



**Executive Committee
Meeting Agenda
3:00 PM, March 13, 2013**
Workforce Alliance Offices, 3rd Floor
Commissioner Dave Unruh, Chair

1. Welcome: *Commissioner Dave Unruh*

2. Membership Update: *Joe Yager*

An update will be provided on 2013 membership for REAP and the REAP WRC.

Recommended Action: *Receive and file.*

3. Financial Update: *Joe Yager*

An update will be provided on 2013 available funds.

Recommended Action: *Receive and file.*

4. REAP Staffing Update: *Joe Yager and Dr. Nancy McCarthy Snyder*

An update will be provided on the search for the REAP Assistant Director.

Recommended Action: *Receive and file.*

5. REAP Strategic Planning Process for 2013: *Joe Yager*

The 2013 work plan identifies determining a process to review the mission and strategic plan that is designed to engage REAP members and stakeholders in discussion on the future direction and sustainability of REAP over the next three to five years as a priority.

Recommended Action: *Approve the proposed strategic planning process, utilization of sustainable community grant funding for capacity building and authorize the Chief Executive Officer to enter into an agreement for meeting facilitation.*

6. Kansas Affordable Airfares Program Update: *Joe Yager*

A. 2013 Funding from the State of Kansas

B. Fiscal Year 2014 Request for Proposals

REAP is responsible for releasing a Request for Proposals on April 1.

Recommended Action: *Review and provide direction.*

6. Other Business

7. Adjourn

REAP Treasurers Report

Assessments of REAP Members for Calendar-Year 2013

(as of 3/13/13)

Member Jurisdiction	2012 Certified Population	2013 Assessment	Paid Assessment
Andover	11,779	\$3,766	\$3,766
Augusta	9,265	\$1,602	\$1,602
Bel Aire	6,806	\$1,442	
Bentley	534	\$235	
Benton	879	\$257	\$257
Butler County	65,817	\$4,645	
Cheney	2,106	\$337	\$337
Clearwater	2,496	\$362	\$362
Colwich	1,334	\$287	\$287
Conway Springs	1,252	\$281	\$281
Derby	22,279	\$4,448	\$4,448
El Dorado	13,008	\$3,846	\$3,846
Garden Plain	853	\$255	\$255
Goddard	4,367	\$1,284	\$1,284
Halstead	2,095	\$336	\$336
Harvey County	34,846	\$2,371	\$2,371
Haysville	10,883	\$3,707	
Hesston	3,725	\$1,242	\$1,242
Hutchinson	42,142	\$5,739	
Kechi	1,919	\$325	\$325
Kingman City	3,176	\$1,206	
Kingman County	7,853	\$1,696	
Maize	3,437	\$1,223	\$1,223
McPherson County	29,241	\$2,231	
Mount Hope	816	\$253	\$253
Mulvane	6,127	\$1,398	\$1,398
Newton	19,230	\$4,250	\$4,250
Park City	7,336	\$1,477	\$1,477
Reno County	64,607	\$4,615	\$4,615
Rose Hill	3,928	\$1,255	\$1,255
Sedgwick	1,703	\$311	\$311
Sedgwick County	501,076	\$15,527	\$15,527
Valley Center	6,861	\$1,446	
Wellington	8,057	\$1,524	
Wichita	384,445	\$27,989	
Total		\$103,170	\$51,308

REAP Treasurers Report

Assessments of REAP WRC Members for Calendar-Year 2013 (as of 3/13/13)

