



**Workforce Alliance (WA) Local Workforce Development Board (LWDB)
Executive Committee Meeting Agenda**

Zoom Only: <https://us02web.zoom.us/j/84147354653>

Wednesday, October 11, 2023

11:30 a.m. – 12:30 p.m.

1. **Welcome and Introductions:** Jeff Longwell (11:30)
2. **Registered Apprenticeship (RA) Intermediary Policy:** Keith Lawing (11:35) (pp. 2-4)
The WA is preparing to become an intermediary organization for Registered Apprenticeship programs through the MeadowLARK grant.
Recommended Action: Approve the Registered Apprenticeship Intermediary Policy.
3. **Workforce Procurement Policy Change: Chad Pettera** (11:45) (p. 5 and Attachment)
Proposed updates to the WA procurement policy to comply with new federal rules will be reviewed for approval.
Recommended Action: Approve changes to the Procurement Policy.
4. **Workforce Alliance Project Updates:** Keith Lawing (12:00)
Updates on the Roadtrip Nation, Home Base Wichita, SNAP Education and Training and Youth Employment Project will be provided.
Recommended Action: Take appropriate action.
5. **Consent Agenda:** Keith Lawing (12:15)
 - A. Approval of Meeting Minutes for September 13, 2023 (pp. 6-8)
 - B. On-the-Job (OJT) Contracts for AGCO, City of Augusta and Omni Aerospace (pp. 9-11)**Recommended Action:** Approve the Consent Agenda as presented.
6. **Adjourn:** Jeff Longwell (12:30)

The next LWDB Executive Committee Meeting is scheduled for Wednesday, November 8, 2023 at 11:30 a.m.

Item

Creation of Registered Apprenticeship (RA) Intermediary Policy

Background

The WA is preparing to become an intermediary organization for Registered Apprenticeship 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. This includes providing services to businesses to assist with program development and responsibility for collection and maintenance of required documentation from participating employers and apprentices.

Analysis

This is a general policy that will form the basis for additional policies and procedures required by the Kansas Apprenticeship Council, the governing body for registered apprenticeships in Kansas. The policy sets forth the industries of focus for RA development, requirements for apprenticeable occupations, minimum requirements for apprentices in RA programs, and funding considerations.

Recommended Action

Approve the Registered Apprenticeship Intermediary Policy.



Registered Apprenticeship Intermediary Policy

The Workforce Alliance of South Central Kansas (WA) will serve as an intermediary for registered apprenticeship (RA) programs for individual employers or consortiums of employers for occupations within the nine industries identified by the State of Kansas: Advanced Manufacturing, Construction, Energy, Finance & Business, Healthcare, Hospitality, IT, Telecommunications, and Transportation. Other industries may be considered based on local demand as requested by employers.

As an intermediary, the WA assumes full responsibility for the development, registration and administration of apprenticeships program as requested by participating employers. This includes providing services to businesses to assist with program development and responsibility for collection and maintenance of required documentation from participating employers and apprentices. Programs are submitted for approval to the Kansas Apprenticeship Council.

When considering RA programs to develop, the WA will only pursue RA programs as requested and in partnership with employer(s) and will not compete with existing RA programs that are managed by an existing intermediary or labor union, fall under a collective bargaining agreement, or sponsored by an employer which the WA has existing direct partnerships. Referrals to those existing programs/partners will be provided should employers be interested.

Current regulations (29 CFR 29.4) state that apprenticeable occupations are specified by industry and must:

1. Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the-job supervised learning;
2. Be clearly identified a commonly recognized throughout an industry;
3. Involve the progressive attainment of manual, mechanical or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain; and
4. Require at least 144 hours of related instruction to supplement the on-the-job learning.

The WA will focus RA program development in occupations that meet the above requirements and fall within the demand industries identified by the State of Kansas. The WA can add to this list based on request from employers and approval from the Board of Directors if warranted by local economic conditions. The WA will only support RA programs with wage scales that meet or exceed the local areas self-sufficiency rate.

