



Chief Elected Officials Board Meeting Agenda
Thursday, October 12, 2023
3:00 – 3:30 p.m.

Join Zoom: <https://us02web.zoom.us/j/86458371593>

1. **Welcome and Introductions:** Commissioner Howell (3:00 pm)
2. **Workforce Innovation and Opportunity Act (WIOA) Career Services Agreement:** Chad Pettera (3:05) (pp. 2-6)
Required modifications to the agreement for Workforce Alliance to continue to provide Career Services will be presented for review and approval.
Recommended Action: Approve the WIOA Career Services Agreement and authorize the necessary signatures.
3. **Workforce Alliance Project Updates:** Keith Lawing (3:15) (pp. 7-20)
Updates on the Roadtrip Nation, Home Base Wichita and SNAP Education and Training projects will be provided.
Recommended Action: Take appropriate action.
4. Minutes from June 27, 2023 Meeting (3:25) (pp. 21-23)
Recommended Action: Approve the Minutes from the June 27, 2023 meeting
5. **Adjourn:** Commissioner Howell (3:30)

The next CEOB Meeting is scheduled for Tuesday, December 19 at 2:00 pm via ZOOM

October 12, 2023

Submitted By: Chad Pettera

Item

Workforce Innovation and Opportunity Act (WIOA) Career Services Agreement

Background

The Workforce Alliance (WA) has been a provider of career services since 2009 after drastic funding cuts in the federal Workforce Investment Act allocations to Local Area IV. With the passage of the Workforce Innovation and Opportunity Act (WIOA), for WA to continue to be the provider of career services, firewalls and conflicts of interests had to be implemented through an agreement agreed to by the WA, Chief Elected Officials Board (CEOB), and the Governor of Kansas. In September 2021, during a WIOA Key Provisions Review by the US Department of Labor (USDOL), it was determined WA was not in compliance and a new agreement would need to be implemented.

The Local Workforce Development Board Executive Committee reviewed and approved this agreement at their meeting on September 13, 2023.

Analysis

WA 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. WA was under the impression that the career services agreement that was developed by WA and the KDC was reviewed by USDOL. WA was notified in the Fall of 2022 that USDOL had not reviewed the agreement and in fact was requesting some changes to the agreement. The LWDB and CEOB approved the new agreement, it was provided to DOL, and they want one more change to the document and add an org chart as an attachment. The agreement has two additions, to paragraph one to add:

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.

And to the Conflicts of Interest, Firewalls, and Internal Controls bullet b.

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 Monitoring section below.

An updated career services agreement with the changes highlighted is enclosed.

Recommended Action:

Approve the WIOA Career Services Agreement and authorize the necessary signatures.

WIOA Career Services Agreement for KS LA IV

This is an agreement between the Workforce Alliance of South Central Kansas (WA) serving as the Local Workforce Development Board (LWDB) for Kansas Local Area IV (LAIV), the Chief Elected Officials Board (CEOB) for LAIV, and the State of Kansas. ~~for the provision of allowing the LWDB to provide Career Services.~~ 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. The LWDB employees a President and Chief Executive Officer that has the responsibility for the day-to-day administration of the Workforce Innovation and Opportunity Act in LAIV.

This agreement outlines WA's the duties/responsibilities required to serve as the Career Services Provider and will be continually reviewed/monitored for compliance with the duties outlined below. This signed agreement is effective January 1, 2021 and will be reviewed annually at the by the LWDB and CEOB. Any revisions will result in a modification of this agreement signed by all parties.

