



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

Zoom Only: <https://us02web.zoom.us/j/85485422754>

Wednesday, November 8, 2023

11:30 a.m. – 12:30 p.m.

1. **Welcome and Introductions:** Jeff Longwell (11:30)
2. **Revise Registered Apprenticeship Policy:** Amanda Duncan (11:35) (pp. 2-6)
*A modification is being made to the Registered Apprenticeship (RA) policy.
Recommended action: Approve the modification to the Registered Apprenticeship policy.*
3. **Registered Apprenticeship Standards Submission to the Kansas Apprenticeship Council (KAC):**
Amanda Duncan (11:45) (pp. 7-14)
*Through the MeadowLARK the WA is able to support the expansion of Registered Apprenticeship by serving as a Sponsor/Intermediary. In partnership with CD&H Inc. in El Dorado, the WA is submitting standards to the Kansas Apprenticeship Council (KAC) to create a Registered Apprenticeship for Construction Craft Labor.
Recommended action: Approve the Workforce Alliance to submit RA standards to the KAC on behalf of CD&H.*
4. **Appointments to the LWDB Youth Employment Committee and Funding Strategy Task Force:**
Amanda Duncan (11:55) (pp. 15-18)
*New members are being appointed to the Youth Employment Committee and a Funding Strategy Task Force.
Recommended action: Approve Youth Committee and Task Force appointments as presented.*
5. **Consent Agenda:** Amanda Duncan (12:05)
 - A. Approval of Meeting Minutes for October 11, 2023 (pp. 19-20)
 - B. Executive Committee Meetings for 2024 (p. 21)
 - C. On-the-Job (OJT) Contracts for Spirit AeroSystems (p. 22)***Recommended Action:** Approve the Consent Agenda as presented.*
6. **Adjourn:** Jeff Longwell (12:30)

The next LWDB Executive Committee Meeting is scheduled for Wednesday, December 13, 2023 at 11:30 a.m.

Item:

Registered Apprenticeship Policy Modification

Background:

Through the MeadowLARK grant the WA is able to support the expansion of Registered Apprenticeship (RA) by serving as a Sponsor/Intermediary. The WA Executive Committee approved the attached Registered Apprenticeship policy at its meeting on October 11, 2023. A modification is being made to that policy.

Analysis:

To better describe the role and potential for future projects, the term “sponsor” is added to the policy. Currently, the policy is written such that the WA can only serve as the administrative entity for a program for multiple employers as an intermediary and by being a sponsor the WA can serve as the administrative entity for one employer under one program. The new policy would allow the WA to be either entity.

Recommended Action: Approve the modification to the Registered Apprenticeship policy.



Registered Apprenticeship Sponsor/Intermediary Policy

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

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

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When considering RA programs to develop, the WA will only pursue RA programs as requested and in partnership with employer(s), will not compete with existing RA programs that are managed by an active intermediary or labor union, and or fall under a collective bargaining agreement. Referrals to those existing programs/partners will be provided should employers be interested. Each RA program developed will be presented to the Workforce Alliance Board or Executive Committee for approval.

Deleted:

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

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

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

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

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



Registered Apprenticeship Sponsor/Intermediary Policy

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

Deleted: and/or apprentices

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

DRAFT



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

When considering RA programs to develop, the WA will only pursue RA programs as requested and in partnership with employer(s), will not compete with existing RA programs that are managed by an active intermediary or labor union, and or fall under a collective bargaining agreement. Referrals to those existing programs/partners will be provided should employers be interested. Each RA program developed will be presented to the Workforce Alliance Board or Executive Committee for approval.

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

Item:

Registered Apprenticeship Standards Submission to the Kansas Apprenticeship Council (KAC)

Background:

The Workforce Alliance (WA) is engaged in a number of community impact projects consistent with the 2023-2025 strategic goals.

Analysis:

Through the MeadowLARK the WA is able to support the expansion of Registered Apprenticeship (RA) by serving as a Sponsor/Intermediary.

