

**Executive Committee
Meeting Agenda
3:00 PM, March 29, 2011**
Workforce Alliance Offices, 2nd Floor
Mayor Kristey Williams, Chair

1. Welcome: *Mayor Kristey Williams*

2. Kansas Affordable Airfares Program Update

A. Final Fiscal Year 2011 Payment: *Mayor Kristey Williams*

The final payment for the Kansas Affordable Airfares Program (KAAP) Fiscal Year 2011 grant will be made on April 1.

B. Fiscal Year 2012 Request for Proposals: *Mr. Joe Yager*

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

Recommended Action: Review Request for Proposals and provide direction.

3. REAP 2011 1st Quarter Treasurer's Report: *Mr. Joe Yager*

The Executive Committee is charged to serve as the treasury for REAP, collect all REAP revenues, make disbursements in accord with the budget adopted by REAP, and conduct financial management of REAP assets in accord with REAP fiscal procedures. The REAP Treasurer will recommend making 4th Quarter payments in accord with REAP annual budgets.

Recommended Actions: Approve payments per staff recommendation for the first quarter of 2011.

4. REAP Work Plan for 2011: *Mayor Kristey Williams*

The Committee is asked to review the draft 2011 Combined REAP Work Plan.

Recommended Action: Review combined annual work plan and provide direction.

5. Center for Innovation and Enterprise Engagement Update: *Ms. Debbie Franklin*

To continue the WIRED mission and in response to the request for technical assistance, Wichita State University (WSU) established a Center for Innovation and Enterprise Engagement to strengthen and develop the local manufacturing industries' innovation competencies in manufacturing processes and product capabilities. Ms. Franklin has been invited to provide an update on the Center and request REAP involvement.

Recommended Action: Review request for appointments and provide direction.

6. REAP Senior Consultation: *Mr. Joe Yager*

REAP established funding for consultation and technical assistance in the adopted budget through Wichita State University or other sources. Staff asks that the Committee consider the use of these funds for senior consultation through a separate contract.

Recommended Action: Approve the contract language and authorize the Chair of REAP to execute a contract with Dr. Flentje as senior consultant to REAP for the current year.

7. Other Business

8. Adjourn

Item

Kansas Affordable Airfares Program Update

Background

The Executive Committee is charged to administer the Kansas Affordable Airfares Program and assure that all statutory requirements for programming, evaluation, accounting and auditing, financial management, and reporting are met.

Final Fiscal Year 2011 Payment

In accordance with the REAP Kansas Affordable Airfares Program, REAP Fiscal Procedures, and Executive Committee action, an independent bank account was established on July 21, 2006, in the name of REAP/Kansas Affordable Airfares Program. The following information details the financial records of the program for the current fiscal year 2011 (July 1, 2010 – June 30, 2011).

Fiscal Year 2011 (July 1, 2010 – June 30, 2011)

	Amount
Program Revenues	
FY10 Carryover	\$56,155
FY11 Program Operator Match	\$1,670,000
FY11 State Funding	\$4,875,000
Interest Earned (7/1/10 – 2/28/11)	\$6,145
<i>Total Program Revenues to Date</i>	<i>\$6,607,300</i>
Program Payments	
FY11 Payment 1 – August 13, 2010	\$1,670,000
FY11 Payment 2 – November 2, 2010	\$1,670,000
FY11 Payment 3 – January 5, 2011	\$1,670,000
FY11 Payment 4 – April 1, 2011	\$1,535,000
<i>Total Program Payments to Date</i>	<i>\$6,545,000</i>
REAP Administrative Payment (2009-10)	\$25,000
Total Remaining Funds to Date	\$37,300

In addition to the current fiscal year transactions, REAP had two separate Request for Proposals (RFPs) released for FY10 (July 1, 2009 – June 30, 2010). The original RFP was released on April 1, 2009 and funding awarded under this request was \$4,875,000, thereby leaving \$125,000 in uncommitted state appropriations. Therefore, the FY10 RFP Addendum was released on March 16, 2010 and funding under this request was \$125,000. Due to receiving of matching funds following June 30, 2010 the following information is provided.

Fiscal Year 2010 Addendum

		Amount
Program Revenues		
	FY10 Addendum	
	Program Operator Match (7/8/10)	\$41,667
	FY10 Addendum	
	State Funding (8/13/10)	\$125,000
<i>Total Program Revenues to Date</i>		<i>\$166,667</i>
Program Payments		
	FY10 Addendum Payment – August 13, 2010	\$166,667
<i>Total Program Payments to Date</i>		<i>\$166,667</i>
Total Remaining Funds to Date		\$0

Fiscal Year 2012 Request for Proposals

REAP is responsible for releasing a Request for Proposals on April 1. Staff has prepared the attached draft for review.

Staff Recommendation

That the REAP Executive Committee review Request for Proposals and provide direction.

