

WORKFORCE CENTERS
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LWDB Executive Committee Call Agenda

August 8, 2018

11:30 a.m. – 12:00 p.m.

Please dial 1-855-353-1808 to be connected directly to the call

1. Welcome and Introductions: Gabe Schlickau (11:30)
2. Approval of Meeting Minutes for June 13, 2018 and July 11, 2018: Gabe Schlickau (*pp. 2-5*)
Recommended Action: Approve the minutes as presented.
3. A WIOA Memorandum of Understanding (MOU) – Infrastructure Cost Sharing: Chad Pettera (*p. 6*)
Changes to the Infrastructure Cost Sharing MOU were approved by the One-Stop Advisory Council (OSAC) at its August 2, 2018 meeting; the Council is recommending approval of those changes by the Executive Committee.
Recommended Action: Approve the MOU and authorize the board chair to execute the new MOU.
4. Workforce Alliance Contracts and Agreements: George Marko and Chad Pettera
 - A. On-the-Job Training (OJT) Contract for the Eligible Training Provider List (ETP) (*p. 7*)
Wichita Furniture, Inc. has submitted an application to be on the OJT ETP list.
 - B. WIOA Youth Program Service Provider Contract (*p. 8*)
Margaret Harris has requested a rate modification to the existing contract.
Recommended Action: Approve the agreements as presented.
5. Workforce Alliance Policy Changes: Denise Houston (*p. 9*)
Staff will present changes to the following policies: Equal Opportunity and Affirmative Action, Grievance and Complaint and Code of Business Conduct and Ethics.
Recommended Action: Approve policy changes as presented.
6. Adjourn: Gabe Schlickau (12:00)

*The next LWDB Executive Committee Meeting is scheduled for
Wednesday, September 12, 2018 at 11:30 a.m.*

Local Workforce Development Board (LWDB)
Executive Committee Meeting Minutes
June 13, 2018

1. Welcome and Introductions

Gabe Schlickau welcomed Committee Members, asked for self-introductions and called the meeting to order. He stated that there was an addendum to the agenda, a National Fund for Workforce Solutions (NFWS) update, for discussion and possible action.

2. Workforce Alliance (WA) Regional Convenings

A primary function for a LWDB and a key element of the Workforce Alliance (WA) Strategic Plan for 2018-2020 is to perform the role of community convener. Providing a forum for one-stop center partners, education and training providers and employers enables the LWDB to leverage resources and align employment and training services. The WA is developing a number of models and forums to implement this strategy. LWDB members are encouraged to attend and promote these programs to maximize effectiveness and increase participation.

The WA is partnering with the Small Business Administration (SBA) on the first in a series of events that will occur over the next 12 months. The first program is scheduled for June 19 from 8:00 am to 11:30 am at the National Center for Aviation Training, 4004 N. Webb Road. A partnership agreement with the SBA has been reviewed and approved by staff and is presented for approval by the Executive Committee.

Some future events include an IT Employer Meeting on July 9 and a job fair to assist individuals with criminal backgrounds scheduled for June 12 at the Wichita Workforce Center. *Jennifer Hughes (Rod Blackburn) moved to approve the convening strategy and the Small Business Administration Agreement for resource fair participation. Motion adopted.*

