



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

Join Zoom Meeting: <https://us02web.zoom.us/j/86517008263>

Wednesday, October 12, 2022

11:30 a.m. –12:30 p.m.

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1. **Welcome and Introductions:** Melissa Musgrave (11:30)
2. **Vets ICT Project Update:** Amanda Duncan (11:35) (pp. 2-8)  
The Director of Military Employment Strategy will be introduced and an update on the project provided which includes an agreement with the Greater Wichita Partnership.  
**Recommended Action:** *Approve the contract with the Greater Wichita Partnership for Vets ICT for Website Creation/Hosting/Maintenance and Program Outreach.*
3. **Consent Agenda and Committee Reports:** Amanda Duncan / Chad Pettera (12:00)
  - A. Approval of Meeting Minutes for June 16, 2022 and August 10, 2022 (pp. 9-14)
  - B. Workforce Alliance Program Year 2022 Budget Update (p. 15)
  - C. Workforce Innovation and Opportunity Act (WIOA) Program’s Self-Sufficient Wage Policy Revision (p. 16)
  - D. On-the-Job Training Contracts – Ferroloy, Inc., NovaSOC and JR Custom Metals (pp. 17-19)
  - E. Additions to the Eligible Training Provider (ETP) List for programs from Butler Community College, Novacoast and Wichita State University (pp. 20-21)
  - F. Youth Program Service Provider Contract - 160 Driving Academy (p. 22)**Recommended Action:** *Approve the consent agenda as presented.*
4. **Adjourn:** Melissa Musgrave (12:30)

*The next LWDB Executive Committee Meeting / Roundtable is scheduled for  
Wednesday, November 9, 2022 at 11:30 a.m.*

## **Contract for Vets ICT Website Creation/Hosting/Maintenance and Program Outreach**

### **Greater Wichita Partnership and Workforce Alliance of South Central Kansas September 20, 2022**

#### **Contract Overview**

The Workforce Alliance of South Central Kansas, Inc., (Workforce Alliance) is entering into a contract with the Greater Wichita Area Partnership (Contractor), an Economic Development Agency serving south central Kansas, to provide website creation/hosting/maintenance for the Workforce Alliance to support the VetsICT project. Contractor will design, implement, and maintain a website that will assist with program outreach for the Vets ICT Project.

The funding for this agreement is available through a grant award from the City of Wichita to the Workforce Alliance. The funding is made available through the American Rescue Plan Act (ARPA) CFDA 21.027 through the US. Department of Treasury.

The Contractor will provide the services as outlined in the Scope of Services below. Website should go live to the public no later than **December 31, 2022.**

#### **Scope of Services**

Contractor will provide the Services as defined below.

##### **Website Development**

- Planning and Management (approximately 8 weeks)
  - Client Planning and Strategy Meetings
  - Internal Planning and Strategy Meetings
  - Project Coordination
- Website Development (approximately 6 weeks)
  - Brand development
  - User Experience Research
  - Design
- Programming
- Compliance and Accessibility Integration
- Content Management (approximately 4 weeks)
- Partnership Deliverables (approximately 3 weeks)
  - Populate Format
  - Photography / Video / Other Assets
  - Downloads, PDF's and other files
- Website Hosting and Maintenance (approximately 2 weeks)

#### **Proposed Budget**

Total budget is: \$45,000.00. Costs shall not exceed this amount without prior written approval.

#### **Timeframe**

Services will begin on September 26, 2022, with the website launch no later than **December 31, 2022.**

#### **Payment Process**

Payments shall be made in two (2) equal installments of \$22,500.00. The payment schedule will be first payment upon execution of this agreement. Second payment will be main upon invoice and public launch of the website.

**Additional Conditions**

The following attachments are attached hereto and incorporated as if fully set forth herein:

- Workforce Alliance General Terms (Attachment A)
- Greater Wichita Partnership Proposal (Attachment B)

**Principal Project Team**

Cynthia Wentworth  
316-500-6650  
Cynthia@greaterwichtapartnership.org

Amanda Duncan  
316-771-6661  
[ADuncan@workforce-ks.com](mailto:ADuncan@workforce-ks.com)

**Signatures**

\_\_\_\_\_  
Cynthia Wentwork  
Greater Wichita Partnership

\_\_\_\_\_  
Date

\_\_\_\_\_  
Keith Lawing  
Workforce Alliance of South Central Kansas

\_\_\_\_\_  
Date

## AGREEMENT ATTACHMENT A- WORKFORCE ALLIANCE GENERAL TERMS

### RECORD RETENTION

Contractor shall retain all records pertinent to this contract. Contractor agrees to retain all its records, books, papers, or documents related to this Contract for a period of not less than three (3) years after the expiration of this Contract. The aforementioned records will be retained beyond three (3) years if any litigation, audit, finding of a questioned cost (either an independent, State or Federal audit) or if a claim is instituted involving the grant or agreement covered by the records. In these instances, the records will be retained three (3) years from the final resolution of the litigation, audit, finding or claim. No records will be disposed of without prior written approval from Workforce Alliance.

