



**REAP Executive Committee Meeting Minutes**  
October 1, 2015 ~ Wichita Workforce Center  
Council Member Carl Koster, Chair

**1. Welcome and Introductions**

Council member Carl Koster, City of Cheney, called the meeting to order.

**2. Approval of Minutes from June 4, 2015**

*Mayor Marcey Gregory, Goddard (Commissioner Chip Westfall, Harvey County) moved to approve the minutes from September 9, 2015. Motion adopted.*

**3. REAP Nominating Committee**

A conference call was held on 9/29/15 for the committee members to discuss nominations.

The nominations were:

Chair: Commissioner Carol Voran, Kingman County

Vice Chair: Mayor Shelly Hansel, Wellington

Treasurer: Mayor Burt Ussery, Clearwater

Commissioner Carol Voran, Kingman County and Mayor Shelly Hansel, Wellington both accepted the nomination.

Mayor Burt Ussery, Clearwater, would like to have further discussion to determine roles and responsibilities of the nomination. Keith Lawing, REAP, will clarify those with him and announce if accepted or not.

The appointments begin on the January 7, 2016 Executive Committee Meeting.

**4. 2016 Legislative Agenda Planning: Keith Lawing**

This item was discussed in conjunction with Item 4C., 2015 Budget Report.

Keith Lawing, REAP, sent out a report from the Legislative Committee. The committee decided there are no identified legislative priorities for REAP to focus on right now. There are no real issues that need budget attention like airfares in the past legislative years. The contract with Tom Bruno ended on September 30, 2015. If an item comes up that needs attention, Tom Bruno would be contacted again to represent REAP.

Tom Bruno was a guest at the meeting and encouraged REAP to make decisions on what should be clear identified issues for planning in the future. He gave the example of transportation and moving goods to and from South Central Kansas as an example.

Andy Schlapp, Wichita State University, provided information about some of the challenges with developing the innovation campus at WSU and the state legislators. It is difficult to be forward thinking when the funding isn't available to support it. There are several last minute budget approvals which make it difficult to be heard.

Keith Lawing, REAP, placed the question out to the group: What should we be doing? He will attend a meeting at the Wichita Chamber of Commerce on October 6, 2015 about airfare.

Mayor Marcey Gregory, Goddard, questioned how REAP could frame government spending from smaller government versus efficient government.

The Legislative Committee will meet on October 22, 2015 and will continue the discussion.

#### **5. 2015 Work Plan and Regional Initiatives**

##### Regional Policy Summit

Lawing announced that this year's Regional Policy Summit is scheduled for Thursday, November 12, 2015 at the Rhatigan Student Center at Wichita State University (A draft agenda was handed out at the meeting packet). This meeting is typically held at the beginning of December; however, as fewer legislators have attended than in previous years, an earlier date is thought to provide for increased attendance. The agenda for the summit will be built around BREG and the regional economy. Invitees include local government representatives, local workforce boards, business and industry. REAP members are encouraged to extend an invitation to interested parties in their communities. REAP is currently recruiting sponsorship for the summit.

#### **6. Other Business**

- Reminder the REAP Quarterly Meeting on October 15, 2015 will be held at the Workforce Center.

#### **7. Adjourn**

The meeting adjourned at 1:05 p.m.

#### **Attendance**

##### Members/ Alternates

Council Member Carl Koster, Cheney, Chair  
Commissioner Brad Dillon, Reno County  
Mayor Marcey Gregory, Goddard, Water Resources Chair  
Commissioner Carol Voran, Kingman County, Transportation Chair  
Commissioner Chip Westfall, Harvey County  
Mayor Terry Somers, Mount Hope, Treasurer  
Tim Goodpasture, City of Wichita  
Commissioner John Waltner, Harvey County

##### Guests

Tom Bruno, REAP Government Relations  
Anthony Swartzendruber, Harvey County  
Andy Schlapp, Wichita State University

##### Staff

Keith Lawing, REAP  
Shirley Lindhorst, REAP  
Marla Canfield, REAP  
Misty Bruckner, Wichita State University

***Recommended action: Approve the minutes from the October 1, 2015 Executive Committee meeting.***

**Item:**

2016 Legislative Plan

Attached is the proposed 2016 legislative priorities. The priorities were reviewed and discussed with the Legislative Committee and developed in consultation with REAP remembers, WSU, KGS, BREG, and Wichita Chamber of Commerce.