REGIONAL ECONOMIC AREA PARTNERSHIP (REAP) KANSAS AFFORDABLE AIRFARES PROGRAM

Proposed: 03/29/11

Under the authority of House Substitute for Senate Bill 475 and the omnibus appropriation bill, Senate Bill 2968, both enacted in the 2006 session of the Kansas Legislature, 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 **2012 (July 1, 2011 through June 30, 2012)** 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 **2012** should be submitted in writing to the Chief Executive Officer of REAP at Box 155, 1845 Fairmount, Wichita, Kansas 67260, no later than **June 17, 2011**.
- 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.

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. Priority will also be given to proposals that impact a majority of Kansans. Selection criteria for making awards will be reviewed annually by REAP.

Item

REAP 2011 1st Quarter Treasurer's Report

Background

The Executive Committee is charged to serve as the treasury for REAP, collect all REAP revenues, make disbursements in accord with the budget adopted by REAP, and conduct financial management of REAP assets in accord with REAP fiscal procedures.

REAP Budget for 1st Quarter, 2011

REAP Operating

Under the agreement with the Center for Urban Studies, Wichita State University, staff support is provided to REAP in calendar year 2011, as follows:

- a) performing a secretariat function for REAP, that is, preparing agenda and organizing regular meetings and committee meetings of REAP, scheduling invited guests, disseminating meeting agenda and materials, recording minutes of meetings, keeping official records of REAP, executing official communications, and assisting REAP governing board in identifying regional issues and conducting research on those regional issues;
- b) assisting and advising the Executive Committee and Treasurer of REAP on financial management of REAP, including budgeting, collecting revenues, investing, accounting, and reporting on REAP finances;
- c) assist and advise REAP Executive Committee in administering the Kansas Affordable Airfare Program, including specifically: 1) performing financial management of the program; 2) reporting on program performance; and 3) serving as liaison with state and local officials in implementation of the program;
- d) providing consultation and technical assistance in addressing priorities identified in the REAP work plan for 2010, specifically staffing the Executive Committee, the Legislative Committee, and the Economic Development Committee and conducting research in support of the issues before those committees;
- e) providing consultation and technical assistance to the Local Elected Officials Board in fulfilling its duties in implementation of Workforce Investment Act of 1998; and serving as liaison between Local Elected Officials Board and Workforce Alliance of South Central Kansas; and
- f) maintaining the REAP website.

In accordance with this agreement, REAP will make payments on a quarterly basis to Wichita State University for this support.

REAP Water Resources

In addition, under another agreement with the Center, staff support is provided to the REAP Water Resources Committee in calendar year 2011, as follows:

- a) performing a secretariat function for the committee, that is, preparing agendas and organizing committee, subcommittee, and special committee meetings, scheduling invited guests, disseminating meeting agenda materials, recording minutes of meetings, keeping official records for the committee, executing official communications, and assisting the committee in identifying regional issues and conducting research on those regional issues.
- b) providing consultation and technical assistance in addressing priorities identified in the committee work plan for 2010, specifically staffing the Water Resources Committee, Technical Subcommittee, and any short-term special purpose committees, and conducting research in support of the issues before those committees.
- c) developing and distributing a newsletter informing committee members as well as other individuals about regional water related meetings, activities, and projects while also providing e-mail notification for upcoming water related meetings, activities, and projects.
- d) identifying, monitoring and updating members on any legislative issues or initiatives regarding state water resources.
- e) developing and coordinating ongoing educational forums.
- f) identifying additional grant opportunities through the state and federal government to assist in water resource planning and development.
- g) attending and reporting on the meetings and activities of water related committees and agencies as necessary.

In accordance with this agreement, REAP will make payments on a quarterly basis to Wichita State University for this support.

Staff Recommendation

That the REAP Executive Committee approve payments for the first quarter of 2011 to

- 1) Wichita State University in the amount of \$19,717.00 for REAP staffing;
- 2) Wichita State University in the amount of \$7,583.75 for Water Resources staffing;
- 3) Hugo Wall School in the amount of \$8,109.58 for REAP Operating expenses; and
- 4) Hugo Wall School in the amount of \$4,145.97 for Water Resources Operating expenses.