Member Jurisdiction	2012 Certified Population	2013 Assessment	Paid Assessment
Andover	11,779	\$3,883	\$3,883
Augusta	9,265	\$1,695	\$1,695
Bel Aire	6,806	\$1,510	
Benton	879	\$366	\$366
Butler County	65,817	\$800	
Clearwater	2,496	\$487	\$487
Conway Springs	1,252	\$394	\$394
Derby	22,279	\$5,671	
El Dorado	13,008	\$3,976	
Goddard	4,367	\$1,328	\$1,328
Harvey County	34,846	\$800	\$800
Hesston	3,725	\$1,279	\$1,279
Hutchinson	42,142	\$7,161	
Kechi	1,919	\$444	\$444
Kingman County	7,853	\$800	
McPherson County	29,241	\$800	
Mount Hope	816	\$361	\$361
Newton	19,230	\$4,442	\$4,442
Park City	7,336	\$1,550	\$1,550
Rose Hill	3,928	\$1,295	\$1,295
Sedgwick	1,703	\$428	\$428
Sedgwick County	501,076	\$800	\$800
Valley Center	6,861	\$1,515	
Wellington	8,057	\$1,604	
Wichita	384,445	\$32,833	
Total		\$76,222	\$19,552

REAP Operating Budget Projections for Year End 2013

REAP Revenues

Revenues	Adopted Budget	Current Revenues	Projected Revenues
Annual Membership Assessments	\$103,170	\$51,308	\$103,170
Annual WRC Assessments	\$76,222	\$19,552	\$66,575
Workforce Agreement*	\$16,000	\$0	\$16,000
Kansas Affordable Airfares Program	\$25,000	\$0	\$25,000
Other Revenues Received	\$5,200	\$30	\$5,200
Carryover Funds	\$95,000	\$83,367	\$83,367
Total	\$320,592	\$154,257	\$299,312

*Workforce Oversight funds are for funds received in calendar year 2013.

REAP Budgeted Expenditures

Expenditures	Adopted Budget	Current Expenditures*	Projected Expenditures
Staffing			
Executive Director (0.95)	\$76,076	\$19,019	\$76,076
Assistant Director (0.95)	\$56,977	\$0	\$42,733
Graduate assistant (2)	\$32,978	\$8,245	\$32,978
<i>Staffing Subtotal</i>	<i>\$166,031</i>	<i>\$27,264</i>	<i>\$151,787</i>
Operating			
Current office expense	\$16,300	\$4,075	\$16,300
Consultation and technical assistance	\$10,000	\$0	\$10,000
Other operating—general	\$10,000	\$2,500	\$10,000
Other operating—KAAP	\$25,000	\$5,000	\$25,000
Legislative liaison	\$31,000	\$7,750	\$31,000
Project funds	\$15,000	\$1,000	\$15,000
<i>Operating Subtotal</i>	<i>\$107,300</i>	<i>\$22,825</i>	<i>\$107,300</i>
Total	\$273,331	\$50,089	\$259,087

* Current Expenditures are an estimate through the 1st quarter of 2013.

2013 REAP Available Funds

	Total Projected Revenues	Total Projected Expenditures	Total Available Funds
2013 Budget Projections	\$299,312	\$259,087	*\$40,225

* Due to estimates on the contract with Wichita State University for the position of Executive Officer of Water Resources, there was substantial carryover (\$30,838.320) in the Fund balances for staffing. These funds have already been expended by REAP, but they are being applied to the contract in the first quarter prior to use of new funds and are reflected in the available funds.

REAP Financials 2008-2012

REAP Operating

	2008 Actual	2009 Actual	2010 Actual	2011 Actual*	2012 Actual
Budgeted revenues:					
Assessments	100,627	105,850	102,100	100,510	101,725
Workforce Oversight Agreement	22,190	17,000	16,000	12,000	10,900
Kansas Affordable Airfares Program	25,000	-	25,000	10,000	25,000
Other Revenues Received (interest, etc.)	5,160	3,936	1,393	3,279	4,129
Carryover Funds	5,574	19,759	4,160	7,372	4,444
Total Revenues	158,551	146,545	148,653	133,161	146,198
Budgeted expenditures:					
Assistance - WSU*	83,030	88,380	86,037	87,868	92,069
Fund Balance Correction - WSU*				(9,431)	
Other Current Expenses	19,340	13,840	18,610	16,110	13,794
Meeting Expenses	6,523	6,482	5,672	3,510	10,842
Liaison/Legislative Expense	25,958	33,259	29,112	27,960	22,089
Project Funds	3,941	424	1,850	2,700	1,527
Total expenditures	138,792	142,385	141,281	128,717	140,321
Budget income (loss)	19,759	4,160	7,372	4,444	5,877

