

**WORKFORCE CENTERS**  
of South Central Kansas  
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**Workforce Alliance Local Workforce Development Board (LWDB)**  
**ZOOM Only Meeting**  
**Executive Committee Meeting Minutes**  
October 11, 2023 – 11:30 AM

**1. Welcome and Introductions**

The Workforce Alliance (WA) LWDB Executive Committee assembled via ZOOM. Chair Jeff Longwell welcomed Committee members, asked for self-introductions and called the meeting to order. Marcy Aycock was introduced as the new Regional Economic Area Partnership (REAP) Executive Director.

**2. Registered Apprenticeship (RA) Intermediary Policy**

The WA is preparing to become an intermediary organization for RA programs as a result of the State of Kansas being awarded the MeadowLARK Apprenticeship Grant. As an intermediary, the WA will assume full responsibility for the development, registration and administration of apprenticeship programs as requested by participating employers, which includes providing assistance with program development and collection and maintenance of required documentation. Becoming an intermediary will allow the WA to have another way to help meet the needs of employers and job seekers in the region. This is a general policy that will allow the WA to start taking on the intermediary function and form the basis for additional policies and procedures required by the Kansas Apprenticeship Council. The policy will help create brand new apprenticeships where they currently do not exist. Staff are being mindful to avoid any unintended consequences of this policy such as competing with apprenticeship programs that currently exist; in that case, customers will be referred to the existing program. Staff will research existing programs before acting as an intermediary for a new program. If a customer has interest in an apprenticeship program that exists specific to another organization, then the WA can assist. Changes were made to the draft policy after it was sent to board and committee members and stakeholders in the meeting packet prior to the meeting. The redlined changes were shown to Committee members and will be sent out with the meeting summary along with the new policy when approved. Each RA program will be presented to the Executive Committee or Board for approval. An intermediary especially helps small to medium sized employers participate in RA programs since they do not usually have the resources to manage the administrative and standards requirements.

*Kathy Jewett (Tony Naylor) moved to approve the Registered Apprenticeship Intermediary Policy including the outlined changes to the draft in the meeting packet. Motion adopted.*

**3. Workforce Procurement Policy Change**

Proposed updates to the WA procurement policy to comply with new federal rules were reviewed for approval. The proposed procurement policy was sent with the agenda and meeting packet. Changes include updating the conflict of interest definitions to be gender neutral, updating purchase thresholds and adding that completed Sub-Recipient/Contractor Determination Checklists and Sub-Recipient Agreement Risk Assessments be included in the procurement file where appropriate. Pettera pointed out that the Small Purchase amount limits were stated incorrectly in the agenda report. Instead of increasing from \$3,000 to \$10,000, the limits are actually \$10,000 but not more than \$150,000. The limits are stated correctly in the draft policy that was included with the meeting packet that was sent to all Board and committee members as well as stakeholders prior to the meeting.

*Tony Naylor (Michele Gifford) moved to approve changes to the Procurement Policy. Motion adopted*

**4. Workforce Alliance Project Updates**

Updates on Roadtrip Nation (RTN), SNAP Education & Training and Youth Employment Project (YEP) were provided.

The RTN documentary funded by the WA and other community partners began airing on PBS September 28<sup>th</sup> with part one and part two aired October 5<sup>th</sup>. The WA hosted a reception at Exploration Place on September 28<sup>th</sup> to recognize the funders, roadtrippers and film makers. Staff are working with

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school districts in the region to promote viewing the documentary and using the lesson plans on the RTN Build Your Future website. Policy has been revised to incentivize WIOA Youth program participants to use the tools. A link to the documentary episodes will be sent to all after the meeting. Staff have been contacted by other workforce boards nation to learn how this project was funded and implemented.

The WA is currently in a pilot SNAP (AKA food stamps) Education & Training (E&T) project in partnership with the Department of Children and Families (DCF), the U.S. Department of Agriculture (USDA) and community partners. Organizations can use non-federal funding for allowable SNAP E&T services and supports, which are then eligible for a 50% reimbursement through the State's SNAP E&T program. The WA and DCF are receiving assistance and support from USDA on administration and operations and work with the partners to evolve to an Intermediary 50/50 model. In order to make this program successful, a local, non-federal funding component needs to be identified that is sustainable. Board and staff have invited and are meeting with candidates for local government offices at the Workforce Center. Part of the discussion has been around this program and the need to obtain funding as an example of a way local government can help with workforce issues. Longwell pointed out that this program has the potential to help many growing employers in the region such as Integra Technologies.

Highlights from YEP were reported. The program was able to increase the number of participants significantly this year and increased the number of career awareness camps that were offered. More employers are engaged, but more are needed. The annual Jobs FORE Youth Golf Tournament was held on September 21<sup>st</sup>. It was the most successful tournament yet; raising approximately \$24,000.

*Report was received and filed.*

### 5. **Consent Agenda**

Approval of meeting minutes for September 13, 2023 and on-the-job training (OJT) contracts for AGCO, City of Augusta and Omni Aerospace were presented to the Committee for review and approval.

*Kathy Jewett (Michele Gifford) moved to approve the Consent Agenda as presented. Motion adopted.*

### 6. **Announcements**

The next full Local Workforce Development Board (LWDB) meeting is scheduled for October 25<sup>th</sup> at the Wichita Workforce Center. Board committee membership changes will be discussed. A current list of committee members will be sent to all board and committee members with the summary of this meeting. Committee members were encouraged to review the list and make suggestions and provide feedback.

### 7. **Adjournment**

The meeting was adjourned at 12:05 PM.

### Attendees:

#### LWDB Executive Committee Members

Rod Blackburn  
Michele Gifford  
Commissioner Jim Howell  
Kathy Jewett  
Pat Jonas  
Jeff Longwell  
Melissa Musgrave  
Tony Naylor  
Gabe Schlickau  
Amy Williams

#### Staff/Guests

Marcy Aycok  
Denise Houston  
Keith Lawing  
Shirley Lindhorst  
Mary Mann  
George Marko  
Chad Pettera  
Janet Sutton  
Will Dorr, Eckerd Connects  
Erica Ramos, LWDB