REAP Agenda Item 3
REAP Treasurer's Report

REAP Expenditures for 1st Quarter, 2011

Expenditures	Adopted	1st Quarter Jan-Mar	2nd Quarter Apr-Jun	3rd Quarter Jul-Sep	4th Quarter Oct-Dec	2010 Year End Totals	Percentage Expended	Description
Staffing								
Executive Officer	\$71,917.00	\$17,979.25				\$17,979.25	25%	Compensation and benefits
Graduate assistant	\$15,951.00	\$3,987.75				\$3,987.75	25%	Compensation and benefits
<i>Staffing Subtotal</i>	<i>\$87,868.00</i>	<i>\$21,967.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$21,967.00</i>	<i>25%</i>	
Encumbered Funds*	(\$9,000.00)	(\$2,250.00)				(\$2,250.00)	25%	
<i>Staffing Contractual Requirement</i>	<i>\$78,868.00</i>	<i>\$19,717.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$19,717.00</i>	<i>25%</i>	
Operating								
Current office expense	\$8,610.00	\$2,152.50				\$2,152.50	25%	Computing, telephone, fax, equipment, etc.
Consultation and technical assistance	\$10,000.00	\$0.00				\$0.00	0%	Additional assistance through WSU
Other operating—general	\$6,000.00	\$621.65				\$621.65	10%	Meeting expense, memberships, travel, etc.
Other operating—KAAP	\$2,500.00	\$0.00				\$0.00	0%	Accounting, auditing, reporting, legal counsel
Legislative liaison	\$28,000.00	\$5,335.43				\$5,335.43	19%	Topeka-based representation, receptions, travel
Project funds	\$14,873.00	\$0.00				\$0.00	0%	
<i>Operating Subtotal</i>	<i>\$69,983.00</i>	<i>\$8,109.58</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$8,109.58</i>	<i>12%</i>	
Total^	\$148,851.00	\$27,826.58	\$0.00	\$0.00	\$0.00	\$27,826.58	19%	

* Due to estimates on the contract with Wichita State University there is a substantial carryover in the Fund balances for staffing. These funds have already been expended by REAP and per action taken by the REAP Executive Committee on December 7, 2010 are considered encumbered in 2011. The encumbered funds will be applied at a rate of \$2,250 per quarter to accurately reflect the contractual amount.

^ The total reflects the actual expenditures and does not include the encumbered funds.

**REAP Agenda Item 3
REAP Treasurer's Report**

Revenues to Date, 2011

Revenues	Projected	Received	Percentage Description
Annual membership assessments	\$106,311	\$100,510	95% Membership dues
Special assessments	\$0	\$0	n/a Special assessments
Workforce oversight agreement	\$16,000	\$0	0% CEOB oversight duties
Kansas Affordable Airfares Program	\$25,000	\$0	0% KAAP administration
Other revenues received	\$2,200	\$62	n/a Other revenues received
Carryover funds	\$8,340	\$4,245	51% Prior-year carryover
Total	\$157,851	\$104,816	66%

Notes:

Other revenues received accounts for interest through 2/28/11.

Workforce agreement runs on fiscal year, July 1 to June 30. \$16,000 was based on estimation for oversight agreement.

2011 REAP Available Funds

	Total Revenues	Total Expenditures	Total Encumbrances	Total Available Funds	Percentage Available
2011 to Date (3/29/11)	\$104,816.40	\$30,076.58	(\$9,000.00)	\$83,739.82	80%

REAP Banking Account Balances

	Operating	KAAP	Water Resources
2011 to Date (3/29/11)	\$101,554.21	\$1,572,299.47	\$109,815.06

** Balances include interest through 2/28/11.*

REAP Agenda Item 3
REAP Treasurer's Report

Water Resources Expenditures for 1st Quarter, 2011

Expenditures	Adopted	1st Quarter Jan-Mar	2nd Quarter Apr-Jun	3rd Quarter Jul-Sep	4th Quarter Oct-Dec	2010 Year End Totals	Percentage Expended	Description
Staffing								
Executive Officer	\$48,384.00	\$12,096.00				\$12,096.00	25%	Compensation and benefits
Graduate assistant	\$15,951.00	\$3,987.75				\$3,987.75	25%	Compensation and benefits
<i>Staffing Subtotal</i>	<i>\$64,335.00</i>	<i>\$16,083.75</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$16,083.75</i>	<i>25%</i>	
Encumbered Funds*	<i>(\$34,000.00)</i>	<i>(\$8,500.00)</i>				<i>(\$8,500.00)</i>	<i>25%</i>	
<i>Staffing Contractual Requirement</i>	<i>\$30,335.00</i>	<i>\$7,583.75</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$7,583.75</i>	<i>25%</i>	
Operating								
Current office expense	\$6,430.00	\$1,815.00				\$1,815.00	28%	Computing, telephone, fax, equipment, etc.
Consultation and technical assistance	\$5,000.00	\$0.00				\$0.00	0%	Additional assistance through WSU or other sources
Other operating—general	\$7,000.00	\$191.20				\$191.20	3%	Meeting expense, memberships, travel, etc.
Legislative liaison	\$5,000.00	\$0.00				\$0.00	n/a	Topeka-based representation, receptions, travel
Project funds	\$15,000.00	\$1,825.00				\$1,825.00	12%	
<i>Operating Subtotal</i>	<i>\$38,430.00</i>	<i>\$3,831.20</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$3,831.20</i>	<i>10%</i>	
Total^	\$102,765.00	\$19,914.95	\$0.00	\$0.00	\$0.00	\$19,914.95	19%	

* Due to estimates on the contract with Wichita State University there is a substantial carryover in the Fund balances for staffing. These funds have already been expended by REAP and per action taken by the REAP Executive Committee on December 7, 2010 are considered encumbered in 2011. The encumbered funds will be applied at a rate of \$2,250 per quarter to accurately reflect the contractual amount.

^ The total reflects the actual expenditures and does not include the encumbered funds.