The qualifications for an apprentice will vary depending on the occupation, but at a minimum, an apprentice must be at least 16 year of age, employed to learn an apprenticeable occupation, have a High School Diploma or GED, and are eligible to live and work in the US. Additional qualifications will be determined by participating employers.

The WA will focus efforts to develop RA programs within the six-county region that comprises Local Workforce Development Area IV in South Central Kansas and will only operate outside LAIV based on cooperation with the State of Kansas and corresponding Local Area.



Registered Apprenticeship Intermediary Policy

Funding may exist to help cover the cost of related training instruction (RTI). The WA is committed to providing financial assistance when available; however, employers and/or apprentices should be prepared to cover all of the fees and equipment associated with RTI. The WA also strongly prefers to sponsor programs in which the Apprentice is paid for RTI hours.

Likewise, the WA will utilize grant funding when available to offset the costs associated with intermediary duties. However, when funding is not available, fees will be assessed based on the number of apprentices enrolled and cost of providing administrative services.

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Item

Updates to Workforce Alliance (WA) Procurement Policy

Background

The WA's Procurement Policy has not been revised since November 2016, and several items need updating to comply with updated federal regulations. The proposed procurement policy is attached.

Analysis

- Update Substantive Conflict of Interest definitions to be gender neutral (pg. 5).
- Procurement File Requirements (pg. 5) - Add the requirements that the procurement file include Sub-Recipient/Contractor Determination Checklist completed and in the file. Also add that if the agreement is a Sub-Recipient Agreement that a Risk Assessment is completed and in the file.
- Update the type of purchase thresholds to match federal regulations (pgs. 10-11). Micro Purchase amounts will increase from \$3,000 to \$10,000. Small Purchase amounts will increase from \$3,000 to \$10,000 with the cap remaining at \$150,000.
- Formal Advertisement Method will remain at anything greater than \$150,000.
- Contract Policy will be revised to include that a Sub-Recipient/Contractor Determination Checklist will be completed for any contract and kept with the procurement and contract file. If the procurement is determined to be for a Sub-Recipient then a Sub-Recipient Risk Assessment will be completed and kept with the contract file.

Recommended Action

Approve changes to the Procurement Policy.

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Workforce Alliance Local Workforce Development Board (LWDB)
Everygy Connect Center - 111 Ellis South
Executive Committee Meeting Minutes
September 13, 2023 – 11:30 AM

1. **Welcome and Introductions**

The Workforce Alliance (WA) LWDB Executive Committee assembled in-person and via ZOOM. Chair Jeff Longwell welcomed Committee members, asked for self-introductions and called the meeting to order. The new Workforce Center One-Stop Operator, Will Dorr with Eckerd Connects was present and introduced to attendees.

2. **Everygy Connect Center Partnership**

Don Sherman with Everygy was introduced and provided an update on the WA's partnership with Everygy on the Customer Connect Center (CCC). The CCC was created to provide a face-to-face customer experience and educate customers on services and products and in partnership with the WA and other community organizations connect them to services and resources that may assist them beyond their immediate needs. The WA works with Everygy to contract three staff members that work at the center and has held some job fairs at the facility as well. The CCC opened in November of last year and the goal was to see 10,000 customers, which they are on track to do. The current contract with the WA will end soon and a new contract will be renegotiated to continue the partnership, which has been highly successful.

3. **Policy Revisions**

The Kansas Department of Commerce (KDC) reviewed WA's Subrecipient Monitoring Policy as part of the Fiscal and Administrative Review issued in June 2023 and is requiring some additions to the policy, which were included in the meeting packet and reviewed with Committee members. The WA is updating its Limited English Proficiency Policy based on guidance received during a training event supported by the office of Civil Rights and Equal Employment Opportunity Commission (EEOC) that allows staff to provide interpretation services for customers; these services no longer have to be provided by a certified interpreter. The American Job Centers (AJC) provides Language Line services and staff are encouraged to use these services for customers.