### AUDIT AND INSPECTION

Contractor shall, at any time and as often as the Workforce Alliance, the State of Kansas, the Comptroller General of the United States and/or any of their duly authorized representatives may deem necessary, make available for examination all its records and data that pertain to work performed under this contract for the purpose of making audits, examinations, excerpts, transcriptions and photocopies. Access includes any books, documents, papers or records, including computer records, of any contractor or subcontractor, which are directly pertinent to charges made under this contract. Rights shall also include timely and reasonable access to personnel for the purpose of making audit, examination, excerpts, transcriptions, interviews and discussions related to such documents.

### COPYRIGHTS

If the services in this Contract result in a book or other copyrightable material, Contractor is free to copyright the work, but the Workforce Alliance, City of Wichita, and the U.S. Department of the Treasury reserve the right to reproduce, publish or otherwise to use the work for legitimate non-profit purposes. Workforce Alliance, City of Wichita, U.S. Department of the Treasury shall assure that all materials shall be affixed with a Contractor copyright notice, which shall not be removed from any work.

### PATENTS

Any discovery or invention arising out of or developed in the course of work aided by this Contract shall promptly and fully be reported to the Workforce Alliance for determination as to whether patent protection on such invention or discovery shall be sought and how the rights in the invention or discovery, including rights under any patent issued thereon, shall be disposed of and administered in order to protect the public interest. All such determinations are subject to any regulation of the City of Wichita, the U.S. Department of the Treasury policies and procedures.

### CORRECTIVE ACTION PLAN

Contracted discrepancies or non-compliance with federal, state, or local regulation discovered through monitoring of Contractor by the Workforce Alliance may result in a request for a written Corrective Action Plan or termination of the Contract.

### CONTRACT TERMINATION

#### Termination for Material Breach

Upon a material breach of the contract by any party, the contract may be terminated on the thirtieth (30<sup>th</sup>) day following receipt of written notification of such breach to the other parties if such breach has not been corrected, or if reasonable efforts have not been made to correct the breach in that 30-day period. A breach shall include, but not be limited to; failure to materially comply with any or all items contained within this agreement or referenced therein, exhibits and/or provisions of any subsequent contractual amendments executed relative to this contract. In the event of such termination, Contractor will be paid to the date of termination for such work as has been properly performed hereunder.

#### Termination for Non-Compliance With ARPA and Other Laws

The Workforce Alliance may cancel this Contract immediately for non-compliance with any requirement of the U.S. Department of the Treasury or the City of Wichita or the regulations promulgated there under, or non-compliance with the requirements of any other applicable law. In the event of such termination, Contractor will be paid to the date of termination for such work as has been properly performed hereunder.

#### Termination Due to Lack of Funding

If funds anticipated for the continued fulfillment of this Contract are at any time not forthcoming to the Workforce Alliance, this Contract shall terminate. The Workforce Alliance shall pay to Contractor all regular payment for authorized costs incurred through the termination date.

#### Termination for Convenience

This contract may also be terminated for the convenience of any party upon thirty (30) days written notice to the other parties. In the event of such termination, Contractor will be paid to the date of termination for such work as has been properly performed hereunder.

#### In the Event of Termination

Upon receipt of notice of termination or cancellation Contractor shall: (1) discontinue further commitments of contract funds to the extent they relate to the terminated portion of the contract; (2) promptly cancel all subcontractors and agreements utilizing funds under this contract to the extent they relate to the canceled portion of the contract; (3) settle with the approval of the Workforce Alliance all outstanding claims arising from such cancellation; (4) submit within a period of time to be specified by the Workforce Alliance a cancellation settlement proposal, which shall include a final statement of the contract and an agreement by Contractor to comply with Workforce Alliance's plan for transitioning of active projects or clients to other service providers; and 5) turn over all records including, but not limited to, financial records, case files, and all other documents relating to this contract

#### MODIFICATION OF CONTRACT

As a result of additional requirements imposed, the Workforce Alliance may require modification of this Contract. Contractor agrees to accept this Contract with the understanding that the Contract may be modified. In the event Contractor is unable to comply with any required contract modification, the Workforce Alliance shall be notified by Contractor within 30 days, at which time the Workforce Alliance may declare this Contract terminated. In the event of such termination, Contractor will be paid to the date of termination for such work as has been properly performed hereunder. Further, in the event Contractor is unable to meet the contractual goals and/or obligations as specified herein or in any subsequent contract amendment, Contractor may request modification of the Contract. The Contract may also be modified upon agreement of all parties to this Contract.

Any request for modification of the Contract by Contractor must be provided to the Workforce Alliance in writing and must state the reason(s) and provide justification. Any modifications to this Contract shall be in accordance with the following provisions:

To provide necessary flexibility for the most effective execution of this Contract, changes to this Contract may be effected by placing them in written form and incorporating them into this Contract. The Workforce Alliance and Contractor must approve any modification in writing.

Prior to any financial or programmatic change that would substantially alter the original intent of this Contract; a written amendment shall be approved and signed by all signatories to the original contract.

#### EQUAL OPPORTUNITY

The Contractor hereby agrees, warrants, and assures that no person shall be excluded from participation in be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the Contractor on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by any applicable state and Federal laws, policies, rules, regulations, executive orders and circulars.