**REAP Agenda Item 3
REAP Treasurer's Report**

Water Resources Revenues to Date, 2010

Revenues	Projected	Received	Percentage Description
Annual membership assessments	\$84,400	\$78,228	93% Membership dues
Special assessments	\$0	\$0	n/a Special assessments
Other revenues received	\$2,200	\$530	24% Other revenues received
Carryover funds	\$42,520	\$43,596	103% Prior-year carryover
Total	\$129,120	\$122,354	95%

Notes:

The other revenues denotes interest earned on the account through 2/28/11.

Other revenues also reflects \$450 in registrations and sponsorships for the annual conference.

2010 REAP Water Resources Available Funds

	Total			Percentage Available
	Total Revenues	Expenditures	Total Encumbrances	
2010 to Date (12/31/10)	\$122,353.56	\$19,914.95	(\$34,000.00)	112%

REAP Treasurers Report

Assessments of REAP Members for Calendar-Year 2011 (as of 3/29/11)

Jurisdiction	Population	Assessment	Paid Assessment
Andover	10,578	\$3,688	\$3,688
Arkansas City	10,977	\$3,714	
Augusta	8,743	\$1,568	\$1,568
Bel Aire	6,873	\$1,447	\$1,447
Bentley	526	\$234	\$234
Benton	808	\$253	\$253
Butler County	64,084	\$4,602	\$4,602
Cheney	2,084	\$335	\$335
Clearwater	2,437	\$358	\$358
Colwich	1,429	\$293	\$293
Conway Springs	1,186	\$277	\$277
Derby	22,923	\$4,490	\$4,490
El Dorado	12,643	\$3,822	\$3,822
Garden Plain	868	\$256	\$256
Goddard	4,048	\$1,263	\$1,263
Halstead	1,917	\$325	\$325
Harvey County	34,247	\$2,356	\$2,356
Haysville	10,496	\$3,682	\$3,682
Hesston	3,829	\$1,249	\$1,249
Hutchinson	40,795	\$5,652	\$5,652
Kechi	1,796	\$317	\$317
Kingman County	7,571	\$1,689	\$1,689
Maize	3,346	\$1,217	\$1,217
McPherson County	28,866	\$2,222	\$2,222
Mount Hope	872	\$257	\$257
Mulvane	5,913	\$1,384	\$1,384
Newton	18,437	\$4,198	\$4,198
Park City	8,029	\$1,522	\$1,522
Reno County	63,357	\$4,584	\$4,584
Rose Hill	4,091	\$1,266	\$1,266
Sedgwick	1,694	\$310	\$310
Sedgwick County	490,864	\$15,272	\$15,272
Sumner County	23,488	\$2,087	
Valley Center	6,638	\$1,431	\$1,431
Wellington	7,677	\$1,499	\$1,499
Wichita	372,186	\$27,192	\$27,192
Total		\$106,311	\$100,510

REAP Treasurers Report

Assessments of Water Resources Committee for Calendar-Year 2011

(as of 3/29/11)

Jurisdiction	Population	Assessment	Paid Assessment
Andover	10,581	\$3,794	\$3,794
Arkansas City	10,977	\$3,823	
Bel Aire	6,873	\$1,515	\$1,515
Benton	808	\$361	\$361
Butler County	64,084	\$800	\$800
Clearwater	2,437	\$483	\$483
Derby	22,923	\$5,719	\$5,719
El Dorado	12,643	\$3,948	\$3,948
Goddard	4,048	\$1,304	\$1,304
Harvey County	34,247	\$800	\$800
Hesston	3,829	\$1,287	\$1,287
Hutchinson	40,795	\$7,060	\$7,060
Kechi	1,796	\$435	\$435
Kingman County	7,571	\$800	\$800
Maize	3,346	\$1,251	\$1,251
McPherson	13,323	\$3,999	\$3,999
McPherson County	28,866	\$800	\$800
Mount Hope	872	\$365	\$365
Newton	18,437	\$4,383	\$4,383
Park City	8,029	\$1,602	\$1,602
Rose Hill	4,091	\$1,307	\$1,307
Sedgwick	1,694	\$427	\$427
Sedgwick County	490,864	\$800	\$800
Sumner County	23,488	\$800	
Valley Center	6,638	\$1,498	\$1,498
Wellington	7,677	\$1,576	\$1,576
Wichita	372,186	\$31,914	\$31,914
Total		\$82,850	\$78,228

REAP Three Year Strategic Plan: 2011-2013

Adopted February 14, 2011

The Regional Economic Area Partnership (REAP) is comprised of thirty-seven city and county governments in nine counties of South Central Kansas, which include Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Sedgwick and Sumner counties. Since its inception, REAP has been guided by the following mission:

To guide state and national actions that affect economic development in the region, and to adopt joint actions among member governments that enhance the regional economy.

