



Workforce Alliance Local Workforce Development Board (LWDB)
Executive Committee Meeting Minutes
March 11, 2026 – 11:30 AM

1. Welcome and Introductions

The Workforce Alliance (WA) Executive Committee met virtually on March 11, 2026 via Zoom. Board Chair Alana McNary welcomed attendees and called the meeting to order.

2. Butler County Workforce Center Lease Termination

- The lease for the Butler Workforce Center in El Dorado ends June 30, 2026.
- Costs associated with the facility are currently shared between WIOA, RETAIN program, and Orion Educational Services. RETAIN is scheduled to conclude in June 2026.
- Staff recommend ending the lease prior to June 30, 2026 due to recent WIOA budget concerns, lower levels of center traffic and proposed state policies that will make maintaining multiple facilities difficult.
- WA remains committed to serving Butler County residents and employers and are actively seeking co-location options with community partners such as El Dorado Inc., Chamber of Commerce and city library.
- No layoffs of current Butler County staff are planned.

Rod Blackburn (Scott Stiles) moved to approve the termination of the Butler County Workforce Center lease. Motion adopted.

3. Workforce Innovation & Opportunity Act (WIOA) Memorandum of Understanding for Required Partner

- The required One-Stop Partner Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) for mandated WIOA partners expires June 30, 2026. MOUs must be revised every three years. The current MOU is being renewed for program year 2026 and must be in place by July 1, 2026.
- A draft MOU was shared with all WIOA required partners in January with guidance to review and provide updates and was discussed at a WIOA partner meeting in February.
- To date, no partner has requested changes; updates may be needed depending on public comment period submissions. The Butler County center will be removed or marked “TBD” due to lease termination.
- There are no substantial changes from the current MOU; updates primarily reflect operational adjustments over the past three years, along with alignment with updated guidance and the current Local Plan.
- Each WIOA partner is also updating its partner service grid to include referral guidelines.
- Once released for public comment; partners will have 30 days to provide feedback. The final MOU will be presented to Committee at a future meeting for approval.

Cheryl Childers (Scott Stiles) moved to approve publication of the Workforce Innovation and Opportunity Act (WIOA) One Stop Partner Memorandum of Understanding (MOU) for public comment. Motion adopted.

4. Partnership Agreement with the City of Caldwell for Summer Internship Program

- The WA is working with the City of Caldwell on an application to the State of Kansas for Community Development Block Grant (CDBG) funds to support a three-week, career-focused Caldwell Summer Internship Program.

- The program is designed to serve 25 students who have completed ninth or tenth grade, providing paid, hands-on work experiences combined with structured workshops in career readiness and financial literacy.
- Application for summer youth employment project previously submitted; requires resubmission due to technical corrections. A subrecipient agreement between WA and City of Caldwell is now required.
- The WA has been asked to serve as a partner in this initiative with proposed responsibilities to include project management, curriculum planning, employer coordination, student recruitment support, scheduling, and alignment with regional workforce priorities and best practices.
- The partnership is expected to formalize roles, responsibilities, performance expectations, and financial commitments through a written agreement between the Workforce Alliance and the City of Caldwell. Staff capacity and program alignment have been reviewed, and the proposed engagement is consistent with existing youth workforce strategies and priorities.

Michele Gifford (Tony Naylor) moved to authorize the CEO to enter into a partnership agreement with the City of Caldwell to implement a Summer Internship Program as presented. Motion Adopted.

5. **Additions to the Eligible Training Provider (ETP) List**

A new training provider, Accelerated Academy, has requested approval for a new Dental Assisting program. Accelerated Academy offers a hybrid learning experience with theory work done online and hands on-learning completed at a partnering dental office. This program does show median earnings of \$19.15 an hour with a verified employer demand.

Tony Naylor (Scott Stiles) moved to approve the initial programs as presented. Motion adopted.

6. **Workforce Alliance Updates**

- Consolidation of Workforce Alliance Operations - The move of administrative staff from the Garvey Center downtown to the Workforce Center is complete. Construction on the reconfiguration of space at the Workforce Center has begun. A consolidated floor plan of the Workforce Center will be provided to the Committee when available.
- "Momentum: Explore, Discover and Hire", a city-wide career fair is scheduled for April 22, 2026 at Century II. The WA is partnering with Wichita Public Schools and Maize Career Academy on the event. Thousands of students from 40 high schools are expected to attend. More employers are needed from the region to participate and provide career awareness and exploration for sophomores and job and internship opportunities for seniors. The goal is to have 125 employer booths; booth cost is \$250.
- Kaufmann Returning Citizen Consortium (RCC) Planning Grant – renamed Kansas Restorative & Opportunity Network (KRON) – The application has been submitted and a decision is expected in May. The project includes multiple partners in the Kansas City and Wichita region for five years at approximately \$20 million to assist justice-involved individuals gain employment and provide services to address barriers to employment.
- The State of Kansas has released policy updates for public comment with a deadline of April 3, 2026. Staff are concerned by some of the proposed changes and will be contacting board members to review and provide feedback to comments before they are submitted. Potential negative impact on local operations, funding flexibility, and training capacity.
- The WA's Revenue Generation Task Force has met. The annual Jobs FORE Youth Golf Tournament will be scheduled for Monday, September 14, 2026 at 9:00 AM at Willowbend Golf Club. Contract will be signed with the course. The task force will meet to discuss planning for the tournament and information will be shared when it becomes available.
- Board members Alana McNary and Cheryl Childers and staff Keith Lawing and Amanda Duncan will attend the annual National Association of Workforce Boards (NAWB) Forum from March 23rd through March 26th.

Report was received and filed.

7. **Adjournment**

The meeting was adjourned at 12:00 PM.

Attendees:

LWDB Executive Committee Members

Rod Blackburn
Cheryl Childers
Michele Gifford
Kathy Jewett
Pat Jonas
Alana McNary, Chair
Tony Naylor
Luis Rodriguez
Scott Stiles, Vice Chair

Staff/Guests

Marcy Aycock
Amanda Duncan
Keith Lawing
Shirley Lindhorst
Chad Pettera
Angela Slattery, One-Stop Operator, Goodwill
Brian Miles, WA Board Member