

Workforce Partnership
Executive Committee Meeting Minutes
Friday, May 11, 2007

Committee Member(s) present: David Huston, Brenda Jones, and Don Nelson

Committee Member(s) absent: K.J. Langlais

WIB Staff present: Scott Anglemeyer and Brenda Wilson

David called the meeting to order. A quorum was established.

1. The minutes from the April 10th Executive Committee meeting were reviewed. There were no changes or corrections. Brenda moved to accept the minutes as presented. Don seconded. Motion carried.
2. Dave asked about progress in selecting office space for the WIB staff. Scott explained that the sites had been narrowed down to two finalists. He is now waiting on the numbers for the build out to make a final selection. The two proposed sites are the 5th floor of the Security Bank Building and Meadowlark Office Park. Scott felt that the Meadowlark space has better accessibility, it is attractive, but has extensive build out. The space in Security Bank has less build out – they would only have to put up a wall and a door. David asked the exact location of the Meadowlark building. Scott stated that it is accessible from both directions of I-70 with marked exit ramps, as well as being in close proximity of the KCK Community College and KCK Area Technical School. Brenda feels that Meadowlark is a better location, and the fact that it is all on one level, parking is better and it has an easier access, unlike the bank building. The committee members instructed that that unless the numbers come back out of order, then we should go with the Meadowlark site. Scott said that his biggest drawback with the Meadowlark space is that we have one extra office and we could turn the break area into an office. At the present time, we can't forecast what our staff would be, but with the Meadowlark space, there would be fewer options for expansion. Scott stated that he would inform the Committee once the numbers come back from the architects.
3. Scott spoke to the Committee regarding the interviews of potential staff for the Workforce Partnership. The positions that were interviewed for was Director of System Performance and Chief Financial Officer. Karen Griffin and Gina McCullough sat in on the interview process. Scott felt that the Systems Performance position will probably be split into two positions further down the road because there will be a lot of work to be placed upon this person. Scott felt that he should be able to make an offer to the two final candidates soon. Scott stated that at last months meeting, he spoke about hiring a Network Administrator. This person would be employed by the Board and would float between the three workforce centers.
4. Scott gave the Committee an update on the JOCO Workforce Center relocation. He stated that we had received five proposals in response to an RFP for tenant representation that we issued roughly three weeks ago. Since the proposals were largely technical, Scott asked the committee to authorize him, Irene Brenon, and Jerry Stepaniak to review the proposals and select a broker. He said that the key difference in the five proposals is how the broker's fee would be calculated, based either on the anticipate five year base lease that would be signed, or on the lease plus two possible two-year extensions. Brenda motioned to give Scott authorization to make a selection based upon the criteria listed in the RFP, to select a brokerage agency to represent the Board in the search for office space for the Johnson County workforce center. Don seconded. Motion carried. Scott also stated that we have the option of extending the lease at the current location on a month to month basis. Scott will keep the committee updated on the process.
5. The committee discussed nominations for board officers. Matt Dority is the committees' choice for Vice Chair. Steve Christiansen is the choice for Treasurer. Scott stated that both candidates have expressed interest in

serving as an officer on the Board, but both would like more information. Scott stated that he will follow up with both Matt and Steve.

6. Scott stated that Jim Thompson is retiring from his position with Wyandotte Development and will also be resigning from the Board. Scott said that we would need to fill his position by or before fiscal year end. Scott would like to approach Steve Jack, who is the Executive Director of Leavenworth County Development. Brenda stated that he would be an asset and that we needed more people on the board from Leavenworth. Don stated that he would be an excellent addition to our board. Scott said that he would speak with Steve and gauge his interest.
7. The Committee discussed amending the Bylaws. At last month's meeting we discussed the changes to be implemented due to the Metrics Committee. Brenda stated that we should proceed with the information that Scott presented at last month's Executive meeting and the Committee will revisit other changes after July 1.
8. Scott gave the Committee an update regarding the Teams that were formed at the Mach Board meeting. He stated that none of the teams have been able to meet. Dave suggested possibly having the teams meet as a "live meeting" via the internet. He stated that each team should pick a time that works best for all in each group so that they can start getting used to the idea. Scott stated that mostly all of the teams developed from the Metrics Committee's strategic goals and outcomes will have a team leader in place.

Matt Dority	Team Leader	Research and Evaluation
Chuck Ahner	Team Leader	Communication and Advocacy
Karen Griffin	Team Leader	System Alignment
*Sheila Jones	Team Leader	Youth Education and Training
TBA	Team Leader	Business Competitiveness

*Sheila Jones is currently the Chair of the Youth Council. We are still seeking someone to lead the Business Competitiveness Team. Our hope is to start team updates during the May Board meeting.

9. The Committee discussed agenda items for the Board meeting. Those items were: Bylaws, Committee Nominations. They also discussed the Workforce Innovations conference in July.

Meeting adjourned.