REAP WRC Operating

	2008 Actual	2009 Actual	2010 Actual	2011 Actual*	2012 Actual
Budgeted revenues:					
Assessments	119,700	84,400	80,400	79,056	76,045
Other Revenues Received (interest, etc.)	1,346	2,449	6,800	4,009	3,295
Carryover Funds*	34,350	43,222	40,987	36,109	66,290
Total Revenues	155,396	130,071	128,187	119,174	145,630
Budgeted expenditures:					
Assistance - WSU*	76,150	70,079	72,585	64,335	71,068
Fund Balance Correction - WSU*				(31,390)	
Other Current Expenses	17,620	12,010	12,260	9,138	11,693
Meeting Expenses	5,200	3,424	3,501	3,375	2,866
Liaison/Legislative Expense	-	-	-	-	5,000
Project Funds	13,205	3,571	3,732	7,426	8,352
Total expenditures	112,174	89,084	92,078	52,884	98,979
Budget income (loss)	43,222	40,987	36,109	66,290	46,651

* Due to estimates on the contract with Wichita State University a substantial carryover in the Fund balances for staffing was discovered, therefore, action was taken to apply these funds to the 2011 budget and appears in the Assistance lines for both REAP and the WRC.

REAP Financials 2008-2013 (Combined)

REAP Operating

	2008 Actual	2009 Actual	2010 Actual	2011 Actual*	2012 Actual	2013 Projected
Budgeted revenues:						
REAP Assessments	100,627	105,850	102,100	100,510	101,725	103,170.00
WRC Assessments	119,700	84,400	80,400	79,056	76,045	66,575
Workforce Oversight Agreement	22,190	17,000	16,000	12,000	10,900	16,000
Kansas Affordable Airfares Program	25,000	-	25,000	10,000	25,000	25,000
Other Revenues Received (interest, etc.)	6,506	6,385	8,193	7,288	7,424	5,200
Carryover Funds	39,924	62,981	45,147	43,481	70,734	52,528
Total Revenues	313,947	276,616	276,840	252,335	291,828	268,473
Budgeted expenditures:						
Assistance - WSU*	159,180	158,459	158,622	152,203	163,137	151,787
Fund Balance Correction - WSU*				(40,821)		(30,838)
Other Current Expenses	36,960	25,850	30,870	25,248	25,487	26,300
Meeting Expenses	11,723	9,906	9,173	6,885	13,708	35,000
Liaison/Legislative Expense	25,958	33,259	29,112	27,960	27,089	31,000
Project Funds	17,146	3,995	5,582	10,126	9,879	15,000
Total expenditures	250,966	231,469	233,359	181,601	239,300	228,249
Budget income (loss)	62,981	45,147	43,481	70,734	52,528	40,224

Notes:

* Due to estimates on the contract with Wichita State University a substantial carryover in the Fund balances for staffing was discovered, therefore, action was taken to apply these funds to the 2011 budget and appears in the Assistance lines for both REAP and the WRC.

* Due to estimates on the contract with Wichita State University for the position of Executive Officer of Water Resources, there was substantial carryover (\$30,838.320) in the Fund balances for staffing at the end of 2012. These funds have already been expended by REAP, but they are being applied to the contract in the first quarter prior to use of new funds and are reflected in the available funds.

Item

REAP Strategic Planning Process for 2013

Background

The current strategic plan was approved in February of 2011 and designed to run through 2013. The 2013 work plan identifies determining a process to review the mission and strategic plan that is designed to engage REAP members and stakeholders in discussion on the future direction and sustainability of REAP over the next three to five years as a priority. It is recommended that a planning process be initiated that will lead to a revised three year strategic plan to be presented to the REAP Board by July of 2013.

In the past, planning meetings have been facilitated by both an outside consultant and the Chief Executive Officer. The Executive Committee has directed staff to determine the most appropriate method for leading and facilitating the planning process. Staff recommends bringing in an outside facilitator to lead the meeting(s) to review the mission, structure and financial sustainability of REAP.