In partnership with CD&H Inc. in El Dorado, the WA is submitting standards to the Kansas Apprenticeship Council (KAC) to create a Registered Apprenticeship for Construction Craft Labor.

CD&H is an industrial contractor specializing in services for the civil, petrochemical, chemical and refining industries. They offer pipeline services, heavy civil construction, structural steel fabrication and erection, pipe fabrication, metal and wood frame building construction, utility infrastructure, terminal services, tank services, excavation, hydro excavation, facility maintenance, and more. [Industrial Construction Contractors in Kansas and Oklahoma - CD&H Inc. \(cdh-inc.com\)](https://www.cdh-inc.com)

The Local Workforce Development Board met on October 25, 2023 and the members that attended recommended that the Executive Committee approve the CD&H RA standards submission to the KAC.

Recommended Action: *Approve the Workforce Alliance to submit RA standards to the KAC on behalf of CD&H.*

To ensure proper functionality, please use Adobe Acrobat to fill out this form.



Registered Apprenticeship Standards



(Insert Company Logo)

O*NET-SOC Code(S): _____ **RAPIDS Code(S):** _____



Developed in Cooperation with
Kansas Department of Commerce
Registered Apprenticeship

Approved by the
Kansas Department of Commerce
Registered Apprenticeship

Registered By: _____
(For Government Use Only)

Certified by: _____
(For Government Use Only)

Signed: _____

Signed: _____

(Sign here for National or Local Standards of Apprenticeship)

(Sign here for National Guidelines Standards of Apprenticeship)

Title: _____

Title: _____

Kansas Department of Commerce

Date: _____

Check here to indicate these are revised standards

Number: _____

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SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

A. Responsibilities of the sponsor: _____

must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) parts 29 and 30, and all relevant guidance issued by the Kansas Department of Commerce. The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document “Requirements for Apprenticeship Sponsors Reference Guide.”

Sponsors shall:

- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these standards and the document “Requirements for Apprenticeship Sponsors,” and that meets the requirements of Title 29, CFR part 29.7. Form ETA 671 may be used for this purpose and is available upon logging into RAPIDS.
- Register all apprenticeship standards with the Kansas Department of Commerce, including local variations, if applicable.
- Submit apprenticeship agreements within 45 days of enrollment of apprentices.
- Arrange for periodic evaluation of apprentices’ progress in skills and technical knowledge, and maintain appropriate progress records.
- Notify the Kansas Department of Commerce within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.
- Provide each apprentice with a copy of these standards, Requirements for Apprenticeship Sponsors Reference Guide, and Appendix A, any applicable written rules and polices, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency, then provide apprentices a copy of the updated standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.

B. Minimum Qualifications - 29 CFR §29.5(b)(10)

An apprentice must be at least ____ years (Enter an age of at least 16 years) of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation. Please include any additional qualification requirements as appropriate(optional):

- There is an educational requirement of _____.
- There is a physical requirement of _____.
- The following aptitude test(s) will be administered _____.
- A valid driver’s license is required.
- Other

C. Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2)

The apprenticeship program(s) will select an apprenticeship training approach. See Appendix A to select approach.

D. Work Process Schedule and Related Instruction Outline - 29 CFR § 29.5(b)(4)

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. Apprentices will will not (*select one*) be paid for hours spent attending related instruction classes. Insert Work Process Schedule and Related Instruction Outline at Appendix A.

E. Credit for Previous Experience – 29 CFR § 29.5(b)(12)

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim. _____ will evaluate the request for credit and make a determination during the apprentice’s probationary period.

Additional requirements for an apprentice to receive credit for previous experience (optional):

F. Probationary Period – 29 CFR § 29.5 (b)(8) and (20)

Every applicant selected for apprenticeship will serve a probationary period which may not exceed 25 percent of the length of the program or 1 year whichever is shorter. Insert probationary period at Appendix A.