#### DEBARMENT AND SUSPENSION

No party to this agreement shall be listed on the government wide exclusions in the System Award Management (SAM), in accordance with OMB Guidelines at 2 CFR Part 180. If a party is on the excluded parties list they must inform all parties upon listing.

#### TELECOMMUNICATIONS AND VIDEO SURVEILLANCE

Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment: Contractor must

comply with 2 CFR § 200.216.

PAYMENT OF TAXES

The Workforce Alliance shall not be liable for the payment of any taxes levied by the City, State, or Federal Governments against the Contractor, and all such taxes shall be paid by Contractor. The Contractor also certifies that all Taxes are paid and up to date.

COMPLIANCE WITH LAW

Contractor shall comply with all applicable local, state and federal laws and regulations in carrying out this agreement, regardless of whether said local, state, and federal laws are specifically referenced in the agreement.

INDEPENDENT CONTRACTOR

The parties agree that the relationship between contractor and the Workforce Alliance shall be that of an independent contractor. No employee or agent of the contractor shall be considered an employee of the Workforce Alliance and this agreement in no manner shall be construed to be that of a partnership between the parties.

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**WORKFORCE CENTERS**  
of South Central Kansas  
**KANSASWORKS.COM**

**Workforce Alliance Local Workforce Development Board (LWDB)**  
**Executive Committee Meeting Minutes**  
June 16, 2022 – 11:30 AM

1. **Welcome and Introductions**

The LWDB Executive Committee assembled via ZOOM. Vice Chair Jeff Longwell welcomed Committee members, asked for self-introductions and called the meeting to order.

2. **Fiscal Year 2022 (FY 22) Budget Presentation**

Pettera provided a review of the proposed FY22 budget, which includes all current funding streams Workforce Innovation and Opportunity Act (WIOA) and non-WIOA funds. Funding for the WIOA Title I programs (Adult, Dislocated Worker and Youth) at the federal level will have an \$49.6 million-dollar increase. WIOA funding for the State of Kansas for all funding streams is being reduced by almost 10%. Kansas will receive almost a \$1,000,000 less in allocations compared to last year, while LAIV will have an almost \$200,000 increase. Funding allocations to local areas is based on a formula that considers many economic factors including unemployment. A new funding program, the State of Kansas' Older Kansans Employment Project (OKEP) has been added to the budget. The program has provided the WA with \$100,000 to fund laptops and training for seniors in the WA's Senior Community Service Employment Program (SCSEP). Staff anticipates transferring some Dislocated Worker funds to the Adult program to balance and support caseloads. A change to the proposed budget, is required due to recent notification that the United Way will not be continuing funding for the Patient Care Assistance (PCA) program into next year and \$126,400 will need to be removed from the budget. Longwell asked if staffing will be impacted by the loss of the PCA funds and staff feel that with some staffing moves no changes are anticipated. Overall, budget expenditures for the organization are decreasing next year from \$11.1 million to \$9.8 million due to the expiration of a few grants (Dislocated Worker, KAMP, KHPOP, and Apprentice Expansion). There is an increase in wages and fringe due to wage increases required to hire and retain staff and a few expansions of positions for new grants that are being implemented. A consolidated budget was provided to Committee members with a breakdown of \$4.5 million in WIOA funds and \$6.6 million of community impact (non-WIOA) funds; the WA continues to bring in funds in addition to its WIOA allocations and operate with a majority of funding outside of WIOA. Overall, budget expenditures are split 59% for operations and overhead and 41% for direct client services (work experience, training and supportive services). Peterson asked how this split compares with comparable organizations here and other regions. The State of Kansas has a policy recommendation of 35% for direct client services for WIOA funds; the WA chooses to apply this recommendation to its community impact funds as well as the WIOA funds.

*Michele Gifford (Kathy Jewett) moved to approve the budget as presented with the removal of \$126,400 in United Way PCA funding and authorization for final adjustments once final carryover funding is known. Motion adopted.*

3. **Demand Occupations List for Program Year 2022**

An important function of the Workforce Alliance (WA) LWDB is to annually review the Occupations Approved for Training/Demand Occupations List for Local Area IV. Staff researched current labor market trends, surveyed staff, employers, Board members, and reviewed regional initiatives to determine occupations in demand in Local Area IV. Materials to assist the Committee such as the proposed Demand Occupations List, Eligible Training Provider List, Training Report and Career Maps were provided to the Committee in advance of the meeting. A review of current participants in training across multiple programs shows most are in Advanced Manufacturing/Advance Materials, Apprenticeship, Healthcare, Construction and Data Services/Information Technology.

Labor market growth projection data shows little or no change in demand or wages for occupations on the list. There were a few suggestions on occupations to add from the surveys collected. The original list and suggestions were evaluated and discussed with the Program Operations and Performance (POP) Committee at their meeting on May 5, 2022; the POP Committee reviewed and approved the proposed Demand Occupations List as presented with no discussion to add any of the presented suggestions. Longwell asked if the list could be altered at any point during the program year if needed. The list must be evaluated at least once a year and can be evaluated again at any time during the year. Gifford asked what the discussion at the POP Committee was regarding not adding suggested occupations such as the CNC programmer occupation, which had a large growth projection. Staff explained that there are other CNC occupations on the list and that could be covered another ONET code. For Program Year 2022 (PY22), staff recommends retaining all the current occupations on the approved training list with the understanding that if the Board feels that changes are needed to the list during the remainder of the year that they have the authority to do so.

