



Peaslee Board of Directors Agenda

October 12, 2023, 3:30-5:00 p.m., Peaslee Tech Directors Meeting

In Attendance: Shirley Martin-Smith, Bobbie Flory, Brittany Hall, Rick Hird, Dr. Kevin Kelley, Andrea Chavez and Kiah O'Quinn, as official minute-taker

In Attendance via Zoom: Wayne Ricks, Cynthia Yulich

Not in Attendance: George Crump, Bonnie Lowe, and Dr. Bill DeWitt

The meeting was called to order at 3:35pm

1. Meet and Greet of Dr. Bijan Saidati
Kevin introduced Dr. Bijan Saidati who is our Pharmacy Technician instructor. The Pharmacy Technician course just completed on 10/12/23 with 3 students passing, one has a job lined up at LMH and the other 2 will go to CVS to work in the pharmacy. Dr. Saidati is also a chiropractor and works in the office during the day. Kevin and Bijan have worked together for over 20 years. Bijan moved to America almost 40 years ago from Iran. The Pharmacy Tech course is a 76-hour course and is aligned with the Pharmacy Technician Certification Board's national certification examination. In the State of Missouri, you do not have to be certified to be a pharmacy technician, but in the state of Kansas, you are required to take the examination after a year of working in a pharmacy. Dr. Bijan recommends that people work in the pharmacy for a few months before taking the examination. The starting wage for a pharmacy tech is \$18-\$20 an hour.
2. Approval of September 14, 2023, Minutes/Agenda – Vote
Shirley entertained a motion to approve the minutes and the agenda. Brittany moved to approve the minutes/agenda. Motion was seconded by Bobbie. The motion of the minutes/agenda was unanimously approved.
3. Updates/Discussion:
 - Apprenticeship Update
 - **Andrea presented an update on the apprenticeship program. 4 out of 5 in the youth apprenticeship program for Facilities Maintenance have started jobs. The participating companies are Equity Management, Gage Management, Siebar Service, and Lynn Electric. One apprentice is still looking for a job but has been shadowing our Facilities Maintenance Technicians, Richard Easter, and Elijah Houston.**
 - **We have been working with USD 497 and Shawnee Heights School District to place students in their facilities maintenance department after completing their youth apprenticeship in the future.**
 - **2 out of 3 of the Lube and Tire Tech youth apprentices obtained a job after they completed the 20-hour program. The other Lube and Tire apprentice is under 18 and wants more hands-on work so is holding out.**
 - **A new HVAC and plumbing course are coming up in November and there will be a few apprentices added to those classes.**
 - **Currently we have 20 adults in our Facilities Maintenance Apprenticeship. They have been adding new lighting to the building and plumbing a new gas system in the Welding Lab. This apprenticeship is set to end in December.**
 - **In collaboration with the school district (USD 497) we are updating the welding lab with new, modern, matching equipment. Peaslee will split the cost with the district. In the past, it would have been around \$150,000, but with the company we are using it will be around \$32,000.**



- We are in the process of creating 2 new apprenticeship programs for an Appliance Repair Technician and an RV Technician.

- Tenants to Homeowners Update

Kevin presented an update on Tenants to Homeowners. The first house built at 914 Ward has all the wiring and plumbing completed, and Peaslee Tech trainees were able to help with all the rough-in. The contract agreement states that Peaslee will complete all the rough-in and then turn it over to Tenants to Homeowners. Peaslee's portion of the house is pretty much done, although Kevin would like to do some of the finishing if there are still classes going on to allow the students more experience. The 914 Ward house was built in one piece and our next construction, which is currently going on, is being built in 3 sections. This was done so we could transport the home ourselves once complete. 1/3 of it is already framed. The carpentry program is being taught by Jay Hundley and Charlie Lauts and is comprised of adults and high school students. We have 2 students from the juvenile detention center who have had no issues and they have been great students.

- Board Meeting Frequency/Date/Time

The board discussed the frequency of the board meetings. They decided the meetings would be held every other month starting in January and would be held on the second Thursday of the month at 3:30 pm. Zoom will still be an option for those who will not be able to attend in person. The financials are next month so the November board meeting will meet like normal then in December there will not be an official meeting but instead a chili cook-off or holiday party with the board and faculty members.

- Draft Investment Policy

Andrea discussed the draft Investment Policy. This is currently just a draft and has been shared with the board for any questions, comments, or concerns. Some of this does not apply today but may when looking at the future of Peaslee Tech. The policy will provide more clarity on how to handle endowments and investments in the future. Douglas County Community Foundation has committed to giving Peaslee \$40,000 in Rising Together funding, which passes through the Chamber to us. Peaslee has been paying the 15% expense, so the chamber does not have to cover it. Bonnie was not able to attend the meeting but had sent comments and questions via email which were discussed at the meeting. The board discussed and will reconvene on the topic in the January meeting.

- When the board was resolved and a new board was appointed by the city and county, there was never an Executive Committee appointed. Bobbie entertained a motion to create an Executive Committee comprised of the officers of the board. Brittany seconded the motion, and it was unanimously approved.
- Peaslee would hire a financial advisor in the future who would help with investments and endowments.
- Andrea or Kevin will see if we can get someone from DCCF to come talk to the board in January about this in more depth.

4. Other Business

- Working with Midwest Concrete Management (MCM) to train their employees across the state in CDL. This will begin in February/March 2024, and they will provide their trucks.
- Currently working with about 32 companies in CDL
- We hired a new weekend CDL instructor, Bill Jackson, and he starts 10/14/23.
- There will be a new HVAC instructor coming from Kansas City Kansas Community College.
- Kevin would like to send a survey through the Chamber to the companies in Douglas County. The goal of Peaslee was to have 50% awareness across all organizations and 25% utilization by employers of 100 or more employees. Kevin would like to see how we are doing in obtaining this goal.



- Shirley announced that Kevin’s evaluation will be sent the week of 10/16/23. The board will have 2 weeks to complete it, with a deadline of November 3rd. Shirley will share the results with the board and then with Kevin.

5. Executive Session (If needed)

No Executive Session was needed.

6. Adjourn

7. **Shirley entertained a motion to adjourn. Bobbie moved to adjourn. Motion seconded by Brittany. The meeting was adjourned at 4:37 pm.**