CONFLICTS OF INTEREST, FIREWALLS AND INTERNAL CONTROLS

For the purpose of this agreement, the following applies:

- a) Conflict of Interest – Every board member must sign the Conflict of Interest and Code of Conduct Policy form. All employees must sign the Personnel, Code of Conduct and Business Ethics Handbook Acknowledgement page that states they have read the handbook and agree to comply with the policies contained within the document.
- b) Firewall – 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 Monitoring section below. The One Stop Operator which is a separate entity procured and contracted with by the LWDB and CEOB and is responsible for the operations and of the One Stop Center (American's Job Center or AJC) coordination of the delivery of Career Services and has functional supervision duties of staff delivering Career Services. The One Stop Operator ensures Career Services are delivered as defined by WIOA. The One Stop Operator reports on activity and performance to the LWDB and CEOB at each scheduled meeting. The WA Director of Integrated Services formally supervises the American Job Center WIOA Title I staff responsible for implementing Basic Career Services and the WA Director of Training and Policy formally supervises WA staff providing Individualized Career Services that involve case management services for WIOA Title I
- c) Internal Control -To the extent possible, WA segregates duties within the provision of Career Services. WA Workforce Professionals conduct eligibility determinations for Adult and Dislocated Worker programs; which is then reviewed and approved or denied by a WA supervisor. WA

and Kansas Department of Commerce LAIV Regional Operations Manager all work together under the direction of the One Stop Operator to oversee and coordinate all American Job Center staff who provide Career Services

SERVICES, DUTIES AND RESPONSIBILITIES

The One Stop Operator oversees and directs the coordination for the provision of career services in a blended model utilizing American's Job Center staff. The One Stop Operator also coordinates the provision or applicable partner services to avoid duplication and redundancy, but not to the sole benefit of achieving a single partner's program objectives.

Basic Career Services (Title I)-Provided by AJC staff

- Eligibility Determination
- Outreach, Intake, Orientation
- Initial assessment of skill levels & supportive service needs
- Job search assistance (self-directed and staff assisted)
- Placement assistance
- Career counseling
- Providing information on in-demand sectors, occupations, or nontraditional employment
- Provision of referrals and associated coordination of activities with other programs and services
- Provision of workforce and labor market employment statistics information
- Provision of information on job vacancies
- Provision of information on job skills necessary to fill vacancies
- Provision of information on local demand occupations, with earnings, skills requirements, and opportunities for advancement for those jobs
- Provision of performance and program cost information for providers of education and training
- Provision of information on local performance
- Provision of information on availability of supportive services or assistance
- Referral to supportive services
- Provision of information and meaningful assistance filing for UI
- Assistance establishing eligibility for financial aid

Individualized Career Services (Title I)-Provided by AJC Staff

- Comprehensive and specialized assessments (diagnostic testing, assessment tools, in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals).
- Development of an individualized employment plan:
 - Employment Goals
 - Achievement Objectives
 - Services need to achieve goals
- Group and/or individual counseling and mentoring
- Career planning and case management

- Short-term pre-vocational services (learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, professional conduct, etc.
- Internships/Work Experiences, linked to careers.
- Workforce preparation activities (basic academic skills, critical thinking skills, digital literacy skills, self-management skills, working with others, utilizing resources, preparing for transition into and completion of PSE, training or employment.
- Financial literacy services
- Out-of-area job search and relocation assistance
- English language acquisition and integration into education/training programs

Follow-up Services (Title I)-Provided by AJC Staff

- Provided as appropriate placed into unsubsidized employment for up to 12 months after the first day of employment and involves counseling about the workplace.

MONITORING

- Provision of WIOA Title I career services is monitored bi-annually by independent third party procured by the LWDB and the CEOB. The LWDB and CEOB receive the reports issued from the independent contracted monitor.
- Monitoring reviews conducted by the Kansas Department of Commerce Workforce Compliance and Oversight (WCO).
- All career services delivered through the comprehensive AJC are also reviewed during the One-Stop Certification process every three years.
- Monitoring and audit reports are reviewed at LWDB and CEOB meetings.
- The One Stop Operator issues reports on the delivery services to the LWDB and CEOB on a regular basis. A reporting template has been developed and includes items such as traffic, services provided, updates on partners, assessments conducted, and other items the LWDB and/or CEOB request.
- Performance reports are delivered to the LWDB and CEOB for discussion and review at their regularly scheduled meetings.