*Tony Naylor (Matt Peterson) moved to approve the Demand Occupation List for Program Year 2022. Motion adopted.*

**4. Proposed Policy Revisions – Workforce Innovation and Opportunity Act (WIOA), Workforce Centers Dress Code and Policy Handbook**

Staff requested revisions to WIOA policy in order to provide for continuous improvement and to address changes in the regional economy.

Staff proposed removing the limit that supportive services for fuel assistance, bus passes and child care can only be used for the first four months of Adult Program training, the first six months of Senior Community Services Employment Program (SCSEP) program participation and the first four months of training or the first 60 days of a work experience for the Youth Program. These limitations were previously removed for the Dislocated Worker program. Due to current economic conditions, staff have been receiving an increase in requests from customers for exceptions to these limitations. Removing this limitation will allow programs to better support customers through the entirety of their training. Customers must still submit a request for supportive services with an explanation of the need to receive them and staff re-evaluate customer need and progress on a regular basis. These services are not requested by the majority of customers.

Staff proposed changing the self-sufficient wage from \$12.02 an hour for the Adult and Youth programs and \$15.38 for Dislocated Worker, which has not been updated since 2011 to \$15.60 per hour or \$32,448 per year, which is based on Massachusetts Institute of Technology (MIT) Living Wage Calculator for the Wichita Metropolitan Statistical Area (MSA). Committee members expressed concern that the change is a large increase all at once and that there may be a negative impact to some employers that might not be able to reach that level. The Committee requested that staff review options for stair stepping the rate over a period of time or other alternatives to ease in to the new rate. Different rates may be needed for different categories of workers in order to provide an opportunity for those that need training that might not receive it otherwise. Staff will research and provide options to the Committee at a future meeting to address this issue. This issue will be presented to the full Board at its meeting in July in order to obtain a strong consensus on any changes. The Committee agreed to remove this item from consideration for approval at this time.

Staff proposed increasing Individual Training Account (ITA) and scholarship limits by \$1,000 for training in General Programs, Aviation Manufacturing, Healthcare and Information

Technology. This change will allow for the full cost of Commercial Drivers License (CDL) training to be covered and increase the amounts for the other industries to allow for cost increases.

The dress code for staff is not changing; however, adjustments to make the code gender neutral are being made at this time in order to comply with federal rules and regulations. This change will be made to the Workforce Center's Handbook. Other changes to WA policy include updating tornado safe rooms and the process for how staff update their personnel information.

*Kathy Jewett (Michele Gifford) moved to approve the proposed policy changes and updates to the Center's Handbook and WA's Code of Conduct with the exception of the self-sufficient wage update. Motion adopted.*

**5. Roadtrip Nation (RTN) - Project Wichita 2022**

The WA and USD 259 are working with Roadtrip Nation on a Wichita project and a summary was provided to Committee members; sufficient funding has been raised to pay for the two phases. Phase I, the Community Hub is in progress and going well with the website to be launched toward the end of July into August and distribution to be ready when school begins in the fall. Phase II is the actual road trip documentary. The application portal is being created from which to select the road trippers and they will be identified over the next six to eight weeks. The road trip will begin this fall with the documentary airing on PBS in 2023. It was determined that WIOA funds could be used to help fund the RTN project since it will benefit Workforce Center customers, people with barriers to employment and be used as part of a career awareness strategy and tool. The State of Kansas has approved the use of WIOA funds for the project. Many community organizations in the region will benefit from what is produced. Blackburn asked where the funds would come from out of the budget. Most of the funds will come from the current Program Year 2021 WIOA Youth program budget and there will be less funds carried over into the next program year.

*Jennifer Jackson (Rod Blackburn) moved to approve modifications to the RTN project agreement and authorize funding support not to exceed \$150,000. Motion adopted.*

**6. Youth Employment Project / Helping Youth Prepare of Employment (HYPE) 2022 Update**

A KWCH story on the Camp HYPE's was viewed by the Committee; the link will be shared with board members after the meeting. Duncan provided an overview of the camps so far. Those that are attending have provided positive feedback and are completing the entire camp. Next year, staff are looking to schedule four-day camps rather than five and provide incentives to attend the first day of each camp. Overall, over 1,000 youth have registered through the HYPE program, participating in workshops, jobs, job fairs and internships, which is higher than this time last year. Textron is hosting 156 interns this summer with students working in all departments across the business. Spirit has approximately 40 young people working in manufacturing and engineering and hopes to grow that number in the future. Staff are working to increase the number of companies that participate and offer internships as well as to offer opportunities in different employment sectors such as financial services and local government. This year, the legislature passed a bill that helps to clarify the liability issues for employers of participating in internships and other forms of work-based learning. Currently, a school's insurance policy is responsible for students participating in an unpaid internship with a business. The Governor's Education Council is working to refine language in order to make it easier for employers to offer these opportunities to young people.

