

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

**September 6, 2017**  
Topeka Workforce Center  
1430 SW Topeka Blvd.  
Topeka, Kansas  
12:30 p.m.

## **LWDB Members Present:**

Hugh Carter  
John Coen  
Michael Donnelly  
Neil Fisher (Chair)  
John Garretson  
Mary Johanning  
John Masterson (Secretary)  
Allen Moore  
Mike Scribner  
Johnny Taylor  
Cheryl White  
Fred Willich

## **LWDB Members Absent:**

Smitty Belcher  
Steve Boyce  
Daniel Decker  
Mickey Fornaro-Dean  
Lynne Green  
Richard Jackson (Vice Chair)  
Dave Rindom  
Barbara Stapleton  
Brian Threadgold

## **CEO Board Members Present:**

Ben Bennett (Chair)  
Mike Gaughan  
Deloyce McKee  
Marvin Rodriguez  
Susan Shuster  
David Willbrant (Vice Chair)  
Larry Wolgast

## **CEO Board Members Absent:**

Bob Archer  
Kenneth Kuykendall

## **Heartland Works Staff:**

David Brennan, Theresa Figge, Sharon Beyer

## **Eckerd Staff (LAI One-Stop Operator):**

Cheryl Bachelor-Boothe, participating by conference call

## **I. Open Meeting & Roll Call**

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

## **II. Introductions**

David introduced Cheryl Bachelor-Boothe, Workforce Services Manager for Eckerd, the new One-Stop Operator for Local Area II. Eckerd started their contract for HWI in July 2017.

## **III. Minutes**

### **LWDB Action**

Hugh Carter moved to approve the joint LWDB/CEOB meeting minutes for June 21, 2017 as written. Motion seconded by Allen Moore. Motion passed by LWDB vote.

### **CEOB Action**

Commissioner Rodriguez moved to approve the joint LWDB/CEOB meeting minutes for June 21, 2017 as written. Motion seconded by Mayor Wolgast. Motion passed by CEOB vote.

## **IV. Fiscal Report**

LWDB and CEOB members received the fiscal report via email prior to the meeting. The report included information for July 1, 2016 through June 30, 2017. Theresa Figge explained HWI was operating within all required parameters with regard to budget. Theresa asked members if there were any questions on the fiscal report. It was requested Theresa go through the summary report. During this review, questions were asked about the in-school youth expenditure rate. Theresa explained the Local Area has two years to expend the allotted funding and how carry-in funds are needed from year-to-year so programs may be operated until the funding for the next year becomes available. Theresa also explained WIOA youth funding allocation is distributed to the Local Areas in full by July 1<sup>st</sup> with adult/dislocated worker funding being allocated incrementally – a small amount available July 1<sup>st</sup>, with the balance available October 1<sup>st</sup>.

It was explained each grant has targets to attain and those are tracked within our organization's budget. The fiscal report includes information on each grant and then by location for each grant. In addition, participant budgets are broken out by office/HWI representative.

Board members asked for clarification on youth provider costs vs. total youth allocation. Theresa explained the majority of the area's youth allocation is contracted out to the youth providers, with a smaller amount being kept back to cover HWI staff time on the program and program operating costs.

Board members asked questions regarding the expenditure rate for the KHPOP grant and whether or not unexpended funds would carry to the next year of the grant. Theresa explained funds do not carry forward, KHPOP funding is allocated to the Local Areas one year at a time. Theresa explained the Local Area is on track to spend our year #2 KHPOP funding and also explained year #1 funding was not fully spent due to the grant implementation being delayed – Local Areas only had ability to draw funding from the grant halfway through the first year.

Board members asked what funding was included in the 40% training requirement – was it a mix of all grants or just adult/dislocated worker funding? Theresa clarified it is just adult/dislocated worker funding.

**V. PY17 Budget Modification**

A modification to the PY17 budget was necessary. The end of year financial closeout process for PY16 finalized the amounts available for carry-in which were different than projected estimates. The area also received its final PY17 allocation numbers from Commerce which were slightly less in all WIOA categories. The original adult allocation was \$545,941 and was reduced to \$542, 885. The original dislocated worker allocation was \$534,540 and was reduced to \$532, 017. The original youth allocation was \$824,785 and was reduced to \$822,210.

**LWDB Action**

John Masterson moved to approve the PY17 budget modification as proposed. Motion seconded by Fred Willich. Motion passed by LWDB vote.

**CEOB Action**

Commissioner Gaughan moved to approve the PY17 budget modification as proposed. Motion seconded by Commissioner McKee. Motion passed by CEOB vote.

