



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

Wichita Workforce Center - 2021 N Amidon, #1100
Wednesday, March 12, 2025 • 11:30 a.m. – 12:45 p.m.

1. **Welcome and Introductions:** Jeff Longwell (11:30)
2. **Federal Policy Update - Executive Orders, Funding Freezes and Workforce Innovation & Opportunity Act (WIOA) Reauthorization:** Keith Lawing (11:35) (*pp. 2-5*)
There have been a number of actions by the federal government in 2025 that impact current operations and future planning for the WA. Staff will provide an overview.
Recommended Action: *Take appropriate action.*
3. **Community Impact Project Updates:** Amanda Duncan (11:50)
 - Youth Employment Project (YEP)
 - EPA Grant
 - Home Base Wichita
 - One Workforce Grant**Recommended Action:** *Take appropriate action.*
4. **2026-2028 Workforce Alliance Board of Directors Strategic Planning:** Keith Lawing (12:15)
One of the assignments for the Workforce Alliance Board 2025 is to update the Strategic Plan and identify goals for the organization.
Recommended action: *Take appropriate action.*
5. **Consent Agenda:** Keith Lawing (12:30)
 - A. Approval of Meeting Minutes for January 8, 2025 (*pp. 6-8*)
 - B. Program Year 2024 (PY24) Budget Update (*pp.9-10*)
 - C. Operations & One-Stop Operator Report (*pp. 11-17*)
 - D. Reports: Registered Apprenticeship and Communications (*pp.18-23*)
 - E. New Time and Effort Policy/Updated Code of Business Conduct and Ethics (*pp. 24-25*)
 - F. WIOA Youth Contract - Elite CDL (*p. 26*)
 - G. On-the-Job Training Contract for the Eligible Training Provider List - B&B Airparts, Creekstone Farms and Great Plains Industries (*pp. 27-29*)**Recommended Action:** *Approve the Consent Agenda as presented.*
6. **Adjourn:** Jeff Longwell (12:45)

The next WA Executive Committee Meeting is scheduled for Wednesday, April 9, 2025 at 11:30 a.m.

 **KANSASWORKS.com** In Partnership with  **AmericanJobCenter**

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

Item

Federal Policy Update

Background

There have been a number of actions by the federal government in 2025 that impact current operations and future planning for the Workforce Alliance of South Central Kansas (WA). This activity, combined with the plan to reauthorize the Workforce Innovation and Opportunity Act (WIOA) through the *A Stronger Workforce For America* (ASWA) creates a great deal of uncertainty for the overall operating model for the WA. As has been discussed previously, language in ASWA mandates how much local workforce boards spend on skills training, resulting in limiting options to employment services for job seekers, and how services to local businesses are delivered.

An additional concern are the cuts and reductions to job training funding from the Federal Government. For example, the last House Budget proposal for FY25 WIOA funding includes a major reduction (75%ish) to WIOA Adult and completely zeroed out WIOA youth funding. If these funding levels are adopted, it will have a huge negative impact on local operations, translating into fewer persons served, closing offices in El Dorado, Winfield and Wellington, and dramatically changes how the WA works directly with employers to fund on-the-job training projects as has been done over the years. It is also likely there will be fewer competitive grants released for skills training and employment projects.

At the end of the day, the primary goal of the WA is to help people without jobs find employment, and also to help people get better jobs with higher wages to meet the needs of local employers. Based on the outcomes generated through WIOA and the other employment and skills training projects led by, and or funded by, the WA is adding revenue for local, state and federal governments by expanding the tax base through job growth and business expansion.

Analysis

Attached are summary reports that show where the Workforce Alliance has been investing funds from 2016 to 2025, and it includes local education providers, Registered Apprenticeship, employer partnerships and supportive services. This data highlights the local economic impact generated by the Workforce Alliance.

Below is a short summary of recent federal government actions that impact WA operations and funding.

Executive Orders and USDOL Guidance:

- TEN 21-24 Immediate Implementation of Executive Orders “Ending Radical and Wasteful Government DEI Programs and Preferencing” and “Ending Illegal Discrimination and Restoring Merit-Based Opportunity”
 - “effective immediately, all recipients of federal financial assistance awards are directed to cease all activities related to ‘diversity, equity, and inclusion’ (DEI) or ‘diversity, equity, inclusion, and accessibility’ (DEIA) under their federal awards.”
 - Issued January 22, 2025, rescinded February 27, 2025

Funding Freeze and EPA Grant:

- The Office of Budget and Management issued Memo M-25-13 on January 27 “pausing” federal funding as part of a review for waste, fraud and abuse. This action shut down immediate access to funds for the WA. While the action was rescinded on January 29 after multiple legal challenges, had this not been changed the WA would not have been able to meet its financial obligations including payroll.
- The EPA Jobs Training Brownfield grant awarded to the WA in December of 2024, and there was concern it could be rescinded as part of the ongoing review of Federal spending led by the newly created Department of Government Efficiency (DOGE). However, the WA was contacted by EPA staff and the grant is on schedule and should be operating by July 1, 2025.

Workforce Innovation & Opportunity Act (WIOA) Reauthorization (Reprinted from NAWB Newsletter March 7, 2025)

Today, the House Education and Workforce Subcommittee on Higher Education and Workforce Development **held a hearing**, **Strengthening WIOA: Improving Outcomes for America’s Workforce**.

Subcommittee **Chairman Burgess Owens (R-UT)** opened the hearing by noting, “a strong workforce development system is vital to growing our economy and providing economic opportunity for every American.” Owens further noted that reforms to the Workforce Innovation and Opportunity Act (WIOA) are needed to help the public workforce system realize this promise and indicated his strong support for A Stronger Workforce for America Act (ASWA), the WIOA reauthorization proposal the committee and wider House advanced in the last Congress. In particular, Owens highlighted his home state of Utah’s One Door Policy, which integrates workforce development and human services in the state, and how aspects of ASWA have been modeled off of this systems approach.

Rep. Alma Adams (D-NC), the subcommittee Ranking Member, noted the bipartisan support for workforce development, and highlighted CharlotteWorks, one of North Carolina’s workforce boards and a NAWB member, which generated \$225 million in economic value and served 42,000 jobseekers last year. She lauded many of the provisions contained in ASWA, especially provisions to help Opportunity Youth, young people ages 16-24 that are not in school and not employed. She noted that the public workforce system has been chronically underfunded, and that it needs more support to be effective.

Recommended Action

Take appropriate action.