*Michele Gifford (Amy Williams) moved to receive and file the update for YEP/HYPE 2022 report. Motion adopted.*

**7. Consent Agenda and Committee Reports**

Approval of meeting minutes for February 9, 2022, WA A-133 Audit Report for Program Year 2020, contract extensions and updates for the Youth Program (Cerebral Palsy Research Foundation (CPRF), Pyxis, Amber DiNapoli, LSCSW, Allied Health and Wichita Technical Institute), Cowley College for WIOA services, and Corrections Memorandum of Understanding update with the Kansas Department of Corrections (KDOC) and Sedgwick County Department of Corrections (SCDC)), On-the-Job Training contracts for TEC Systems Group and Metal Finishing Company, Inc., Workforce Center Operations / One-Stop Operator report and information on the Kansas State Board of Regents and KansasWorks Workforce Innovation Conference scheduled for October 3<sup>rd</sup> and 4<sup>th</sup> in Lawrence, Kansas were presented to the Committee for review and approval. Longwell commended staff on the exceptional audit results and mentioned that the Finance Committee approved the audit at its meeting on May 25, 2022. Committee members were encouraged to attend the Workforce Innovation conference and the WA will pay for registration and hotel. Rod Blackburn asked if Pyxis contract services for work experience and financial literacy education are services also provided by the WA. Pyxis offer some aspects of required leadership education that is not offered by the WA and in regard to work experience they out to worksites and provides coaching and other services that WA staff are not supposed to provide.

*Tony Naylor (Kathy Jewett) moved to approve the Consent Agenda as presented. Pat Jonas, Cerebral Palsy Research Foundation and Commissioner Jim Howell, Sedgwick County abstained from the vote. Motion adopted.*

**8. Other Discussion / Announcements**

The WA has been working with the Wichita Regional Chamber of Commerce, Greater Wichita Partnership and area employers around veteran’s recruitment strategies to improve how communities can do a better job of recruiting transitioning military veterans into the region based on employment opportunities. A proposal was submitted to the City of Wichita for American Rescue Plan Act (ARPA) funds for this endeavor and \$700,000 in funds have been approved.

**9. Adjournment**

The meeting was adjourned at 1:00 PM.

**Attendees:**

LWDB Executive Committee Members

Rod Blackburn  
Michele Gifford  
Commissioner Jim Howell  
Jennifer Jackson  
Kathy Jewett  
Pat Jonas  
Jeff Longwell  
Tony Naylor  
Matt Peterson  
Amy Williams

Staff/Guests

Amanda Duncan  
Denise Houston  
Keith Lawing  
Shirley Lindhorst  
Mary Mann  
Chad Pettera  
Laura Rainwater  
Tisha Cannizzo, Eckerd Connects  
Marcus Curran, LWDB/Sheet Metal Workers  
Jennie Heersche, Cowley College  
Erica Ramos, LWDB/KS Dept. of Commerce

**WORKFORCE CENTERS**  
of South Central Kansas  
**KANSASWORKS.COM**

**Workforce Alliance Local Workforce Development Board (LWDB)**  
**Executive Committee Meeting Minutes**  
August 10, 2022 – 11:30 AM

1. **Welcome and Introductions**

The Workforce Alliance (WA) LWDB Executive Committee assembled via ZOOM. Vice Chair Jeff Longwell welcomed Committee members. Keith Lawing introduced the meeting attendees. The meeting was called to order.

2. **Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Program Policies: Self-Sufficient Wage Increase**

The WA is reviewing adoption of an economic self-sufficiency standard for the Local Area; WIOA tasks the LWDB with setting this standard. The self-sufficient wages of \$12.02 per hour for the Adult and Youth programs and \$15.38 per hour for the Dislocated Worker (DW) program for Local Area IV (LAIIV) have not been updated since 2010. The Program Operations and Performance (POP) Committee and LWDB discussed this issue at their most recent meetings and directed staff to conduct additional analysis. Staff has reviewed tools available to provide data for use in determining this standard and is using the MIT Living Wage Calculator, which estimates the cost of living in a community or region based on typical expenses.

The self-sufficient wage impacts customers' ability to access training services. Customers who are employed at wages that are higher than the self-sufficient wage are not eligible for training services. Increasing the self-sufficient wage would allow more customers to take advantage of training services. Additionally, when customers are reviewing training options, one of the factors considered is if the employment opportunity at the completion of the training will lead to a self-sufficient wage. Training services include post-secondary training, occupational skills training, registered apprenticeship, and on-the-job training. In Program Year 2021, 365 customers attended training that considered the self-sufficient wage when determining whether a customer can participate in training services. The majority of these customers were Dislocated Workers and One Workforce customers. There were 15 WIOA Youth customers enrolled. A review of current Work Based Learning (WBL) contracts was conducted to determine the potential impact of increasing the self-sufficient wage. There are 22 active WBL contracts. The review found that if the self-sufficient wage was increased to \$15.60, four companies would not meet the criteria, eight would meet the criteria, and 10 might meet the criteria depending on the occupation. The self-sufficient wage also impacts WIOA performance in regard to the Median Wage performance measure. This measure evaluates the median wage of customers in the second quarter after exit. If the self-sufficient wage is set too low, the Local Area will not meet the Median Earnings measure. Kansas just received performance goals for the next two program years and the Median Earnings goal increased for both Adults and Dislocated Workers.

