about meeting quarterly and the need to do a better job of keeping state board members up-to-date on what is happening in the workforce system. After discussion it was decided to set-up monthly informational meetings via teleconference in the months the state board does not meet.

Mike reported the state plan will be due before the next meeting. Since it needs the board’s approval, Mike suggested the board meet via teleconference on it June 18 at 10AM. The board agreed and the meeting was set.

### **State Update**

Caleb explained the change in structure within the Workforce Services Division in response to findings made by Legislative Post Audit. He also discussed changes made to the **KANSASWORKS.com** website. In the month of March there were over nine million hits—up by several million. There were also 15,000 unique visitors—up several thousand from last year.

The WiaNET, which holds workforce policies, is being rebuilt. It will become a standalone website. The address will be [www.kwpolicies/kansascommerce.com](http://www.kwpolicies/kansascommerce.com). The site should be live in mid May.

### **Adjournment**

Mike invited all board members to stay for the afternoon session with Sam and Sue. The meeting was adjourned.

## ATTENDANCE

BOARD MEMBERS	PRESENT
<b>Dr. Ed Berger</b>	X
<b>Rod Blackburn</b>	E
<b>Representative Steve Brunk</b>	U
<b>Phillip Chappuie</b>	X
<b>Tim Cotter</b>	E
<b>Eddie Estes, Vice Chair</b>	X
<b>Mike Fleming, Chair</b>	X
<b>Jack Fowler</b>	X
<b>Secretary Jim Garner</b>	X
<b>Robert Giesen</b>	X
<b>Judy Gifford</b>	X
<b>Secretary Kathy Greenlee</b>	U
<b>Vern Jarboe</b>	X
<b>Secretary David Kerr</b>	X
<b>Doug Kinsinger</b>	X
<b>Patricia Kirkman</b>	E
<b>Lloyd Lavin</b>	U
<b>Larissa Long</b>	X
<b>Criss Mayfield</b>	X
<b>Lynn Peterson</b>	X
<b>Representative Louis Ruiz</b>	U
<b>Deputy Secretary Candace Shively</b>	X
<b>Debra H. Zehr</b> represented by Dana Weaver	X

X=Present  
 E=Excused Absence  
 U=Unexcused Absence

## ATTENDANCE

GUESTS
Dorothy Stites, Kansas Department of Labor
Inayat Noormohmad, Kansas Department of Labor
Bob Dalke, Kansas WorkforceONE, Local Area I
Kris Kitchen, Heartland Works, Local Area II
Camie Russell, Southeast <b>KANSASWORKS</b> , Local Area V
George McAtee, Southeast <b>KANSASWORKS</b> , Local Area V
Renea Cavaness, Southeast <b>KANSASWORKS</b> , Local Area V
Jim Snyder, Silver Haired Legislature
Ann Keliex, Kansas Department of Labor, Vets
Jerry Atkinson, Chairman, Local Workforce Investment Board V
Curtis Cline, Kansas Department of Corrections
Carolyn Benitez, SER
Scott Anglemyer, Workforce Partnership, Local Area III
Richard Lopez, SER
Norman Bateis, SER
Trent Howerton, Workforce Partnership, Local Area III
Jo Adams, Workforce Partnership, Local Area III
Karen Wheeler, Workforce Partnership, Local Area III
Maureen Toll, Salina Area Chamber of Commerce
Sam Spitzer, Snohomish County Workforce Development Council and PIT Crew
Sue Ambler, Snohomish County Workforce Development Council and PIT Crew
Amanda Duncan, Workforce Alliance, Local Area IV

<b>COMMERCE STAFF</b>	
David Brennan	Mike Beene
Christine Bohannon	Sherry Gegen
DeAnn Gideon	Shelly McDonald
Susan Weidenbach	Armand Corpolongo
Keith Myers	Melanie Manry
Linda Weaver	Christy Doherty
Kathy Hund	Candace Molzhon
Loretta Shelley	
Ann Duffy	
Mike Beene	
Shelly Jones	
Ronnie Murphy	

<b>BOARD STAFF</b>
Cindy Nau

## ATTACHMENT A: Policy Committee Summary - 04/22/09

### a. POLICY: *State Certification for Workforce Centers*

This policy came before the board in January for approval to gather public comment.

