



**Chief Elected Officials Board Meeting Agenda**

**Thursday, April 11, 2024**

**3:00 – 4:00 p.m.**

Join Zoom: <https://us02web.zoom.us/j/81545255346>

**1. Welcome and Introductions:** Commissioner Howell (3:00 pm)

**2. Workforce Alliance Board Nominations:** Keith Lawing (3:05)

*As directed by the Workforce Innovation and Opportunity Act (WIOA), The CEOB appoints members to the Local Workforce Development Board.*

***Recommended Action:*** *Approve nominations to the Workforce Alliance Local Workforce Development Board.*

**3. One-Stop Operator Procurement Update:** Chad Pettera (3:15)

*The Workforce Alliance released a Request for Proposals for one-stop operations and are currently negotiating an agreement with Goodwill of Kansas.*

***Recommended action:*** *Take appropriate action*

**4. Affiliate Workforce Center Certification:** Chad Pettera (3:30) (pp. \_\_\_\_)

*Workforce Innovation and Opportunity Act (WIOA) and state and local policy requires that affiliate one stops be certified at a minimum of every three years. Eckerd Connects assisted in certification of the one stops as part of the scope of services of the One Stop Operator.*

***Recommended Action:*** *Approve the Certification of the Affiliate One Stops*

**5. Consent Agenda:** Keith Lawing (3:45)

**5A.** Workforce Alliance Budget Update

**5B.** Chief Elected Officials Board (CEOB) Agreements/Appointments

**5C.** 2024 CEOB Meeting Schedule

**5D.** Workforce Alliance Policy Update

**5E.** Financial Management System

**5F.** Internal Control Reporting System

**5G.** Code of Business Conduct and Ethics (separate attachment)

**5H.** Approval of Minutes from the October 12, 2023 meeting

***Recommended Action:*** *Approve the Consent agenda as presented*

**6. Adjourn:** Commissioner Howell (4:00)

**The next CEOB Meeting is scheduled for June 13, 2024, 3:00 pm.**

Date: April 11, 2024

Submitted By: Keith Lawing

**Item:**

Workforce Alliance Local Workforce Development Board Nominations

**Background:**

As directed by the Workforce Innovation and Opportunity Act (WIOA), the CEOB appoints members to the Workforce Alliance Local Workforce Development Board (LWDB). Attached to this report is a nomination letter from the Wichita Regional Chamber of Commerce for two private sector members. Also attached is a list of current Board members and their terms. Below is a summary of the required membership structure of the Local Workforce Boards under WIOA.

The LWDB will be comprised of the following:

- 51% Representatives from private sector who are owners of businesses, chief executive or operating officers of businesses, and other business executives with policymaking or hiring authority, and represent businesses, including small business or organizations representing businesses with employment opportunities that provide that, at a minimum, include: high-quality, work-relevant training and development in high demand industry sectors or occupations in the local area.
- 20% Labor Representatives from local labor federations in local areas where employees are represented by labor organizations. Additionally, will include a representative from a joint labor-management apprenticeship program in the local area who shall be a labor organization representative or training director.
- At least one representative from each of the following partners:
  - Adult Education (WIOA Title II)
  - Higher Education
  - Wagner Peyser (WIOA Title III)
  - Vocational Rehabilitation (WIOA Title IV)
  - Economic Development
- Additional members can be appointed as appropriate/needed by the CEOB and can include:
  - Community Based Organizations
  - Philanthropic Organizations
  - Governmental Organizations Representing Transportation or Housing

**Analysis:**

Generally, appointments to the Workforce Alliance Board are made in the spring for terms that begin on July 1. However, the following individuals are nominated for membership to the LWDB to replace a vacancy by Melissa Musgrave, and for a new member from Schafer Architecture.

- Jessica Istas, Bombardier, U.S. Strategy and Community Relations Director (term expires June 30, 2025)
- Scott Stiles, Schafer Architecture, Director of Business Development (new position, term will expire June 30, 2027)