CEOB RESPONSIBILITIES

- Serve as grant recipient and assume fiscal liability for grant funds for WIOA Title I adult, dislocated worker and youth activities; as well as other such appropriate federal workforce funds as may be awarded.
- Approve budgets for carrying out the responsibilities of the LWDB.
- Appoint members to LWDB.
- Review program oversight and evaluation through different monitoring and reporting

- provided and act to address any deficiencies.
- Review Policies approved by the LWBD. In

partnership with the LWDB:

- Participate in the development of the Regional and Local Area Plan.
- Conduct oversight of One-Stop delivery system, youth activities, and employment and training activities.
- Select One-Stop operator(s) and eligible service providers and oversee compliance and continued improvement (may subsequently terminate these for cause).
- Agree on Memorandums of Understanding between the Local Board and the Workforce Development Partners in LAIV
- Negotiate and reach agreement on performance standards and any additional local performance measures.
- Certify the Comprehensive and affiliate One Stop American's Job Center) every three years.

In partnership with the Governor of Kansas:

- Agree on whether the LWDB may serve as the Provider of Career Services.
- Provide technical assistance and recommend best practices in service delivery.
- Negotiate waiver requests as needed.

SIGNATURES



Workforce Alliance Community Impact Project Updates

October 12, 2023



Workforce Alliance Project Update



**ROADTRIP
NATION**

SOUTH CENTRAL KANSAS ROADTRIP

Fueled By:



Workforce Alliance Project Update



ROADTRIP NATION

Paths Across Kansas / Roadtrip Nation

- Two part film, part one released on September 28, part two October 5
- Launch Party for Premier at Exploration Place to recognize funders, film makers and the Roadtrippers, September 28
- Watch parties for WBL High School partners to be held
- Incentives offered to Youth for completing RTN style interviews



Digital Overview

Home Base Wichita:

<http://www.homebasewichita.com/>

Home Base Wichita LinkedIn Page:

<https://www.linkedin.com/company/92819744/>

Home Base Wichita Facebook:

<https://www.facebook.com/profile.php?id=1000940676470>

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Work-Based Learning

- State Funding for Program Year 2023 (\$170,000) to Support Work-Based Learning Intermediary Positions



Work- Based Learning

Measure	Quarterly Statewide Totals				Annual Totals
	Q1	Q2	Q3	Q4	
Student Participation	4,817	3,801	7,913	6,209	22,740
School Districts Engaged	32	43	55	64	160*
Schools Engaged	42	51	277	264	277*
Businesses Engaged	169	170	1,533	1,839	3,711
Students Engaged in WBL Activities by Career Pathway					
Agriculture Food & Natural Resources	33	114	126	63	336
Architecture & Construction	39	64	58	87	248
Arts A/V Technology & Communications	26	79	85	55	245
Business, Management & Admin.	29	52	54	49	184
Education and Training	32	91	55	41	219
Engineering	24	46	54	80	204
Finance	29	23	27	37	116
Government & Public Administration	15	16	36	55	122
Health & Bio Sciences	64	207	234	224	729
Hospitality & Tourism	16	11	20	72	59
Human Services	49	186	145	78	456
Information Technology	35	26	51	72	184
Law, Public Safety, Correction & Security	27	64	70	48	209
Manufacturing	52	83	60	167	362
Marketing	16	25	52	65	158
Transportation, Distribution & Logistics	26	20	101	64	211
Total Students Engaged in Career Pathways	512	1,107	1,228	1195	4,042