The board granted approval and public comment was gathered. Based on the public comment received a few additional changes were made to the policy. They include:

- 1) Adding language to clarify when certification must occur.
  - a. Under “Action” on cover page: Certification should begin within three months of the adoption of this policy and be complete within PY09. Recertification would occur every two years thereafter.
- 2) Adding language to recognize that the Community services Block Grant is not available in all locations.
  - a. In Attachment A, added “(where available)” following “Community Services Block Grant Employment and Training partner”.
- 3) Adding language to better incorporate ADA:
  - a. On page 4 CHANGED  
*As such, each LWIB is responsible for providing interpreter services to accommodate individuals with disabilities*  
TO  
*Each LWIB is responsible for providing, as reasonable, accommodations to serve customers, such as interpreters for individuals with hearing impairments, Braille, CD or reading aloud brochures and written materials provided, testing and class accommodations, etc.*
  - b. On page 13 added “(as amended in 2008)” behind *Americans with Disabilities Act*
  - c. On page 15 added “(describe how accommodations are provided to persons with disabilities)” behind *Workplace accommodations information*
- 4) Comments were also received expressing concern about the state board’s authority to certify one-stop centers and suggesting the policy be adopted as a minimum criteria or guideline. The state board has sought consistent services and standards for the Kansas workforce system for some time, which is why the Policy Committee sees this policy as a means by which standardization may be achieved and recommends adoption of the policy. However, a promise was made at the last Policy Committee meeting that a request would be brought to the board to allow local area executives and local board chairs the opportunity to discuss their concerns at the full meeting before a vote is taken.

b. POLICY: *Minimum Spending Percentages for Training*

This policy came before the board in January for approval to gather public comment.

The board granted approval and public comment was gathered, but the comments received did not regard proposed changes to the policy, but were technical in nature. Staff addressed them one-on-one.

Change(s) made before public comment:

This policy was amended to allow for the provision of short-term prevocational services to be included in the definition of a training expenditure. The initial policy did not provide for prevocational services, however, after input from a variety of sources including local areas it was determined that prevocational services such as assessment or skills testing as provided for in *WORKReady!* WIN and other skill development and certification products were appropriate training costs and therefore should be added to the training expenditure definition. In addition short term prevocational soft skills training will be included as part of this definition including the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills and professional conduct to prepare individuals for unsubsidized employment or training as defined in WIA 134(d)(3).

c. POLICY: *Partner Collaboration*

This policy came before the board in January for approval to gather public comment.

The board granted approval and public comment was gathered. No comments were received on the policy.

Changes made before public comment:

Language requiring monthly meetings was replaced with “recommended monthly meetings” as a best practice.

d. POLICY: *Workforce Services Policy Process*

This policy was revised and more detail provided about the process of developing policies. Public comment was gathered.

One comment was received and the Policy Committee approved the change.

Change made from public comment:

Language added to permit quick reaction in the event it is needed, i.e. for Recovery Act. Language states “*This process may be abbreviated for just cause as approved by the KANSASWORKS State Board Executive Committee.*”

e. POLICY: *Trade Adjustment Act*

This policy has substantive changes and was sent for public comment. The changes reflect the changes in TAA and include revising how classes are paid, increasing the maximum cost for training from \$12K to \$16K, and changes to

how the verification and payment process occurs. Standard changes were also made such as changing Kansas JobLink to **KANSASWORKS.com**. No public comments were received on this policy.

f. *POLICY: Criteria for Local Workforce Investment Boards*

The contact information in this policy was revised along with the standard revisions (brand, integration, WF Development Division to WF Services Division). Since the changes were non-substantive the Policy Committee is not requesting any action, just reporting changes were made and are posted online.