



### 1. Welcome and Introductions

Commissioner Dave Unruh, Sedgwick County, called the meeting to order.

### 2. Approval of Minutes from October 10, 2014

*Mayor Terry Somers, Mount Hope (John Waltner, Harvey County) moved to approve the minutes from October 10, 2014. Motion adopted.*

### 3. 2015 Work Plan Assignments

#### a. 2015 Committee Work Plan Assignments

Keith Lawing presented the proposed Committee and Task Force assignments to implement the 2015 Work Plan projects and initiatives. Lawing reminded the Committee that these activities can be expanded or contracted as needed, based on the budget and membership renewals. Members are encouraged to think of potential businesses and industries in their communities that might be interested in the newly created associate membership category. Please provide any suggestions to Keith or Kelly Bergeron for follow up. Staff recommends a goal of 10 associate members and five new full members recruited during 2015.

*The Committee and Task Force Assignments were approved unanimously.*

#### b. 2015 Administrative Services Agreement

The current administrative services agreement between REAP and the Workforce Alliance expires on December 31, 2014. The agreement is set to renew automatically for a term of one year. Staff proposed updates to the contract including dates changes to coincide with the new year and an updated proposed budget.

*Council Member Carl Koster, Cheney (Commissioner Chip Westfall, Harvey County) moved to authorize the Chair to execute an administrative services agreement with the Workforce Alliance of South Central Kansas, Inc. Motion adopted.*

#### c. 2015 Wichita State University Sub-Agreement

The current agreement with Wichita State University expires on December 31, 2014. This contract is between the Workforce Alliance and Wichita State University on behalf of REAP for research and staff services during 2015. Items on the work plan directly attributed to Hugo Wall School include exploring need and feasibility for a small cities task force; access to the grant postings website; opportunity for joint purchasing and cooperative services sharing coordination; training opportunities at a reduced rate such as the Municipal Leadership Services; conducting the municipal fee survey; updates to the community profile; provide support and coordination for the Regional Water Conference; provide support for the Legislative Policy Summit; and conducting economic, policy analysis, and research upon request.

*Council Member Jeff Longwell, Wichita (Commissioner Chip Westfall, Harvey County) moved to authorize the Executive Director to negotiate and enter into a sub-contract agreement with Wichita State University to implement the 2015 work plan, not to exceed \$40,000. Motion adopted.*

#### 4. 2015 Proposed Budget

In order to implement the 2015 Work Plan staff proposed a total budget of \$230,584. Anticipated 2015 revenues are \$174,796 and estimated carry over funds for special projects is \$104,574, for total anticipated revenues of \$279,370. These income estimates do not include potential sponsorship that might be raised for the 2015 Water Conference and Legislative Policy Summit. These revenues also do not include any anticipated revenue estimates for the new associate membership category.

The largest budgeted expense is wages in the amount of \$88,800, followed by contract services for \$64,300. Contract Services includes Tom Bruno's contract for legislative services; Wichita State University's contract with Hugo Wall School and website monthly hosting and annual maintenance fees.

Bergeron reminded the Committee that projects and expenses will be matched to the REAP budget; should there be a drop in membership revenues staff will adjust projects and the budget accordingly with input and approval from the TAC, Executive Committee and/or Board of Directors.

*Mayor Terry Somers, Mount Hope (Council Member Jeff Longwell, Wichita) moved to approve the proposed 2014 Budget. Motion adopted.*

#### 5. Report of the 2014 Legislative Policy Summit

The 2014 Legislative Policy Summit was held on Friday, December 5, 2014 at Botanica Wichita. The event began with registration at 11:00 a.m. with lunch at 11:30. The keynote address, WSU President John Bardo, spoke at noon on the importance of regional economics and panels followed on the topics of Career and Technical Education; the Workforce Innovation and Opportunity Act (WIOA); the State budget; and transportation infrastructure. The event was followed by a brief reception and "Illuminations" in the botanical gardens.

Ninety-six people registered for the event and 102 were in attendance, including nine legislators and representation from U.S. Senator Jerry Moran's office. A total of \$6,750 in sponsorship was committed and costs are estimated to be under the sponsorship amount.

The Legislative Committee recommends changing up the event for 2015, perhaps changing the format and time frame, including moving the event to before the Thanksgiving holiday break. The Legislative Committee is scheduled to meet in January and will review the event in detail and direct staff to make preliminary plans and arrangements for 2015.

*The report was received and filed by the Committee.*

#### 6. Other Business

Keith Lawing noted that the Committee should make staff designations for the new 2015 administrative services contract. Lawing noted that Kelly Bergeron handles the day-to-day business and services of REAP and recommended Bergeron be titled "Executive Director". Lawing suggested his title could be "Senior Administrator".



---

*Council Member Jeff Longwell, Wichita (Mayor Terry Somers, Mount Hope) moved to appoint Kelly Bergeron as the Executive Director and Keith Lawing as the Senior Administrator. Motion adopted.*

**7. Adjourn**

The meeting adjourned at 12:55 p.m.

**Attendance**

Members/ Alternates

Commissioner Dave Unruh, Sedgwick County, Chair  
Council Member Jeff Longwell, Wichita, CEOB Chair  
Mayor Terry Somers, Mount Hope, Treasurer  
Commissioner Chip Westfall, Harvey County, Legislative Chair  
Council Member Carl Koster, Cheney, Incoming Chair  
John Waltner, Harvey County

Guests

Misty Bruckner, Wichita State University

Staff

Kelly Bergeron, REAP  
Keith Lawing, REAP  
Chad Pettera, Workforce Alliance