**Recommended Action:** *Approve appointments and changes to the Local Workforce Development Board.*



# LOCAL WORKFORCE DEVELOPMENT BOARD

As of July 1, 2023

## Business & Industry

### **Rod Blackburn**

Development Director  
Partners in Education  
Foundation

### **Ebony Clemons-Ajibolade**

Community Relations Manager  
Everygy

### **Cheryl Childers**

Human Resources Manager  
Cox Machine

### **Michele Gifford**

Director, Workforce & Employee Dev.  
Textron Aviation

### **Robyn Heinz**

Director of Human Resources  
Vornado Air

### **Kevin Hunt**

VP, 737 Manufacturing  
Spirit Aerosystems

### **Kathy Jewett**

Human Resources Consultant /  
National Assoc. of Workforce Boards

### **Patrick Jonas**

President & CEO  
Cerebral Palsy Research

### **Kristina Langrehr**

Senior Director, Human Resources  
Ascension Via Christi Health

### **Jeff Longwell** (Chair)

Outreach Director  
Eck Auto Group

### **Alana McNary** (Vice Chair)

Chief People Officer  
Professional Engineering  
Consultants

### **Alex Munoz**

Human Resources Manager  
Creekstone Farms

### **Melissa Musgrave** (Immed. Past Chair)

Head of Employment  
Airbus

### **Luis Rodriguez**

Partner  
Method Productions

### **John Rolfe**

President & CEO  
Wichita Regional Chamber

### **Gabe Schlickau**

Sr. Relationship Manager, Regional  
Agribusiness Banking Group  
CoBank

## Adult Basic Education

### **Kami Moore**

Adult Education Programs  
Cowley College

## Community Partners

### **Laura Ritterbush**

President & CEO  
Goodwill / NexStep Alliance

## Community Services Block Grant

### **Sally Stang**

Director, Housing & Community Svcs.  
City of Wichita

## Higher Education

### **Dr. Kimberly Krull**

President  
Butler Community College

### **Dr. Sheree Utash**

President  
WSU Tech

## Labor

### **Cornell Beard**

President/Directing Business  
Representative (DBR)  
Machinists Union Lodge#70

### **Andrew Chance**

Apprenticeship Coordinator  
Iron Workers - LU #24

### **John Clark**

Training Director  
Plumbers & Pipefitters #441

### **Marcus Curran**

Organizer / Executive Board  
Sheet Metal Workers #29

### **Russell Kennedy**

Business Manager  
IBEW, #271

### **B.J. Moore**

Midwest Director  
SPEEA, IFPTE Local 2001

### **Tony Naylor**

Training Director  
Wichita Elec. Training-IBEW #271

## Vocational Rehabilitation

### **Eric Hunt**

Director of Employment Services  
KS Dept. of Children & Families

## Wagner-Peyser

### **Erica Ramos**

Regional Operations Manager  
Kansas Dept. of Commerce

Date: April 11, 2024

Submitted By: Chad Petters

**Item****One Stop Operation Request for Proposals****Background**

The Workforce Innovation and Opportunity Act (WIOA) regulations require the function of a One Stop Operator to be competitively procured. A request for proposals (RFP) was released on December 29, 2023 due to the current agreement expiring on June 30, 2024. Eckerd Connects gave termination notice of the One Stop Operator (OSO) sub-recipient agreement that was scheduled to operate through June 30, 2024 in January 2024 with January 31, 2024 their last day performing One Stop Operator duties.

**Analysis**

The OSO RFP closed on February 2, 2024 and only one proposal from Goodwill Industries of Kansas (GIK) was received. Workforce Alliance (WA) Staff and the One Stop Operator Taskforce met with GIK on February 21, 2024 to review their proposal and the Taskforce directed staff to continue to negotiate with GIK. WA Staff on April 4, 2024 notified the Taskforce that WA staff felt they had successfully negotiated a scope of services and a budget and planned to present to the WA Executive Committee on April 10, 2024. WA staff also plan to present to the Chief Elected Officials on April 11, 2024 to seek their approval.

WA staff has also reached out to the Kansas Department of Commerce (KDC) to seek sole source approval since Goodwill Industries was the only proposal to be received. KDC approval is still pending.

The OSO taskforce members included Rod Blackburn, Michele Gifford, Erica Ramos, Jill Kuehny and Denise Houston.

The proposed term of the agreement would be for June 1, 2024 through June 30, 2028 with an annual extension available.

The scope of services that has been negotiated between GIK and Workforce Alliance:

**a. Key Functions:****One Stop Operator Activities Overview**

WIOA defines the required activities authorized for One-Stop Operators. In general, the One Stop Operator activities include:

1. Coordinate the one-stop delivery system and ensure all required services are being effectively delivered in the local area
2. Ensure access to career and training services (Sub-Recipient will not provide direct client services as a part of this request)
3. Provide data, information, and analysis of appropriate labor market data
4. Support and establish relationships and networks with large and small employers and their intermediaries and other community-based organizations to boost and build the system and support the one stop

