



Executive Committee

Meeting Agenda

September 24, 2013

Wichita Workforce Center- 3rd Floor Board Room

3:00 p.m.

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1. Welcome and Introductions: Commissioner Dave Unruh, Chairman
 2. Approval of Contract for Administrative Services: Keith Lawing (pp. 2-6)
An agreement between the Workforce Alliance of South Central Kansas, Inc. and the Regional Economic Area Partnership for administrative services will be presented for approval.
Recommended action: authorize the Chairman to sign the administrative services agreement.
 3. Review of Proposed 2014 Work Plan: Keith Lawing (pp. 7-11)
Staff will present a draft work plan for 2014 for review and adoption.
Recommended action: approve the proposed 2014 work plan and recommend adoption by the REAP Board of Directors on October 7, 2013.
 4. Discussion of 2013 Legislative Policy Summit/End of Year Celebration: Keith Lawing
The proposed date for the Legislative Policy Summit/End of Year Celebration is December 6, 2013.
Recommended action: direct staff to plan and execute the Legislative Policy Summit on December 6, 2013 with guidance from the Legislative Committee.
 5. Other Business: Executive Committee Members
 6. Adjourn

The REAP Board of Directors is scheduled to meet at 8:00 a.m. on Monday, October 7, 2013.

Item

Approval of Contract for Administrative Services

Background

On August 1, 2013, the Regional Economic Area Partnership (REAP) issued a Request for Proposal (RFP) to solicit proposals for staffing services. The Workforce Alliance of South Central Kansas, Inc. (WA Inc.) submitted a response to the RFP as part of the competitive proposal process. The proposal was accepted by the REAP Board of Directors on September 9, 2013.

The agreement on the following pages reflects the scope of services requested in the RFP. The draft agreement has been reviewed and recommended by Sedgwick County and WA Inc. legal counsel.

Recommended Action

Authorize the Chairman to sign the administrative services agreement.

AGREEMENT BETWEEN

Workforce Alliance of South Central Kansas, Inc.

AND

REGIONAL ECONOMIC AREA PARTNERSHIP

WHEREAS, the Workforce Alliance of South Central Kansas, Inc. (WA), was incorporated in 2001 as a not for profit to support economic and workforce development in South Central Kansas and is a project management company that operates projects and provides administrative services in Kansas; and,

WHEREAS, the Regional Economic Area Partnership (REAP) is a council of cities and counties in a nine county region of South Central Kansas, and established by interlocal agreement as a separate legal entity pursuant to K.S.A. 12-2904a, to jointly plan for facilities and services of an area wide, or multi-agency nature, in order to strengthen local governments, improve public service and serve the interests of the South Central Kansas region on matters of political and economic concern.

WHEREAS, REAP issued a request for proposal to solicit proposals for staffing services on August 1, 2013;

WHEREAS, Workforce Alliance of South Central Kansas, Inc. submitted a response to said request as part of the competitive proposal process and such proposal has been accepted by REAP.

WHEREAS, REAP and Workforce Alliance of South Central Kansas, Inc. now desire to enter into a written agreement to establishing the rights and duties of the parties to this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, conditions and promises contained herein, the parties hereto do agree as follows:

SCOPE OF SERVICES

A. Workforce Alliance of South Central Kansas agrees to perform the following duties:

Perform the administrative services and day to day operations consisting of

- a. Meeting Coordination and Development
 - i. secure locations
 - ii. provide notices
 - iii. present an annual calendar of meetings for approval
 - iv. develop agendas, meeting minutes, reports, research, and materials
 - v. request and support speakers, special guests, and dignitaries
 - vi. provide travel arrangements, scheduling, and presentations
 - vii. provide meal and refreshment when requested