G. Ratio of Apprentices to Journeyworkers - 29 CFR § 29.5 (b)(7)

Every apprenticeship program is required to provide an apprenticeship ratio of apprentices to journeyworkers for adequate supervision. Insert ratio at Appendix A.

H. Apprentice Wage Schedule - 29 CFR § 29.5 (b)(5)

Apprentices must be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate. Insert the progressive wage schedule at Appendix A.

I. Equal Employment Opportunity and Affirmative Action

1. Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)

_____ will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older.

_____ will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

[Optional] The equal opportunity pledge applies to the following additional protected bases (as applicable per the sponsor’s state or locality):

2. Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4, and 30.10

_____ acknowledges that it will adopt an affirmative action plan in accordance with 29 Title CFR § 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor’s registration or by two years from the date of registration of the program’s fifth (5th) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship’s website.

3. Selection Procedures - 29 CFR § 30.10

Every sponsor will adopt selection procedures for their apprenticeship programs, consistent with the requirements set forth in 29 CFR § 30.10(b). See Appendix A to enter your selection procedures for each occupation for which the sponsor intends to train apprentices.

J. Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint.:

- 1. Complaints regarding discrimination.** Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within 300 days of the alleged discrimination. Complaints of discrimination should be directed to the following contact (To be completed by Sponsor):

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

- 2. Other General Complaints.** The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within ___ days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within ___ days of receiving the written notification. Any complaint described in that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency. Complaints may be filed with the Registration Agency at (To be completed by SAA):

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

K. Registration Agency General Contact Information 29 CFR § 29.5(b)(17)

The Registration Agency is the Kansas Department of Commerce. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below (To be completed by SAA).

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

L. Reciprocity of Apprenticeship Programs 29 CFR § 29.13 (a)(7)

States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.

Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

SECTION II - APPENDICES AND ATTACHMENTS

Appendix A – Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journeyworkers, Type of Occupation, Term of Apprenticeship, Selection Procedures, and Probationary Period

Appendix B – ETA 671 - Apprenticeship Agreement and Application for Certification of Completion of Apprenticeship (To be completed after registration)

Appendix C – Affirmative Action Plan (Required within two years of registration unless otherwise exempt per 29 CFR §30.4(d))

Appendix D – Employer Acceptance Agreement (For programs with multiple employers only)

SECTION III - SIGNATURES

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provision of the Apprenticeship Standards formulated and registered by _____ on this _____ day of _____, _____.

The signatories acknowledge that they have read and understand the document titled "Requirements for Apprenticeship Sponsors Reference Guide," and that the provisions of that document are incorporated into this agreement by reference unless otherwise noted.

Signature of Sponsor (designee)

Signature of Sponsor (designee)

Printed Name

Printed Name

SECTION IV - DISCLOSURE AGREEMENT (Optional)

I, _____, acting on behalf of _____ authorize the Kansas Department of Commerce to share the Work Process Schedule and Related Instruction Outline in Appendix A with other potential apprenticeship sponsors.

Signature

Date

Printed Name

November 8, 2023

Submitted by: Amanda Duncan

Item:

Workforce Alliance Local Workforce Development Board (LWDB) Committee and Task Force Appointments

Background:

The Workforce Alliance (WA) Board Chair appoints members to standing committees and special task forces. A summary of the current WA standing committees and membership is attached.

Analysis:

The membership of committees is reviewed annually and updates made as needed. All WA Board members are encouraged to serve on a committee based on interest and or expertise. The membership of committees is not limited to Board members, and leaders from community partners and area businesses are eligible to serve upon request. New appointments to the Youth Employment Committee are listed below.

Youth Employment Committee Appointments:

- Jordan Buxton, Circle Public Schools Board of Education
- Jakobe Davidson, Spirit AeroSystems

WA Funding Strategy Task Force

One of the primary strategic goals for the Workforce Alliance (WA) is to generate funds to leverage and align with the Workforce Innovation and Opportunity Act (WIOA) resources to create significant community impact. Non-WIOA revenues comprise approximately 60 percent of the current budget, but a number of the funding streams will come to an end after 2024. While there are several funded projects that will continue beyond 2024, it will be critical to identify and pursue additional funding opportunities during calendar year 2024.

