



Local Area IV Chief Elected Officials Business

Through an agreement entered into by counties in Kansas Local Area IV (Counties of Butler, Cowley, Kingman, Harper, Sedgwick and Sumner) as defined by the State of Kansas, the REAP Economic Development Committee (EDC) was designated to serve as the Chief Elected Officials Board (CEOB), as defined in the Workforce Investment Act of 1998. Due to the transition of the EDC, the Executive Committee is asked to act their behalf and review and approve the Chief Elected Officials Business for first quarter of 2014.

On April 10, 2014, Wichita Council Member Jeff Longwell, Chief Elected Official for Kansas Local Workforce Investment Area IV reported the following Chief Elected Officials Business for January through April 2014 for Kansas Local Workforce Investment Area IV to the REAP Executive Committee.

The Chief Elected Official (CEO) is a voting member of the Local Workforce Investment Board (LWIB) and approves CEO Business during the LWIB meetings.

Approval of Lease Agreement for the Wichita Workforce Center

In November 2013 the Workforce Alliance was forced to relocate the Wichita Workforce Center from 150 N. Main to two temporary locations on 1st street and in the R.H. Garvey Building. WA underwent a procurement process and has secured space for the new Wichita Workforce Center at the South West corner of 21st and Amidon in New Leaf Plaza. The lease is for five years, ending June 30, 2019. The leased rate agreed upon is \$14.35 per square foot for an annual cost of \$216,484. This cost will be shared by all partners through Memorandums of Understanding (MOUs) or subleases. The lease has provisions to pay for increased costs in years two through five. The lease also includes two, two year option extensions and one, one year option extension.

This cost also includes parking, maintenance, landscaping, pest control, snow removal, construction of the property, utilities, and clauses for termination for breach, financial reasons, or convenience. The property remodel is expected to be complete near May 1, 2014.

Approval of Furniture Purchase for the Wichita Workforce Center

A Request for Proposals (RFP) was issued by the Workforce Alliance in February 2014 to solicit bids for furniture for the newly constructed Wichita Workforce Center. Much of the furniture in the old center at 150 N. Main was built in and had to be left behind, or was worn out and needed to be replaced. The LWIB Executive Committee authorized staff to purchase furniture from the selected vendors at a cost not to exceed \$87,000.

Approval of Lease Agreement for Copiers and Document Management Software

On January 6, 2014 the Workforce Alliance released an RFP for copiers and document management software. WA's current copier lease is about to expire, and WA has experience continual operational downtimes with the current machines for the previous 12-18 months. The selected vendor is DOS. Currently, WA pays approximately \$3,500 per month for copier leases, not including a document management system. The price from DOS is \$3,001.69 per month for five years, which includes the copiers and document management software.



Approval of Agreement for Auditing Services

On February 6, 2014, the WA released an RFP for auditing services on behalf of all five Local Areas in Kansas. The winning proposal is from WIPFLI. The combined cost for all the Local Areas is \$234,000 over three years. WA's portion of that contract will average \$51,950 over the three years, or approximately \$17,317 per year.

Lease Extension of 1220 East First Street (Temporary Wichita Workforce Center Location)

The temporary location of the Wichita Workforce Center was leased in December 2013 for the period of January 2014 through April 30, 2014. It has a provision to carry over on a month to month basis while the construction of the new Wichita Workforce Center at 21st and Amidon is completed. The Workforce Alliance is requested the extension into the month to month lease agreement with plans to vacate soon after the new Wichita Workforce Center opens at New Leaf. The monthly rental cost is \$4,500.

Lease Extension of the Butler Workforce Center (El Dorado)

The Butler Workforce Center lease was bid in June of 2011. The lease was for 24 months with two annual extensions. The current lease was extended to June of 2014. The lease is for 1,777 square feet at a cost of \$2,396.25 a month. The WA would like to extend this lease for the last available annual term with the understating that WA will use the termination for convenience clause at some point during the next year, as the building owner is putting the building up for sale and WA will have to vacate. Butler Community College is moving all of its activities from the facility by the end of June 2014.