**Workforce Alliance
Employer / Partner Funding
PY 16 - PY24
as of March 2025**

<u>Employer Partners</u>	<u>Funds</u>
Spirit AeroSystems	\$ 2,017,839
Cox Machine	\$ 1,070,846
Novacoast	\$ 273,576
Keycentrix	\$ 251,414
Optometric Billing Solutions	\$ 250,000
Metal Finishing	\$ 143,261
GSI Engineering	\$ 130,000
JR Custom Metals	\$ 129,255
Youngers and Sons	\$ 127,284
Harlow Aerostructures	\$ 122,716
Global Aviation Technologies	\$ 115,724
CMJ Manufacturing	\$ 113,566
Airbus Americas	\$ 84,613
Tech Aerospace	\$ 65,672
Kansas Truck Driving School	\$ 62,514
Center Industries	\$ 59,378
Harper Industries	\$ 57,033
TEC Systems Group	\$ 55,076
Omni Aerospace	\$ 52,089
LearJet	\$ 42,266
Wolff Electric	\$ 38,490
Creekstone Farms	\$ 31,121
The Bradbury Group	\$ 30,291
Mahaney Roofing	\$ 29,000
HM Dunn	\$ 27,414
Etezazi Industries	\$ 18,000
Milling Precision Tool Company	\$ 17,590
High Touch	\$ 17,408
IdeaTek	\$ 7,341
Blake Clotia	\$ 900
TOTAL	\$ 5,441,676



**Workforce Alliance
Training Provider Funding
PY 16 - PY24**

<u>Training Providers</u>	<u>Funds</u>
WSU Tech	\$ 4,831,792
WSU	\$ 2,333,633
Allied Health Training Center	\$ 936,493
WTI	\$ 857,363
Butler Community College	\$ 533,457
Whiteline CDL	\$ 527,949
Friends University	\$ 458,082
Cowley College	\$ 226,086
Kansas Truck Driving	\$ 144,274
Hutchinson Community College	\$ 89,352
Newman University	\$ 69,612
160 Driving/Rock Gate Capital	\$ 69,300
Bethel House	\$ 43,963
Freedom Road Truck Driving	\$ 40,082
Heartland Welding Academy	\$ 34,775
Insight Direct USA	\$ 21,064
TOTAL	\$ 11,217,278

<u>Registered Apprenticeship</u>	<u>Funds</u>
Plumbers and Pipefitters	\$ 258,650
WEJACT	\$ 245,791
Sheet Metal Apprentice	\$ 70,190
IBEW	\$ 16,536
Ember Audio Visual	\$ 12,000
Don Hattan	\$ 6,000
Total	\$ 609,167



Workforce Alliance
Executive Committee Meeting Minutes
January 8, 2025 – 11:30 AM

1. Welcome and Introductions

The Workforce Alliance (WA) Executive Committee met on January 8, 2025 in person at the Wichita Workforce Center and virtually via Zoom. Chair Jeff Longwell welcomed Committee members and called the meeting to order.

2. Workforce Innovation and Opportunity Act (WIOA) Reauthorization

Reauthorization of the Workforce Innovation Opportunity Act (WIOA), “A Stronger Workforce for America” (ASWA), was not included in the Continuing Resolution approved by Congress and signed by the President on December 21, 2024. The reauthorization would have included more restrictive funding requirements. Staff and board members will continue to work with elected officials to toward reauthorization that includes a less restrictive funding mandate. The WA has a good relationship with the Congressional delegation and they have a strong level of knowledge of the workforce system; staff must solidify their understanding of the impact the WA has with the federal funding it receives and how that could be affected by changing funding mandates. Although reauthorization was slated for 2019, the system continues to be funded by appropriations. Staff are hopeful that reauthorization will occur as there is a strong case for continued funding due to the workforce system’s ability to generate federal revenue through job placements and upskilling.

Report was received and filed.

3. 2025 Workforce Alliance Work Plan and Goals

The Executive Committee reviewed some current operations and programs as well as identified action items and goals to address in 2025. Lawing provided some presentation slides and an article on economic mobility.

Lawing reviewed the organization's current strategic goals, which focus on performance, leveraging resources and aligning services to create community impact beyond WIOA funding and supporting youth employment services and programs.

The proposed 2025 Work Plan for the WA was discussed. The proposed focus of the work plan is to enhance economic mobility, particularly for at-risk youth, justice involved individuals (Fair Chance, returning citizens), veterans, transitioning workers (layoffs, sector growth, etc.) and employer partners.

In line with recommendations of the Board’s Leveraged Funds Task Force, the Committee discussed the need for better communication and understanding among the Board members, particularly regarding the planning and execution of projects. There is a need for the organization to be positioned better to generate revenue.

The 2025 WA Board Work Plan proposes strategies to increase Board member engagement in order to define and/or measure Board member support such as inviting senators and representatives to visit the workforce center annually to visit with board members, increasing industry partner engagement by participation by conducting lunch-and-learn sessions at workforce centers for a fee with valuable content such as labor market information and youth employment that is targeted to hiring managers and human resource professionals. Alana McNary suggested the sessions be promoted with social media teasers and quick questions and answer sessions that explain the content of the sessions. Chair Longwell asked that staff continue to improve communication and notify Board members when staff are engaging with their organizations or geographic area. The work plan also includes developing a plan for raising \$50,000 from the annual Jobs FORE Youth golf tournament and a challenge for board members to assist with that goal.



Related to the importance of Board members using WA services and supporting the WA as an organization, the creation of two broad categories for board members was proposed: employer partner (job postings, job fairs, pre-screenings, on-the-job training, registered apprenticeship and youth employment) and strategic funders (Jobs FORE Youth golf tournament, Camp HYPE, matching funds for grants and special projects).

The Board will need to undergo strategic planning to develop goals for 2026 through 2028. Planning would take place during the 3rd or 4th quarter of 2025. In the past, the board has conducted planning engaging a formal consultant or through a series of topical sessions. Lawing suggested if a consultant is engaged to facilitate it would be a workforce system subject matter expert. Blackburn suggested a focus on community fundraising since WIOA funds are decreasing.

The Executive Committee will present and recommend the 2025 Work Plan to the full Board for adoption at the January 22nd meeting.

Take appropriate action.

4. **Workforce Alliance (WA) Board and Committee Membership**

The WA Committee assignments were reviewed and updated for appointments in 2025 by the WA Board Chair. Memberships will also be discussed at the Board meeting on January 22.

The transition of board members and committee assignments was discussed. Dr. Krull's retirement from Butler Community College was acknowledged. Dr. Jackie Vietti will be the interim president. Dr. Rachel Bates from Cowley College will replace Kami Moore as the WIOA Adult Education rep, and Jameison Saudino from IBEW will replace Russ Kennedy. Gabe Schlickau will transition off the Executive Committee in 2025 and will remain on the Board. Cheryl Childers from Cox Machine has been asked to join the committee. Gabe's recognition for his long service was acknowledged and he expressed his appreciation for the opportunity to step down from the Executive Committee. He will become the Wichita Regional Chamber of Commerce Board Chair in 2026. Schlickau and Lawing discussed the importance of the partnership between the Chamber and the Workforce Alliance. Lawing proposed hosting a Chamber board of directors meeting at the workforce center and suggested inviting Chamber Chair Victor Ojeleye, Cargill to visit the center as well.

It is important for Board members to serve on committees when possible, and staff will work with the Board chair to fill committee roles such as a co-chair for the Youth Employment Committee, additional public sector POP members and Finance Committee members.

Report was received and filed.

5. **Consent Agenda**

Approval of meeting minutes for December 12, 2024, Program Year 2024 (PY24) budget update, Operations & One-Stop operator report, Registered Apprenticeship and Communications reports and an addition to the Eligible Training Provider (ETP) List for Elite CDL School were presented to the Committee for review and approval.

Elite CDL School's application to be added to the ETP list was discussed and staff recommended approval. Staff from the school were present to provide information and answer questions. The school's CEO, Michael Hall explained their unique program, which offers a fast-track to becoming a CDL driver and includes job placement services. The need for drivers continues to be great. There is a potential for partnerships with local businesses and the possibility of expanding their services to other areas.

Lindsay McWilliams, One-Stop Operator, reported that a second one-stop operator position has been posted and will possibly be hired by the end of the month. In-service training for staff is planned for February and will include team building, review of operational reporting and tours of local partners facilities.



Gabe Schlickau (Pat Jonas) moved to approve the Consent Agenda as presented. Motion adopted.