A Funding Strategy Task Force is being created and given the following assignment, and directed to report back recommendations at the January 24 Board meeting. WA Board Vice Chair Alana McNary will lead the Task Force.

- Identify opportunities for the WA to generate revenue from state government, local government, philanthropy, community-based organizations, and or employers to create community impact beyond WIOA and support 2023-2025 Strategic Goals.

Task Force Members:

- Alana McNary, PEC (chair)
- Michele Gifford, Textron Aviation
- Kevin Hunt, Spirit AeroSystems
- Russ Kennedy, IBEW
- John Rolfe, Wichita Chamber
- Gabe Schlickau, CoBank
- Kris Langrehr, Ascension Via Christi
- Cheryl Childers, Cox Machine
- Erica Ramos, Kansas Department of Commerce

The Local Workforce Development Board met on October 25, 2023 and the members present recommended approval of the committee and task force assignments as presented to the Executive Committee.

Recommended Action: *Approve Workforce Alliance Committee and Task Force appointments as presented.*



Local Workforce Development Board (LWDB) Committees & Task Forces July 2023

LWDB Executive Committee

The Committee provides leadership to the LWDB and other standing committees and task forces. The Executive Committee is empowered to act on behalf of the entire LWDB when action by the LWDB is not possible due to timing of full Board meetings and action is required, or as delegated by an approved motion from the LWDB. In addition, the Executive Committee is responsible for tasking the committees of the LWDB, and setting the agenda for LWDB meetings. The LWDB Executive Committee is appointed by the Local Workforce Development Board (LWDB) Chair.

Purpose -

- Identify and assess workforce issues and needs of business and the community and endeavor to establish partnerships to align Workforce Alliance services to meet the community’s workforce needs.
- Solicit input and participation from the public and private sectors for joint planning and the provision of services to the residents of the Local Area IV.
- Provide overall policy guidance and oversight on the use of funds and on the approach to delivery of services.
- Establish a committee structure that ensures adequate review of proposals, oversight of program operations, long-range planning, and outreach to the business community.
- Act on behalf of the Board as needed.

Members -

Jeff Longwell, Eck Auto Group (LWDB Chair)
Rod Blackburn, Partners in Education (LWDB, Youth Employment Committee Co-Chair)
Michele Gifford, Textron Aviation (LWDB)
Commissioner Jim Howell, Sedgwick County (CEOB)
Kathy Jewett, HR Consultant/NAWB (LWDB)
Patrick Jonas, Cerebral Palsy Research Foundation (LWDB)
Alana McNary, Professional Engineering Consultants (LWDB Vice Chair/Finance Chair)
Melissa Musgrave, Airbus (LWDB Immediate Past Chair)
Tony Naylor, Wichita Electrical Joint Apprenticeship & Training (LWDB, POP Committee Co-Chair)
Gabe Schlickau, CoBank (LWDB)
Amy Williams, Spirit AeroSystems (Employer Partner/Youth Employment Committee Co-Chair)



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Butler, Cowley, Harper, Kingman, Sedgwick & Sumner Counties*

LWDB Program Operations and Performance (POP) Committee

The Program Operations and Performance Committee (POP) oversees program operations, reviews performance, approves Eligible Training Providers for the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth programs, and reviews industries and occupations for training in Local Area IV. The Committee is appointed by the LWDB chair.

Membership - Membership is not exclusive to the Local Workforce Development Board (LWDB) members and may include representatives from WIOA mandated partners, community-based organizations and other stakeholders.

Purpose - To advise the LWDB and Executive Committee on WIOA Adult, Dislocated Worker, Mature Worker and Youth programs, initiatives, and performance.