Strategies to engage and initiate the legislation for 2016 include:

- Presentation to the South Central Kansas Delegation on January 7, 2016
- Hosting luncheon in Topeka for the South Central Kansas Delegation
- Weekly conference calls updates with regional partners and occasionally legislators

***Recommended action: Approve 2016 Legislative Priorities***

### Proposed 2016 Legislative and Policy Priorities

*REAP advocates for state investments and encourages strategic public policies to create jobs and grow the economy in South Central Kansas.*

The members of REAP focus on issues of common concern that drive the regional economy including transportation, water, energy and workforce development.

- **Forty percent of manufacturing employment** in Kansas is located in the REAP region.
- Healthcare is a significant economic driver, **employing 42,130 Kansans** in the REAP region.
- There are **six state-supported post-secondary institutions** in the REAP region, including the KU School of Medicine-Wichita, Wichita State University, Butler Community College, Cowley College, Hutchinson Community College, and Wichita Area Technical College. These institutions enrolled **41,223 students** in the fall of 2015.
- There are **14 private colleges, universities and institutions** in the REAP region, with an additional **16,300** students enrolled in the fall of 2015.
- The REAP region hosts two of the three Kansas oil refineries, a large wind generator assembly plant, and four REAP counties contain wind farms.
- The region is home to McConnell Air Force Base which reports a **regional economic impact of \$754.2 million** in 2014, creating an estimated **2,600** indirect jobs at a value of **\$115.9 million**.
- **Fifty percent of all exports** in Kansas come from the REAP region. This is approximately \$9.1 billion in goods and services.
- The agriculture industry of South Central Kansas generated a **revenue of \$1.7 billion** in 2012 and employed 7,153.

REAP supports state investments in technology, innovative research, education and skills training in the following areas.

- Research and development at the **National Institute for Aviation Research** (NIAR) at Wichita State University.
- **Career and Technical Education** and skills training at community/technical colleges designed to meet the needs of business and industry through the continuation of Excel In Career Technical Education Initiative (SB155).
- Cutting edge technology at the National Center for Innovation for Bio Orthopedic Research (**CIBOR**), a joint venture of Wichita State University and Via Christi Health hosted at NIAR.
- Medical education and training programs at the **Kansas University School of Medicine-Wichita**.
- **Innovation ACT and related strategies to allow colleges and universities flexibility and tools to partner with business and industry to increase degree attainment and job growth.**
- **The proposed merger with Wichita State University and the Wichita Area Technical college to enhance the regional infrastructure for education and skills training.**

REAP supports transportation projects and strategies to enhance the regional economy in South Central Kansas.

- Maintain funding for **Kansas T-Works** projects in the REAP region, discourage “raiding” transportation funds to balance the budget.
- Support funding of the National Environmental Policy Act (NEPA) study needed to maintain and/or expand **passenger rail service** in Kansas.



## Item

### 2016 Committee Work Plan Assignments

#### Background

On October 15, 2015, the REAP Board of Directors adopted a Work Plan for 2016. Staff proposes the following Committee and Taskforce assignments from that Work Plan.

#### Role of REAP

1. To be a regional catalyst for strategies and actions to increase state and federal investments for economic development and job creation in South Central Kansas;
2. To be the regional convener on issues, projects and strategies that impact the economy in South Central Kansas

In 2016, the Board of Directors (*full REAP Membership*) will meet quarterly with two additional regional events hosted or sponsored by REAP.

- Thursday, January 28, 2016- Board of Directors Meeting: 12:30-2:00
- Thursday April 21, 2016- Board of Directors meeting: 12:30-2:00
- Thursday, July 21, 2016- Board of Directors meeting: 12:30-2:00
- Thursday, October 20, 2016- Board of Directors meeting: 12:30-2:00
- *TBD- Legislative Policy Summit*
- *TBD- Regional Water Conference*

#### Items for the 2016 Work Plan

1. Serve as a catalyst to develop a regional strategy to brand and market South Central Kansas to promote economic growth.

Assigned to: Board of Directors and Executive Committee

#### Strategies/Tactics:

Support the convening of regional economic development officials for planning sessions and informational workshops and serve as the catalyst to develop partnerships for regional branding and outreach strategies.

- Blueprint for Regional Economic Growth (BREG)
- Regional Export Plan- "Export Now"
- WSU Innovation Campus
- Other Regional Initiatives

2. Create partnerships to design and implement regional strategies to support 2016 legislative priorities.

Assigned to: Board of Directors, Legislative Committee

#### Strategies/Tactics:

- A. Pursue opportunities to engage with the Legislature, including hosting information sessions, attending and testifying at hearings in Topeka, presenting at the meetings of the South Central Legislative Delegation
- B. Monitor and act on legislative issues during the 2016 session
- C. Provide state and national elected leadership with information on the regional economy

- D. Host the annual regional policy summit (November or December 2016)
  - E. Host a weekly conference call for updates on proposed legislation.
3. Create stronger working relationships between and among economic development and workforce development agencies/offices in the region.