- viii. technology support and set up for meetings
- b. Administration
 - i. support to the Board and its Committees and Taskforces
 - ii. provide record keeping and technical assistance
 - iii. assist in developing an annual work plan
 - iv. operationalize the annual work plan once developed
 - v. produce a three to five year operating model for review by June 1, 2014
 - vi. maintain webpage
 - vii. develop other communication tools
 - viii. track and report progress of annual work plan and strategic plan through monthly reports
 - ix. maintain relationships across the region through in person visits and providing relevant information to member jurisdictions
 - x. develop new relationships with organizations and governmental units
 - xi. support to members on community planning and grant opportunities
 - xii. seek out grant opportunities for REAP and member organizations
 - xiii. invoice and receive dues from members
 - xiv. budget development and fiscal management
 - xv. budget reports
 - xvi. procurement and agreement oversight
 - xvii. maintain offices within the city limits of Wichita
- B. Regional Economic Area Partnership agrees to perform the following duties:
 - 1. oversight of this Agreement
 - 2. approve an annual budget and authorize WA to collect dues to support REAP
 - 3. approve agreements with sub-contractors
 - 4. provide and support a dues structure to support operations
 - 5. maintain established relationships across the region of members through in person visits and providing relevant information
 - 6. develop new relationships with organizations and governmental units
 - 7. provide WA with a vision to guide activities and establish goals
 - 8. approve any overnight travel in advance of travel

AGREEMENT TERM

The initial term of this Agreement shall be effective beginning September 9, 2013, and shall end on December 31, 2014. This Agreement shall automatically renew for a period of one year unless written notice is given by either party sixty (60) days prior to the end of the initial term or subsequent one year renewal terms.

TERMINATION

This Agreement may be terminated by either party upon sixty (60) days prior written notice.

PERFORMANCE REVIEW

The REAP Executive Committee will coordinate and lead review and evaluation of the performance of the WA for services provided under this agreement.

RETURN AND OWNERSHIP OF RECORDS

Upon termination of this Agreement, WA shall deliver all records, notes, data, or any other property of REAP that is in control of WA to REAP. It is understood and agreed between the parties that REAP owns any of the products, records and resources produced as a result of the Agreement.

BUDGET

The Workforce Alliance will operate within the budget. If anticipated revenue doesn't total \$228,000 the WA will reduce the expenditures in respect to revenue collected. If anticipated revenues exceed \$228,000, then said revenues will be deposited in a reserve fund and only spent upon the approval of REAP.

WA Inc.
REAP Budget
September 2013 – December 2014

Anticipated Revenue	
Carry Over	\$ 45,000
Dues	\$ 183,000
Total Anticipated Revenue	\$ 228,000
Expenditures	
Wages	\$ 76,184
Fringe	\$ 22,336
Overhead	\$ 5,280
Supplies	\$ 5,500
Conferences/Meetings	\$ 23,000
Agreement Services	\$ 11,200
Legislative Outreach	\$ 12,500
Project Funds	\$ 72,000
Total Expenditures	\$ 228,000

REQUEST FOR PROPOSAL

The Request for Proposal sent out by REAP on or about August 1, 2013, and the REAP RFP Response by WA Inc. are incorporated by reference into this agreement as if full contained herein, and shall govern the rights and duties of the parties unless such rights or duties are set out differently herein.

GOVERNING LAW

The terms and provisions of this Agreement shall be construed in accordance with the laws of the State of Kansas.

ENTIRE AGREEMENT AND PROVISION

This Agreement contains the entire agreement and understanding of the parties and supersedes all oral and written representations and statements between the parties. This Agreement may be amended only in writing, signed by both parties.

CASH BASIS AND BUDGET LAWS

The right of REAP and its member cities and counties to enter into this Agreement is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. This Agreement shall be construed and interpreted so as to ensure that REAP shall at all times stay in conformity with such laws, and as a condition of this Agreement, REAP reserves the right to unilaterally sever, modify, or terminate this Agreement at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such laws.

SEVERABILITY

If any provision of this Agreement is declared illegal or unenforceable, the other provisions of this agreement shall remain in full force and effect.