In order to meet this mission, REAP has assigned several ongoing elements of its annual work plans to the four standing committees. The four committees and their ongoing commitments as defined through actions of REAP are detailed below:

The **REAP Executive Committee** (EC) assists the Chair in developing agenda items, policy issues, or administrative matters to be presented to REAP; handling special tasks, as determined by the Chair, which require action between regular meetings of REAP; and monitoring adherence to the fiscal procedures of REAP by serving as the treasury for REAP, collecting all REAP revenues, making disbursements in accord with the budget adopted by REAP, and conducting financial management of REAP assets in accord with REAP fiscal procedures. In addition, in 2006 the Executive Committee was assigned the task of administering the Kansas Affordable Airfares Program by assuring that all statutory requirements for programming, evaluation, accounting and auditing, financial management, and reporting are met.

The **REAP Economic Development Committee** (EDC) identifies regional economic development issues and recommends action on those issues to REAP. In addition, since 2000 through an agreement entered into by counties in Local Area IV as defined by the State of Kansas, the EDC has been designated to serve as the Chief Elected Officials Board (CEOB), as defined in the Workforce Investment Act of 1998 in Local Area IV, which includes Butler, Cowley, Kingman, Harper, Sedgwick and Sumner counties. In performing duties as Chief Elected Officials Board under the Workforce Investment Act of 1998 the EDC ensures regional representation of the Local Workforce Investment Board and is generally responsible for conducting oversight and evaluation activities for all WIA programs.

The **Legislative Committee** (LC) identifies legislative issues of regional concern and recommends to REAP legislative action at the state or federal level. In particular the LC monitors the progress on the annual legislative priorities and since 2000 has provided guidance to the legislative liaison as issues arise. The LC also develops and recommends legislative priorities to REAP for the following year.

The **Water Resources Committee** (WRC) identifies and coordinates collaborative efforts on regional issues of water quality and supply in South Central Kansas. In May of 2007 REAP created the WRC to serve as a regional conduit for dissemination to members of information and education while providing a regional voice on behalf of the members before federal, state, regional and local agencies and organize member involvement in the activities of those agencies.

Based on the discussions at the REAP retreat, Committee meetings, and survey results the following five goals were identified for REAP to work towards in the next 3 years. Each goal is followed by objectives that will then have action steps (work plans associated with them that will be specific and measurable).

REAP Three Year Strategic Plan: 2011-2013

REAP Mission: To guide state and national actions that affect economic development in the region, and to adopt joint actions among member governments that enhance the regional economy.

- 1) **Provide a unified voice** to promote regional economic development.
 - a) Collaborate with private, non-profit, and public sector stakeholders on regional economic issues.
 - i) Expand the composition of the Legislative Committee to include representation from various industries and groups. (LC)
 - ii) Evaluate methods to engage the business community through increased participation and communication. (LC)
 - iii) Evaluate opportunities to exchange information with the private sector. (EDC)
 - iv) Partner with private, non-profit, and public sector on water quality and quantity issues that are supported or that could potentially be supported by the WRC. (WRC)
 - b) Strengthen relationships with existing partners.
 - i) Evaluate REAP representation on WAMPO. (LC)
 - ii) Strengthen existing partnerships and relationships to encourage participation by other organizations. (EDC)
 - iii) Disseminate the mission of the WRC to regional, state, and national partners by attending or presenting information at special meetings. (WRC)
 - c) Encourage dialogue on regional economic development.
 - i) Evaluate process for determining legislative priorities to increase participation. (LC)
 - ii) Assist and participate in coordination of local economic development partners group in South Central Kansas. (EDC)
 - iii) Facilitate discussion on the value of water resources in regional economic development. (WRC)
 - d) Instill regional identity through coordinated branding.
 - i) Work with the Economic Development Partners to define and disseminate promotional information pertaining to the region to generate state dollars for sustainable infrastructure. (EDC)
 - ii) Assure that the comparative analysis of the regional economy is completed and determine a method to disseminate the results of the analysis broadly with organizations concerned with economic development in the region. (EDC)
 - iii) Include defining of economic development versus economic partnerships in the Strategic Focusing analysis. (EDC)

- 2) **Guide state and national policies** that impact regional economic development.
 - a) Engage local leadership to represent the region at the state and national level.
 - i) Identify and make REAP members aware of legislative issues of significance to South Central Kansas and promote engagement. (LC)
 - ii) Identify water issues with legislative implication and allocate funds when appropriate. (WRC)
 - iii) Develop and implement ongoing communication procedures between REAP and area legislators. (LC)

