



**Workforce Alliance (WA) Executive Committee
Meeting Agenda**

Tuesday, October 14, 2025 • 4:00 – 5:00 p.m.

ZOOM Only: <https://us02web.zoom.us/j/82940705041>

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1. **Welcome and Introductions:** Alana McNary (4:00)
 2. **2026–2028 Strategic Planning Next Steps & Funding Proposal:** Keith Lawing (4:05) - *Attachment*
A summary of the planning sessions will be reviewed and next steps discussed.
Recommended Action: *Take appropriate action.*
 3. **WA Retirement Plan Modification:** Chad Pettera (4:20) (pp. 2-3)
The task force met with bond counsel and support the proposed changes to the WA retirement plans.
Recommended Action: *Approve the updated 403(b) Plan Documents and authorize the Board Chair to sign a resolution adopting the amended plan. Additionally, authorize the President/CEO to execute the updated Plan Adoption Agreement.*
 4. **Workforce Center Request for Proposal (RFP):** Chad Pettera (4:30) (p. 4)
An update on the RFP for the Wichita Workforce Center leased space and task force assignments will be discussed.
Recommended Action: *Take appropriate action.*
 5. **Policy Changes and Updates:** Janet Sutton / Chad Pettera (4:45) (p. 5 and Attachment)
Changes to the Social Media / Code of Conduct policy and an update on the change to WA credit card/purchase cards will be discussed
Recommended Action: *Approve the updated Code of Business Conduct and Ethics.*
 6. **Consent Agenda:** Keith Lawing (4:50)
 - A. Approval of Meeting Minutes for September 15, 2025 (pp. 6-8)
 - B. On-the-Job-Training (OJT) Contracts for IdeaTek (p. 9)**Recommended Action:** *Approve the Consent Agenda as presented.*
 7. **Adjourn:** Alana McNary (5:00)

The next WA Executive Committee Meeting scheduled for Wednesday, November 12, 2025 at 11:30 a.m.



The Workforce Alliance is the Local Workforce Development Board for Local Area IV

Item

403(b) Retirement Plan Document Update

Background

The Workforce Alliance (WA) offers employees a 403(b) retirement savings plan. The legal structure of the plan was originally developed by Hinkle Law Firm, and day-to-day plan administration is managed by TIAA. Under the current plan, WA provides a 3% employer match after six months of employment, with immediate vesting for employees. Congress passed Secure 2.0 and many provisions take effect in 2026 and WA must update our plan documents and offerings for 2026 to comply.

Analysis

Hinkle Law Firm will be directed to update the Workforce Alliance's 403(b) Plan Documents to include the following provisions and WA still will work with TIAA to update the plan structure.

1. Allowing in-service withdrawals from the Deferred Compensation and Total Deferred Annuity Plans for employees who have reached the age of 59½. This change aligns with IRS regulations and provides employees with additional flexibility in managing their retirement funds.
2. Roth Contributions is required for any high earners that take advantage of catch up contributions. WA wishes to also allow Roth contributions for normal contributions if an employee chooses to do so.
3. Increase the cash out limit to \$7,000. This allows WA to remove individuals from the plan if they separate employment and have a balance less than \$7,000. Current limit is \$5,000.

The Workforce Alliance (WA) reviewed several optional provisions under the SECURE 2.0 Act and determined that the following will **not** be adopted at this time:

1. **Military Spouse Provision** – Provides a \$500 tax credit for plans that offer accelerated eligibility to military spouses. The administrative burden outweighs the small credit benefit.
2. **Match on Student Loan Payments** – Allows employer matching contributions based on student loan repayments. This provision poses significant administrative complexity and compliance risk.
3. **Top-Heavy Rule Exemption** – Permits plans to avoid top-heavy minimum contributions. This is not applicable to WA's current plan design.
4. **Emergency Personal Expense Distributions** – Allows penalty-free withdrawals up to \$1,000 annually. The administrative requirements make this provision burdensome.
5. **Domestic Abuse Victim Distributions** – Permits penalty-free distributions up to \$10,000 or 50% of a participant's balance. WA determined administration of this provision would be overly complex.