Funding

Staff has identified available funding in the Sustainable Communities grant that can be used for capacity building of REAP. There is \$25,000 available over the life of the grant to be utilized for this purpose and staff suggests using a portion of these funds for this strategic planning process with the intent that the remaining funds will be used to build on the capacity identified with the grant for REAP prior to the end of the grant.

Facilitator

Staff has researched several potential facilitators and feel that a suitable facilitator can be retained for a reasonable amount. A full scope of work is being developed and all appropriate procedures will be followed in accord with the grant and Sedgwick County protocols for these types of services.

Staff Recommendation

Approve the proposed strategic planning process, utilization of sustainable community grant funding for capacity building and authorize the Chief Executive Officer to enter into an agreement for meeting facilitation.

**REGIONAL ECONOMIC AREA PARTNERSHIP (REAP)
KANSAS AFFORDABLE AIRFARES PROGRAM**

Adopted: 03/13/13

Under the authority of K.S.A. 74-50,150, the Regional Economic Area Partnership (REAP) has established the Kansas Affordable Airfares Program. The program is designed to provide more air flight options, more competition for air travel, and affordable air fares for Kansas.

SELECTION PROCESS

REAP will accept proposals for **fiscal year 2014 (July 1, 2013 through June 30, 2014)** from local governments to accomplish the purposes of the Kansas Affordable Airfares Program in accord with the following guidelines:

- proposals should specify how the program will provide more flight options, more competition for air travel, and affordable air fares for Kansas. In this regard, an applicant should demonstrate that due diligence has been conducted with respect to a proposal for funding. Due diligence might be documented with analysis of feasibility from a professional air service consultant or a letter of intent from a commercial air carrier.
- proposals for funding during **fiscal year 2014** should be submitted in writing to the Chief Executive Officer of REAP at Box 155, 1845 Fairmount, Wichita, Kansas 67260, no later than **June 14, 2013**.
- proposals should specify the amount of funding requested through the Kansas Affordable Airfares Program and indicate the source of the required local match of 25 percent.
- proposals should specify how the program applicant will document the effectiveness of funding received under the Kansas Affordable Airfares Program.
- proposals should also specify how expenditures and results from the Kansas Affordable Airfares Program and local matching monies will be reported.
- on the basis of the proposals received, the Executive Committee of REAP will make a recommendation to REAP on awarding of funds.

Please note that completion of the selection process is subject to available funds.

SELECTION CRITERIA

Grants under the Kansas Affordable Airfares Program will be considered and may be awarded on an annual basis in accord with purposes of the program, which are more flight options, more competition for air travel, and affordable air fares for Kansas. Selection criteria are derived from these program purposes as follows:

More air flight options:

- number of scheduled, daily nonstop flights by commercial passenger air carriers to U.S. destinations;
- number of scheduled, daily one-stop flights by commercial passenger air carriers to U.S. destinations;
- number of scheduled, daily one-stop flights by commercial passenger air carriers to international destinations;

More competition for air travel:

- number of scheduled, daily nonstop flights by commercial passenger air carriers to U.S. destinations served by two or more airlines
- number of scheduled, daily one-stop flights by commercial passenger air carriers to U.S. destinations served by two or more airlines
- number of scheduled, daily one-stop flights by commercial passenger air carriers to international destinations served by two or more airlines

Affordable air fares for Kansas:

- average airfare for scheduled, round-trip, nonstop flights by commercial passenger air carriers to U.S. destinations
- average airfare for scheduled, round-trip, one-stop flights by commercial passenger air carriers to U.S. destinations
- average airfare for scheduled, round-trip, one-stop flights by commercial passenger air carriers to international destinations

In making awards, REAP will give highest priority to maintaining affordable airfares to eastern and western U.S. destinations and to meeting statutory requirements. Priority will also be given to proposals that impact a majority of Kansans. Selection criteria for making awards will be reviewed annually by REAP.