Michele Gifford (Kathy Jewett) moved to approve changes to the Monitoring and Limited English Proficiency Policy.

4. **Workforce Innovation and Opportunity Act (WIOA) Career Services Agreement**

The WA has been a provider of career services since 2009. WIOA requires that for the WA to continue to be the provider of career services, firewalls and conflicts of interests have to be implemented through an agreement approved by the WA, Chief Elected Officials Board (CEOB), and the Governor of Kansas. In 2021, during a WIOA Key Provisions Review by the US Department of Labor (USDOL), it was determined the WA was not in compliance and a new agreement would need to be implemented. Staff worked with the Kansas Department of Commerce (KDC) to develop an agreement to implement firewalls and mediate conflicts of interest to allow WA to continue to be a provider of WIOA Title I Career Services. The LWDB and CEOB approved a new agreement, it was provided to DOL, and now additional changes are requested. Changes address that the staff managing and/or providing WIOA Title I services are separate from those performing LWDB functions and that the LWDB function of conducting monitoring must be contracted out to a neutral third party. Upon LWDB approval, the agreement will be presented to the CEOB at their next meeting for approval.

Kathy Jewett (Michele Gifford) moved to approve the WIOA Career Services Agreement and authorize the necessary signatures from the Local Workforce Development Board (LWDB).

5. Workforce Alliance Project Updates

Lawing presented slides with updates on some current WA projects. The presentation will be sent to all Board members after the meeting and posted to the website with other meeting documents.

The annual Jobs FORE Youth Golf Tournament is scheduled for September 21st. Billboard promotions and spots on KWCH were donated to acknowledge sponsors.

The Roadtrip Nation (RTN) documentary funded by the WA and other community partners will begin airing on PBS September 28th with part one and part two will begin airing October 5th. The purpose of the RTN project is to promote career awareness and retain talent in Kansas. The WA is hosting a watch party at Exploration Place on September 28th to recognize the funders, roadtrippers and film makers. The associated career awareness tools that are on the RTN website will be promoted to students and teachers.

Home Base Wichita, a program to recruit and train veterans, is increasing the number of employers participating in the program with on-the-job (OJT) contracts. The social media footprint for the program is expanding to promote awareness.

Camp HYPE was able to increase the number of participants this year and increased the number of career awareness camps that were offered. Staff are working with Wichita Public Schools to expand the model next year. A full report of outcomes will be presented at the next board meeting in October.

Work-Based Learning (WBL) project is in second year of direct funding from the State of Kansas. WA WBL intermediaries work in high schools to connect students to WBL opportunities. Numbers continue to increase and momentum is building. A major goal is to increase referrals to WIOA Youth Program.

The WA's partnership with Integra Technologies involves assistance in identifying how to hire and train 2,500 workers over four years in the event Integra receives federal funding from the CHIPS Act to implement its expansion.

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 United States 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 percent 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 after October 1, 2023.

The WA is a subrecipient of the State's MeadowLARK grant, which will work to increase the number of quality registered apprenticeship programs in advanced manufacturing and expand RA in the healthcare and child care sectors. The grant provides funding for 3.5 additional staff. More information will be provided at future meetings.

The WA is a partner of the Midwest Urban Strategies (MUS) Pathway Home grant (assistance for justice involved individuals). Due to pandemic related difficulties, it had been a challenge to meet the goals of this grant early on, but number are increasing and staff are confident that goals will be met when the grant ends. The MUS Career Dislocated Worker grant has had its challenges as major layoffs have not been occurring as they were when the grant began.

The One Workforce grant supports advanced manufacturing and Information Technology training and support. Staff are confident grant goal numbers will be reach when the grant ends in two years.

Report was received and filed.