Members -

Tony Naylor, Wichita Electrical Joint Apprenticeship & Training (LWDB, POP Co-Chair)
Robyn Heinz, Vornado Air (LWDB, POP Co-Chair)
Justin Albert, Spirit AeroSystems (Employer Partner)
Kami Moore, Cowley College (LWDB/WIOA Title II)
John Clark, Plumbers & Pipefitters 441 (LWDB)
Alex Munoz, Creekstone Farms (LWDB)
Erica Ramos, Kansas Department of Commerce (LWDB/WIOA Title III)
Laura Ritterbush, Goodwill / NexStep Alliance (LWDB)

LWDB Finance Committee

The Finance Committee oversees Workforce Innovation and Opportunity Act (WIOA) funds from the U.S. Department of Labor. Funding streams include Adult, Dislocated Worker, Youth, Senior Employment, grants and special projects. The Committee also reviews annual A-133 Audits and fiscal monitoring reports. The Finance Committee is appointed by the LWDB Chair.

Membership - Membership is not exclusive to the Local Workforce Development Board (LWDB) members and may include representatives from WIOA mandated partners, community-based organizations and other stakeholders.

Purpose -

- Develop an operating budget for the LWDB on an annual basis.
- Oversee and review audits of WIOA funds.
- Oversee and review procurements and the RFP process for the LWDB.
- Identify sources of revenue.

Members -

Alana McNary, Professional Engineering Consultants (Committee Chair / LWDB Vice Chair)
Russell Kennedy, IBEW 271 (LWDB)
Kim Krull, Butler Community College (LWDB)
Commissioner Greg Thompson, City of Winfield (CEOB)



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Butler, Cowley, Harper, Kingman, Sedgwick & Sumner Counties*

LWDB Youth Employment Committee

The role of the Youth Employment Committee is to support the operations of the Workforce Alliance Youth Employment Project (YEP) and to identify and create partnerships to sustain and expand the Helping Youth Prepare for Employment (HYPE) initiative, and leverage the WIOA Youth program to help improve outcomes.

Membership - Membership is not exclusive to the Local Workforce Development Board (LWDB) members and may include representatives from WIOA mandated partners, community-based organizations and other stakeholders.

Members -

Amy Williams, Spirit AeroSystems, Co-Chair (Employer Partner)
Rod Blackburn, Partners in Education, Co-Chair (LWDB)
Laura Barker, USD 259
Aletra Chaney-Profit, Butler Community College
Caitlyn Gregory, Textron Aviation
Cody Griffin, WSU Tech
Debbie Kennedy, Wichita Children’s Home
Mim McKenzie, YMCA
Alana McNary, Professional Engineering Consultants, (LWDB Vice Chair/Finance Chair)
Sally Stang, City of Wichita (LWDB)

WORKFORCE CENTERS
of South Central Kansas
KANSASWORKS.COM

Workforce Alliance Local Workforce Development Board (LWDB)
ZOOM Only Meeting
Executive Committee Meeting Minutes
October 11, 2023 – 11:30 AM

1. Welcome and Introductions

The Workforce Alliance (WA) LWDB Executive Committee assembled via ZOOM. Chair Jeff Longwell welcomed Committee members, asked for self-introductions and called the meeting to order. Marcy Aycock was introduced as the new Regional Economic Area Partnership (REAP) Executive Director.

2. Registered Apprenticeship (RA) Intermediary Policy

The WA is preparing to become an intermediary organization for RA programs as a result of the State of Kansas being awarded the MeadowLARK Apprenticeship Grant. As an intermediary, the WA will assume full responsibility for the development, registration and administration of apprenticeship programs as requested by participating employers, which includes providing assistance with program development and collection and maintenance of required documentation. Becoming an intermediary will allow the WA to have another way to help meet the needs of employers and job seekers in the region. This is a general policy that will allow the WA to start taking on the intermediary function and form the basis for additional policies and procedures required by the Kansas Apprenticeship Council. The policy will help create brand new apprenticeships where they currently do not exist. Staff are being mindful to avoid any unintended consequences of this policy such as competing with apprenticeship programs that currently exist; in that case, customers will be referred to the existing program. Staff will research existing programs before acting as an intermediary for a new program. If a customer has interest in an apprenticeship program that exists specific to another organization, then the WA can assist. Changes were made to the draft policy after it was sent to board and committee members and stakeholders in the meeting packet prior to the meeting. The redlined changes were shown to Committee members and will be sent out with the meeting summary along with the new policy when approved. Each RA program will be presented to the Executive Committee or Board for approval. An intermediary especially helps small to medium sized employers participate in RA programs since they do not usually have the resources to manage the administrative and standards requirements.