6. **Terminally Ill Distributions** – Overlaps largely with existing in-service distribution options for participants over age 59½; therefore, WA sees no added benefit in adopting this provision.
7. **Hardship Distribution Source Expansion** – Expands available funding sources for hardship withdrawals. This provision is not applicable to WA's current plan design.
8. **Long-Term Part-Time Employee Participation** – Expands eligibility for part-time employees. WA already allows all part-time employees to participate in the retirement plan.
9. **Higher Catch-Up Contributions (Ages 60–63)** – Increases the catch-up limit for participants in this age range. No current participants would benefit, so WA will not adopt this option.
10. **Qualified Disaster Recovery Distributions** – Allows penalty-free distributions up to \$22,000 during federally declared disasters. Given the rarity of such events in WA's area and the administrative burden, this provision will not be adopted.

Recommended Action

Approve the updated 403(b) Plan Documents and authorize the Board Chair to sign a resolution adopting the amended plan. Additionally, authorize the President/CEO to execute the updated Plan Adoption Agreement.

Item

Leased Space Request for Proposals (RFP) for the Wichita Workforce Center

Background

The Workforce Alliance (WA) released the request for proposals for the Wichita Workforce Center.

Analysis

The RFP for leased space for the Wichita Workforce Center was released on September 24, 2025. Notices were published in the Kansas Register and the Wichita Eagle. An e-notice also went out to those that have requested notices of RFP's, notices were mailed to the list of real-estate brokers/landlords from the Wichita Business Journal Book of Lists, and notice has been published at workforce-ks.com. Key dates in the RFP.

September 24, 2025- RFP published

October 14, 2025 at 8:30- Pre-proposal conference at Wichita Workforce Center.

October 30, 2025 at 12:00- RFP closes

Review timeline/meetings for taskforce.

November 7, 2025 10:00 am- Taskforce meeting for review of proposals (virtual or hybrid)

November 12, 2025 1:00-5:00 pm- Hold for possible tours

November 14, 2025 8:00-12:00 am- Hold for possible tours

November 17, 2025 3 pm- Final taskforce meeting for final review (virtual or hybrid)

December 10, 2025 11:30 am- Take taskforce recommendation to Executive Committee for action

Recommended Action

Take appropriate action.

Item

Code of Business Conduct and Ethics Updates

Background

The Code of Business Conduct and Ethics includes numerous policies governing how the Workforce Alliance does business with its employees, partners, and governing bodies. Staff identified three areas that require clarification: Section 1L Social Media, Section 3I Long Term Sick Leave, and Section 3Q IT Network Policy.

Analysis

Section 1L Social Media: The WA details 5 core values around the use of social media. In line with Core Value 5's commitment to the utilization of best practices to ensure the principles remain current and appropriate, Staff is recommending the policy include more specific guidance regarding personal use of social media. The recommended guidance includes a prohibition against staff posting to personal social media sites using WA equipment and posting during work time as well as encourages staff to be aware that all content on the internet, even private content, may be used to celebrate or denigrate the staff that posted it and/or the Workforce Alliance itself.

Section 3I Long Term Sick Leave (LTSL): Updates to this section include clarifying that LTSL may only be used for absences of greater than 4 consecutive days and the first 3 days of leave must be charged to Paid Time Off. Additionally, the use of LTSL may require documentation from a doctor.

Section 3Q IT Network Policy: Staff have updated the numbered list of general principles for computer and telephone usage for work purposes to include a sixth item: Staff shall not use online accounts, products, or data storage for work products without prior approval from IT and Senior Staff.

Recommended Action

Approve the updated Code of Business Conduct and Ethics.



Workforce Alliance Local Workforce Development Board (LWDB)
Executive Committee Meeting Minutes
September 15, 2025 – 3:00 PM

1. Welcome and Introductions

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

2. Kansas Chamber/Wichita Regional Chamber DC Fly-In Review

McNary attended the Kansas/Wichita Regional Chamber DC Fly-In on September 10 through 12 and shared takeaways from the event. The event included several networking opportunities and meeting with congressional representatives to discuss various topics.