5. Develop, convene, or implement industry or sector partnerships

**b. Scope Elements**

- 1) Contractor will onboard and Workforce Alliance will train new Contractor Staff before conducting any other duties. Attachment 5 is a basic training plan that at a minimum should be completed for any contractor new hires within the first 60 days of placement at the One Stop.
- 2) The first 12 months of this contract will focus on Scope Elements #3, #4, & #5
- 3) Integrated Service Delivery Plan operation- ensure services are being provided as described in the WIOA Regional Plan
  - a) Review and operationalize the Integrated Service Delivery Plan approved by the Local Workforce Development Board (LWDB)
  - b) Reviews operations to ensure the Integrated Services Delivery Plan is being followed
  - c) Ensures services are being provided as outlined in the Local/Regional WIOA Plan(s)
  - d) Facilitates Meetings between co-located and WIOA Mandated Partners
    - i) Develops a plan for WIOA Partner Meetings
    - ii) Develops a plan for reporting partner outcomes and activities for at minimum co-located and mandated WIOA Partners and follows through with regular reporting
  - e) Facilitate One Stop Center staff and co-located partner meetings
    - i) Develop meeting agendas and seek approval from Workforce Alliance point of contact
    - ii) Establish a plan for monthly staff and partner meetings with outcomes and goals
    - iii) Share outcomes from meetings with partners/staff/organizations
    - iv) Facilitate weekly Friday meetings
    - v) Facilitate Workforce Center Supervisor Meetings
    - vi) Responsible for facilitation and development of two In Service training agendas with the approval WA. These are held on Columbus and Presidents Holidays
  - f) Hold partners accountable to the Integrated Service Plan and WIOA Memorandum of Understanding (MOU). If a partner is not fulfilling its duties under the WIOA MOU or other agreed upon duties, those non-compliance concerns shall be shared with the partner. If the partner continues to remain in non-compliance the OSO shall notify the LWDB or its appropriate committee(s).
  - g) Facilitate detailed cross training that provides in-depth program information to WIOA partners and co-located staff
    - i) Provide staff training to all partner staff to ensure staff are competent to provide basic partner services
    - ii) Ensure new staff are trained in partner program services
    - iii) Train co-located staff on the technology available at the one stops and assistive technology
    - iv) Host staff/job seeker/business focus groups to discuss center activities and challenges

- h) Serve as functional manager to the Customer Service Coordinator
  - i) Directs daily tasks
  - ii) Seek input from front desk staff on challenges
  - iii) Serves as a back up to front desk staff if coverage is needed
  - iv) Coordinates coverage back up for front desk
- 4) Ensure Access to Job Seeker Career, Training, Business, Outreach and employment services
  - a) Coordinate services with collocated and non-collocated partners to prevent duplication and ensure services are efficient and effective
  - b) Ensure partners are active in orientations, workshops, and training activities
  - c) Ensure services are being provided as established in WIOA and the WIOA Regional Plan
  - d) Track and report on referrals between organizations
- 5) Ensure Access to data, information, and analysis for programs
  - a) Produce monthly One Stop Operations reports to customers/partners/staff/LWDB
  - b) Host focus groups with staff/partners/job seekers/employers to assess what data should be gathered and shared
  - c) Share labor market data with partners and staff
  - d) Provide regular reports on partner activity to board/staff/partners.
  - e) Gather data and outcomes from partners for regular reporting
  - f) Monthly reports on activities and outcomes achieved by the OSO/Resource Navigator
  - g) Develop new and innovative ways to share data with others
- 6) Access Points
  - a) Work with the WA to develop a plan on Access Points
  - b) Implement an Access Point Plan if approved by LWDB
- 7) Ensure One Stop Centers are Certified
  - a) Review One Stops annually
  - b) Facilitate formal One Stop Center Certification Taskforce every three years
- 8) Coordinate with Core Leadership Initiatives and Activities
  - a) Support the Mission and Vision of the WA and contribute to the outcomes of WA
  - b) Support and assist in achieving outcomes of the WA Strategic Plan
- c. **By law, the One Stop operator may not conduct the following activities:**
  - 1) Convene system stakeholders to assist in the development of the local plan
  - 2) Prepare and submit the local plan
  - 3) Be responsible for the oversight of itself
  - 4) Be a part of the One Stop Procurement process
  - 5) Select or Terminate One Stop Operators, career service providers, youth providers
  - 6) Negotiate local WIOA Performance Measures
  - 7) Develop or submit a budget for activities for the local LWDB

The WA and GIK are currently negotiating a budget for the agreement and an update will be provided at the meeting.

**Recommended Action:**  
*Take appropriate action.*

**Item**

**Affiliate Workforce Center Certification**

**Background**

Workforce Innovation and Opportunity Act (WIOA) and state and local policy requires that affiliate one stops be certified at a minimum of every three years. Eckerd assists in certification of the one stop's as part of the scope of services of the One Stop Operator.

**Analysis**

It was discovered during the One Stop Operator Contract Termination transition that Eckerd conducted the Affiliate One Stop Certification for all the affiliate sites in September 2023. The forms completed during the review of the Affiliate One Stop Centers in Butler, Cowley, and Sumner counties was sent to board and committee members in addition to the meeting packet and will be posted with the meeting materials on the website.

Workforce Alliance (WA) staff review of the forms indicates all the affiliate One Stops met the criteria to be Affiliate One Stop Centers and should be certified by the Local Workforce Development Board (LWDB) and Chief Elected Officials Board (CEOB) and forwarded to the Kansas Department of Commerce.

The WA Program Operations and Performance Committee reviewed and approved the certification at their meeting on March 7, 2024.