6. Consent Agenda

Approval of meeting minutes for June 14, 2023, Program Year 2023 budget update, on-the-job training (OJT) contracts for Advanced Catastrophic Solutions, Center Industries, Cox Machine, Harlow Aerostructures, High Touch Technologies, Ideatek and Land O'Lakes/Purina Feed, WIOA Youth contract amendment with Cerebral Palsy Research Foundation (CPRF) and amendments to sub-recipient contracts

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with multiple organizations. Pat Jonas spoke to the amendment to the CPRF youth contract and an increase in cost is needed is due to staff time to conduct outreach not accounted for in the original contract.

Jeff Longwell (Tony Naylor) moved to approve the Consent Agenda as presented. Pat Jonas, CPRF/Center Industries abstained from the vote. Motion adopted.

7. Adjournment

The meeting was adjourned at 12:30 PM.

Attendees:

LWDB Executive Committee Members

Rod Blackburn
Michele Gifford
Kathy Jewett (via Zoom)
Pat Jonas
Jeff Longwell
Tony Naylor
Amy Williams (via Zoom)

Staff/Guests

Denise Houston (via Zoom)
Keith Lawing
Shirley Lindhorst
Mary Mann (via Zoom)
George Marko
Chad Pettera (via Zoom)
Will Dorr, Eckerd Connects
Caitlyn Gregory, Textron Aviation
Erica Ramos, LWDB (via Zoom)
Yeni Silva-Renteria, Intl. Rescue Committee

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:	AGCO Corporation
Company Description:	Manufacturing and Distribution of Agricultural Equipment
Location:	Hesston, Harvey County
Occupation(s):	Production, maintenance, production control (exclusive of all office employees), quality control, crew chiefs, tool crib, bead blast, engineering shop, shipping, tooling, parts, receiving, stockroom, drivers, supplier quality engineers, production supervisors, material planning analysts, production planners, business managers, data analysts, data engineers, IT systems analysts, continuous improvement technicians and other job titles not yet identified based on identified needs as implementation and ongoing system programming upgrades are in-process.
Training Length:	Six months or less
Average Wage Range:	\$22.51
Benefits:	Full benefit package
Comments:	AGCO is upgrading their computer system company wide. This will require corporate trainers to travel to Hesston, train a select 250+ “SuperUsers” who will then be certified to train the remaining employee group. AGCO is requesting One Workforce reimbursement for training the trainers.
OJT Funding Streams <i>subject to availability</i>	All Funding streams are available and appropriate based on occupation and new hire eligibility requirements.

Recommended Action

Approve addition of **AGCO Corporation** to OJT ETP list.

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:	City of Augusta
Company Description:	Municipal services: Electric, Water, Waste Water, Streets, Parks, Planning & Zoning, Sanitation
Location:	Augusta, Butler County
Occupation(s):	Public Safety Officer, Wastewater Operator, Water Operator, Street Technician
Training Length:	Six months or less
Average Wage Range:	\$15.00-18.00
Benefits:	Full benefit package
Comments:	This is a contract renewal. The City of Augusta is working on multiple initiatives to upgrade skills, develop Registered Apprenticeship, address occupational demand, have a positive impact on retention and morale.
OJT Funding Streams <i>subject to availability</i>	All Funding streams are available and appropriate based on occupation and new hire eligibility requirements.

Recommended Action

Approve addition of **City of Augusta** to OJT ETP list.

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:	Omni Aerospace, Inc.
Company Description:	Aerospace Parts Manufacturing
Location:	Wichita, Sedgwick County
Occupation(s):	AP Clerk, Manufacturing, Production, Warehousing
Training Length:	Six months or less
Average Wage Range:	\$18.00 per hour
Benefits:	Full benefit package
Comments:	Omni Aerospace is a leading aerospace manufacturer and aircraft parts supplier. Omni specializes in custom engineering, aircraft part manufacturing and electrical assembly. There is an upcoming cohort that will be upskilling and gaining required certifications in soldering electronic controls and wiring harnesses. (Job Code: 51-4122.00)
OJT Funding Streams <i>subject to availability</i>	All Funding streams are available and appropriate based on occupation and new hire eligibility requirements.

Recommended Action

Approve addition of **Omni Aerospace, Inc.** to OJT ETP list.