Staff developed two options based on feedback from the POP Committee and LWDB as well as research of the topic and presented them for consideration. Option One is to increase the Dislocated Worker self-sufficient wage to \$15.60 per hour and increase the self-sufficient wage incrementally over the next couple of program years for Youth and Adult programs for Program Year 2022. Option Two is to increase the self-sufficient wage for all programs to \$15.60 per hour for Program Year 2022. Both options include authorizing exceptions to the self-sufficient wage and revisiting the standard during the annual review of Demand Occupations. Both options would provide for an administrative exception on a case by case for participating in certain training programs for entry level positions that lead to higher wage jobs, and work experience or transitional jobs targeting a specific demographic population. Staff recommend the adoption of Option Two.

Longwell asked how this change would affect existing contracts with employers. The new policy would not impact current customers. Blackburn noted that the next agenda item was approval of a contract application for employer BG Products for on-the-job training and that the average wage listed on the application was \$15.00 which is lower than the proposed increase of \$15.60. Staff explained that they feel comfortable offering this contract for approval as staff were working with them prior to proposing this change and an administrative exception could be granted as explained above. This and other OJT contracts,

can be granted exceptions because the training will result in entry level positions that are on a career pathway that will lead to positions that will exceed the \$15.60 an hour wage. Under the circumstances, Blackburn suggested that the Committee take up the item of approval for BG Products application for On-the-Job Training prior to further discussion or taking action on an increase to the self-sufficient wage for WIOA programs. At the direction of Longwell, the Committee addressed Item #3 on the agenda.

**3. On-the-Job Training Contract for the Eligible Training Provider List (ETP) – BG Products**

BG Products submitted an application to be added to the ETP list for On-the-Job training. They would receive training funds under the One Workforce grant.

*Michele Gifford (Kathy Jewett) moved to approve the addition of BG Products to the OJT ETP list. Motion adopted.*

**The Committee returned to addressing Item #2 on the agenda.** It asked if detailed guidelines could be added to the policy that would assist staff, employers and board members to determine when an administrative exception should be granted, define what the pathway would be to meet the wage criteria and also add specific examples of cases that would qualify. Staff will make these additions and provide this language to Committee members at a future meeting. Peterson asked if it was necessary to increase the wage for the Youth program to the same wage as the other programs. Due to current economic conditions staff feel comfortable making the change across all programs; most of the youth in the program are 18 years or older. Youth provided a work experience by the WA or summer internship jobs would not be affected by this change.

*Rod Blackburn (Michele Gifford) moved to adopt Option Two, increase the self-sufficient wage for all programs to \$15.60 per hour for Program Year 2022 with authorization to provide exceptions to the self-sufficient wage and revisit the standard yearly with the annual review of Demand Occupations, with the caveat that staff add detailed guidelines for and examples of administrative exceptions to the policy and how those exceptions would be managed. Motion adopted.*

**4. Other Discussion / Announcements**

There was no other discussion or announcements.

**5. Adjournment**

The meeting was adjourned at 12:00 PM.

**Attendees:**

LWDB Executive Committee Members

- Rod Blackburn
- Michele Gifford
- Kathy Jewett
- Jeff Longwell
- Tony Naylor
- Matt Peterson
- Gabe Schlickau
- Amy Williams

Staff/Guests

- Denise Houston
- Keith Lawing
- Shirley Lindhorst
- Mary Mann
- George Marko
- Faith Martin
- Chad Pettera
- Laura Rainwater
- Kennisha Rolfe
- Tisha Cannizzo, Eckerd Connects
- Jon Cressler, Butler Community College
- Jennie Heersche, Cowley College