6. Announcements

- WA Board member, Kathy Jewett, who has served on the National Association of Workforce Boards (NAWB) for the past eight years has resigned from that board. She will attend her last meeting next week and provide an update on discussions regarding WIOA reauthorization to the board at a future meeting. Staff and board members thanked Kathy for her service to the NAWB Board. She will continue to serve on the WA board and the Executive Committee.
- Lawing discussed the potential for legislative reform in response to the recent uptick in gun violence, particularly in relation to juvenile justice reform. He mentioned a meeting with community groups, judges, and legislators to explore this issue further. There is the potential for workforce development to partner with community groups to reduce the number of at-risk youth. Pat Jonas touched on the topic of high school graduation rates and the need for forward-thinking companies to start contacting potential candidates earlier through programs like high school internships and asked if high school credit can be earned through a high school internship. The WA is working with schools toward this goal.

7. Adjournment

The meeting was adjourned at 12:40 PM.

Attendees:

LWDB Executive Committee Members

Rod Blackburn
Kathy Jewett via Zoom
Pat Jonas
Jeff Longwell
Alana McNary
Gabe Schlickau

Staff/Guests

Marcy Aycock
Amanda Duncan
Denise Houston via Zoom
Keith Lawing
Shirley Lindhorst
Mary Mann
Chad Pettera
Janet Sutton via Zoom
Kevin Brassler, Elite CDL School
Michael Hall, Elite CDL School
Samantha McAllister, Elite CDL School
Erica Ramos, KS Dept. of Commerce
Lindsay McWilliams, One-Stop Operator, Goodwill

Workforce Alliance Consolidated Budget PY24

July 2024 - June 2025

Expenditures Through 1/31/2025

Category	WIOA					Community Impact Funds				Consolidated			
	Budget	January Expenditures	YTD Expenditures	% Budget Remaining		Budget	January Expenditures	YTD Expenditures	% Budget Remaining	Budget	January Expenditures	YTD Expenditures	% Budget Remaining
Wages	\$ 1,831,334	\$ 144,125	\$ 978,487	47%		\$ 1,401,982	\$ 108,338	\$ 757,982	46%	\$ 3,233,316	\$ 252,463	\$ 1,736,469	46%
Fringe	\$ 423,200	\$ 27,624	\$ 214,844	49%		\$ 347,690	\$ 27,604	\$ 161,628	54%	\$ 770,890	\$ 55,228	\$ 376,472	51%
Facilities	\$ 260,835	\$ 191,881	\$ 292,587	-12%		\$ 127,910	\$ 9,631	\$ 64,392	50%	\$ 388,745	\$ 201,512	\$ 356,979	8%
Contract/Pro Fees	\$ 83,008	\$ 25,069	\$ 40,662	51%		\$ 55,050	\$ 199	\$ 55,556	-1%	\$ 138,058	\$ 25,268	\$ 96,218	30%
Supplies/Equipment	\$ 21,595	\$ 1,100	\$ 15,788	27%		\$ 16,490	\$ 298	\$ 6,747	59%	\$ 38,085	\$ 1,398	\$ 22,535	41%
IT	\$ 137,500	\$ 18,386	\$ 16,111	88%		\$ 49,745	\$ 4,529	\$ 48,691		\$ 187,245	\$ 22,915	\$ 64,802	65%
Outreach/Cap Building	\$ 27,175	\$ 852	\$ 16,075	41%		\$ 123,525	\$ 1,557	\$ 85,625	31%	\$ 150,700	\$ 2,409	\$ 101,700	33%
Travel/Conferences	\$ 52,140	\$ 1,132	\$ 17,443	67%		\$ 34,562	\$ 228	\$ 24,737	28%	\$ 86,702	\$ 1,360	\$ 42,180	51%
Grants Awarded	\$ 215,000	\$ 5,722	\$ 26,471	88%		\$ 152,500	\$ 7,965	\$ 61,125	60%	\$ 367,500	\$ 13,687	\$ 87,596	76%
Staff Development	\$ 9,700	\$ -	\$ 1,216	87%		\$ 14,050	\$ -	\$ 3,025	78%	\$ 23,750	\$ -	\$ 4,241	82%
Indirect	\$ 272,402	\$ 13,672	\$ 148,169	46%		\$ 255,656	\$ 27,043	\$ 258,548	-1%	\$ 528,058	\$ 40,715	\$ 406,717	23%
Misc/Dep/Int	\$ -	\$ -	\$ -	0%		\$ 27,000	\$ -	\$ 7,414	73%	\$ 27,000	\$ -	\$ 7,414	73%
Work Experience	\$ 854,691	\$ 33,445	\$ 358,978	58%		\$ 550,000	\$ 41,164	\$ 331,286	40%	\$ 1,404,691	\$ 74,609	\$ 690,264	51%
On The Job Training	\$ 24,018	\$ -	\$ -			\$ 620,000	\$ 21,385	\$ 140,779	77%	\$ 644,018	\$ 21,385	\$ 140,779	78%
Incentives	\$ 2,300	\$ -	\$ 250	89%		\$ 22,000	\$ 600	\$ 19,575		\$ 24,300	\$ 600	\$ 19,825	18%
Occupational Training	\$ 114,016	\$ 1,569	\$ 60,084	47%		\$ 1,025,000	\$ 3,030	\$ 231,011	77%	\$ 1,139,016	\$ 4,599	\$ 291,095	74%
Supportive Services	\$ 86,995	\$ 9,919	\$ 70,421	19%		\$ 415,000	\$ 3,138	\$ 49,353	88%	\$ 501,995	\$ 13,057	\$ 119,774	76%
Total	\$ 4,415,909	\$ 474,496	\$ 2,257,586	49%		\$ 5,238,160	\$ 256,709	\$ 2,307,474	56%	\$ 9,654,069	\$ 731,205	\$ 4,565,060	53%

Analysis

Budget: The PY24 budget with expenditures through the end of the December 2024. The budget includes a breakdown between WIOA (LWDB budget) and non-WIOA Funding (Community Impact Funds) and combined totals.

The PY24 budget allocates 38% on direct client spending including classroom training, work experience, on-the-job training and supportive services. The direct client spending is at 28% through the month of January. Facilities budget is low due to the timing of reimbursements from partners, that budget line will improve in February as we receive reimbursements. Supplies is also running over for WIOA, future requests for supplies will be reviewed based on necessity. The budget has 53% remaining after the half way through the fiscal year.

Recommended Action

Receive and file.

WA Sub Recipient Budgets

Report Date	12/31/2024
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Cerebral Palsy Research Foundation- WIOA Youth Provider

PY24 July 2024 - June 2025

September

	Budget	Expenses	Total Expenses	Budget Remaining
Case Management	\$ 63,408	\$ 3,785	\$ 19,980	\$ 43,428
Outreach	\$ 6,000	\$ 456	\$ 3,332	\$ 2,668
Work Experience	\$ 182,500	\$ 5,980	\$ 43,000	\$ 139,500
Leadership Development	\$ 8,800	\$ 400	\$ 2,200	\$ 6,600
Follow Up Services	\$ 18,800	\$ 1,280	\$ 8,880	\$ 9,920
Literacy Education	\$ 14,700	\$ 700	\$ 4,900	\$ 9,800
Labor Market Information	\$ 8,200	\$ 400	\$ 2,600	\$ 5,600
	\$ 302,408	\$ 13,001	\$ 42,121	\$ 260,287