**VI. Local Area II One-Stop Certification Policy and Process**

David explained WIOA and state policy require local area boards to adopt standards by which One-Stop Centers are reviewed and certified. Commerce policy regarding One-Stop Certification was issued in May, 2017 with the deadline of having at least one comprehensive center certified in each local area by September 30, 2017. The board mailing contained the draft policy and assessment tool, as developed by Eckerd and HWI leadership. The Topeka Workforce Center was a comprehensive center under WIA and represents the most established and comprehensive location of the area's four WFCs. The board was asked to discuss and approve the recommended policy and assessment tool, establish a review committee to include board members, as well as to grant the Executive Committee authority to review/approve the committee's assessment and recommendation at the end of the review process.

Board members asked if there was any real change from prior certification process to the new process. David explained changes made were related to the new WIOA language.

**LWDB Action**

Hugh Carter moved to approve the one-stop certification policy and procedure, to establish a review committee and to grant the Executive Committee of the boards to approve recommendations for certification. John Coen seconded the motion. Motion passed by LWDB vote.

**CEOB Action**

Mayor Wolgast moved to approve the one-stop certification policy and procedure, to establish a review committee and to grant the Executive Committee of the boards to approve recommendations for certification. Commissioner Rodriguez seconded the motion. Motion passed by CEOB vote.

**VII. WIOA Training Funds Policy**

David explained WIOA and state policy require local area boards to have a policy in place for instances

where they wish to issue WIOA training funds outside of the statewide WIOA Eligible Training Provider (ETP) system. There are limited circumstances where this waiver can be granted, which are described in the policy included in the meeting mailing. David recommended local area training funds priority be to utilize WIOA ETP approved programs and consider these alternative options as suitable to meet employer needs in our communities when those needs arise.

David explained the timing of this policy review was prompted when Peaslee Technical Training Center in Lawrence requested consideration of two of their programs, which are not currently part of the Kansas Board of Regents (KBOR) system.

There was considerable discussion among the board members regarding this policy and Peaslee's request. Peaslee's request for approval and subsequent board member discussion is detailed in the next agenda item.

Board discussion on the proposed training policy centered on whether providers would use this as a way to circumvent the KBOR approval process. It was explained the one institution currently requesting assistance which would fall under this process is going through the KBOR process, which can be a lengthy process and there are customers and employers in the area now who could benefit from these programs being authorized for funding.

Board members inquired about certifications available through courses outside of the KBOR system and HWI staff explained the certifications for the courses being considered (see next agenda item).

#### **LWDB Action**

Hugh Carter moved to approve the training funds policy as proposed. Motion seconded by Allen Moore. Motion passed by LWDB vote.

#### **CEOB Action**

Mayor Wolgast moved to approve the training funds policy as proposed. Motion seconded by Commissioner Rodriguez. Motion passed by CEOB vote. Commissioner Gaughan abstained from the vote.

### **VIII. Peaslee Tech Courses**

Peaslee Technical Training Center does not currently fall under the purview of the KBOR, however state policy requires KBOR approval for programs to be considered for WIOA ETP. Peaslee is currently requesting WIOA funds be allowed to sponsor two programs, CDL-A and Pharmacy Technician. Peaslee provided HWI all required documents outlined in the recently adopted training funds policy. David explained Peaslee is in the process of submitting their programs to KBOR for review/approval and hopes to have the process completed by the end of the calendar year. In the meantime, if these programs were approved to access WIOA funds outside of ETP, job seekers could begin the courses as early as mid to late September versus having to wait until after KBOR approval. David explained the Executive Committee of the board traditionally reviews/approves WIOA ETP programs and with the new policy can process the review on non-ETP programs, however the timing for these two particular

programs coincided with the ability to have the full board consider their recommendation.

Board members inquired about the other training providers located at Peaslee who are KBOR approved and could they provide the requested courses. This would only be possible if there were enough students wanting to take the course to make it feasible for them to establish a satellite program at Peaslee. Board members also asked about other local entities able to provide this training and David explained there were no other training providers in the Lawrence community providing these courses that HWI was aware of.

Mike Scribner and John Garretson confirmed the employer need for CDL-A training in the local area.

Hugh Carter, LWDB member and Commissioner Mike Gaughan, CEOB member provided added information and on Peaslee Tech's presence within the Lawrence community and their work to further develop technical training opportunities in Lawrence. Both Hugh and Mike clarified they were abstaining from the vote on this agenda item as they currently sit on the board of advisors for Peaslee Tech.

#### **LWDB Action**

Mary Johanning moved to approve the two requested programs at Peaslee Tech. John Garretson seconded the motion. Motion passed by LWDB vote. Hugh Carter abstained from the vote.

#### **CEOB Action**

Commissioner Willbrant moved to approve the two requested programs at Peaslee Tech. Commissioner Rodriguez seconded the motion. Motion passed by CEOB vote. Commissioner Gaughan abstained from the vote.