## Workforce Alliance Consolidated Budget PY22

July 2022 - June 2023

Expenditures Through 08/30/2022														
Category	WIOA					Community Impact Funds					Consolidated			
	Budget	August Expenditures	YTD Expenditures	% Budget Remaining		Budget	August Expenditures	YTD Expenditures	% Budget Remaining		Budget	August Expenditures	YTD Expenditures	% Budget Remaining
Wages	\$ 2,120,500	\$ 156,361	\$ 303,772	86%		\$ 1,118,202	\$ 95,990	\$ 185,519	83%		\$ 3,238,702	\$ 252,351	\$ 489,291	85%
Fringe	\$ 547,814	\$ 35,673	\$ 70,533	87%		\$ 308,717	\$ 21,693	\$ 45,291	85%		\$ 856,531	\$ 57,366	\$ 115,824	86%
Facilities	\$ 291,550	\$ 54,756	\$ 134,988	54%		\$ 159,953	\$ 5,978	\$ 12,289	92%		\$ 451,503	\$ 60,734	\$ 147,277	67%
Contract/Pro Fees	\$ 104,780	\$ 12,703	\$ 32,007	69%		\$ 123,410	\$ 20,207	\$ 27,377	78%		\$ 228,190	\$ 32,910	\$ 59,384	74%
Supplies/Equipment	\$ 82,510	\$ 7,284	\$ 11,860	86%		\$ 69,115	\$ 11,653	\$ 12,445	82%		\$ 151,625	\$ 18,937	\$ 24,305	84%
Outreach/Cap Building	\$ 40,645	\$ 1,077	\$ 6,720	83%		\$ 75,198	\$ 12,986	\$ 13,028	83%		\$ 115,843	\$ 14,063	\$ 19,748	83%
Travel/Conferences	\$ 274,324	\$ 1,079	\$ 2,032	99%		\$ 35,734	\$ 2,475	\$ 2,931	92%		\$ 310,058	\$ 3,554	\$ 4,963	98%
Grants Awarded	\$ -	\$ 9,591	\$ 9,591	#DIV/0!		\$ 190,500	\$ 3,054	\$ (34,746)	118%		\$ 190,500	\$ 12,645	\$ (25,155)	113%
Staff Development	\$ 23,000	\$ -	\$ -	100%		\$ 16,250	\$ -	\$ -	100%		\$ 39,250	\$ -	\$ -	100%
Misc	\$ -	\$ -	\$ -	0%		\$ 40,000	\$ -	\$ -	100%		\$ 40,000	\$ -	\$ -	100%
Work Experience	\$ 978,047	\$ 33,218	\$ 56,581	94%		\$ 276,653	\$ 17,462	\$ 14,284	95%		\$ 1,254,699	\$ 50,680	\$ 70,865	94%
On The Job Training	\$ -	\$ -	\$ -	-		\$ 426,800	\$ 14,646	\$ 20,347	95%		\$ 426,800	\$ 14,646	\$ 20,347	95%
Incentives	\$ 25,000	\$ -	\$ -	100%		\$ 10,000	\$ 1,225	\$ 8,645	95%		\$ 35,000	\$ 1,225	\$ 8,645	75%
Occupational Training	\$ 307,066	\$ 4,963	\$ 5,203	98%		\$ 1,034,833	\$ 5,586	\$ 5,060	100%		\$ 1,341,899	\$ 10,549	\$ 10,263	99%
Supportive Services	\$ 55,000	\$ 2,318	\$ 1,245	98%		\$ 217,500	\$ 10,614	\$ 11,851	95%		\$ 272,500	\$ 12,932	\$ 13,096	95%
<b>Total</b>	<b>\$ 4,850,236</b>	<b>\$ 319,023</b>	<b>\$ 634,532</b>	<b>87%</b>		<b>\$ 4,102,864</b>	<b>\$ 223,569</b>	<b>\$ 324,321</b>	<b>92%</b>		<b>\$ 8,953,100</b>	<b>\$ 542,592</b>	<b>\$ 958,853</b>	<b>89%</b>

**Analysis**

Budget: The PY22 budget with expenditures through the end of the July 2022. The budget includes a breakdown between WIOA (LWDB budget) and non-WIOA Funding (Community Impact Funds) and combined totals.

The PY22 budget allocates 37% on direct client spending including classroom training, work experience, on-the-job training and supportive services. The direct client spending is at 8% for the month of July. Accruals for which WA is waiting final invoices has created the negative expenditures in the grants awarded line item. The budget has 95% remaining..

**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.

October 12, 2022

Submitted By: Denise Houston

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**Item**

Self Sufficient Wage Increase

**Background**

The Workforce Innovation and Opportunity Act (WIOA) tasks the Local Workforce Development Board (LWDB) with setting an economic self-sufficiency standard for the local area. Over the last three months the LWDB and various committees have analyzed various options for increasing the self-sufficient wage for Program Year 2022. The Executive Committee met on August 10, 2022 and approved an increase to the self-sufficient wage, with the caveat that staff add detailed guidelines for and examples of administrative exceptions to the policy and how those exceptions would be managed. The Program Operations and Performance Committee reviewed the additional clarifications and guidelines that were added to the policy at their meeting on September 1, 2022; no concerns were expressed or changes requested.

**Analysis**

The self-sufficient wage for Program Year 2022, which began on July 1, is \$15.60 per hour or \$32,448 per year. The self-sufficient wage will be the same for all programs. Moving forward the self-sufficient wage will be reviewed annually in conjunction with Demand Occupations. The following exceptions are allowed to the self-sufficient wage criteria:

- Training for justice involved individuals that includes a transitional job/work experience strategy or a career ladder that would result in a in self-sufficient wage
- Training for persons with disabilities that includes a transitional job/work experience strategy or a career ladder that would result in a in self-sufficient wage
- Training resulting in a career ladder in which the trainee would reach or exceed the self-sufficient wage within six months

In order for a participant to be considered for one of the exceptions, staff must submit an exception request. The exception request shall have sufficient documentation attached to show the participant is eligible for one of the exceptions. The exception must be approved by two Workforce Alliance Senior Staff members.

Staff has conducted training for Workforce Center staff on the self-sufficient wage increase. Forms and other documents are currently being revised to reflect the change.

**Supports Strategic Goal:**

- Meet or exceed the negotiated performance of WIOA Title I programs to maximize community impact
- Proactively approach the employment and skills training challenges and opportunities of the future with energy and planning today

**Recommended Action**

Receive and file.