WSU- One Workforce

Term: May 2021 through January 2026

5/2021 - 9/2024

QTR End 9/30/204

	Budget	Expenses	Total Expenses	Balance
Wages	\$ 312,291	\$ 6,477	\$ 233,729	\$ 78,562
Fringe	\$ 76,379	\$ 1,488	\$ 59,954	\$ 16,425
	\$ 388,670	\$ 7,965	\$ 293,682	\$ 94,988

WSU Tech One Workforce

Term: May 2021 through January 2026

5/2021 - 9/2024

QTR End 9/30/204

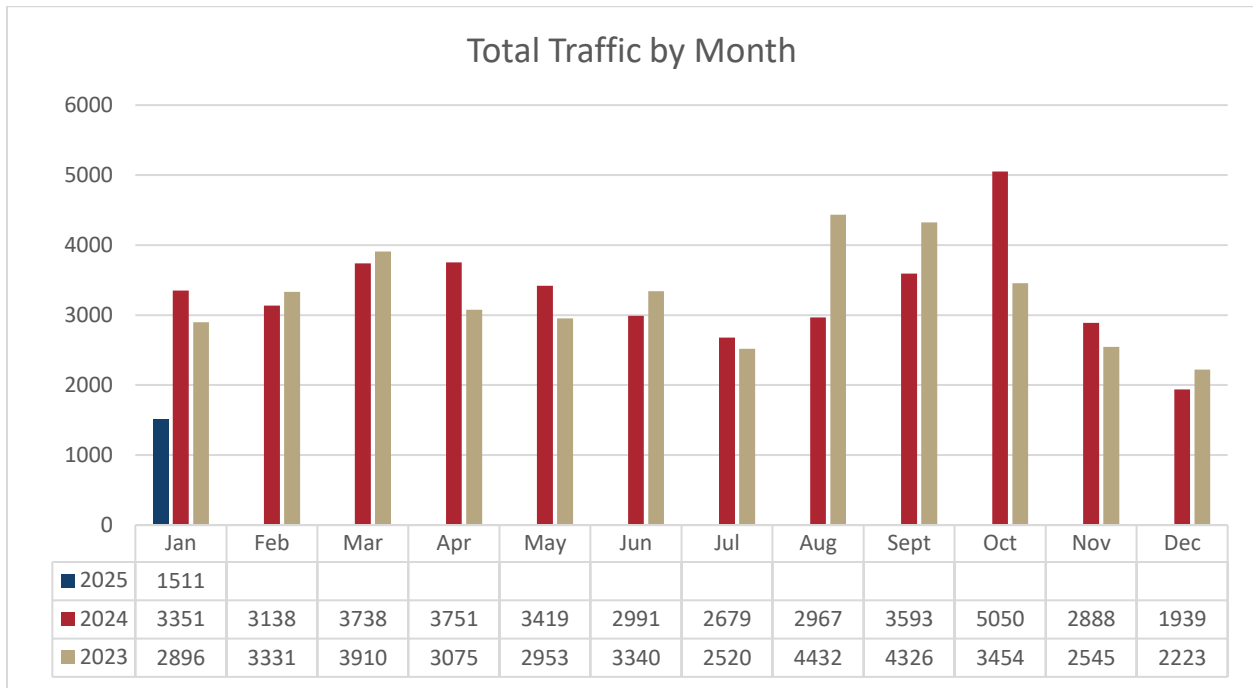
	Budget	Expenses	Total Expenses	Balance
Wage	\$ 198,203	\$ 11,880	\$ 136,189	\$ 62,014
Fringe	\$ 73,513	\$ 4,354	\$ 49,857	\$ 23,656
	\$ 271,716	\$ 16,235	\$ 186,046	\$ 85,670

Item

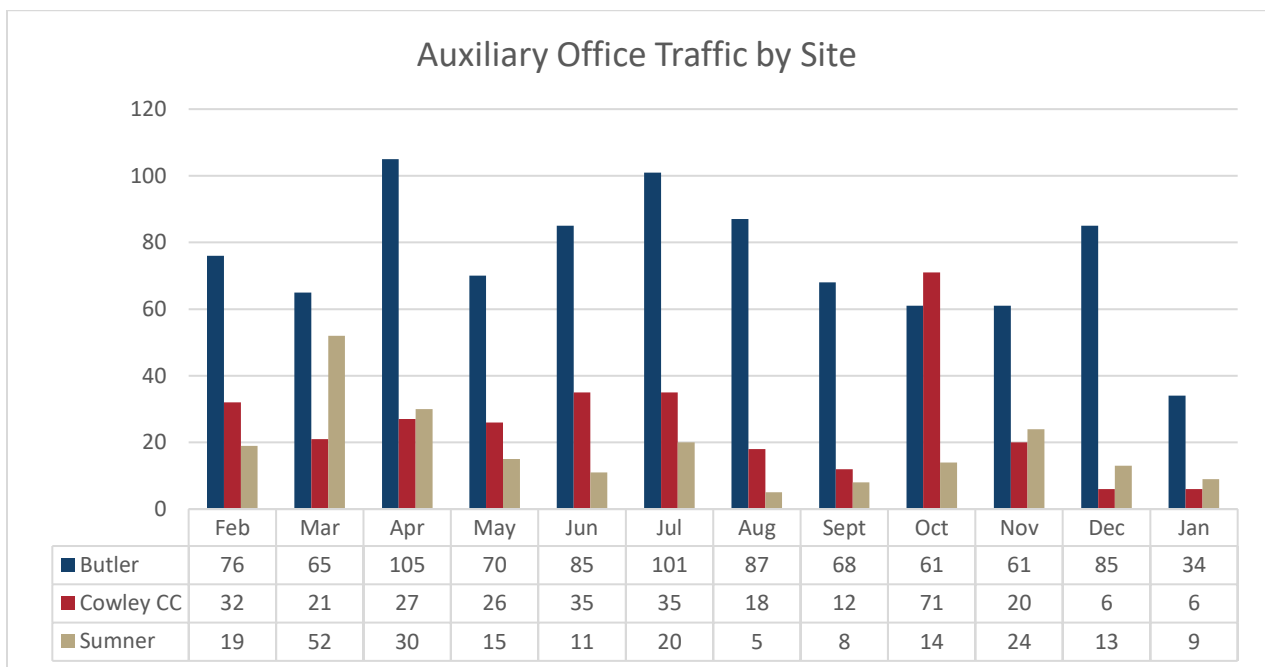
Workforce Centers Operations January Update

Job Seeker Traffic

The bar graph below provides a visual representation of jobseeker traffic through January of 2025. Overall, job seeker engagement at all four centers is steady.