**NOTE – Board members chose to switch the agenda order for items IX. Executive Session and X. Director's Updates at the direction of LWDB chair, Neil Fisher.**

#### **X. Director's Updates**

JCWFC Lease - David provided an update to the result of the Junction City WFC lease RFP. The Executive Committee accepted/approved the RFP review committee's recommendation to stay at the current location. HWI staff are in negotiations to finalize the lease terms.

Customer Service Training – LAII participated in the Customer Service Part II training presented by Wichita State University on 08/16/2017. The training presented a breakdown of customer diversity, internal/external customer definitions, and how to work with difficult customers. The group worked together to establish action steps for improving their customer service skills. The feedback received from the staff was positive.

Registered Apprenticeship Grant – \$199,548.80 was awarded to the local area for staff/operating (\$79,548.80) and participant costs (\$120,000) to enroll and serve 60 participants in registered apprenticeship activities. This grant is in addition to the RA planning grant (\$21,000) the local area received to develop/implement employer forums to promote RA as an employer service.

VR Pre-ETS Partnership – VR and HWI have entered into a contracted partnership to serve in-school youth with disabilities in work experience activities. VR will refer eligible customers to HWI who will provide job preparation activities and develop and place youth into 240 hours of work experience. HWI receives funds for the job prep/placement activities, monitoring the youth while they are in the work experience and helping the youth transition into unsubsidized employment successfully. If the youth completes all activities successfully, HWI will receive up to \$1490 per youth.

HWI is currently recruiting and developing worksites for this partnership – the goal is to match the youth’s interests to the available worksites and to develop comprehensive and competitive opportunities for our youth to learn about the work environment. David asked board members to let HWI know if they would be interested in participating as a worksite. Key staffing, who is serving as the employer of record for this project, will provide the payroll processing and workers compensation insurance for these youth.

WIF OJT Grant – \$273,708.00 was awarded to the local areas for the development and implementation of On-the-Job training contracts. (\$150,480 of that in employer reimbursements for training employees in OJT). Currently HWI has 6 OJTs in place, they started in July. We are outreaching to employers and job seekers to develop more opportunities.

State Board Strategic Plan – David mentioned the state board is currently reviewing their strategic plan to work on necessary updates as required by USDOLETA.

Agreements – Fiscal, Career Services, and Youth Program – Local Area Agreements reviewed and adopted at the June board meeting are still under review with the Kansas Department of Commerce.

The annual audit for HWI will be scheduled for October and auditors will present their report to the full board at an upcoming meeting.

Board Member Conflict of Interest Forms – David explained there were a few members who still needed to complete and submit their conflict of interest forms, which were available at the meeting for their review/completion.

LWDB Vacancies – as mentioned in previous meetings, the LAII LWDB has two business positions open and David encouraged the members to submit recommendations for positions as soon as possible.

## **IX. Executive Session – HWI Personnel**

Neil explained the boards needed to go into executive session to discuss HWI personnel issues.

### **LWDB Action**

Hugh Carter moved to have the LWDB enter into executive session for fifteen minutes. Motion seconded by John Masterson. Motion passed by LWDB vote.

### **CEOB Action**

Commissioner Gaughan moved to have the CEOB enter into executive session for fifteen minutes.

Motion seconded by Commissioner McKee. Motion passed by CEOB vote.

HWI staff and meeting guests left the room. HWI staff member Theresa Figge was asked to be present for the executive session.

At the end of fifteen minutes, the boards reconvened for public session. Commissioner Bennett clarified no action was taken and no motions made during executive session.

**LWDB Action**

Fred Willich moved to have the LWDB end the executive session and return to the public session. Motion seconded by John Coen. Motion passed by LWDB vote.

**CEOB Action**

Commissioner Gaughan moved to have the CEOB end the executive session and return to the public session. Motion seconded by Commissioner Rodriguez. Motion passed by CEOB vote.

**LWDB Action**

Hugh Carter moved to proceed with the increase in HWI Executive Director compensation as discussed during executive session, with an annual review of compensation moving forward. Motion seconded by Allen Moore. Motion passed by LWDB vote.

**CEOB Action**

Commissioner Gaughan moved to proceed with the increase in HWI Executive Director compensation as discussed during executive session, with an annual review of compensation moving forward. Motion seconded by Commissioner Rodriguez. Motion passed by CEOB vote.

**XI. Old Business**

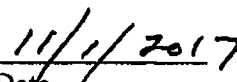
No old business discussed.

**XII. New Business**

No new business discussed.

**Adjournment**

  
John Masterson, Local Area II LWDB Secretary

  
Date