Kathy Jewett (Tony Naylor) moved to approve the Registered Apprenticeship Intermediary Policy including the outlined changes to the draft in the meeting packet. Motion adopted.

3. Workforce Procurement Policy Change

Proposed updates to the WA procurement policy to comply with new federal rules were reviewed for approval. The proposed procurement policy was sent with the agenda and meeting packet. Changes include updating the conflict of interest definitions to be gender neutral, updating purchase thresholds and adding that completed Sub-Recipient/Contractor Determination Checklists and Sub-Recipient Agreement Risk Assessments be included in the procurement file where appropriate. Pettera pointed out that the Small Purchase amount limits were stated incorrectly in the agenda report. Instead of increasing from \$3,000 to \$10,000, the limits are actually \$10,000 but not more than \$150,000. The limits are stated correctly in the draft policy that was included with the meeting packet that was sent to all Board and committee members as well as stakeholders prior to the meeting.

Tony Naylor (Michele Gifford) moved to approve changes to the Procurement Policy. Motion adopted

4. Workforce Alliance Project Updates

Updates on Roadtrip Nation (RTN), SNAP Education & Training and Youth Employment Project (YEP) were provided.

The RTN documentary funded by the WA and other community partners began airing on PBS September 28th with part one and part two aired October 5th. The WA hosted a reception at Exploration Place on September 28th to recognize the funders, roadtrippers and film makers. Staff are working with

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school districts in the region to promote viewing the documentary and using the lesson plans on the RTN Build Your Future website. Policy has been revised to incentivize WIOA Youth program participants to use the tools. A link to the documentary episodes will be sent to all after the meeting. Staff have been contacted by other workforce boards nation to learn how this project was funded and implemented.

The WA is currently in a pilot SNAP (AKA food stamps) Education & Training (E&T) project in partnership with the Department of Children and Families (DCF), the U.S. Department of Agriculture (USDA) and community partners. Organizations can use non-federal funding for allowable SNAP E&T services and supports, which are then eligible for a 50% reimbursement through the State's SNAP E&T program. The WA and DCF are receiving assistance and support from USDA on administration and operations and work with the partners to evolve to an Intermediary 50/50 model. In order to make this program successful, a local, non-federal funding component needs to be identified that is sustainable. Board and staff have invited and are meeting with candidates for local government offices at the Workforce Center. Part of the discussion has been around this program and the need to obtain funding as an example of a way local government can help with workforce issues. Longwell pointed out that this program has the potential to help many growing employers in the region such as Integra Technologies.

Highlights from YEP were reported. The program was able to increase the number of participants significantly this year and increased the number of career awareness camps that were offered. More employers are engaged, but more are needed. The annual Jobs FORE Youth Golf Tournament was held on September 21st. It was the most successful tournament yet; raising approximately \$24,000.

Report was received and filed.

5. **Consent Agenda**

Approval of meeting minutes for September 13, 2023 and on-the-job training (OJT) contracts for AGCO, City of Augusta and Omni Aerospace were presented to the Committee for review and approval.

Kathy Jewett (Michele Gifford) moved to approve the Consent Agenda as presented. Motion adopted.

6. **Announcements**

The next full Local Workforce Development Board (LWDB) meeting is scheduled for October 25th at the Wichita Workforce Center. Board committee membership changes will be discussed. A current list of committee members will be sent to all board and committee members with the summary of this meeting. Committee members were encouraged to review the list and make suggestions and provide feedback.

7. **Adjournment**

The meeting was adjourned at 12:05 PM.