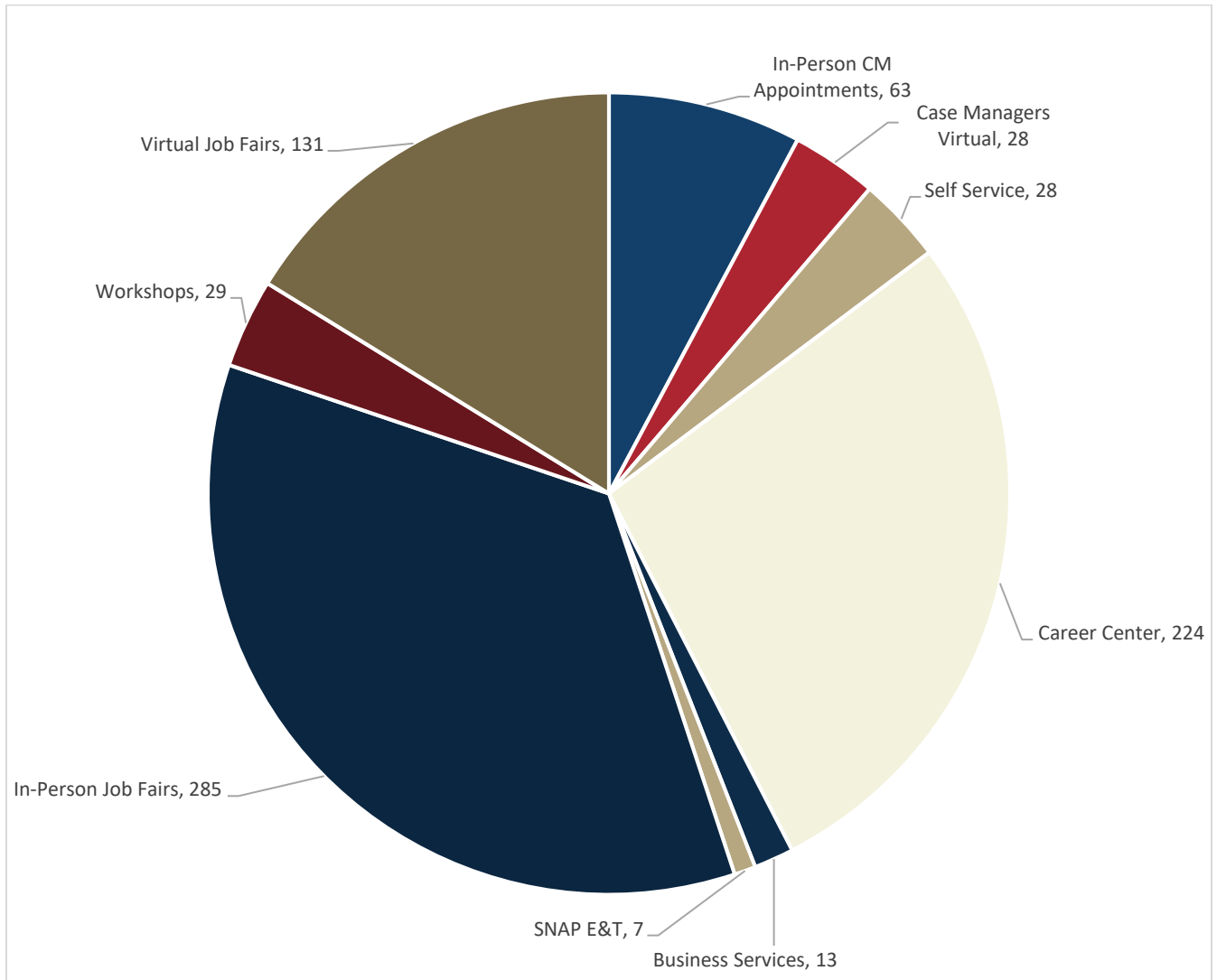


This bar graph offers a breakdown of the job seeker traffic by Area IV's Auxiliary Offices in Butler, Sumner, and Cowley counties.

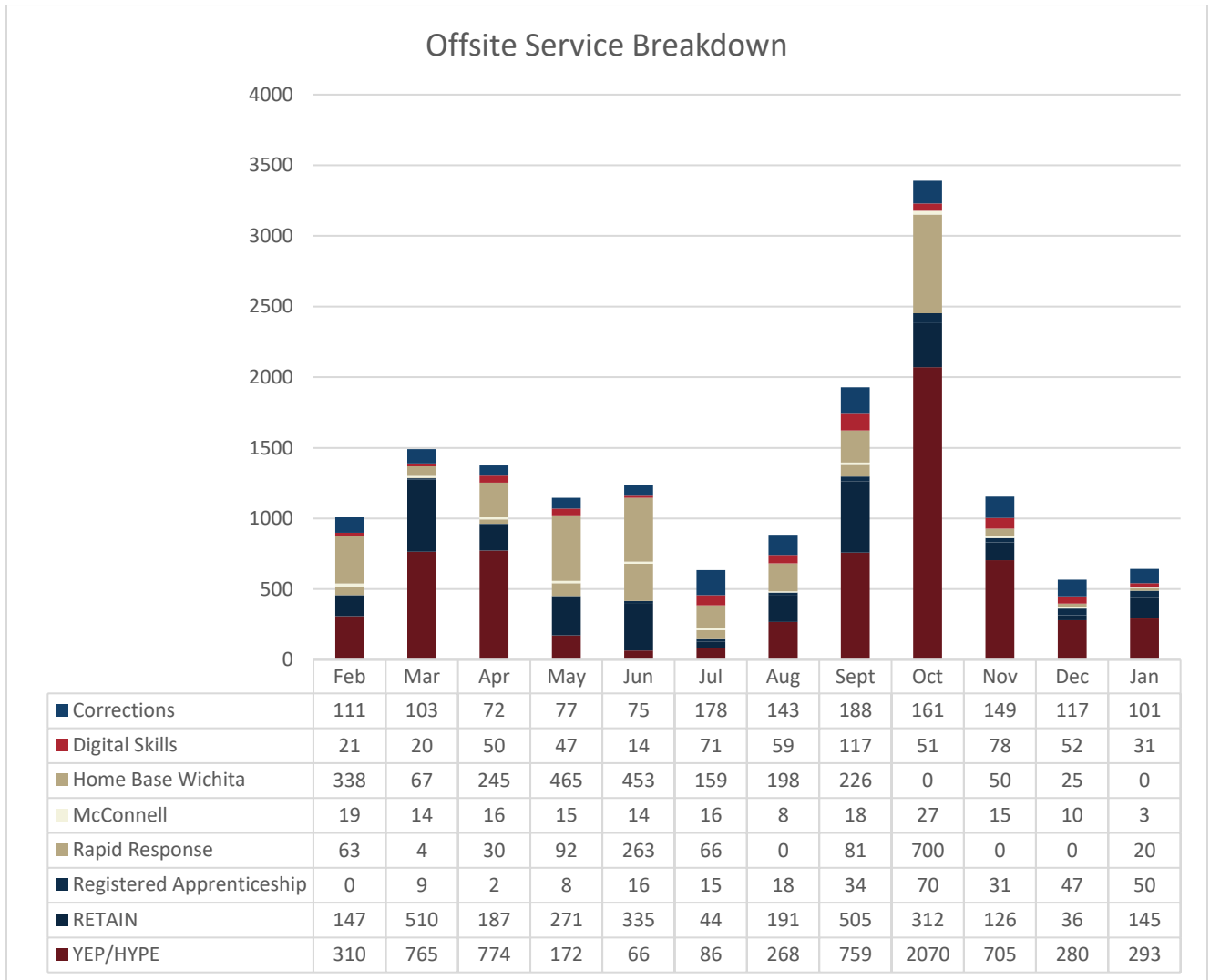


Job Seeker Services

This pie chart offers a breakdown of the comprehensive job seeker services provided by Area IV's One Stop Center, the Wichita Workforce Center.



This graph offers a breakdown of the comprehensive offsite services provided by Area IV.