**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:	<b>Ferroloy, Inc.</b>
Company Description:	Iron Foundry specializing in Ductile and gray iron castings.
Location:	Wichita, Sedgwick County
Occupation(s):	Foundry Technician, Foundry Specialist, Maintenance Technician and CNC Machinist
Training Length:	TBD
Average Wage Range:	\$16.00
Benefits:	Full benefit package
Comments:	Ferroloy, Inc. needs to increase workforce by 5 – 10 new hires. Will utilize Incumbent Worker Funds for Maintenance Technicians as well.
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 **Ferroloy, Inc.** 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:	<b>NovaSOC</b>
Company Description:	IT Professional Services, Managed Security Services and Product Development
Location:	Wichita, Sedgwick County
Occupation(s):	SOC Analysts, Software Developer
Training Length:	TBD
Average Wage Range:	\$18.45
Benefits:	Full benefit package
Comments:	NovaSOC anticipates having to hire 33 individuals over the next two years.
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 **NovaSOC** 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:	<b>JR Custom Metal Products</b>
Company Description:	Manufacturing Custom Fabrication
Location:	Wichita, Sedgwick County
Occupation(s):	Welders, Powder Coat Production, Brake Press Operators, Quality
Training Length:	Up to 1 year depending on occupations
Average Wage Range:	\$18.00/hr is the average entry level wage
Benefits:	<ul style="list-style-type: none"> <li>• Health, dental and vision insurance</li> <li>• Life insurance</li> <li>• Disability</li> <li>• FSA</li> <li>• Vacation/PTO</li> <li>• Holiday pay</li> <li>• 401Kwith company match available</li> </ul>
Comments:	<p>JR Custom Metal Products, Inc. was started in 1974 and has since grown to be one of Wichita’s leading family-owned businesses with closely-held values. The company currently employs 145 full time employees with a projected growth of 25 positions over the next two years.</p> <p>JR Custom Metal Products, Inc was involved in OJT pre-pandemic. The retention percentages were affected by that event and the preceding aerospace layoffs. Those events are not expected to repeat.</p>
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 JR Custom Metal Products to OJT ETP list.

**Item**

The following additions are recommended for the Eligible Training Provider List.

**Background**

All programs on the Eligible Training Provider List must be approved.

**Analysis**

Pending Initial Program

Staff recommends approving the following:

Butler Community College/Ed2Go: Three initial programs

- Certified AWS Cloud Practitioner (Voucher Included)
- Certified AWS Developer (Voucher Included)
- Certified EKG Technician (Voucher Included)

Butler Community College: Two initial programs

- Fire Science Leadership
- Welding Technology (Certificate A)

Novacoast: One initial program

- Entry Level Tech

Wichita State University: Two initial programs

- Leadership Elite
- Mini MBA

**Supports Strategic Goals**

- Meet or exceed the negotiated performance of WIOA Title I programs to maximize community impact

**Recommended Action**

Approve the initial programs as presented.

**WIOA Eligible Training Provider  
Programs Information  
September 2022**

<b>Provider Name</b>	<b>Program Name</b>	<b>Occupation/ Industry in Area IV</b>	<b>Length of Training</b>	<b>Approximate Cost Per Credit Hour In State</b>	<b>Approximate Total Program Cost</b>	<b>Type of Attainment</b>	<b>\$ Per Hr.</b>	<b>ONET Projected Growth 2018-2028</b>	<b>Recommended Action</b>
<b>Pending Initial Programs</b>									
Butler Community College/Ed2Go	Certified AWS Cloud Practitioner (Voucher Included)	Data Services/Information Technology	40 Hours	\$49.88	\$1,995.00	Certification	\$35.08	-8% Growth	Approve-While ONET shows a decline in growth over the next ten years, there are currently 163 job openings for computer programmers in KANSASWORKS in the Wichita area
Butler Community College/Ed2Go	Certified AWS Developer (Voucher Included)	Data Services/Information Technology	40 Hours	\$49.88	\$1,995.00	Certification	\$38.36	9% Growth	Approve
Butler Community College/Ed2Go	Certified EKG Technician (Voucher Included)	Healthcare	100 Hours	\$19.95	\$1,995.00	Certification	\$28.52	4% Growth	Approve
Butler Community College	Fire Science Leadership	Public Safety	16 Hours	\$130.31	\$2,085.00	Certification	\$27.77	0% Growth	Approve
Butler Community College	Welding Technology (Certificate A)	Construction	19 Hours	\$173.79	\$3,302.00	Certification	\$21.92	4% Growth	Approve
Novacoast	Entry Level Tech	Data Services/Information Technology	200 Hours	\$37.50	\$7,500.00	Certification	\$41.45	29% Growth	Approve
Wichita State University	Leadership Elite	None	24 Hours	\$95.63	\$2,295.00	Certification	\$36.83	6% Growth	Approve-While not on the current Occupations Approved for Training it could be in the future or in another Local Area in Kansas
Wichita State University	Mini MBA	None	35 Hours	\$71.29	\$2,495.00	Certification	\$36.83	6% Growth	Approve-While not on the current Occupations Approved for Training it could be in the future or in another Local Area in Kansas

**Item**

Youth Program Service Provider Contracts

**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.

**Analysis**

160 Driving Academy (A national provider of CDL Training) has submitted a bid to provide occupational skills training for CDL for suitable WIOA youth.

Occupational Skills Training: Four week class that will prepare youth to take the CDL examination. Class start almost every week for new students. Cost is \$4,950 for the training.

**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)

**Recommended Action**

Authorize the President/CEO to enter into a contract with 160 Driving Academy for WIOA Youth Program Elements.