Dave Unruh, REAP Chairman
Sedgwick County Commission
525 N. Main, Suite 320
Wichita, KS 67203

Date

Mark Conway, Workforce Alliance of South Central Kansas Chairman
150 N. Main, Suite 200
Wichita, KS 67202

Date

Item

Review of Proposed 2014 Work Plan

Background

Staff have drafted a list of proposed items to include in the 2014 REAP Work Plan. The proposed draft plan included on the following pages lists one remaining item from the 2013 work plan, the planning and execution of the Legislative Policy Summit in December 2013.

Proposed items for the 2014 Work Plan include:

1. Creation of a 3-5 year operating plan that will include an updated dues structure, a clear role for REAP in regional water issues, identification of core issues to guide operations and outcomes, and an analysis of the REAP website and social media pages.
2. Development and support of legislative priorities for 2014.
3. Development and implementation of a survey for local governments in the REAP region, both for members and nonmembers.
4. Conduct the annual Water Conference in spring of 2014.
5. Carry out the Chief Elected Officials Business (CEOB) duties for Local Area IV as directed by the Workforce Investment Act of 1998 (WIA).
6. Provide REAP member communities quarterly customized reports on relevant issues to community and regional economic growth.
7. Creation of a quarterly newsletter.
8. Determine implementation process for Prosperity Plan and key policy issues.

Details of these items are included in the draft Work Plan on the following pages, along with the specific committee or staff members assigned to carry out the work plan item.

A proposed calendar of events and meetings for 2014 is included on pages 10-11.

Recommended Action

Approve the proposed 2014 Work Plan and recommend adoption by the REAP Board of Directors on October 7, 2013.

Proposed 2014 REAP Work Plan
9/19/13

Remaining 2013 Work Plan Activities

1. Legislative Policy Summit
 - Proposed date: December 6, 2013
 - Location: TBD

2014 Work Plan

1. Creation of 3-5 year operating plan that will include the following elements:
 - Update to dues structure (*Technical Advisory Committee*)
 - Determine appropriate role for REAP in regional water issues (*Water Resources Committee*)
 - Identify core issues to guide operations and outcomes (*all REAP committees and task forces*)
 - Analysis of web site and social media tools utilized by REAP (*Technical Advisory Committee*)
2. Develop and support legislative priorities for 2014 (*Legislative Committee*)
3. Develop and implement a survey for local governments in the REAP region, both REAP and non-REAP members.
 - The survey will be distributed in in January/February 2014, with report outcomes to REAP in March/April 2014).
 - The purpose of the survey is to understand perceptions, priorities and goals of regional partnerships and collaborative strategies among local governments in the region, and to raise awareness about REAP. (*Technical Advisory Committee and Executive Committee, technical support to be provided by Hugo Wall School*)
4. Conduct the annual Water Conference in Spring of 2014 (*Water Resources Committee*)
5. Conduct the Legislative Policy Summit/End of Year Celebration in December 2014 (*Legislative Committee*)
6. Carry out the Chief Elected Officials Board (CEOB) duties for Local Area IV as directed by the Workforce investment act of 1998 (*Workforce Development Task Force*)
7. Provide REAP member communities quarterly customized reports on relevant issues to community and regional economic growth (*REAP Staff*)
8. Create a quarterly newsletter to keep REAP members updated (*REAP Staff*)
9. Determine implementation process for Prosperity Plan and key policy issues (*Technical Advisory Committee and Consortium Leadership Team*)

Committee Assignments:

REAP Executive Committee

- Provide oversight and performance review of all agreements and contracts
- Support the development and implementation of survey for local governments in REAP region
- Assure REAP representation in organizations working on issues that impact the regional economy, including but not limited to the following.
 - Greater Wichita Economic Development Coalition
 - Mid-Continent Airport Advisory Board
 - Visioneering Wichita
 - Wichita Area Metropolitan Planning Organization