Work- Based Learning

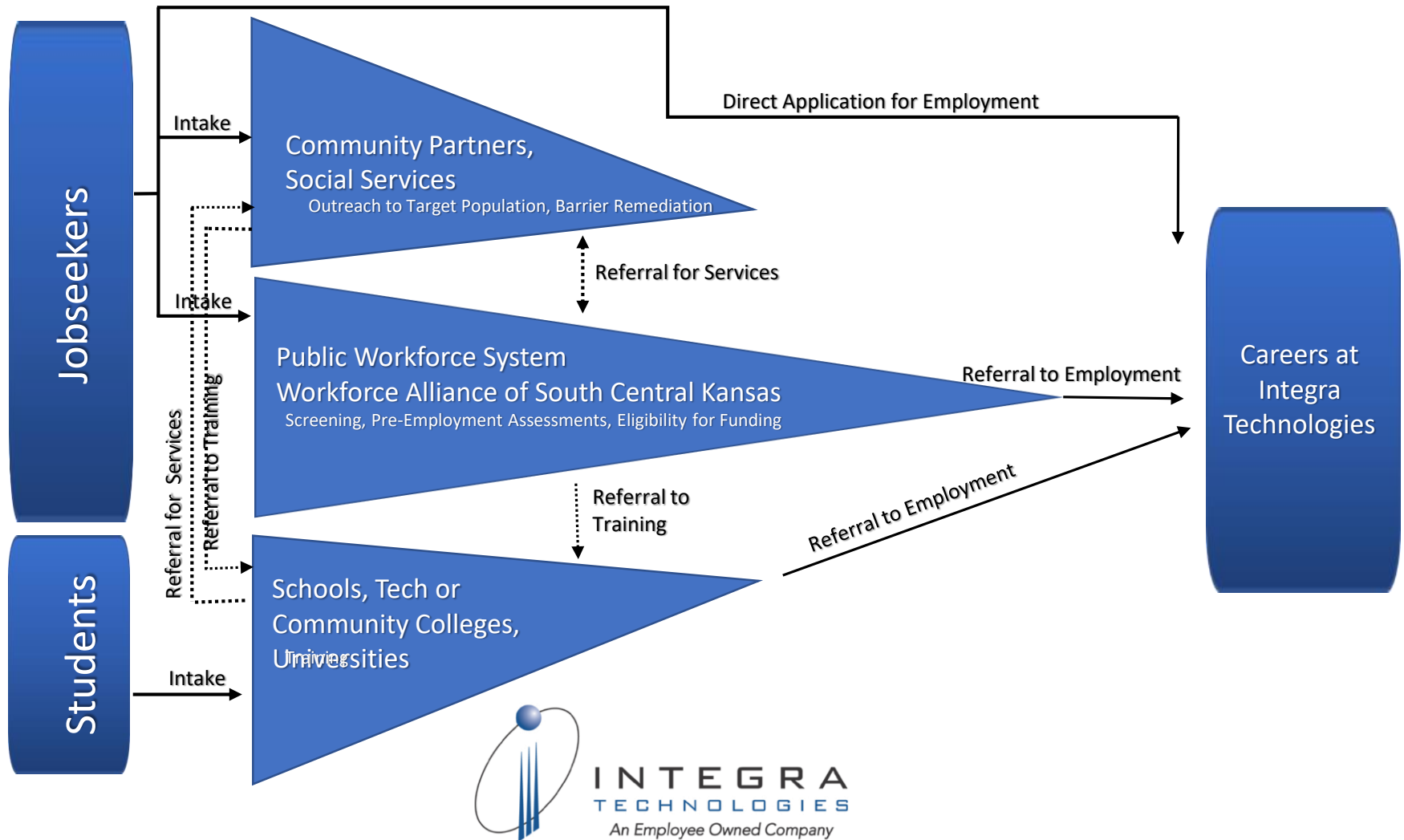
Measure	Quarterly Statewide Totals				Annual Totals
	Q1	Q2	Q3	Q4	
Students Engaged in WBL Activities by Type of Experience					
Job / Career Fairs	43	796	3,358	3991	8,616
Classroom Encounters	-	617	2,975	1683	5,275
Career Mentoring	55	59	39	49	202
Job Shadowing	29	218	279	207	733
Mock Interviews	19	207	1,013	1210	2,449
Facility Tours	9	18	350	768	1,145
Unpaid Internships	25	37	37	39	138
Paid Internships	178	82	103	300	663
Pre or Youth Registered Apprenticeships	-	76	82	115	273
Total Students Engaged in WBL Activities by Type of Experience	358	2,110	8,236	8,362	19,494
WBL Referrals to WIOA Youth Program	18	21	31	43	113

Partnership with Integra Technologies

Role of the Workforce Alliance

- ***Coordinate a collaborative strategy to create alignment of education and skills training to career pathways*** with the variety of jobs and opportunities for advancement at Integra
- ***Convene meetings with identified community based organizations, state and local agencies, and education institutions*** to share the Integra career pathways and information on job opportunities at Integra, and strategies to reducing barriers to employment entry for the targeted populations.
- ***Target pipeline talent development for historically marginalized populations***, including women, persons of color, unemployed, underemployed and low wage workers, justice involved individuals, opportunity youth, students and Military Connected Individuals.