The workforce development briefing included representatives from the House Labor Committee who acknowledged the value and priority placed on skills training and the role of local workforce boards. These representatives were unaware of the potential funding cuts to WIOA programs by the House Appropriations Committee. While there is support for workforce development at the congressional level and funding these projects, there is a lack of awareness about the extent of the proposed funding cuts that are being considered. The bill approved by the House Appropriations Committee basically eliminated the WIOA Youth Program and the Senior Community Services Employment Program (SCSEP) and cut in half WIOA Adult and Dislocated Worker funding; WA operations and would lose 71% from year to year. The WA also has some large grants ending this year that would compound the issue. Congressional members received the information on the impact of proposed cuts. The Senate Appropriations Committee voted 26 to 3 to fund at existing levels. These and other topics will be discussed at the next strategic planning policy session. Committee members expressed the importance of building political capital and advocating for these programs with Congressional delegations.

Report was received and filed.

3. 2026 – 2028 Strategic Planning Sessions

Summaries of the first two sessions were provided for review. Notes were taken to review for consistent themes and patterns from the discussions.

The first session focused on labor market challenges in Wichita, with panelists discussing widespread labor shortages across sectors including construction, healthcare, and manufacturing, attributed to an aging workforce and wage differentials compared to other regions with healthcare and construction in particular paying less than other areas. The discussion also highlighted ongoing challenges about attracting talent to Wichita. Concern about AI was another issue that was discussed at the session with negative perceptions about impact to jobs and many unknowns. Opportunities that were identified included better collaboration with education partners for skills training to align with evolving industry needs, creating more of a hands-on youth summer program, and exploring hybrid internship models. The WA Youth Employment Committee plan to address some of these issues at their next meeting to plan for next year's Youth Employment Project (YEP).

In the second session, highlights included soft skills (21st Century skills) approach or model which helps students develop soft skills with role playing. Butler Community College president, Dr. Daniel was a part of such a program in Arkansas and it was very successful. Other discussions included growing partnerships around local regional economic mobility strategies with community organizations and resources needed to continue to support targeted veterans employment strategies.

The upcoming session on workforce development policy looks like it will be well attended and include elected officials and community-based organizations and board members. Primary speakers include Brad Turner-Little, President & CEO of the National Association of Workforce Boards, to discuss



federal policies and issues, John Rolfe, President of the Wichita Regional Chamber, providing a more detailed overview of DC fly-in issues and activities and Kelly Bielefeld, Superintendent of Wichita Public Schools, will discuss how workforce development works with the school system.

Report was received and filed.

4. Workforce Center Operations Update and Request for Proposal (RFP)

Workforce Center operations and an RFP for the Wichita Workforce Center leased space was discussed.

Lindsay McWilliams, the one-stop operator for Goodwill has left her position. Lawing explained that they are working with Goodwill to modify the contract due to her departure. Goodwill will be providing additional help; staff are continuing to coordinate activities and operations at the Workforce Center in the interim. The partnership remains strong and both parties are committed to the continued relationship.

Chad Pettera presented an update on the Wichita Workforce Center's lease renewal in 2026, announcing plans to issue an RFP for new space in the next few weeks to close the end of October. A task force needs to be appointed to review the proposals received, with the first meeting taking place mid-November. The current landlord has been notified and encouraged to apply. Potential changes to the budget could impact what decisions are made. Committee members were asked to contact any potential commercial real estate they have affiliations with about the upcoming RFP process. Kathy Jewett volunteered to be on the task force and McNary asked anyone interested in serving to contact her.

Committee members authorized the Board Chair to appoint an RFP evaluation taskforce.

5. Policy Changes: Credit / Purchase Cards and WA Retirement Plan Modification Task Force

It has become difficult to conduct business with limited cards and using bank corporate cards. WA staff are exploring options to issue cards to more staff and implement controls as well as seeking permission to apply for different credit and purchasing card options. Pettera presented a proposal to update the credit card policies to allow for new providers and expanded card usage, with a focus on CorePay as a potential vendor. Committee members agreed that staff continue to do research with CorePay as well as explore other options. Staff will proceed with the CorePay application process for purchasing cards and explore other options if needed. A draft policy change was provided for review.