**Recommended Action**

*Approve the Certification of the Affiliate One Stops and Recommend Certification to the CEOB*



Workforce Alliance Consolidated Budget PY23

July 2023 - June 2024

Expenditures Through 2/29/2024

Category	WIOA				Community Impact Funds				Consolidated			
	Budget	February Expenditures	YTD Expenditures	% Budget Remaining	Budget	February Expenditures	YTD Expenditures	% Budget Remaining	Budget	February Expenditures	YTD Expenditures	% Budget Remaining
Wages	\$ 1,978,521	\$ 117,696	\$ 945,512	52%	\$ 1,744,000	\$ 153,340	\$ 1,341,507	3%	\$ 3,722,521	\$ 271,036	\$ 2,287,019	39%
Fringe	\$ 465,593	\$ 27,764	\$ 216,026	54%	\$ 432,966	\$ 36,818	\$ 286,491	4%	\$ 898,559	\$ 64,582	\$ 502,517	44%
Facilities	\$ 274,601	\$ 41,999	\$ 229,526	16%	\$ 145,450	\$ 16,920	\$ 140,897	3%	\$ 420,051	\$ 58,919	\$ 370,423	12%
Contract/Pro Fees	\$ 174,983	\$ (665)	\$ 41,271	76%	\$ 184,451	\$ 27,091	\$ 171,137	7%	\$ 359,434	\$ 26,426	\$ 212,408	41%
Supplies/Equipment	\$ 56,330	\$ 2,601	\$ 24,541	56%	\$ 44,285	\$ 4,505	\$ 3,632	2%	\$ 100,615	\$ 7,106	\$ 28,173	72%
IT	\$ 251,899	\$ 14,129	\$ 95,995	62%	\$ 43,500	\$ 7,472	\$ 25,517	1%	\$ 295,399	\$ 21,601	\$ 121,512	59%
Outreach/Cap Building	\$ 50,330	\$ 785	\$ 10,011	80%	\$ 102,498	\$ 8,244	\$ 122,573	20%	\$ 152,828	\$ 9,029	\$ 132,584	13%
Travel/Conferences	\$ 55,603	\$ 9,104	\$ 36,093	35%	\$ 33,243	\$ 4,283	\$ 21,460	5%	\$ 88,845	\$ 13,387	\$ 57,553	35%
Grants Awarded	\$ 118,536	\$ 15,314	\$ 92,321	22%	\$ 153,000	\$ -	\$ 99,065	5%	\$ 271,536	\$ 15,314	\$ 191,386	30%
Staff Development	\$ 20,950	\$ 375	\$ 3,172	85%	\$ 23,950	\$ 375	\$ 4,267	2%	\$ 44,900	\$ 750	\$ 7,439	83%
Indirect	\$ -	\$ 11,744	\$ 119,924	0%	\$ -	\$ 37,017	\$ 319,408	0%	\$ -	\$ 48,761	\$ 439,332	0%
Misc/Dep/Int	\$ -	\$ -	\$ -	0%	\$ 27,050	\$ -	\$ 29,918	11%	\$ 27,050	\$ -	\$ 29,918	-11%
Work Experience	\$ 818,752	\$ 34,708	\$ 620,523	24%	\$ 475,350	\$ 26,536	\$ 250,289	7%	\$ 1,294,102	\$ 61,244	\$ 870,812	33%
On The Job Training	\$ -	\$ -	\$ -	-	\$ 579,803	\$ 3,848	\$ 119,271	9%	\$ 579,803	\$ 3,848	\$ 119,271	79%
Incentives	\$ 2,000	\$ -	\$ 748	63%	\$ 17,000	\$ (600)	\$ 21,850	-	\$ 19,000	\$ (600)	\$ 22,598	-19%
Occupational Training	\$ 127,294	\$ 10,751	\$ 53,658	58%	\$ 1,578,383	\$ 64,550	\$ 685,320	7%	\$ 1,705,677	\$ 75,301	\$ 738,978	57%
Supportive Services	\$ 111,346	\$ 3,320	\$ 66,063	41%	\$ 365,000	\$ 16,978	\$ 122,212	7%	\$ 476,346	\$ 20,298	\$ 188,275	60%
Total	\$ 4,506,737	\$ 289,625	\$ 2,555,384	43%	\$ 5,949,928	\$ 407,377	\$ 3,764,814	7%	\$ 10,456,665	\$ 697,002	\$ 6,320,198	40%

Analysis

Budget: The PY23 budget with expenditures through the end of the February 2024. The budget includes a breakdown between WIOA (LWDB budget) and non-WIOA Funding (Community Impact Funds) and combined totals.

The PY23 budget allocates 39% on direct client spending including classroom training, work experience, on-the-job training and supportive services. The direct client spending is at 31% through the month of February. The budget has 40% remaining with budget expectations at 33%.

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
- 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)
- Create and implement a more effective and comprehensive communication plan to increase public awareness about employment and training services, and skills needed for current and future careers in South Central Kansas
- Generate revenue to increase community impact of WIOA and Workforce Centers

Recommended Action Receive and file.