Legislative Committee

- Develop, monitor and support legislative priorities for 2014
- Identify opportunities for REAP members to be in Topeka during the legislative session
- Convene with area legislators during the session to raise awareness about issues impacting the regional economy
- Conduct a regional legislative policy summit

Water Resources Committee

- Determine appropriate role for REAP in regional water issues
- Conduct annual Water Conference in Spring of 2014
- Conduct annual rates assessment
- Develop municipal policy issues agenda

Technical Advisory Committee

- Review and provide recommendation on updated dues structure
- Review all current REAP operating documents (bylaws, inter-local government agreements, contracts) to ensure they are accurate and reflect current operations.
- Support the development and implementation of survey for local governments in REAP region
- Analyze the web site and social media tools utilized by REAP
- Assist the Consortium Leadership Team with the implementation effort for the Prosperity Plan

Workforce Development Task Force

- Develop strategies for outreach and awareness for workforce and economic development services available in the South Central Kansas and the REAP region. REAP covers WIA Local Area IV and parts of Local Area I. (Harvey, McPherson, Reno counties)
- Determine how the Chief Elected Officials Board (CEOB) should perform its duties in Local Area IV including monitoring and evaluating the WIA employment and training programs. (NOTE: The current local Area IV CEOB agreement can remain in force and WIA operations would continue under it until a new agreement or arrangement is approved.)

Transportation Task Force

- Develop recommendations to coordinate transportation systems, resources, and funding opportunities with WAMPO and surrounding communities
- Provide analysis of current transportation issues in coordination with the Prosperity Plan and coordinate with the State transportation planning process.

2014 Proposed Calendar of Meetings and Events

REAP Board of Directors: 1st Friday of the month

10:00 a.m. meetings will adjourn at 11:45 with an optional networking lunch following from 11:45 a.m.-1:00 p.m.

8:30 a.m. meetings will adjourn at 10:15 a.m. An optional networking breakfast will precede the meeting at 7:45 a.m.

- Friday, January 10, 2014* (10:00 a.m.)
- Friday, March 7, 2014 (8:30 a.m.)
- Friday, May 2, 2014 (10:00 a.m.)
- Friday, July 11, 2014* (8:30 a.m.)
- Friday, September 5, 2014 (10:00 a.m.)
- Friday, November 7, 2014 (8:30 a.m.)

Executive Committee: 11:30 a.m., 2nd Thursday of the month

- Thursday, February 13, 2014
- Thursday, April 10, 2014
- Thursday, June 12, 2014
- Thursday, August 14, 2014
- Thursday, October 9, 2014
- Thursday, December 11, 2014

Legislative Committee: 11:30 a.m., 4th Friday of the month

Scheduled conference call updates interspersed with meetings

- Friday, January 24, 2014
- Monday, February 10, 2014 (*conference call*)
- Friday, February 28, 2014
- Friday, March 14, 2014 (*conference call*)
- Friday, April 25, 2014
- Friday, May 23, 2014
- Friday, September 26, 2014
- Friday, October 24, 2014
- Friday, November 21, 2014
- Friday, December 12, 2014 (*Legislative Summit*)

Technical Advisory Committee: TBD

Water Resources Committee: 11:30 a.m., 4th Thursdays of the month

- Thursday, February 27, 2014
- Thursday, March 27, 2014
- Thursday, May 22, 2013 (*Water Conference*)
- Thursday, August 28, 2013
- Thursday, November 20, 2013*
- Friday, December 19, 2014*

Workforce Development Task Force: *11:30 a.m., 4th Thursday of the month*

- Thursday, January 23, 2014
- Thursday, April 24, 2014
- Thursday, July 24, 2014
- Thursday, October 23, 2014

Transportation Task Force: *TBD*

REAP Events:

- Regional Water Conference: May 22, 2014
- Legislative Policy Summit & Year-End Celebration: December 5, 2014

**Date of meetings adjusted due to holiday*

DRAFT