Lease Extension of the Cowley Workforce Center (Winfield)

The Cowley Workforce Center, located in Winfield, was initially leased from August 2010 through July 2013. There are two annual extension options available. The current lease was extended through July 2014, with one remaining one year extension available. The lease is for approximately 1,000 square feet at a cost of \$1,500 per month.

Approval of the Allen Gibbs and Houlik L.C. Contract

The Workforce Alliance is contracted to AGH for accounting services. This contract was bit in 2011 and expires on June 30, 2014. The contract has two annual extensions. WA is requesting the execution of the first annual extension of the contract, from July 2014 to June 2015 at the below agreed upon costs:

- \$4.30 per check/deposit
- \$1,700 per month for required reporting
- \$200 plus \$5 per form for 1099
- \$1,800 for 990 (Tax Return)
- \$2,950 Annual Closeout Reports
- \$250 reporting to State Treasure
- \$80 for each payroll process up to 50 FTE's \$1.60 for each FTE above 50
- \$23 for payroll payment processing
- \$600 for W-2 Services
- \$500 for quarterly payroll returns
- \$100-\$250 hourly rate for requested services above normal activity



Approval of Extension of WIA Youth Services Contracts

The Workforce Alliance, as the Program Operator for Local Area IV, must enter into agreements with Youth Service Providers each program year. Staff requests the extension of the current WIA Youth Services contracts for Program Year 2014 (PY 14), which runs from July 2014-June 2015. These contracts were bid according to and as required by the Workforce Investment Act (WIA).

Provider	Element	Description	Costs
Butler Community College	Alternative Secondary School Offerings	GED Services	\$25 Prep \$40 Practice Test, \$85 Testing Fee
	Occupational Skills Training		Tuition and Fees Rate
Cerebral Palsy Research Foundation Of Kansas, Inc.	Occupational Skills Training	Computer Education	Assessments & Test \$225-\$300. Classroom Costs \$1,020 - \$3,140
Gail Allen	Adult Mentoring		\$16 per hour per participant
	Leadership Development	Softskills	\$25 per hour per participant
	Study Skills Training		\$18 per participant hour, \$10 for each additional participant hour
	Tutoring		\$25 per hour per participant
Goodwill	Tutoring		\$50 for each enrollment

Hutchinson Community College	Occupational Skills Training	Education in Demand Areas	Tuition and Fees Rate
Julie Clark	Study Skills Training		\$17 per hour
	Leadership Development	Softskills	\$16 per hour
	Tutoring		\$25 per individual setting per hour; \$45.00 per hour for 3 participants \$10 for each additional hour
Manpower	Leadership Development	Softskills	\$400 per participant
	Summer Employment Opportunity	Employer of Record Services	\$9.86 to \$10.30 per hour; \$12.50 records check; \$13.00 drug test;
	Work Experience	Employer of Record Services	\$9.86 to \$10.30 per hour; \$12.50 records check; \$13.00 drug test;
Pyxis, Inc.	Adult Mentoring		\$32 per client hour
	Leadership Development		\$16 per client hour



	Work Experience	Employer of Record Services	\$19.50 per client hour
Wichita Area Technical College	Alternative Secondary School Offerings Occupational Skills Training	GED Services Education in Demand Areas	\$25-\$50 materials fee; \$6 school fee; \$85 testing fee; Tuition and Fees Rate
Wichita State University	Occupational Skills Training	Education in Demand Areas	Tuition and Fees Rate
Wichita Technical Institute	Occupational Skills Training	Education in Demand Areas	Tuition and Fees Rate not to exceed \$9,000
AmberHope	Guidance and Counseling	Counseling	\$140 assessment; \$80 for individual or family session; \$50 group session
Kansel	Youth Tutoring	Tutoring	\$125.00 for instruction and \$120 for GED Testing Fees

Future CEOB Business

The current contract for the CEOB business is between the Workforce Alliance and the REAP EDC. Due to the transition of the EDC, the REAP Executive Committee and/or Board of Directors shall receive and act on the report of the Chief Elected Officials on behalf of REAP. Council Member Jeff Longwell currently holds the CEOB seat on the LWIB.