- iv) Coordinate local leadership, including public and private sectors, when appropriate and on an as needed basis to engage in the state legislative process on REAP supported issues. (LC)
- v) Coordinate REAP membership when appropriate to engage in the state legislation process on WRC supported issues. (WRC)
- vi) Coordinate with member jurisdictions to encourage promotion of issues with Congressional delegation. (LC)
- vii) Develop a local government's guide to lobbying. (LC)
- viii) Monitor the Kansas Bioscience Authority and KansasBio and explore opportunities for expanding bioscience industries in South Central Kansas. (EDC)
- ix) Monitor progress of economic development initiatives, specifically: (EDC)
 - (1) Continued funding of Kansas Affordable Airfares Program.
 - (2) State action on technical education and workforce issues in terms of assuring local control.
 - (3) Local and regional initiatives to encourage growth and address the demands of future industry requests and skills in emerging markets.
 - (4) Local and regional initiatives in workforce development and technical training in manufacturing.
 - (5) State, local and regional initiatives for development of renewable energy.
- x) Monitor activities of federal, state, and local agencies affecting workforce development and keep members advised of relevant issues and partnership opportunities. (EDC)
- b) Develop relationships with state and federal governmental officials.
 - i) Invite state and national legislators to attend REAP meetings and events. (LC)
 - ii) Invite state and federal officials to REAP WRC meetings. (WRC)
 - iii) Invite officials from the local offices of the Governor and Congressional delegation to participate with the Committee. (LC)
 - iv) Evaluate the appropriate opportunities to engage federal delegation. (EDC)
 - v) Monitor activities of federal, state, and local agencies affecting water supply and quality in the region and advise members advised of relevant issues and partnership opportunities. (WRC)
 - vi) Advise members on legislation regarding water conservation as a beneficial use in state water rights policy. (WRC)
- c) Establish a process to identify policies affecting specific industries.
 - i) Monitor and report on state policy changes that affect economic development or that hinder emerging industries through coordination with the regional economic development partners. (EDC)
- d) Coordinate a unified agenda for regional economic development.
 - i) Create a process for legislative agenda items to be submitted and selected for REAP's priorities. (LC)
 - ii) Review and assess other regions on methods of prioritizing economic development priorities. (EDC)
 - iii) Identify and support regional economic development projects that qualify for state funding assistance. (EDC)

- iv) Identify opportunities for the region to take advantage of its geographic location and natural resources to enhance economic development and improve the quality of life in South Central Kansas. (EDC)
 - v) Support the League of Kansas Municipalities and their legislative priority to re-evaluate the State Water Plan Fund and the Kansas Water Authority (WRC)
 - vi) Support the State Water Plan Fund be fully appropriated by attending Kansas Water Authority meetings and educating legislators on the issue. (WRC)
- 3) **Engage stakeholders** on issues shaping our regional economy.
- a) Provide regional forums that connect REAP membership with private, non-profit, and public sector stakeholders.
 - i) Conduct an annual regional legislative policy summit that includes relevant speakers and topics. (LC)
 - ii) Coordinate and sponsor issue specific forum by fall 2011. (LC)
 - iii) Determine the need to sponsor a regional economic leadership summit. (EDC)
 - iv) Provide an open forum to discuss regional water issues and invite stakeholders from the private, non-profit, and public sector to sponsor or present information. (WRC)
 - v) Conduct meetings with the Technical Sub-Committee and establish special committees as needed. (WRC)
 - vi) Conduct an annual regional water conference that includes relevant speakers and topics. (WRC)
 - vii) Develop a communication plan with media contacts to attend WRC meetings and to disseminate information to WRC communities. (WRC)
 - viii) Assemble and disseminate informational resources related to water quality and supply issues including: (WRC)
 - (1) Annual regional survey of water and wastewater rate information.
 - (2) Financial review of water service territory agreements.
 - (3) Information on the Friends of the Kaw lawsuit with the Environmental Protection Agency.
 - (4) Information on water re-use and conservation initiatives
 - (5) Research regional expenditures on water and waste water.
 - (6) Develop a local government's guide to water related agency tasks and responsibilities in Kansas.
 - b) Conduct outreach on the purpose and accomplishments of REAP.
 - i) Develop and schedule on-going community visitations to provide updates to councils and commissions on the purpose, goals, and status of REAP. (LC)
 - ii) Send out meetings reviews following all WRC meetings. (WRC)
 - iii) Disseminate "WaterWise," bi-monthly newsletter and include regional, state, and national municipal water related articles. (WRC)
 - c) Involve REAP membership in educational opportunities.
- 4) **Support inter-jurisdictional planning** on issues affecting economic development.
- a) Promote the benefits of a sustainable regional economy.

- i) Coordinate local activities when appropriate to engage citizens in the process of sustainability planning. (LC)
- ii) Review and discuss interconnection for meeting long-term water supply needs in our region. (WRC)
- iii) Discuss interconnection for redundancy in water supply for regional water providers. (WRC)
- iv) Research and disseminate information on our regional water supply and demand. (WRC)
- v) Review and assess models of interconnection and consolidation of water supplies. (WRC)
- b) Determine REAP's role in regional planning.
 - i) Initiate activities to engage REAP in regional transportation planning. (LC)
 - ii) Identify regional planning initiatives to promote through education/awareness. (EDC)
 - iii) Coordinate local activities when appropriate to engage citizens on the benefits of regional sustainability. (EDC)
 - iv) Identify and coordinate local working groups on regional planning initiatives when appropriate. (EDC)
- c) Engage professional staff in multiple jurisdictions for sustainable planning.
 - i) Facilitate educational forums with local jurisdiction planners on regional planning initiatives. (WRC)

5) **Lead the region** in addressing future economic needs.