Chief Elected Officials Board  
Date: April 11, 2024  
Submitted By: Dr. Marcy Aycock

Item #5B

**Chief Elected Officials Board Update 4.11.2024**

<b>County</b>	<b>Agreement Signed</b>	<b>Representative</b>	<b>Date Appointed</b>	<b>Representative</b>	<b>Date Appointed</b>
Butler	8/15/2023	Jeff Masterson	8/15/2023	Marc Murphy	8/15/2023
Cowley	9/1/2021	Wayne Wilt	7/11/2023	Greg Thompson	3/26/2024
Harper	4/24/2023	Brian Waldschmidt	4/2024		
Kingman	12/5/2022	Carol Noblit	7/3/2023	Jerry Henning	8/7/2023
Sedgwick	9/22/2021	Ryan Baty	6/14/2023	Jim Howell	10/6/2021
Sumner		Jill Keuhny			
City of Wichita	10/11/2022	TBD	8/15/2023	Mike Hoheisel	8/15/2023

Chief Elected Officials Board  
Date: April 11, 2024  
Submitted By: Dr. Marcy Aycock

Item #5C



**Chief Elected Officials Board Meeting Schedule**  
Join Zoom: <https://us02web.zoom.us/j/81545255346>

<b>Thursday, January 11, 2024</b>	<b>3:00 – 4:00 PM</b>
<b>Thursday, April 13, 2024</b>	<b>3:00 – 4:00 PM</b>
<b>Thursday, June 13, 2024</b>	<b>3:00 – 4:00 PM</b>
<b>Thursday, October 10, 2024</b>	<b>3:00 – 4:00 PM</b>

## **Workforce Alliance Policy Updates**

- Policy Revisions Due to Monitoring Activities and Reviews

### **Background**

The US Department of Labor (DOL) monitored the One Workforce Program in October 2023 which resulted in findings related to the organization's financial management policies. Accordingly, the Workforce Alliance has updated the Financial Management System Policy to resolve the issues. The policy revisions were shared with US DOL and they have been approved by US DOL as presented.

The Internal Control Reporting System Policy and Business Code of Conduct & Ethics have been updated as result of staff review.

### **Analysis**

Financial Management System Policy

Changes to the policy include:

- 1- Clarifying budget review process including frequency of review and clarifying tracking and review of leveraged funds (Section I)
- 2- Removing the Cost Allocation section to its own standalone policy. Cost Allocation Plan Policy approved 6-2023.
- 3- Clarifying that allowable costs must be necessary, reasonable, and allocable and defining those terms (Section VI)
- 4- Clarifying the credit card usage section including detailing the process for program staff utilizing company credit cards (Section VII)
- 5- Adding a paragraph on allowable costs at conferences (Section VII)
- 6- Adding a section detailing policies around subawards and/or contracts (Section IX)

Internal Control Reporting System Policy

Updated the Equal Opportunity Officer information and corrected the form for reporting complaints.

Code of Business Conduct & Ethics

Numerous updates and clarifications were made based on changing staff duties as well as working conditions. Highlights include updates to staff contacts for various situations (who to direct media inquiries to, etc.); clarifying expense report procedures, and clarifying items around PTO (including flex time for exempt staff and policies around PTO while on FMLA).

### **Recommended Action**

Approve changes to the Financial Management System Policy, Internal Control Reporting System Policy and Code of Business Conduct & Ethics.

## **Financial Management System**

The Workforce Alliance of South Central Kansas (Workforce Alliance) Financial Management System ensures that the organization is able to perform the financial management functions required when operating federal and state funded grants, as well as private funding. The organization operates on a full accrual basis and follows General Acceptable Accounting Procedures (GAAP). The financial system's controls are in place to protect the organization's assets.

### **Overview of Financial System**

The Workforce Alliance contracts with an independent accounting firm to process and review all financial transactions, and to provide financial statements, reports, and books. This Paymaster service is contracted through a Request for Proposal.

#### **I. Budget Controls**

The Workforce Alliance prepares annual budgets at the beginning of each fiscal year or at the beginning of a grant. The Vice President/Chief Operating Officer has the primary responsibility for preparing all budget(s) and presenting them to the Finance and Executive Committee and the Chief Elected Officials Board (CEOB) for review and action. Upon adoption the budget(s) are given to the Paymaster for data entry into the financial management program maintained by the Paymaster. The board staff and Finance and Executive Committees review budgets monthly with the full board reviewing quarterly. Budgets are also shared with the COEB quarterly electronically and during their meetings. Budgets are compared monthly by expenditure amounts and budget remaining compared to expectations for the budget cycle. The organization also analyzes monthly obligation reports to track program obligations to ensure adequate funding for program services. The Organization will also require the tracking and reporting of any leveraged funds within each fund's required budget. Leveraged funds will be compared to budget at least quarterly.

#### **II. Cash Management**

Cash management of federal funds will require a contract with an independent Paymaster to ensure federal funds are drawn reasonably and necessarily; and to ensure the funds are disbursed timely. The Paymaster will draw funds up to twice per week to issue payments which have been authorized for payment by the Workforce Alliance. All issuances of payment shall be made by the Paymaster within five business days of the request for payment. No funds shall be drawn in advance of reimbursement unless advance payment has been approved by the President/Chief Executive Officer due to circumstances beyond the control of the Workforce Alliance.

