

Local Area II Workforce Development Board & Chief Elected Officials Board Regular Meeting MINUTES

**November 1, 2017
CONFERENCE CALL
12:30 p.m.**

LWDB Members Present:

John Coen
Dan Decker
Neil Fisher (Chair)
Lynne Green
Richard Jackson (Vice Chair)
Mary Johanning
John Masterson (Secretary)
Dave Rindom
Mike Scribner
Barbara Stapleton
Johnny Taylor
Sheryl White
Fred Willich

LWDB Members Absent:

Smitty Belcher
Steve Boyce
Hugh Carter
Michael Donnelly
Mickey Fornaro-Dean
John Garretson
Allen Moore

New LWDB Member Joining After CEOB Action on Memberships:

Robert Bausch

CEO Board Members Present:

Bob Archer
Ben Bennett (Chair)
Mike Gaughan
Marvin Rodriguez
Susan Shuster
David Willbrant (Vice Chair)

CEO Board Members Absent:

Kenneth Kuykendall
Deloyce McKee
Larry Wolgast

Heartland Works Staff:

David Brennan, Theresa Figge, Sharon Beyer

Eckerd Staff (LAI One-Stop Operator):

Cheryl Bachelor-Boothe

Guests:

Jamey Hancock, Vocational Rehabilitation

I. Open Meeting & Roll Call

Roll call was given. Quorum was established for both Boards.

II. LWDB Membership Nominations

The CEOB considered the nomination of Robert Bausch, who replaced Brian Threadgold as the Business Manager for IBEW Local Union 226.

CEOB Action

Commissioner Gaughan moved to approve Mr. Bausch's appointment to the LAII LWDB. Commissioner Rodriguez seconded the motion. Motion passed by CEOB vote.

III. LWDB Membership Position Openings

Neil reminded the board of two open positions for business membership. These positions need to be filled for the LWDB to be in compliance with WIOA. Neil encouraged members to consider colleagues suitable for nomination and have nominations submitted prior to the February board meeting.

IV. Minutes

LWDB Action

John Masterson moved to approve the joint LWDB/CEOB meeting minutes for September 6, 2017 as written. Motion seconded by Mary Johanning. Motion passed by LWDB vote.

CEOB Action

Commissioner Rodriguez moved to approve the joint LWDB/CEOB meeting minutes for September 6, 2017 as written. Motion seconded by Commissioner Willbrant. Motion passed by CEOB vote.

V. Junction City Workforce Center Lease Amendment

During the negotiations for the Junction City Workforce Center lease, Kansas Department of Commerce requested an upgrade on the flooring for the Center. Information on the flooring options available and corresponding costs was provided to board members in the meeting mailing. Options included 1) new commercial carpet (broadloom), or 2) new commercial carpet (carpet squares, higher grade than broadloom) or 3) new commercial carpet (carpet squares) plus vinyl planks (wood grain appearance) on the Center walkways which receive the most foot traffic.

LWDB Action

Fred Willich moved to approve flooring option #3. Mary Johanning seconded the motion. Motion passed by LWDB vote.

CEOB Action

Commissioner Rodriguez moved to approve flooring option #3. Commissioner Archer seconded the motion. Motion passed by CEOB vote.

VI. Fiscal Report

LWDB and CEOB members received the fiscal report via email prior to the meeting. The report included information for July 1, 2017 through September 30, 2017. Theresa Figge summarized the information in the report, asked members if there were any questions and if the members wanted any additional information or changes in report format for upcoming reports. There were no questions and no suggestions for additional content/format revisions.

VII. Local Area II WIOA Plan Update

Commerce requested the Local Areas review their WIOA Strategic Plans to ensure sections relating to the provision of youth services adequately described how the required fourteen youth elements are provided within the Local Area. This recommendation came as a result of USDOL’s recent monitoring visit to Kansas Local Area IV. HWI staff reviewed the current strategic plan and determined additional language could be added to clarify the provision of youth services. The amended language, which reflect minor changes to the overall plan, was included in the board mailing.

LWDB Action

Lynne Green moved to approve the plan modification. Richard Jackson seconded the motion. Motion passed by LWDB vote.

CEOB Action

Commissioner Archer moved to approve the plan modification. Motion seconded by Commissioner Rodriguez. Motion passed by CEOB vote.

VIII. Local Area II Memorandum of Understanding and Cost Sharing Agreements

David summarized the recent progress on negotiations with required LAII WIOA partners to update our Memorandums of Understanding (MOUs) and One-Stop infrastructure cost sharing agreements. These agreements are required by WIOA and the deadline to submit completed MOUs/Agreements to Commerce is December 31, 2017. HWI is currently in process with negotiations and drafting an updated MOU/Cost Sharing Agreement. It is anticipated a draft of the MOU/cost sharing agreement will be ready for review by the end of November. As the next HWI board meeting is not until February, it was requested the Executive Committee be granted the authority to review/approve the MOU/Cost Sharing Agreement before distribution to partners.

LWDB Action

Richard Jackson moved to approve the recommendation. Motion seconded by John Coen. Motion passed by LWDB vote.

CEOB Action

Commissioner Gaughan moved to approve the recommendation. Motion seconded by Commissioner Rodriguez. Motion passed by CEOB vote.

IX. Director’s Updates

One-Stop Operator Summary of Activities – Cheryl Bachelor-Boothe provided a summary of her activities since the last board meeting in the board mailing. David asked the board members if anyone had any questions or

comments for Cheryl. No questions or comments received.

One-Stop Operator RFP Review Committee Meeting – HWI will schedule a meeting in early January for the One-Stop Operator RFP Review Committee to review and discuss One-Stop Operator progress to date. Committee members include Hugh Carter, Michael Donnelly, Mary Johanning, Cheryl White, Theresa Figge and Sharon Beyer.

Topeka Workforce Center One-Stop Certification – included in the board mailing was a copy of the letter from Commerce which grants the Topeka Workforce Center certification as a comprehensive One-Stop in LAII.

Lawrence, Manhattan, and Junction City Workforce Centers One-Stop Certification – Cheryl Bachelor-Boothe is currently working with WFC staff at these locations to complete the necessary review for affiliate site designation. LAII certification policy (approved at the September 2017 meeting) allows for either the board or the board's executive committee to review/approve committee recommendations. Committee recommendations will be presented to the Executive Committee members for review/approval before submitted required paperwork to Commerce.

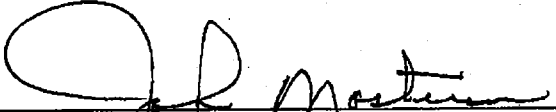
NAWB Conference – the board mailing included information on the National Association of Workforce Boards conference, held in March 2018. LAII has funds allotted for up to 4 board members to attend.

LWDB Membership Positions – David reminded the boards of the two open business member positions for the LWDB and asked for nominations to be submitted prior to the February meeting.

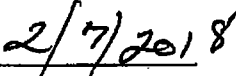
X. Old Business
No old business discussed.

XI. New Business
No new business discussed.

Adjournment



John Masterson, Local Area II LWDB Secretary



Date