Workforce Alliance Local Workforce Development Board (LWDB)
Executive Committee Meeting Minutes
October 14, 2025 – 4:00 PM

1. **Welcome and Introductions**
The Workforce Alliance (WA) Executive Committee met on September 15, 2025 virtually via Zoom. Board Chair Alana McNary welcomed attendees and called the meeting to order.

2. **2026 – 2028 Strategic Planning Sessions**
Summaries of the first four sessions were provided for review. Key takeaways from the sessions include focusing on community partnerships, addressing workforce challenges in aerospace and manufacturing sectors, lack of resources to support veterans, ongoing skilled labor shortages, credential and certifications, growth in the healthcare sector, community colleges increasingly leaning into registered apprenticeships, and potential federal funding cuts and restrictions, possible block grant funding and Workforce Pell. The final session focused on economic mobility opportunities and community partnerships. Feedback from that session included encouragement for the planning process to be uncomfortable and scary, pushing the organization outside its comfort zone, explaining that the planning process will result in a strategic "framework" and describing the WA's role of being a "bridger" and continuing to be a convener. McNary mentioned retention tools, importance of meeting potential candidates for public office and supporting foster care students. Jewett emphasized leveraging existing community resources and improving partnerships. Childers noted the issue of duplicated efforts and the need to better understand partner activities, while also discussing the significant talent loss in the aerospace industry, which impacts upskilling and training efforts. Staff have been included in strategic planning by reviewing the process and providing feedback at the recent staff in-service session using a Mentimeter poll to gather anonymous responses about the Workforce Center's services and future needs. The goal of the last session is to recap and discuss input and conversation from the first four sessions.
In looking at new ways to bring different funding to the WA, Lawing introduced a proposal tentatively called the Kansas Opportunity and Talent Fund, a state-wide economic mobility initiative that would require local matching funds and coalition partnerships. The proposal includes a $5 million request from the State Legislature's General Fund for a workforce development initiative, with potential local (government, business, philanthropy) matching funds bringing the total to $10 million. Funds would be invested directly in people by helping veterans, opportunity youth, justice-involved individuals, low-wage workers, and Kansans receiving public assistance to gain the skills and credentials needed for quality jobs with Kansas employers. Discussions have taken place with the Wichita Chamber of Commerce regarding possible advocacy for the initiative due to its workforce development focus. It was noted that since the legislature is already considering funding initiatives, there may be challenges with securing funding quickly enough for a statewide initiative versus just for Local Area IV as it could take more time to gain multiple stakeholder support. It is unknown if other workforce boards are working on a similar proposal. It was also proposed that this could be a Local Area IV pilot project and request less money. The proposal will be presented and discussed at the last planning session on October 22nd.
Report was received and filed.

3. **WA Retirement Plan Modification**
Chad Pettera followed up from a previous meeting regarding modifications to the WA's employee 403(b) retirement savings plan. The WA must update plan documents and offerings to comply with SECURE 2.0 passed by Congress with many provisions taking effect in 2026 as well as allowing in-service withdrawals at age 59½. A task force was formed to review proposed changes and make recommendations. The task force (Alana McNary, Kathy Jewett, Cheryl Childers, and Scott Stiles) met

with bond counsel at Hinkle Law Firm and support the proposed changes to the plans. Hinkle will be directed to update the plan to include the following provisions and staff will work with TIAA to update the plan structure - plan modifications include allowing in-service withdrawals at age 59½, allowing normal contributions to a Roth plan, and increasing the cash-out limit to $7,000. The decision was made not to adopt several optional provisions under the SECURE 2.0 Act at this time.
Kathy Jewett (Cheryl Childers) approved the 403(b) Plan Documents, and authorized the Board Chair to sign a resolution adopting the amended plan. Additionally, authorized the President/CEO to execute the updated Plan Adoption Agreement. Motion adopted.

4. **Workforce Center Lease Request for Proposals (RFP)**
Pettera presented an update on the RFP for the Wichita Workforce Center's lease. The RFP was released and will close the end of October. A task force has been appointed (board members Alana McNary, Luis Rodriguez, Marcus Curran, Scott Stiles and Erica Ramos as well as WA staff Matt Roberts and Denise Houston) to review the proposals received. A timeline for the process was provided. The pre-bid conference took place on October 14th and there was good attendance including the current landlord. The task force will present its recommendation to the Executive Committee at its December meeting for action.
Report was received and filed.

5. **Policy Changes and Updates**
Changes to the Code of Business Conduct and Ethics policy and an update on changes to WA credit card/purchase cards were discussed. The Code of Business Conduct and Ethics includes numerous policies governing how the WA does business with its employees, partners, and governing bodies. Staff identified three areas that require clarification. Changes were proposed to the Social Media policy (providing specific guidance on the personal use of social media such as using WA equipment to post, posting during work times unless part of the job and being aware that personal postings even though private can be used against them and the WA), adding clarifying language to the Long-Term Sick Leave policy (can only be used for absences greater than four consecutive days with the first three days having used paid time off and may require doctor's documentation) and updating the IT Network policy (staff may not use online accounts, products or data storage for work products without prior authorization from IT or senior staff). It was noted that staff are informed about FMLA upon the third day of absence.
Last month, the Committee authorized staff to research credit/purchase card options and update policy to allow for new providers and expanded card usage. An application was made to Corpay and favorable terms were provided. Staff are moving forward with implementation for use.
Michele Gifford (Cheryl Childers) moved to approve the updated Code of Business Conduct and Ethics. Motion adopted.

6. **Consent Agenda**
Approval of meeting minutes for September 15, 2025 and an on-the-job training (OJT) contract for IdeaTek were presented to the Committee for review and/or approval.
Kathy Jewett (Michele Gifford) moved to approve the Consent Agenda as presented. Motion adopted.

7. **Announcements**
   - Committee Assignments – Board member Luis Rodriguez, TEC Systems has been appointed to the Executive Committee and Robert Garner with Youth Horizons has been appointed to the Youth Employment Committee.
   - The Wichita Regional Chamber Annual Meeting is on December 4th from 5 to 9 at Century II. The WA is a sponsor and Executive Committee members were invited to attend.

- A board member from each local area is recognized each year at the state workforce conference and former board member John Clark was selected for Local Area IV. He will be honored for his service at the strategic planning session on October 22nd.
- Committee member Michele Gifford, Textron Aviation will be presenting at the Manufacturing Institutes' Workforce Conference in Charlotte next week.

8. **Adjournment**
The meeting was adjourned at 3:48 PM.

Attendees:

LWDB Executive Committee Members	*Staff/Guests*
Cheryl Childers	Marcy Aycock
Michele Gifford	Amanda Duncan
Kathy Jewett	Denise Houston
Pat Jonas	Keith Lawing
Alana McNary, Chair	Shirley Lindhorst
Tony Naylor	Mary Mann
Scott Stiles	Chad Pettera
	Janet Sutton