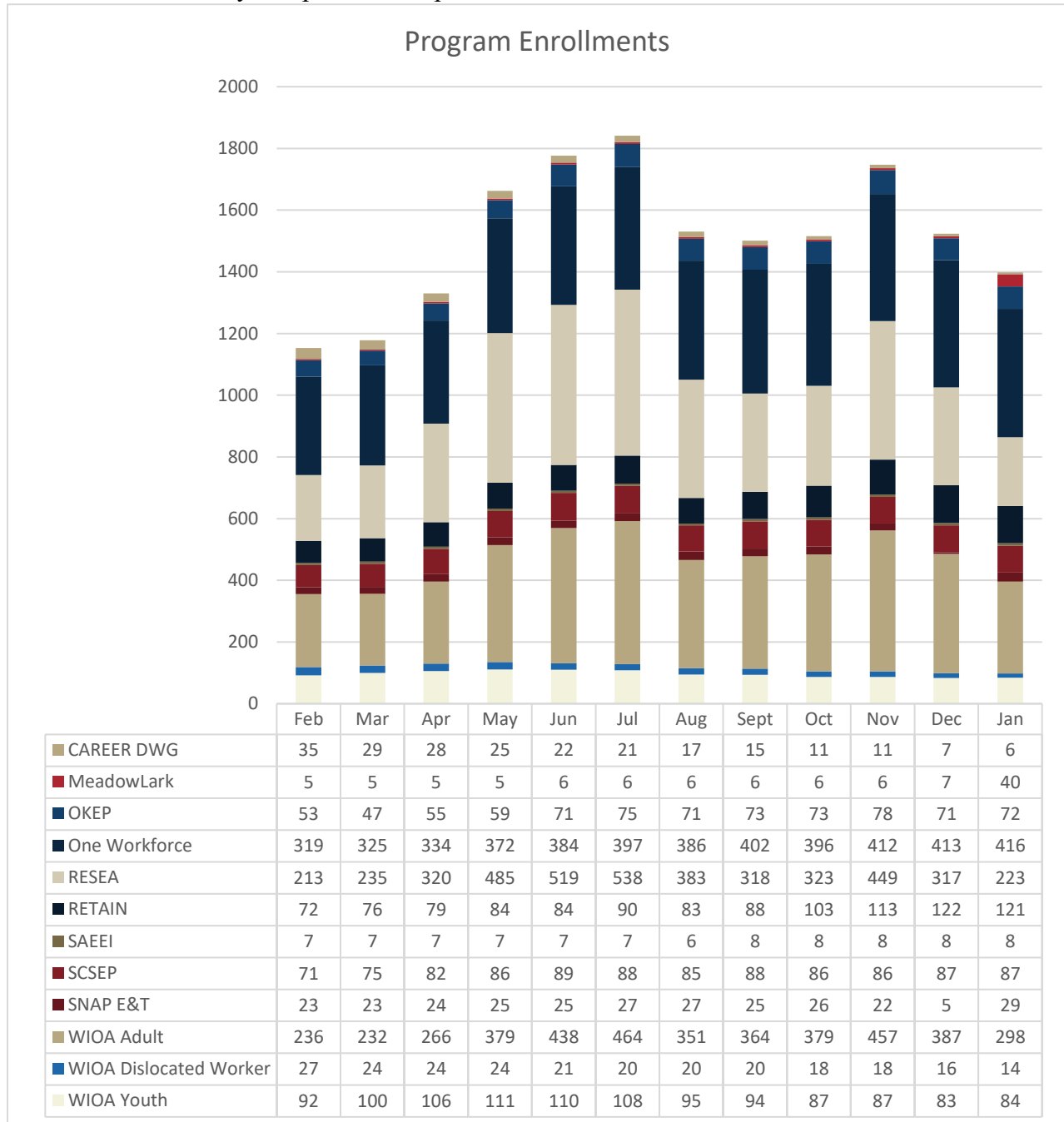


Throughout the last year, the Career Services staff has maintained a vital role in delivering comprehensive support to job seekers within Local Area IV. Their unwavering commitment extends to helping job seekers craft effective resumes, conduct mock interviews, navigate job searches, address barriers to employment, and promptly respond to inquiries related to unemployment insurance.

In addition to conducting one-on-one appointments, the dedicated workforce center staff actively engage with customers through various avenues. This proactive approach encompasses returning calls from individuals receiving unemployment benefits, orchestrating group activities both within and beyond the Workforce Center premises, and providing timely responses to inquiries via the KansasWorks chat platform. This diversified approach underlines the center's dedication to delivering comprehensive and easily accessible support to job seekers.

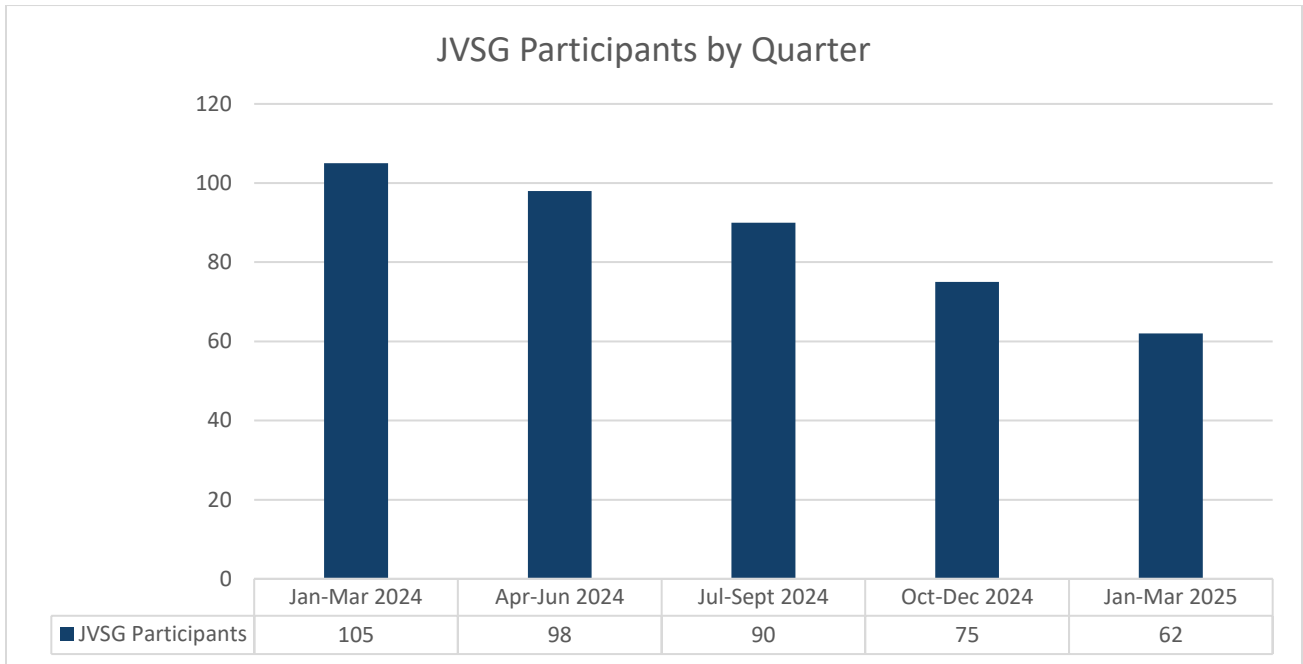
Program Enrollments

Program enrollments have remained steady going into 2025. There was a slight decrease in enrollments in January compared to the prior month.