Assigned to: Board of Directors, Executive Committee, Workforce Alliance LWDB

Strategies/Tactics:

- A. Support the implementation of the Workforce Innovation and Opportunity Act (WIOA) which went into effect July 1, 2015, mandating regional planning efforts with Economic Development and Workforce Development entities.
  - B. Coordinate workforce development outreach and awareness strategies in partnership with the Local Workforce Investment Boards for Local Areas I and IV
4. Serve as a catalyst to identify key transportation issues important to economic growth in South Central Kansas.

Assigned to: Regional Transportation Task Force and Board of Directors

Strategies/Tactics:

- A. Analyze information related to economic impact of transportation infrastructure
  - B. Support regional public transit strategies
  - C. Monitor state policies impacting public transit
  - D. Host workshop/summit for transportation officials
5. Raise awareness of municipal water issues in South Central Kansas in relation to state policy, possible legislation, and best practices.

Assigned to: Board of Directors, Executive, Legislative and Technical Advisory Committees.

Strategies/Tactics:

- A. Identify state and federal water policies that impact South Central Kansas
  - B. In partnership with the Basin Advisory Committees, Ground Water Management Districts, and other stakeholders, create a regional water coalition to increase collaboration and understanding between water users in the region
  - C. Sponsor Regional Water Conference (May 2016)
  - D. Conduct the annual water/wastewater/storm water rates survey
6. Identify and implement services for REAP Members related to best practices, community development and leadership.

Assigned to: Wichita State University, Hugo Wall School, with support and direction from the Board of Directors, Executive Committee, and Technical Advisory Committee.

Strategies/Tactics:

- A. Access to grant postings website
- B. Opportunity for joint purchasing and cooperative services sharing coordination
- C. Training Opportunities at reduced rates for members:



- i. BUILT Game
  - ii. Municipal Leadership Program
  - iii. Other related workshops
  - D. Community profile update
  - E. Conduct a municipal fee survey
  - F. Conduct a salary study for the region\* (*pending LKM salary study results*)
7. Identify and develop strategies to generate revenue to support REAP operations.

Assigned to: Staff, Board of Directors, REAP Leadership

Strategies/Tactics:

- A. Recruit new city and county members
- B. Recruit new associate members

***Recommended action: approve the proposed committee and task force assignments.***

**Item:**

2016 Administrative Services Agreement- Workforce Alliance of South Central Kansas, Inc.

**Background:**

REAP contracts for administrative services to support its annual work plan. The current agreement with the Workforce Alliance of South Central Kansas, Inc. expires on December 31, 2015. The agreement is set to renew automatically for a term of one year. The Administrative Services Agreement will be consistent with the work plan and 2016 budget.

***Recommended Action: authorize the Chair to executive an administrative services agreement with the Workforce Alliance of South Central Kansas, Inc.***

**Item:**

2016 Wichita State University Sub-Agreement

**Background:**

REAP contracts for policy research and analysis, consultation and support services to support its annual work plan. The current agreement with Wichita State University Hugo Wall School of Urban and Public Affairs expires on December 31, 2015. The services provided will be consistent with the 2016 work plan and not exceed a total cost of \$20,000.

***Recommended Action: Authorize the Executive Officer to negotiate and enter into a sub-contract agreement with Wichita State University to implement the 2016 Work Plan, not to exceed \$20,000.***

**Item**

2016 Proposed Budget

**Background**

In order to implement the 2016 Work Plan, staff proposes the following budget for January 1 through December 31, 2016. Total anticipated revenues are \$239,155 with expenses projected to be \$178,400. The 2015 budget with expenses is attached.

**WA Inc.  
Proposed REAP Budget  
January 1 – December 2016**

*Projected Revenue*

Carry Over (2015)	\$ 100,000
Dues	\$ 139,155
Total Projected Revenue	<u>\$ 239,155</u>

*Anticipated Expenditures*

Wages	\$ 75,000
Fringe	\$ 7,500
Taxes	\$ 6,000
Overhead	\$ 13,400
Conferences/Meetings	\$ 16,500
Contract Services	\$ 30,000
Project Funds	\$ 30,000
Total Anticipated Expenditures	<u>\$ 178,400</u>
<i>Total Projected Carryover Funds</i>	<u>\$ 60,755</u>

*Additional Notes:*

Revenues:

- Staff anticipates carrying over \$100,000 from 2015.
- This does not include sponsorships solicited for events such as the Water Conference and Legislative Policy Summit.