#### **III. Program Income**

Program income is gross income received that is directly generated by the grant supported activity or earned as a result of the grant agreement during the grant period. Program income must be reported monthly on financial reports and used to support the grant which generated the income,

#### **IV. Cost Allocations**

The WA has adopted a stand alone Cost Allocation Policy. Cost Allocation Methodology is detailed in that Policy.

#### **V. Prepaid Expense**

Expenditures and accrued expenditures for the above categories will be processed according to GAAP.

Pre-paid expenses over \$1,000 will be recorded for expenses that are incurred for a future period. Examples of a pre-paid expenses are insurance, dues, or subscriptions (software or equipment licensing).

## **VI. Allowable Costs**

The Workforce Alliance is established as a 501(c) 3 Not for Profit Organization and follows 2 CFR Part 200 and 2 CFR 2900 for Uniform Administrative Requirements and Cost Principles. The organization also reviews and monitors each grant award for specific allowable activities or non-allowable activities to ensure compliance. All costs must be necessary, reasonable and allocable to carry out the scope of the grant or project.

**Necessary Costs:** A cost that is appropriate and required to complete an objective required by an award.

**Reasonable Costs:** A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important. In determining reasonableness of a given cost, consideration must be given to:

- (a) Whether the cost is of a type generally recognized as ordinary and necessary or the proper and efficient performance of the award.
- (b) The restraints or requirements imposed by such factors as: sound business practices; arm's-length bargaining; Federal, state, local, tribal, and other laws and regulations; and terms and conditions of the award.
- (c) Market prices for comparable goods or services for the geographic area.
- (d) Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the organization, its employees, the public at large, and the Government.
- (e) Whether the non-Federal entity significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost.

**Allocable Costs:**

- (a) A cost is allocable to a particular award or other cost objective if the goods or services involved are chargeable or assignable to that award or cost objective in accordance with relative benefits received. This standard is met if the cost:
  - (1) Is incurred specifically for the award;
  - (2) Benefits both the government award and other work of the WA and can be distributed in proportions that may be approximated using reasonable methods; and
  - (3) Is necessary to the overall operation of the WA and is assignable in part to the Federal award in accordance with the principles in this subpart.

- (b) All activities which benefit from the non-Federal entity's indirect cost, including unallowable activities and donated services by the WA or third parties, will receive an appropriate allocation of indirect costs.
- (c) Any cost allocable to a particular federal award under the principles provided for in this part may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons. However, this prohibition would not preclude the non-Federal entity from shifting costs that are allowable under two or more Federal awards in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal awards.
- (d) Direct cost allocation principles: If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, then, notwithstanding [paragraph \(c\)](#) of this section, the costs may be allocated or transferred to benefitted projects on any reasonable documented basis. Where the purchase of equipment or other capital asset is specifically authorized under a Federal award, the costs are assignable to the Federal award regardless of the use that may be made of the equipment or other capital asset involved when no longer needed for the purpose for which it was originally required. See also [§§ 200.310 through 200.316](#) and [200.439](#).
- (e) If the contract is subject to CAS, costs must be allocated to the contract pursuant to the Cost Accounting Standards. To the extent that CAS is applicable, the allocation of costs in accordance with CAS takes precedence over the allocation provisions in this part.

## **VII. Internal Controls**

The Workforce Alliance established the following controls to ensure compliance with all laws and regulations and to safeguard the organizations assets:

### ***Cash Controls-***

All administrative invoices are received by administrative support staff and are logged when received. They are then forwarded to the fiscal department for payment. Client program invoices are received by the fiscal department. A payment is generated by the fiscal department when an approved budget for the invoice exists. If an approved budget for the invoice does not exist, the invoice is routed to program staff for further investigation before a payment is generated. All payments are routed to the Vice President/Chief Operating Officer for review and approval. Once the COO approves payments, they are presented to the President/Chief Executive Officer for approval or denial. If the payment is approved, it is then processed and allocated to the correct budget and line item and forwarded to the Paymaster. The Paymaster will review, process, and issue all payments. Checks issued for payment by the Paymaster shall be valid for no more than ninety (90) days from the date of issue. The Paymaster will provide an aging report listing all outstanding checks to the Workforce Alliance. The Workforce Alliance will perform payment follow-up activities to determine the status of each outstanding check and to remind

the vendor of the check validity period. After ninety (90) days from the date of issue of any check, the Paymaster will void the check and notify the Workforce Alliance of that action. The Workforce Alliance will notify the effected vendor(s) of the invalidation of the check(s) and that a new check will be issued to accomplish payment of relevant invoice(s).