Partnership with Integra Technologies



Workforce Alliance Project Update

Supplemental Nutrition Assistance Program Education and Training (SNAP E&T)

- Workforce Alliance – DCF Agreement now in place for initial operational model
- Goal to transition to 50-50 model by October 1, 2023
- Serve Able Bodied Adults Without Dependents ages 18 to 54 years of age who reside in Sedgwick County
- Focus on justice involved individuals, but will accept other referrals as well

Supplemental Nutrition Assistance Program Education and Training (SNAP E&T)

Key Partners -

- United States Dept. of Ag (USDA)
- Goodwill of Kansas / NexStep Alliance
- CPRF
- City of Wichita
- Sedgwick County

Workforce Alliance Grant Projects



- **Registered Apprenticeship**
 - Led by Kansas Office of Apprenticeship
 - WA Sub-Recipient

Workforce Alliance Grant Projects



- **Goals:**

- Increase the number of high quality Registered Apprenticeship programs in Advanced Manufacturing with an emphasis on jobs in the emerging Semi-Conductor sector in Kansas.
- Seek opportunities to expand Registered Apprenticeship in the healthcare sector and for early childhood education and childcare workers.
- Target growing jobs with emerging skills in Construction and Aviation Sectors



Workforce Alliance Project Update

Questions?



**Chief Elected Officials Board
Meeting Minutes
Tuesday, June 27, 2023
2:00 - 3:00 p.m.**

1. Welcome and Introductions:

Commissioner Howell (Sedgwick County) call the meeting to order at 2:14pm.

2. Local Workforce Development Board (LWDB) Nominations:

- Keith stated it was time to appointment and reappointment members to the Local Workforce Development Board. There are 10 individuals to appoint or reappoint.
 - These appointments consist of representatives from the private sector, labor organizations, educational partners, and other community partners or groups.
 - The majority of appointments must be nominated from the private sector and supported by the Wichita Chamber of Commerce.
- Cheryl Childers and Kevin Hunt are the only two new appointments, the other eight are reappointments.
- Koch and Cargill appointments are leaving the board, but could have reappointments for the September meeting.

ACTION TAKEN: Commissioner Howell (Sedgwick County) moved to approved the appointments and changes to the Local Workforce Development Board. Commissioner Baty (Sedgwick County) seconded the motion. Motion passed unanimously.

3. CEOB Member Appointments:

- The existing CEOB Agreement runs through June 2026, but new CEOB representatives need to be appointed every two-years.
- Existing representatives can continue to serve, but new resolutions need to be submitted.
- Resolutions for each jurisdiction's two appointments should be submitted within the next couple months.

ACTION TAKEN: Information was received and filed.

4. Workforce Innovation and Opportunity Act (WIOA) Budget for Fiscal Year 2022 and Proposed 2023:

- WIOA funds were received mid-May and the new budget year starts July 1st.
- There was a 1.4% increase in federal WIOA funds available, but there was a decrease in funds provided to Kansas.
 - Our WA region saw the largest decrease, but received an allocation just over \$3 million.
- WA works to raise revenues through grants and other sources. There will be approximately \$6 million available from these other sources.
- WA has a total budget of nearly \$10.5 million.

- The largest change in expenditures is from wages. Wages were decided upon by the Finance Committee, in which wage comparisons have been done with other non-profits in order to be competitive.
- A line item for "IT" has been added to ensure better tracking of equipment and services to increased prices.