Addendum

The National Fund for Workforce Solutions (NFWS) will be visiting Wichita on June 19 and 20. The WA recently applied for and received approval from the NFWS for two grants; a third grant is anticipated soon. These grants target advanced manufacturing and the Boeing supply chain: *Support for Regional Funder Collaboratives to Assist Employers (Boeing Foundation OJT Grant) with an award of \$125,000 for a 24 month period for which a \$250,000 local match from 7/1/18 - 6/30/20 is needed; and a Good Companies at Work Round II (Hitachi Foundation Grant) with an award of \$50,000 for 18 month period from 7/1/18-6/30-19 for which a local match of \$100,000 from 7/1/18-6/30-19 is needed. An upcoming NFWS grant opportunity is the Weinberg Foundation Grant with an award of \$100,000-\$150,000 for a 24 month period for which a local match of \$200,000-\$250,000 from 10/1/18 -9/30/20 is needed. In order to implement these grants, matching funds must be identified and the WA would like to expand its PACES local funders to take advantage of these grant opportunities. The WA is requesting assistance from the Executive Committee to identify and recruit possible local funders. LWDB assistance is needed to draft an initial list of invitees and make a formal request to the cities, counties, Community Foundation, Greater Wichita Partnership and private sector organizations. Committee Member Jennifer Hughes suggested offering matching options in order to make it easier for organizations to choose how they can contribute. Keith Lawing will contact the GWP to request being placed on the agenda for their executive board meeting.*

Report was received and filed.

3. Harvey County Cooperation Agreement

The labor shed in the Wichita area extends beyond the six county region defined for Workforce Innovation and Opportunity Act (WIOA) allocations. Recently, for the purpose of grants and economic development strategies, the labor shed is identified as a 10 county area that includes four counties in Local Area I (LA I): Harvey, Reno, McPherson and Marion. Over the years, collaboration has been established between the LWDBs and with employers and economic development agencies in this region. The Harvey County Commission, City of Newton and Harvey County Economic Development Council requested that a partnership agreement be drafted between LA I and IV LWDBs detailing how employment and training services/resources are provided to job seekers and businesses in Harvey County. There are also a few employment and training programs targeting specific demographic populations (Seniors, Veterans, Individuals with Disabilities) that are delivered in Harvey County by staff from the Workforce Centers in LA IV. The draft agreement helps clarify the level of collaboration to provide access to and the delivery of these services in Harvey County from the Workforce Centers in LA IV.

Tony Naylor (Jennifer Hughes) moved to approve the Harvey County Cooperation Agreement between Local Areas I and IV. Motion adopted.

4. Youth Employment Project (YEP)

The Youth Employment Project (YEP) is an opportunity to assist young adults find a first job or work experience. YEP services include assistance in resume creation, job search, preparing for interviews as well as education on soft skills, customer service and financial literacy. YEP is a collaboration of community partners including the WA, the City of Wichita, the Greater Wichita YMCA and school districts throughout the service area. Currently, in the four counties participating in the program, 727 have attended workshops, 401 have earned Essential Skills Certificates, 423 are employed with 83 employers participating, three job fairs with 230 attendees have been held and 20 outreach sessions have been provided to high schools and community groups.

Report was received and filed

5. Consent Agenda and Committee Reports

Minutes from the May 9, 2018 meeting, Workforce Center operations update, PY17 budget report, Chief Elected Officials Board Meeting and LWDB member appointments, WIOA Performance Measures update, On-the-Job Training Contracts and Youth Service Provider Contract extensions were distributed to the Committee for review.

Integrated Solutions submitted an application to be added to the Eligible Training Provider (ETP) list for On-the-Job Training.

The following contractors requested an extension to continue youth elements and services associated with the operation of the WIOA Youth Program: Allied Health Career Training, Butler Community College, Cerebral Palsy Research Foundation, Episcopal Social Services, Goodwill, Hutchinson Community College, KANSEL, Margaret Harris, Pratt Community College, Pyxis, WSU Tech (Formally Wichita Area Technical College), Wichita Electrical Joint Area Training Center, Wichita State University and Wichita Technical Institute. Chad Pettera noted that Sylvan Learning Center has been removed from this list due to a name change. Board members Tony Naylor with the Wichita Electrical Joint Area Training Center and Pat Jonas with Cerebral Palsy Research Foundation abstained from the vote as their organizations are included on the list of requested extensions.

Jennifer Hughes (Mayor Jeff Longwell) moved to approve the consent agenda and committee reports as presented. Motion adopted.