Attendees:

LWDB Executive Committee Members

Rod Blackburn
Michele Gifford
Commissioner Jim Howell
Kathy Jewett
Pat Jonas
Jeff Longwell
Melissa Musgrave
Tony Naylor
Gabe Schlickau
Amy Williams

Staff/Guests

Marcy Aycok
Denise Houston
Keith Lawing
Shirley Lindhorst
Mary Mann
George Marko
Chad Pettera
Janet Sutton
Will Dorr, Eckerd Connects
Erica Ramos, LWDB



**Workforce Alliance of South Central Kansas
Proposed Meeting Schedule and Paid Holidays
January - December 2024**

Local Workforce Development Board

10:00 a.m. (Quarterly – 4th Wednesday)

Wednesday, January 24, 2024

Wednesday, April 24, 2024

Wednesday, July 24, 2024

Wednesday, October 23, 2024

Executive Committee

11:30 a.m. (Monthly - Second Wednesday)

Wednesday, January 10, 2024

Wednesday, February 14, 2024

Wednesday, March 13, 2024

Wednesday, April 10, 2024

Wednesday May 8, 2024

Wednesday, June 12, 2024

Wednesday, July 10, 2024

Wednesday, August 14, 2024

Wednesday, September 11, 2024

Wednesday, October 9, 2024

Wednesday, November 13, 2024

Wednesday, December 11, 2024

Program Operations and Performance Committee

11:30 a.m. (Bi-Monthly - First Thursday)

Thursday, January 4, 2024

Thursday, March 7, 2024

Thursday, May 2, 2024

Thursday, July 11, 2024 *

Thursday, September 5, 2024

Thursday, November 7, 2024

Youth Employment Committee

11:30 a.m. (Bi-Monthly - 3rd Tuesday)

Tuesday, February 20, 2024

Tuesday, April 16, 2024

Tuesday, June 18, 2024

Tuesday, August 20, 2024

Tuesday, October 15, 2024

Tuesday, December 17, 2024

The following holidays will be observed by WA and State of Kansas Staff. The Workforce Centers will be closed on these days:

New Year's Day

Monday, January 1, 2024

Martin Luther King, Jr. Day

Monday, January 15, 2024

Memorial Day

Monday, May 27, 2024

Juneteenth

Wednesday, June 19, 2024

Independence Day

Thursday, July 4, 2024

Labor Day

Monday, September 2, 2024

Veterans Day

Monday, November 11, 2024

Thanksgiving Day

Thursday, November 28 & Friday, November 29, 2024

Christmas

Wednesday, December 25, 2024

The following holidays will be in-service days for WA and State of Kansas Staff:

President's Day

Monday, February 19, 2024

Columbus Day

Monday, October 14, 2024

** Exceptions to Recurring Meeting Dates Due to Holidays*

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:	Spirit Aerosystems
Company Description:	Spirit AeroSystems is one of the world’s largest manufacturers of aerostructures for commercial airplanes, defense platforms, and business/regional jets. With expertise in aluminum and advanced composite manufacturing solutions, the company’s core products include fuselages, integrated wings and wing components, pylons, and nacelles. Also, Spirit serves the aftermarket for commercial and business/regional jets. Headquartered in Wichita, Kansas, Spirit has facilities in the U.S., U.K., France, Malaysia and Morocco.
Location:	Wichita, Sedgwick County
Occupation(s):	Assembly Sheet Metal Structures, Underwing Mechanics, Electrical Apprentice, Industrial Mechanical Apprentice, NC Programming Apprentice
Training Length:	Six months to Two Years
Average Wage Range:	The minimum entry level wage is \$20.50
Benefits:	<ul style="list-style-type: none"> • Full benefit package available.
Comments:	Spirit Aerosystems is actively engaged in Incumbent Worker Training with their Registered Apprenticeship programs. Renewing this contract allows for a continuity of service and the opportunity to continue to partner.
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 Spirit Aerosystems to OJT ETP list.