ACTION TAKEN: *Commissioner Howell (Sedgwick County) moved to approve the budget as presented, with the authorization for final adjustments once final carry over funding was known. Commissioner Wilt (Cowley County) seconded the motion. Motion passed unanimously.*

5. **Workforce Alliance Agreements and Contracts:**

- Four of the Kansas Districts released an RFP to use the same auditors for a four-year period. The chosen group was WIPFLI. There is a \$10,000 price jump to allow for the inclusion of new standards and general price increases. The four districts are recommending renewing the contract.
- WA did an RFP in the fall. Paymaster with Allen, Gibbs, and Houlik was the only group to bid. They meet all of the requirements. The RFP was sent to 25 firms and widely circulated.
- The Cerebral Palsy Research Foundation (CPRF) provides services for some of the WA youth clients. There is no price increase and this will be the third contract extension. CPRF will serve 50 new clients next year.
- A One-Stop Center is located in Cowley County. This contract needs to be extended and budgeted for next year. The total amount is just over \$66,000.
- An RFP was completed by the WA for employer of record services. EOR provides payroll services. Youth Service Programs are the primary users of the EOR.
- The Butler Workforce Center in El Dorado has been at its location since 2014. The space is shared with other groups. The rent is \$4,600 monthly and a lease needs to be renewed. The lease would be good through June 30, 2024.

ACTION TAKEN: *Commissioner Howell (Sedgwick County) moved to authorize the agreements and contract extensions as presented. Carol Noblit (Kingman County) seconded the motion. Motion passed unanimously.*

6. **2023-2025 Workforce Alliance Proposed Strategic Priorities:**

- *Workforce Center of South Central Kansas Strategic Goals for 2023-2025 have been updated.*
 - *The Local Workforce Development Board will vote to approve on July 26.*
 - *There are three main goals with tactical focus areas on how to achieve each.*
- The Road Trip Nation show trailer was shown. The Road Trip Nation video will air in September on PBS. The show features WSU students exploring potential career paths within South Central Kansas. The hope is to show the video in classrooms across the region.

ACTION TAKEN: *Commissioner Wilt (Cowley County) moved to authorize the agreements and contract extensions as presented. Carol Noblit (Kingman County) seconded the motion. Motion passed unanimously.*



7. Policy Changes:

- The Cost Allocation Plan was implemented in May. It changed how the WA allocates and tracks expenses. It primarily changed how indirect costs and labor hours are charged.
- Supportive Services Policy had made Uber an option for supportive services transportation, as long as the client meets certain requirements.
- Youth Incentive Policy will now offer WIOA Youth who complete the Road Trip Nation lessons a payment incentive.
- Occupations Approved for Training were listed in the meeting packet.
 - Commissioner Howell asked what the areas highlighted in yellow indicated. Chad explained those were areas to watch.

ACTION TAKEN: Commissioner Wilt (Cowley County) moved to approve the new policy changes. Carol Noblit (Kingman County) seconded the motion. Motion passed unanimously.

8. Consent Agenda:

- A. Minutes from March 7, 2023 Meeting
- B. Workforce Alliance A-133 Audit Report for Program Year 202
- C. Workforce Alliance Tax Return for Program Year 2021
- D. Workforce Center Operations/ One-Stop Operator Report
- E. State Workforce Innovation Conference- October 2nd and 3rd in Manhattan, Kansas
 - Keith explained if anyone wished to attend the conference, the WA could cover the cost.
- F. WIOA Performance Report

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

9. **Adjourn:** Commission Howell (Sedgwick County) adjourned the meeting at 3:13 pm.

The next CEOB Meeting is schedule for Tuesday, September 19 at 2:00 pm via ZOOM

Attendees:

Commissioner Wayne Wilt, Cowley County	Chad Pettera, Workforce Alliance
Vice Mayor Mike Hohiesel, Wichita	Denise Peters, Workforce Alliance
Commissioner Jim Howell, Sedgwick County	Katie Dawes, Workforce Alliance
Commissioner Ryan Baty, Sedgwick County	
Carol Noblit, Kingman County	
Keith Lawing, Workforce Alliance	