***Controls-***

*Depreciation and Capitalization-* A straight-line depreciation schedule will be used beginning the month of acquisition and ending the month prior to disposition or completed depreciation for items with an acquisition cost equal to or greater than five thousand dollars (\$5,000.00). The useful life of office equipment will be three (3) or (5) years. If items are leased and the lease is greater than \$5,000 all items associated with that lease will be capitalized, regardless of individual item costs.

*Security-* The Workforce Alliance will maintain security services for the Wichita Workforce Center. Security will safeguard property and maintain a safe and secure work environment.

*Insurance-* The Workforce Alliance will secure and maintain adequate insurance to safeguard financial assets and property, and provide general liability coverage. The Workforce Alliance will also ensure that contracts and agreements contain any required clauses to ensure the Workforce Alliance is protected and listed as an additional interest in any insurance coverage that covers the actions or non-action of any contractor or partner in which a legal agreement has been entered.

*Purchasing Authority-* Senior and management staff will have the authority to purchase supplies/equipment using authorized vendors up to a unit cost of \$1,000.00 not to exceed a total purchase of \$2,000.00. Any purchases over these amounts will require approval by the Vice President/Chief Operating Officer up to \$5,000. If purchases exceed \$5,000.00 approval by the President/Chief Executive Officer is required. All procurement policies established by the Federal Government, State Government, CEOB and the Board of Directors must be followed by staff making purchases.

*Training and Client Support Service Obligations-* Two staff members together have the authority to obligate client training and supportive service funds up to the current limits established in the training policies and the available budget. One staff must be management and the other fiscal staff. Final expenditures will be subject to purchasing authority.

Senior Staff utilize Credit Cards to complete some transactions. The restrictions and appropriate use of cards are as follows:

*Acceptable Uses, Limits and Procedures-* Workforce Alliance credit cards shall be used solely for official Workforce Alliance business. Therefore, credit cards shall not be used for personal or private business purchases. Credit cards shall be issued only to individuals who have appropriate purchasing authority. Authorized use of credit cards shall be limited to the person whose name appears on the face of the credit card, or those specifically authorized by the individual named on the card. Intentional misuse or fraudulent abuse of any credit card may result in disciplinary action, up to and including dismissal.



Staff authorized by card holders to make program purchases must follow all applicable protocols in addition to ensuring the purchase has been approved through all pertinent channels prior to expending funds. Additionally, when making a program purchase, staff should note on the receipt the associated participant's name and participant ID number. Requests should be submitted through M-Files and an email sent to the Fiscal Controller.

*Auditing and Documentation-* The Vice President/Chief Operating Officer shall provide a copy of this policy to each employee receiving a credit card, and require the employee to acknowledge receipt of the policy by signing.

Documentation shall support the business purpose of all transactions made with Credit Cards, and shall include the following items:

- Copy of this policy, signed by each card holder in the agency
- Copies of order forms, when available
- Packing slips (for goods received)
- Original cashier receipts or vendor invoices

The Workforce Alliance shall be responsible for auditing records to ensure that credit cards are used only by authorized users for official Workforce Alliance business.

*Security-* Card holders shall be responsible for safeguarding credit cards at all times. Card holders shall also be responsible for immediately and properly reporting lost or stolen credit cards. All credit cards shall be returned to the Workforce Alliance immediately upon request or upon termination of employment (including retirement).

*Conferences (Meetings)-* A conference is defined as a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond and is necessary and reasonable for successful performance. Allowable conference costs paid may include sponsoring or hosting of a conference including rental of facilities, speakers' fees, costs of meals and refreshments, local transportation, and other items incidental to such conferences unless further restricted by the terms and conditions of an award. Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the award.

## **VIII. Financial Reporting**

The Paymaster will provide budget reports, grant balances, trial balances, and a general ledger update by the 20<sup>th</sup> of each month of the previous month's financial activity. Reports will be prepared according to GAAP. At the end of each quarter financial statements will be prepared including Assets, Liabilities and Net Assets, Statement of Activities, along with Trial Balances and any accompanying schedules (pre-paid, capitalization, etc.). Reports will also be shared with Staff, CEOB, and Board of Directors as well as reported to the State of Kansas and the US Department of Labor as required. The Finance Committee has the primary task of reviewing all financial documents and reports.

## **IX. Subawards/Contracts**

Subawards for organizations will be completed as approved in grant agreements. Risk assessments will be completed and placed in the subaward file. Monitoring will be completed of each subaward based on the outcomes of the risk assessment. Each subaward will be monitored at least once during the contract period.

If it is determined a subaward will benefit the project, the WA will seek approval from the awarding agency before proceeding with a subaward. The WA will complete a budget modification if required before completing a subaward.

For Federal Awards, the WA will seek approval from the awarding agency for the other following items:

1. If there is a deviation from the budget or project scope or objective
2. Change in scope of the objective
3. Change in key person specified in the award
4. There is a disengagement from the award for more than 3 months or a 25% reduction in the time devoted to the award
5. The inclusion, unless waived by the Federal Awarding Agency, of costs that require prior approval in accordance with subpart E as applicable
6. The transfer of funds budgeted for participant support costs to other categories of expense
7. Unless described in the application and funded in the approved Federal awards, the subawarding, transferring or contracting out of any work under a Federal award, including fixed amount subawards as described in [§ 200.333](#).
8. Changes in the approved cost-sharing or matching provided by the non-Federal entity.
9. The need arises for additional Federal funds to complete the project.