Pettera also followed up from a previous meeting regarding updates to the WA retirement plan. A task force needs to be appointed to review changes to the plan. A virtual meeting is scheduled with Hinkle Law Firm on October 2nd to discuss these changes. McNary, Kathy Jewett, Cheryl Childers, and Scott Stiles volunteered to participate on the retirement plan review task force. Meeting invitations will be sent for calendars. Actions from that meeting will be discussed at the Committee's next meeting.

Scott Stiles (Cheryl Childers) moved to approve staff to submit application(s) with companies and update the Credit/Purchasing Card policy. Motion adopted.

6. 2025 Community Impact Projects

Amanda Duncan shared updates on several grants and programs.

- Kauffman Returning Citizen Consortium (RCC) Planning Grant - The WA is working with its workforce board counterpart in Kansas City, Workforce Partnership, to create and present a project plan to the Kauffman Foundation by the end of November. The plan is to improve support for justice-involved individuals, focusing on pre-release preparation and employment readiness. Efforts include connecting employers with incarcerated individuals to improve employment opportunities post-release, and address gaps and barriers to providing such support. The plan will be submitted in December and if accepted, awards will be made in March or April 2026 from \$5 million to \$20 million projects lasting from two to five years. A detailed outline and plan for the grant will be presented at the October or November meeting.



- Youth Employment Project (YEP) – There are plans for a large regional career fair for seniors and career exploration fair for sophomores in April at Century II. The YEP annual report will be released by October 1st. The WA Youth Employment Committee will meet on October 21st to set goals for YEP for the 2025-2026 academic year.
- Homeless Veterans’ Reintegration Program (HVRP) – This U.S. Dept. of Labor grant provides for case management, training services and wrap around support services. Staff began accepting referrals on September 2nd.
- EPA Brownfields Grant – The goal for this grant is to train 90 individuals annually to gain certifications to work in environmental and remediation occupations. An RFP for a training provider has been released and due October 3rd. Staff began accepting referrals on September 2nd.
- One Workforce Grant – This grant will end in January 2026. Staff are actively tracking exits and employment and processing a few enrollments.
- Community Talent Talks - These regional events aim to foster communication between business, industry, education, and training partners. Events were held in Cowley and Sumner and another event is being planned for Butler County on November 18th.
Report was received and filed.

7. **Consent Agenda**

Approval of meeting minutes for July 9, 2025 and special meeting on August 4, 2025, Program Year 2025 budget update, operations & one-stop operator report and on-the-job training (OJT) contracts for GE Aerospace, Omni Aerospace and Galaxy Technologies were presented to the Committee for review and/or approval.

Scott Stiles (Kathy Jewett) moved to approve the Consent Agenda as presented. Motion adopted.

8. **Announcements**

- The annual Jobs FORE Youth Golf Tournament is scheduled for September 25th and is sold out.
- A recent job fair was held at the Wichita Workforce Center for Gilley’s, part of the new entertainment district in Park City, and was attended by over 200 individuals. Gilley’s is scheduled to open on December 15th.

9. **Adjournment**

The meeting was adjourned at 3:55 PM.

Attendees:

LWDB Executive Committee Members

Cheryl Childers
Kathy Jewett
Pat Jonas
Jeff Longwell
Alana McNary, Chair
Tony Naylor
Scott Stiles

Staff/Guests

Amanda Duncan
Denise Houston
Keith Lawing
Shirley Lindhorst
Mary Mann
Chad Pettera
Tyrone Baker, YMCA
Erica Ramos, Kansas Dept. of Commerce
Amy Williams, Kansas Leadership Center

Item

On-the-Job Training (OJT) Contracts for the Eligible Training Provider List (ETP)

Background

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:	IdeaTek
Company Description:	Fiber and Wireless Internet
Location:	Buhler, Reno County, with offices throughout Western Kansas with an office in Wichita
Occupation(s):	Splicing Technician, Fiber Technician
Training Length:	Six months or less
Average Wage Range:	Entry level range: \$18.00 - \$23.00
Benefits:	Full benefit package
Comments:	IdeaTek has utilized both OJT and IWT funding reimbursement through One Workforce, with a 100% retention rate. As the business is continuing to grow, keeping the contracted partnership between IdeaTek and the Workforce Alliance is a priority for IdeaTek.
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 **IdeaTek** to OJT ETP list.*