6. Other Business

- Katie Givens, Vice President of Community Relations, has resigned her position and her last day with the Workforce Alliance will be June 29. A farewell reception will be held in her honor at Larkspur Bistro on Wednesday, June 27 from 4:30 to 6:00 pm. LWDB members and community partners are invited to attend.
- LWDB member Kathy Jewett has been appointed to the Board of Directors of the National Association of Workforce Boards (NAWB).
- The Midwest Urban Strategies Consortium has approved the Workforce Alliance membership request. The next convening is scheduled to take place in September.
- The Federal Reserve Bank of Kansas City organized a site visit to see the Workforce Alliance partnership on Adult Education with NexStep Alliance for officials from Oklahoma and Arkansas on June 15.
- The Wichita Workforce Center will host another 5th Friday breakfast for staff and workforce center partners to spotlight partner services and workforce issues. Mayor Longwell will be the guest speaker and demand occupations will be discussed.

7. Adjourn (12:45)

Present Committee & Board Members

Gabe Schlickau, Chair
Jennifer Hughes
Rod Blackburn
Pat Jonas
Mayor Jeff Longwell
Tony Naylor
Matt Peterson
John Weber

Staff/Guests

Keith Lawing
Amanda Duncan
Chad Pettera
Marla Canfield
Tisha Cannizzo
Katie Givens
Denise Houston
Shirley Lindhorst
George Marko
John Waltner

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Local Workforce Development Board (LWDB) Executive Committee Call Meeting Minutes July 11, 2018

1. Welcome and Introductions

Jennifer Hughes welcomed Committee Members, asked for self-introductions and called the meeting to order.

2. Additions to the Eligible Training Provider (ETP) List

Spirit Aerosystems has requested the addition of three initial programs to ETP list:

- Equipment Maintenance Electrician (SCADA) Apprenticeship
- Maintenance Electrician Power Distribution Apprenticeship
- Industrial Maintenance Repairer Apprenticeship

Adding these occupations to the list allows Spirit to access Registered Apprenticeship Accelerator Grant funds. The Registered Apprenticeship Grant provides funds to increase registered apprenticeships across the state. A second round of the grant has been approved and the State of Kansas is providing \$700,000 in direct training funds for registered apprenticeships.

Jennifer Hughes asked if there are currently participants in these programs and if there will be a steady pipeline of participants. Staff explained that there are participants currently in these programs and expect demand/interest in the programs to continue. Staff will follow up and provide participant data to the Committee.

Pat Jonas asked if there are pre-requisites for applications for these programs. There are pre-requisites and staff will follow up and provide this information to the Committee.

Rod Blackburn asked if program participants are employed during the training period and if the salaries listed on the reports were average for these occupations. Staff explained that participants are employed during the training and the salaries listed on the report are not actual Spirit salaries but are averages for those occupations. Spirit pays employees higher than the minimum the Workforce Alliance requires.

Rod Blackburn (Mark Conway) moved to approve the initial programs as presented. Motion adopted.

3. Other Business

- The Local Workforce Development Board will meet on Wednesday, July 25th at 10:00 AM at the Wichita Workforce Center. A panel of Adult Education partners is on the agenda.
- LWDB member Kathy Jewett has been appointed to the Board of Directors of the National Association of Workforce Boards (NAWB).

4. Adjourn (11:40)

Present Committee & Board Members on the Call

Jennifer Hughes, Vice Chair

Rod Blackburn

Mark Conway

Kathy Jewett

Pat Jonas

John Weber

Staff/Guests

Keith Lawing

Denise Houston

Shirley Lindhorst

John Waltner

Item

WIOA Memorandum of Understanding

Background

The current WIOA Memorandum of Understanding (MOU) was established in 2015. Over the past year the infrastructure cost sharing has been a major focus of the One Stop Advisory Committee (OSAC) and the committee recommended reviewing and updating the MOU to ensure full compliance with WIOA.