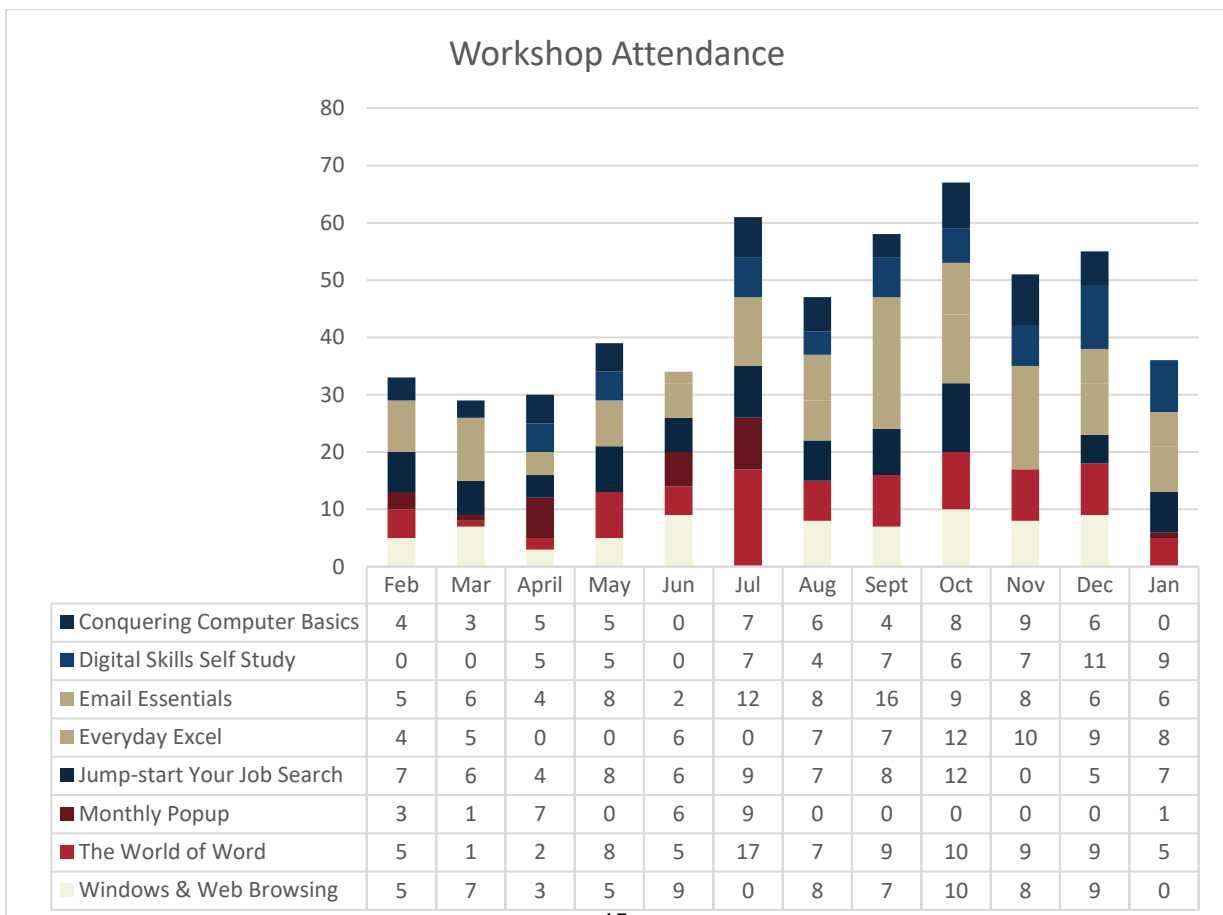
Program Enrollment Glossary

- CAREER DWG=Comprehensive and Accessible Reemployment Through Equitable Employment Recovery National Dislocated Worker Grant
- MeadowLARK=Leading Apprenticeship Results in Kansas
- OKEP=Older Kansans Employment Program
- RESEA=Reemployment Services and Eligibility Assessment
- RETAIN=Retaining Employment and Talent After Injury/Illness Network
- SAEEI=State Apprenticeship Equity, Expansion, and Innovation
- SCSEP=Senior Community Service Employment Program
- SNAP E&T=Supplement Nutrition Assistance Program Employment and Training
- WIOA=Workforce Innovation and Opportunity Act



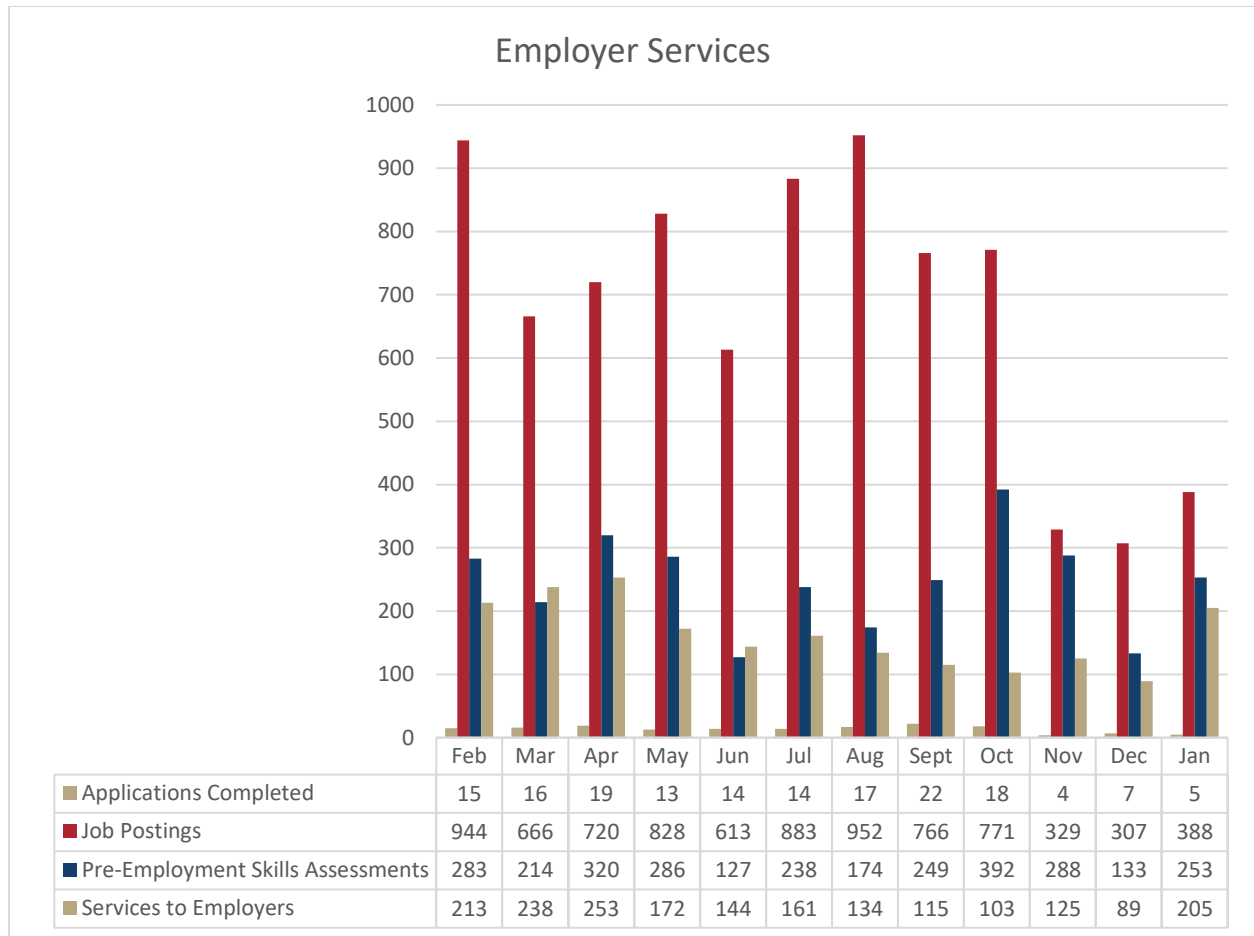
Community Outreach & Workshops

In January, on-site workshop attendance decreased as expected due to the holidays. With outreach efforts, the department was able to serve 80 job seekers across 4 different events and organizations.