Date: April 11, 2024

Submitted By: Chad Pettera

### **Workforce Alliance of South Central Kansas Internal Control Reporting System**

Recipients of federal funds must maintain stewardship of those funds by creating an internal control reporting system in order to ensure the integrity of the operation. Sub-grantees, vendors, participants, third parties or citizens, and employees must be informed of their rights to make public their concerns about WIOA management, and the mechanism for having those concerns addressed in an open, non-threatening manner.

It is the policy of the Workforce Alliance of South Central Kansas to inform interested parties that they may make reports directly to the U.S. Department of Labor at the DOL Hotline-Office of the Inspector General at 1-800-347-3756 or by contacting the Equal Opportunity Officer, Chad Pettera, at the Workforce Alliance, 300 W. Douglas, Suite 850, 316.771.6600, or [admin@workforce-ks.com](mailto:admin@workforce-ks.com).

A record of each report will be made and retained using the LAIV Complaint Apparent Violation Form. The complainant will be afforded the opportunity to meet with Workforce Alliance staff for the purpose of clarifying the information and determining the desired outcome of the complainant.

A determination as to a course of action will be made by staff in consultation with legal counsel if deemed appropriate. The complainant will be apprised of the decision of the Workforce Alliance in so far as is possible without jeopardizing any future legal recourse. If informal resolution is not possible, the complaint procedure of the Kansas Department of Commerce will be instituted, up to and including the formal appeal process.

This policy will be transmitted to all interested parties upon request, and the rights contained herein communicated.



**Chief Elected Officials Board  
Meeting Notes  
Thursday, October 12, 2023  
3:00 - 3:30 p.m.**

- **Welcome and Introductions:**

Commissioner Howell (Sedgwick County) called the meeting to order at 3:15

- **Workforce Innovation and Opportunity Act (WIOA) Career Services Agreement:**

- Chad Pettera stated that required modifications have been made to the Workforce Alliance agreement to continue providing Career Services.
- The changes were:
  - This agreement authorizes the LWDB staffing entity, Workforce Alliance, to also serve as the WIOA Title I career service provider in the AJCs. Note that 20 CFR 679.410 states that the Local WDB may act as a provider of career services only with the agreement of the CEO and the Governor/Governor's designee. This agreement also includes an organizational chart that demonstrates the separation within WA between who is providing LWDB support versus who is providing WIOA Title career services.
  - As reflected in the organization chart, the staff managing and/or providing WIOA Title I services are separate from those performing LWDB functions. In addition, WA recognizes that the LWDB function of conducting monitoring must be contracted out to a neutral third party. See the Monitoring section below.

***ACTION TAKEN:*** Commissioner Howell (Sedgwick County) moved to approve the changes to the Workforce Innovation and Opportunity Act (WIOA) Career Services Agreement. Mayor Greg Thompson (Winfield) seconded the motion. Motion passed unanimously.

- **Workforce Alliance Project Updates:**

- Keith reviewed the Roadtrip Nation series aired on KPTS on Tuesday, September 13<sup>th</sup>, 2023. REAP has supported this series and is organizing watch parties at local high schools.
- Keith also shared an update on the Home Base Wichita Project.
- Keith introduced the Work-Based Learning project which is a \$170,000 state-funded program that the Workforce Alliance has received to support the Work-Based Learning Intermediary Position. The Workforce Alliance is working with several school districts to help prepare youth for intermediary positions.
- The Workforce Alliance is parting with Integra to coordinate a collaborative strategy to create alignment of education and skills training to career pathways.

- Keith mentioned the MeadowLark Grant and the Registered Apprenticeship Program. The Workforce Alliance is currently working with Augusta, KS on their apprenticeship with municipal utilities. They have also developed a partnership with Cowley, Butler, and Sumner County to develop high school internships through this grant.

***ACTION TAKEN:*** Information was received and filed.

- **Minutes from June 27, 2023 Meeting:**

***ACTION TAKEN:*** Commissioner Howell (Sedgwick County) moved to approve the minutes as presented. County Clerk Carol Noblit (Kingman) seconded the motion. Motion passed unanimously.

- **Adjourn:** Commission Howell (Sedgwick County) adjourned the meeting at 3:30 p.m.

**The next CEOB Meeting is scheduled for Tuesday, December 19 at 3:00 pm via ZOOM**

**Attendees:**

Mayor Greg Thompson, Winfield	Kim Uttinger, Workforce Alliance
Chad Pettera, Workforce Alliance	
Commissioner Jim Howell, Sedgwick County	
Marcy Aycock, Workforce Alliance	
City Clerk Carol Noblit, Kingman County	
Keith Lawing, Workforce Alliance	