Expenses:

- Overhead includes: rent, utilities, security, insurance, communications, supplies, copies, postage, dues & Subscriptions, outreach and travel.
- Conferences/Meetings includes: Board of Directors, Committee & Task Force meetings refreshments and facility rental, sponsorship for the Water Conference, Legislative Policy Summit, and a potential convening for to support work plan implementation.
- Contract services includes the contracts with Wichita State University, High Touch (REAP Website hosting and maintenance) and approximately \$9,000 of undesignated funds if additional services are needed to implement the 2016 work plan or support operations.

***Recommended action: approve the proposed 2016 budget***

**2015 REAP Operating Budget  
January - December 2015**

Revenue	2014 Carryover & Anticipated 2015													YTD	Outstanding Anticipated Revenue Remaining	% Outstanding Anticipated Revenue Remaining
	Revenue	Jan*	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec			
\$	291,924.74	\$ 193,641.00	\$ 7,720.00	\$ 16,775.00	\$ 46,209.90	\$ 65,573.00	\$ 2,883.00	\$ 2,275.00	\$ -	\$ -				\$ 335,076.90	\$ (43,152)	-15%

Expenses Category	Budget	2015 REAP Operating Budget												YTD Expenditures	Budget Remaining	% Budget Remaining
		Jan Expenditures	Feb Expenditures	March Expenditures	April Expenditures	May Expenditures	June Expenditures	July Expenditures	August Expenditures	Sept Expenditures	Oct Expenditures	Nov Expenditures	Dec Expenditures			
Wages	\$ 88,800.00	\$ 7,052.16	\$ 3,434.72	\$ 3,948.14	\$ 4,207.20	\$ 6,741.71	\$ 5,726.93	\$ 8,526.30	\$ 3,477.00	\$ 6,853.71	\$ -	\$ -	\$ -	\$ 49,967.87	\$ 38,832.13	44%
Fringe	\$ 15,984.00	\$ 885.42	\$ 1,010.30	\$ 1,111.72	\$ 1,549.98	\$ 638.21	\$ 1,040.58	\$ 1,073.06	\$ 957.24	\$ 760.58	\$ -	\$ -	\$ -	\$ 9,027.09	\$ 6,956.91	44%
Overhead	\$ 13,500.00	\$ 1,267.06	\$ 435.23	\$ 583.02	\$ 845.92	\$ 1,068.62	\$ 708.53	\$ 539.27	\$ 335.04	\$ 632.03	\$ -	\$ -	\$ -	\$ 6,414.72	\$ 7,085.28	52%
Conferences	\$ 15,000.00	\$ 791.96	\$ -	\$ -	\$ -	\$ -	\$ 4,571.61	\$ -	\$ -	\$ 181.00	\$ -	\$ -	\$ -	\$ 5,544.57	\$ 9,455.43	63%
Meetings	\$ 8,000.00	\$ 1,267.35	\$ 1,266.48	\$ 759.90	\$ 57.19	\$ 315.72	\$ 1,185.34	\$ 808.67	\$ -	\$ 324.72	\$ -	\$ -	\$ -	\$ 5,985.37	\$ 2,014.63	25%
Contract	\$ 64,300.00	\$ 1,377.16	\$ 4,164.84	\$ 5,994.36	\$ 2,080.60	\$ 12,391.20	\$ 7,153.71	\$ 324.85	\$ 2,360.70	\$ 5,605.28	\$ -	\$ -	\$ -	\$ 41,452.70	\$ 22,847.30	36%
Project	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 15,000.00	60%
	\$ 230,584.00	\$ 12,641.11	\$ 10,311.57	\$ 12,397.14	\$ 8,740.89	\$ 31,155.46	\$ 20,386.70	\$ 11,272.15	\$ 7,129.98	\$ 14,357.32	\$ -	\$ -	\$ -	\$ 128,392.32	\$ 102,191.68	44%

**Prosperity Expnsese and Revenue**

	Revenue	Expenses
4/10/2015 Wage/Fringe billed to grant Jan 2015 - March 2015	\$ 12,332.60	
1/31/2015 Wages		\$ 1,767.67
2/28/2015 Wages		\$ 1,767.67
3/31/2015 Wages		\$ 1,767.68
5/27/2015 Project Funds Transferred to REAP from Health Project Funds	\$ 30,630.41	
4/6/2015 Contract		\$ 8,125.00
4/6/2015 Meetings		\$ 9,000.00
3/31/2015 Meetings		\$ 432.60
3/31/2015 Contract		\$ 9,000.00

Net Reduction \$ 42,963.01 \$ 31,860.62 \$ 11,102.39