



**Board of Directors**  
Meeting Agenda  
November 4, 2013  
Hughes Metropolitan Complex  
8:00 a.m.

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1. Welcome and Introductions: Commissioner Dave Unruh, Chairman (8:00 a.m.)
  2. Approval of Minutes from October 7, 2013: Commissioner Dave Unruh (8:05 a.m.) (pp. 2-4)  
**Recommended action: approve the minutes from the October 7, 2013 Board of Directors meeting as presented.**
  3. Bank Resolution: Keith Lawing (8:10 a.m.) (p. 5)  
*Staff will present a Bank Resolution authorizing WA Inc. to create and manage REAP bank accounts per the administrative services contract.*  
**Recommended action: authorize the Chairman to sign the Bank Resolution.**
  4. Report of the Legislative Committee: Commissioner Chip Westfall (8:15 a.m.) (handout)  
*Commissioner Chip Westfall, Harvey County, Legislative Committee Chairman, will update the Board on the 2014 Legislative Policy Summit and the 2014 REAP Legislative Priorities.*  
**Recommended action: take appropriate action.**
  5. Staff Reports: Keith Lawing (8:45 a.m.) (pp. 6-7)
    - A. 2014 Work Plan: Committee and Task Force Assignments
    - B. REAP Website Update
    - C. 2014 Meeting Calendar
  6. Discussion: Transportation and the Regional Economy: Commissioner Tim Norton, Sedgwick County, and John Schlegel, WAMPO (9:00 a.m.)  
*The panel will discuss current, pending, and potential transportation projects with significant impact on the regional economy and opportunities for REAP- WAMPO partnerships.*
  7. Adjourn (9:30 a.m.)
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*The REAP Legislative Policy Summit is scheduled for Friday December 6, 2013, at 10:00 a.m. at Terradyne Country Club.*

*The REAP Board of Directors is schedule to meet at 8:00 a.m. on Monday, December 9, 2013.*

**REAP Board of Directors**  
Meeting Minutes  
October 7, 2013

**1. Welcome and Introductions**

Commissioner Dave Unruh welcomed Board Members and asked for self-introductions.

**2. Approval of Minutes from September 9, 2013**

*Herb Llewellyn, El Dorado (Mayor Terry Somers, Mount Hope) moved to approve the minutes from the September 9, 2013 Board of Directors meeting. Motion Adopted.*

**3. Approval of Contract for Administrative Services**

On August 1, 2013 REAP issued a Request for Proposals (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 bidding process. The WA Inc. proposal was accepted by the REAP Board of Directors on September 9, 2013. Keith Lawing presented a draft administrative services agreement for review and approval by the Board. The proposed agreement has been reviewed by Sedgwick County legal counsel on behalf of REAP and WA Inc. legal counsel. Additionally, the agreement was reviewed and recommended for approval by the REAP Executive Committee on September 24, 2013. The agreement reflects the scope of services as presented in the RFP.

*Council Member Jeff Longwell (Llewellyn) moved to authorize the Chairman to sign the administrative services agreement. Motion adopted.*

**4. Options for the REAP Website**

In August 2013 the host of the REAP website, 360 Wichita, notified REAP that they will no longer be able to support or host the site because it is outdated. The original site, designed by 360, was built in 2006. It is an HTML based website and is no longer easily updated or compatible with newer versions of Internet Explorer.

Staff is in the process of soliciting bids for a site redesign. Board members expressed the importance of the site to the organization- this is their main marketing tool and needs to be updated to a more modern look and a more user friendly interface, including the ability of the site to be compatible with mobile devices. Staff reported that several bids have already been received and several more companies have expressed interest in submitting a quote. The bids that have been received to date range from \$2,700 to \$10,000, depending on the options that the Board wishes to include. All proposals include a calendar function, a document library, and mobile compatibility. Members expressed an interest in being involved and updated frequently during the process of the site redesign. Staff will plan to update Members as major mile stones are reached and provide opportunities to review the site as it is developed to provide feedback and suggestions.