- a) Create a vision for regional economic development through REAP.
 - i) Develop an ongoing branding/marketing strategy. (LC)
 - ii) Develop a communication plan with media contacts to disseminate information. (LC)
- b) Determine the organizational capacity to support the future structure and needs of REAP.
 - i) Monitor progress on legislative priorities for 2011 and give guidance to legislative liaison as issues arise. (LC)
 - ii) Recommend legislative priorities to REAP for the 2012 legislative session. (LC)
 - iii) Perform duties as Chief Elected Officials Board under the Workforce Investment Act of 1998. (EDC)
- c) Be proactive in identifying and discussing emerging issues.
 - i) Identify speakers to provide information on emerging issues. (LC)
 - ii) Monitor and report issues of regional concern from attending conferences, organization meetings, and visiting with member communities. (LC)
 - iii) Identify ways to engage partners and others committed to economic development in the Committee. (EDC)
 - iv) Conduct a "Listening" Tour to identify issues of importance. (EDC)
 - v) Consider alternative sites for REAP Committee meetings to encourage broader participation. (EDC)
 - vi) Solicit REAP WRC members for agenda item ideas before WRC meetings. (WRC)
 - vii) Facilitate speakers and WRC members to discuss and report on issues at meetings. (WRC)
 - viii) Respond to research requests on regional or state water issues. (WRC)



WICHITA STATE UNIVERSITY

COLLEGE OF ENGINEERING

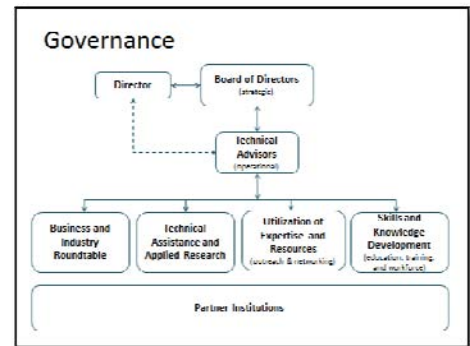
Center for Innovation and Enterprise Engagement

To: Joe Yager, Executive Director, Regional Economic Area Partnership (REAP)
From: Zulma Toro-Ramos, Dean, WSU College of Engineering
Date: March 21, 2011
RE: Request for REAP to assist in CIEE Board member nominations

Beginning in July 2010, the Composite Kansas Workforce Innovation in Regional Economic Development (WIRED) Executive Committee has provided the WIRED successor organization, the Center for Innovation and Enterprise Engagement (CIEE) with interim leadership as the Center was established. The WIRED Executive Committee has developed a governance plan for the CIEE and respectfully request that REAP assist in nominating members to serve on the Board of Directors.

CIEE Board of Directors Summary

A board of directors will provide governance for the Center for Innovation and Enterprise Engagement. Selection of board members will be focused toward identifying senior executive candidates who are regional champions with significant social networks that can provide the Center with access and flexibility to implement growth strategies and guide the regional advanced manufacturing cluster development. Initially the coordination of the board will be facilitated by the Dean of the College of Engineering (CoE), and initial board appointments will be made by the WSU President, WSU CoE Dean, and WIRED Executive Committee. Board members will include 11 business and industry representatives, three WSU partners, two representatives each from elected officials, post-secondary education, workforce and economic development, and one representative from Kansas Department of Commerce, K-12 education, and an engineering professional organization. Once the board is established, co-chairs will be selected. The dean of the College of Engineering will serve as a co-chair, and the private sector co-chair will be elected by the board. Meetings are to be conducted at the discretion of the board, at least quarterly, to establish and review the strategic direction of the Center, to select applicants to receive subsidized funding (grant proceeds), to identify and delegate project(s) to the optimal partner institution(s), to assess the degree to which progress is being made in solving technical problems, and to make go/no-go/re-scope decisions.



A summary of the WSU Center for Innovation and Enterprise Engagement can be found on the following page along with background information on the Composites Kansas WIRED Initiative.

Wichita State University
Center for Innovation and Enterprise Engagement

Kansas Board of Regents Approved Center: October 2010, initially staffed in February 2011

Mission: The goal of the Center for Innovation and Enterprise Engagement will be to escalate the development and predominance of the south central Kansas advanced manufacturing cluster in the global economy.

Successor Organization: To continue the WIRED mission and in response to the request for technical assistance, Wichita State University (WSU) established a Center for Innovation and Enterprise Engagement to strengthen and develop the local manufacturing industries' innovation competencies in manufacturing processes and product capabilities. The Center employs an interdisciplinary approach with collaborative partners to promote industry diversification, new industry formation, and process and product improvements within existing firms. The four operational strategies include: a) convene business and industry roundtable, b) advocate and connect businesses with applied research and technical assistance, c) utilize regional expertise and resources, and d) facilitate skills and knowledge development.