Analysis

The current MOU provides standards and instruction for partner responsibilities under WIOA Section 121(b) which includes:

1. Availability of Career Services
2. Services to Employers
3. Method of referral between One-Stop partners
4. Partner Responsibilities
5. Methods to ensure job seekers with barriers have access to services
6. Infrastructure and other cost sharing
7. Continuous improvement and duration the MOU

The OSAC reviewed the MOU during June and July and were provided an opportunity to submit questions or revisions. No responses were received and the OSAC reviewed the MOU again on August 2, 2018 and made recommended changes.

Strategic Goals Supported

This activity supports the following Strategic goals of the Local Workforce Development Board:

- Strengthen relationships with WIOA partners, community organizations and educational/training institutions to leverage resources and align services through the one-stop workforce centers (American Job Centers)

Recommended Action

Approve the MOU and authorize the board chair to execute the new MOU.

Item

On-the-Job Training (OJT) Contracts for the Eligible Training Provider List (ETP)

Background

1. Approval of Addition to the ETP List for OJT

The following employer has submitted an application to be added to the ETP list for OJT.

Employer:	Wichita Furniture, Inc.
Company Description:	Retail furniture sales
Location:	Wichita, Sedgwick County
Occupation(s):	Delivery prep, delivery drivers
Training Length:	Up to 6 months
Average Wage Range:	\$12.50-\$16.00 per hour
Benefits:	Benefits include great pay, growth opportunities, health benefits, retirement, and more.
Comments:	Founded in 1989 in Wichita, KS, Wichita Furniture currently employs 145 full time employees with a projected growth of 5-10 positions over the next two years.
OJT Funding Streams <i>subject to availability</i>	<input checked="" type="checkbox"/> WIOA Adult/Dislocated Worker – \$4,500 per trainee max <input checked="" type="checkbox"/> WIOA Youth – \$4,500 per trainee max <input checked="" type="checkbox"/> WIF– \$7,200 per trainee max <input type="checkbox"/> KAMP– \$3,000 per trainee max

Recommended Action

Approve addition of Wichita Furniture, Inc. to OJT ETP list.

Item

WIOA Youth Program Service Provider Contract

Background

The Workforce Innovation and Opportunity Act (WIOA) Youth program must procure the required Youth elements and services associated with the operation of the program. A new bid from Margaret Harris has been received.

Analysis

Margaret Harris is a current WIOA Youth Tutoring and Study Skills Training and Instruction provider, but is requesting an increase in her current rate. The current rate is \$25 per hour and the request is to increase the rate to \$30 per hour. Ms. Harris has been a provider under WIOA since December 2015.

Strategic Goals Supported

This activity supports the following Strategic goals of the Local Workforce Development Board:

- Expand Youth employment opportunities to help develop the workforce of the future.

Recommended Action

Authorize the President and CEO to enter into a contract amendment with Ms. Harris at the modified rate.

Item

Review of policy changes

Background

Staff is requesting the following policy changes

Policy Revisions

Equal Opportunity and Affirmative Action Policy

- Change in Equal Opportunity Officer from Katie Givens to Aletra Chaney Profit

Grievance and Complaint Policy

- Change in Grievance and Complaint Officer from Katie Givens to Aletra Chaney Profit

Code of Business Conduct and Ethics

- Changes made to personal appearance standards to align with the Workforce Centers Handbook
- Allowance for visible tattoos under the Business Casual guidelines with the exception of tattoos that display words or images of violence, hate, gore, blood, obscene language, or that may violate a staff member or customer's equal opportunity protections under the law
 - Tattoos are still not allowed under Business Professional guidelines
- Body piercing of the nose and ears are permitted

Supports Strategic Goal:

Strengthen relationships with WIOA partners, community organizations and educational/training institutions to leverage resources and align services through the one-stop workforce centers

Recommended Action

Approve policy changes as presented.