*Llewellyn (Mayor Satterthwaite) moved to authorize staff to review bids for redesign of the REAP website and select the best, lowest cost option. Motion adopted.*

## 5. Review of Proposed 2014 Work Plan

- Lawing reviewed the proposed 2014 work plan items included in the packet, noting that the most important item for the upcoming year is the three to five year operating model, which would include an updated dues structure that will be presented to the Board for adoption by June of 2014. Members broke into small groups for discussion of the proposed work plan items, reporting out that specific importance needed to be placed on:
  - Development and support of legislative priorities- Members would like to see specific, actionable strategies to support the established priorities. Suggestions include:
    - Increased coordination between the membership and REAP paid representation in Topeka
    - More face time and involvement from Members in Topeka including sponsoring luncheons and/or receptions for the South Central Delegation
    - Coordination of Member Communities legislative priorities for better cooperation and collaboration
    - More conference call updates during the legislative session- perhaps once a week briefings on Friday afternoons of the week's activities and upcoming events
  - Updating the dues structure.
  - Engaging the State and various stakeholders on water issues, including rural water districts, basin advisory committees and the state water office.

It was suggested that the wording for item #2 be updated to read “develop and support legislative priorities and strategies”.

*Mayor Satterthwaite (Kent Brown, Clearwater) moved to approve the Proposed 2014 Work Plan with the suggested wording revision on item two. Motion adopted.*

## 6. Discussion of 2014 Legislative Priorities

Tom Bruno discussed several key issues that may affect REAP during the upcoming legislative session including Kansas Affordable Airfares Program (KAAP), NIAR, NCAT, and State Technical Education funding (Senate Bill 155). The Legislative Committee will meet on October 25th and will draft a list of legislative priorities for 2014 that will be presented to the Board of Directors at the November 4th meeting.

Lawing reported that the single item remaining on the 2013 REAP work plan was the Legislative Policy Summit held annually in December. The proposed date of the 2013 Legislative Policy Summit is Friday, December 6<sup>th</sup>. Commissioner Westfall noted that the Legislative Committee will also discuss this event and direct staff on planning and execution during the October 25<sup>th</sup> Legislative Committee meeting.

## 7. Other Business

Committee members discussed rotating the location of the REAP Board of Directors meetings to different locations in member communities. For example, the September 5, 2014 meeting could be held in Hutchinson at the State Fair Grounds to coincide with the opening of a new building and the opening of the 2014 Fair.

Staff noted that a request for updated contact information will be issued to the membership as the new year approaches.

John Waltner, Chairman of the Consortium Leadership Team for the South Central Kansas Prosperity Project announced an elected official's summit will be held on October 24<sup>th</sup> from 6-9 p.m. at the Marcus Welcome Center on the Wichita State University Campus. The keynote speaker is Mission, Kansas, Mayor Laura McConwell.

**8. Adjourn**

The meeting adjourned at 4:19:35 a.m.

**ATTENDANCE**

Members/Alternates

Commissioner Dave Unruh, Sedgwick County, Chair  
Kathy Axelson, Rose Hill  
Kent Brown, Clearwater  
Robert Conger, Kechi  
Commissioner Leroy Koehn, Newton  
Herb Llewellyn, El Dorado  
Council Member Jeff Longwell, Wichita, Economic Development Committee Chair  
Vice Mayor Pete Meitzner, Wichita  
Mayor Jim Nickel, Newton  
Mayor Rex Satterthwaite, Bently  
Daniel Shea, Kingman County  
Cody Sims, Wellington  
Mayor Terry Somers, Mount Hope, Treasurer  
John Waltner, Harvey County  
Commissioner Chip Westfall, Harvey County, Legislative Committee Chair  
Mayor Kristey Williams, Augusta, Immediate Past Chair

Guests

Misty Bruckner, Wichita State University  
Angela Buzard, Wichita State University  
Zach Daniel, Wichita State University  
Brian Gartland, Wichita State University  
Irene Hart, Hutchinson  
Jennifer McCausland, Andover  
Commissioner Richard Ranzau, Sedgwick County  
Ethan Reimer, Wichita State University  
Rick Rekoske, Bel Aire  
Commissioner Jim Skelton, Sedgwick County

Staff

Keith Lawing  
Kelly Bergeron

**Item**

Bank Resolution

**Background**

November 4, 2013

RESOLUTION OF BOARD MEMBERS FOR DESIGNATING A BANK ACCOUNT FOR WORKFORCE ALLIANCE OF SOUTH CENTRAL KANSAS, INC. (WA INC.) FOR WORK ASSIGNED BY THE REGIONAL ECONOMIC AREA PARTNERSHIP (REAP). BE IT RESOLVED THAT:

- (1) A bank account must be established by the Workforce Alliance of South Central Kansas, Inc. to complete the functions assigned by REAP to WA as established in a contractual agreement dated September 9, 2013,
- (2) The Workforce Alliance of South Central Kansas Inc. and REAP held meetings and acted to authorize the following members as authorized signatories on the Intrust Bank Account,
  - Rod Blackburn, WA Inc. Treasurer
  - Keith Lawing, WA Inc. President and CEO
  - Chad Pettera, WA Inc. Vice President and COO
  - Amanda Duncan, WA Inc. Vice President and CBDO
  - Commissioner David Unruh, Sedgwick County, REAP Chair
  - Mayor Terry Somers, Mount Hope, REAP Treasurer

Be it Further Resolved:

- (3) The name of the Bank Account shall be REAP Account,
- (4) Copies of the foregoing resolution(s) certified to be true copies by Mr. Mark Conway the Chairman of the Board of the Workforce Alliance of South Central Kansas Inc. be furnished to Intrust Bank and they be requested to act thereon,
- (5) Intrust Bank is authorized to act upon this resolution until written notice of revocation is delivered to Intrust Bank.

\_\_\_\_\_  
Commissioner Dave Unruh, REAP Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mark Conway, WA Inc. Chair

\_\_\_\_\_  
Date

**Recommended Action**

Authorize the Chairman to sign the Bank Resolution

**Item**  
Staff Reports

**Background**

A. 2014 Work Plan: Committee and Task Force Assignments

Commissioner Unruh, on behalf of the Board and Chairs of the Committees, is soliciting volunteers for the Committees and Task Forces of REAP. The current membership of each Committee and Task Force is listed on a handout on your table. Please review these lists and contact staff if your jurisdictions information or contact person needs to be updated, or if you are interested in volunteering for a specific Committee or Task Force.

B. REAP Website Update

At the October 7, 2013 REAP meeting the Board directed staff to selected a vendor to redesign the REAP website. Staff solicited bids from eight companies for the redesign. Six provided quotes. These companies are:

- 360 Wichita
- Cameron Brown Design (cbd)
- Entermotion
- High Touch
- Silver Gear
- Wichita Design

The companies were given the following criteria for the redesign:

- Must have a Content Management System (CMS) so staff can update the site
- Calendar function
- Document library
- Must have mobile compatibility/be mobile friendly
- Purpose of the site is to advertise and market the organization

Of the six bids received, two met the criteria for the redesign: cbd and High Touch. Of these two bids, High Touch has the most affordable option and the fastest turnaround time.

- cbd:
  - \$6,400 for site design
  - \$49 per month hosting fee
  - Annual site maintenance (recommended) not offered
  - 8-12 Weeks for site design and launch, beginning December 2, 2013.
    - Anticipated site launch date: February – March 2014
- High Touch
  - \$4,163 for site design
  - \$19.99 per month hosting fee
  - \$150 per year site maintenance fee (recommended)
  - 4 weeks for site design and launch, beginning December 2, 2013
    - Anticipated site launch date: January 2, 2014

Next steps: staff has contracted with High Touch for the website redesign and is currently working to clean up the data stored on the current website in anticipation of migrating the it from the old to new site prior to launch.

High Touch will provide staff with a log in to monitor the progress of the new site during the design phase, as well as hold weekly meetings to discuss changes and progress. Staff will provide regular updates to the Board as the site progresses and ask for feedback during the process.

C. 2014 Meeting calendar

The REAP Board of Directors will meet on the following dates in 2014. If your community has a venue and is interested in hosting a REAP Board of Directors meeting please contact Kelly Bergeron.

Date	Schedule	Location
Monday, December 9, 2013	Meeting: 8:00 a.m.	Hughes Metropolitan Complex- WSU
Friday, January 10, 2014	Meeting: 10:00 a.m. Luncheon: 11:45 a.m.	Wichita Downtown YMCA Community Room
Friday, March 7, 2014	Breakfast: 7:45 a.m. Meeting: 8:30 a.m.	TBD
Friday, May 2, 2014	Meeting: 10:00 a.m. Luncheon: 11:45 a.m.	TBD
Friday, July 11, 2014	Breakfast: 7:45 a.m. Meeting: 8:30 a.m.	TBD
Friday, September 5, 2014	Meeting: 10:00 a.m. Luncheon: 11:45 a.m.	Hutchinson Fair Grounds
Friday, November 7, 2014	Breakfast: 7:45 a.m. Meeting: 10:00 a.m.	TBD

**Recommended Action**

Receive and file