Background: Composites Kansas WIRED, July 2007 through June 2010

Summary: In 2007, Composites Kansas (10-county Wichita labor basin) was awarded a Department of Labor (DOL) Workforce Innovation in Regional Economic Development (WIRED) grant. The region's transformational focus was placed on increasing the competency of workforce and expanding education and training in science, technology, engineering and math. Composites Kansas had three operational strategies: a) education and training, b) R&D and entrepreneurship, and c) regional economic growth.

Outcomes: With WIRED funding, the region served more than 200 firms and educated more than 2,900 employees. Composites Kansas trained more than 325 educators, developed more than 50 curricula, and equipped two state-of-the-art laboratories – composites lab and non-destructive testing lab.

Market Gap: The types of technical assistance available to regional firms were limited with the DOL funds as they could not be used for firm specific commercialization of existing R&D or technology transfer/ migration counseling. Regional firms have requested technical expertise and business expertise to support and inform their transition to next generation materials and processes and expand their capacity to manufacture improved and new products.

Sustainability Plan: In early 2010, a Strategic Planning Task Force was conveyed to develop a coordinated regional economic development strategy for composites and advanced materials that culminated in the draft business plan for the WIRED successor organization, the Center for Innovation and Enterprise Engagement. In May 2010, the draft innovation center proposal was approved by the WIRED Leadership and submitted to WSU for further action. In October 2010, the Kansas Board of Regents approved the Center and the Center was initially staffed in February 2011.

**WIRED Executive Committee Meeting – Successor Organization Board Development
Tuesday, January 4, 2011, 10:30-11:30 a.m., Wichita State University, Room 113A Wallace Hall**

Attendees are listed in bold text:

Caleb Asher	Keith Lawing	Robert Dalke	Sherry Gegen
Darrell Dugan	Kip Schmidt	Mickey Fornaro Dean	Zulma Toro-Ramos
Janis Hellard	Mark Conway	Phil Wyssenbach	Debra Franklin
	Martha Shawver		

1. Update on university engagement, international movement/best practices

Reviewed notes and best “take away ideas” from the two conferences. A discussion expanded upon some of the highlights of the TRE conference and additional input was shared about the background of the speakers.

2. Center for Innovation and Enterprise Engagement

a. Proposed Board of Directors structure

#	Member type	Nomination Institution
1.	Aviation Employer, 1,000+	REAP
2.	Aviation Employer, 1,000+	REAP
3.	Aviation Supply Chain	REAP
4.	Aviation Supply Chain	REAP
5.	Non-Aviation Advanced Manufacturing Firm	REAP
6.	Non-Aviation Advanced Manufacturing Firm	REAP
7.	Non-Aviation Advanced Manufacturing Firm	REAP
8.	At Large – Business or Industry	REAP
9.	At Large – Business or Industry	REAP
10.	At Large – Business or Industry	REAP
11.	Professional Organization	REAP
12.	Financial/Investor	KTEC
13.	Commerce	Commerce
14.	Economic Development	WIB
15.	Economic Development	WIB
16.	Post-Secondary Education	WIB
17.	Post-Secondary Education	WIB
18.	Elected Official	REAP
19.	Elected Official	REAP
20.	K-12	State Education Commission
21.	Wichita State University	WSU President
22.	Wichita State University	WSU President
23.	Wichita State University	WSU President
24.	Workforce Investment Board LA I	Ex Officio
25.	Workforce Investment Board LA IV	Ex Officio
Green filled lines included suggested expanded board members		

- b. Bylaws will be repurposed for the Center for Innovation and Enterprise Engagement. The draft will be further considered by the newly appointed board and edited or implemented as presented.
- c. Funding
- d. Update on Dell partnership. An MOU has been drafted and is being considered by Dell.
- e. The bioengineering meeting with economic developers will be scheduled for later in the first quarter or early in the second quarter of 2011.
- f. Web page development will begin in the first quarter of 2011.

3. Additional topics

- a. AIM wind supply chain update
- b. Composites employer roundtable and wage survey

Item

REAP Senior Consultation

Background

For the past three years, REAP has budgeted \$15,000 (\$10,000 from REAP and \$5,000 from the REAP Water Resources Committee) for “consultation and technical assistance.” Dr. Flentje has served as senior consultant to REAP for this period and up until the current year has been compensated through Wichita State University at the level of \$10,000 for each year (\$5,000 from REAP and \$5,000 from the REAP Water Resources Committee).

With his transition to phased retirement Flentje has been informed that University rules do not allow supplemental compensation beyond that provided through phased retirement, which in his case is one-half time for nine months. This limitation raises an immediate issue, if REAP wishes for Flentje to continue his role of senior consultant to REAP.

In order to continue Dr. Flentje as senior consultant to REAP for the current year, January 1, 2011 through December 31, 2011, it is proposed that REAP enter into a contract directly with Flentje and continue his compensation at \$10,000 for the current year, the same level of the prior two years. Contract language for this purpose has been drafted.

Staff Recommendation

That the REAP Executive Committee approve the contract language and authorize the Chair of REAP to execute a contract with Dr. Flentje as senior consultant to REAP for the current year.