Employer Services Overview

January saw an increase of 26.4% in job postings in Local Area IV compared to December. While this was an increase from the previous month, the number of job postings over the last several months are significantly lower than most of 2024. Job postings typically slow down over the holidays, but staff will be watching this trend as we continue into 2025. There were 388 total job postings across the 6-county radius for January. On a statewide level, there were 34,043 active positions available for job seekers to browse. Additionally, the system recorded a pool of 8,891 resumes for employers to consider during their recruitment efforts.

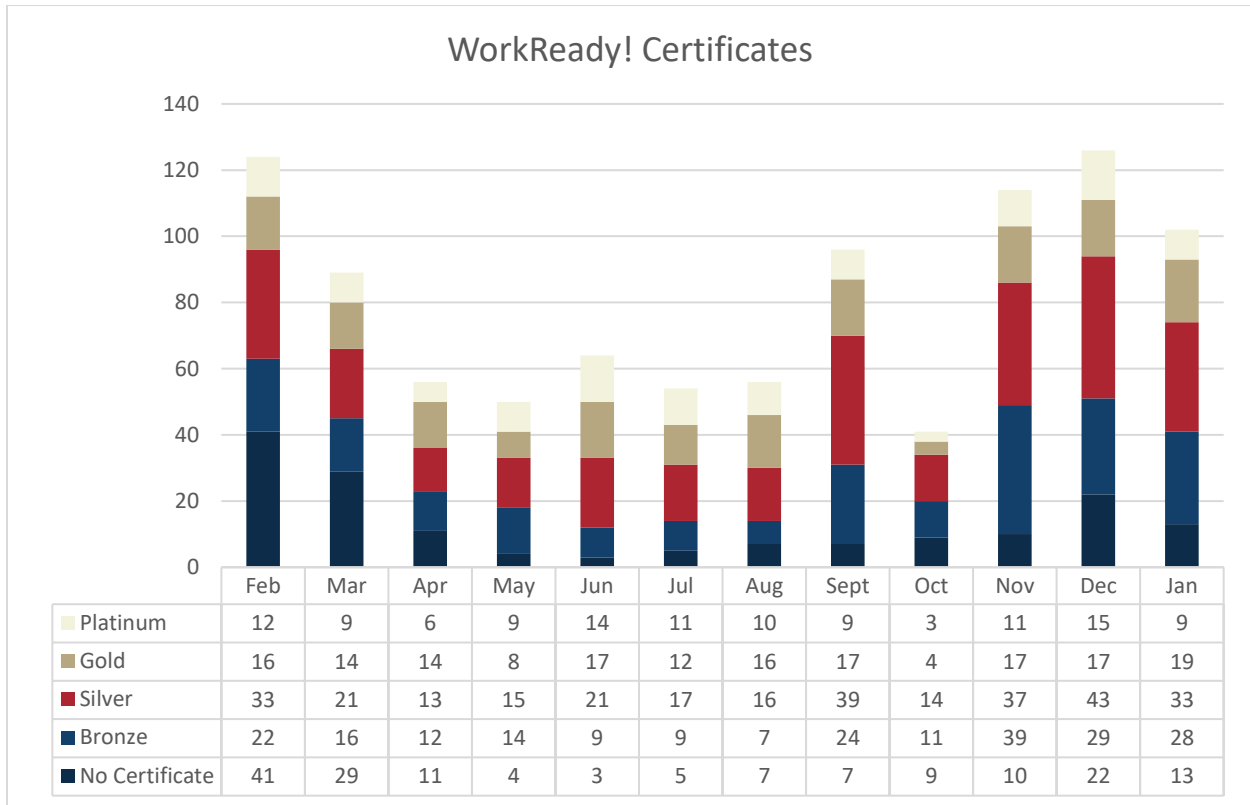


Job Fairs

In January, our Workforce Centers coordinated three employer hiring events, achieving remarkable success in bridging connections between local job seekers and local businesses. Collectively, these events engaged a total of 265 candidates with representatives from 20 diverse companies underscoring the vitality and reach of our initiatives.

Kansas WorkReady! Assessment - ACT National Career Readiness Certificate (NCRC)

The Workforce Center has maintained a steady pool of applicants ready to take the WorkKeys Assessment. A total of 11 sessions were offered during the month of January, with 145 job seekers scheduled to complete. Local Area IV saw a fairly steady attendance rate, sitting at 70.3%, with it being at 70% in the previous month. A total of 102 participants completed the assessment and an 87.3% award rate was documented.



One Stop Operator Update

The search for the One-Stop Navigator position continued into January, following the holiday break. This role will help expand access to Workforce Center programs and serve as an additional liaison between various partners and organizations.

The Workforce Center successfully navigated the challenges posed by recent Executive orders. Fortunately, the impact across the Center has been minimal. Our partners at The American Indian Council temporarily closed, however, they reopened their doors on February 4th.

Lindsay is making progress on organizing the All Staff In-Service Day, scheduled for February 17th. The event will feature: Presentations from each department, a leadership and communications coach, as well as tours of community partners and employers.

Recommended Action

Receive and File.



Registered Apprenticeship Report
As of 3/3/2025
[LAIV Registered Apprenticeship Information](#)

A strategic priority for the Workforce Alliance (WA) is to expand the use of Registered Apprenticeship (RA), both in traditional fields and for new and emerging occupations. The ‘earn and learn’ model benefits both employers and job seekers.

The WA is an approved intermediary under the Meadowlark Grant, with 10 approved programs and seven employers: CDH, Inc., Don Hattan Dealerships, UV&S, Cox Machine, ISG Tech, F&H Insulation, Child Start.

Employer	Occupation	Status	Active Apprentices
CDH	Construction Craft Laborer	Approved	4
	Welder	Approved	1
Child Start	Early Childhood Educator	Approved	Pending
Cox Machine	Router Operator	Approved	0
	Machine Operator	Approved	1
Don Hattan	Automotive Mechanic	Approved	3
ISG Tech	Service Technician 1	Approved	Pending
F&H Insulation Sales and Services, Inc.	Coatings	Approved	1
	Insulation Worker	Approved	2
UV&S	Computer Support Specialist	Approved	1

Additionally, the WA has 31 Meadowlark enrollments for apprentices served by other intermediaries. Below is the status on new program activity through the WA intermediary for the month:

Employer	Occupation	Status
AAR Component Services	Mechanic 1	In Development
Bailey’s Learning Academy	Early Childhood Educator	Waiting KOA Approval
Yingling Aviation	A & P Mechanic	In Development
YMCA	Early Childhood Educator	In Development

The WA accepts onsite applications for six RA programs. In January 2025, four individuals engaged in the RA application process, resulting in four completed applications, details are below:

RA Application and Prescreen Activity			
2025	Applications and Prescreens	Completed Referrals	Completion Percentage
January	5	3	60%
February	4	4	100%
Totals	9	7	78%



Registered Apprenticeship Report
As of 3/3/2025

[LAIV Registered Apprenticeship Information](#)

Currently there are 19 active RA sponsors/Intermediaries in LAIV, totaling 47 approved RA programs. In LAIV, there are 820 active apprentices enrolled in 47 RA programs as of 3/3/2025:

RA Sponsor	Active Apprentices
Bombardier	15
Butler Community College**	8
Butler Rural Electric	1
City of Augusta	3
City of Winfield	3
Hamilton-Ryker TalentGro**	18 (LAIV)
Independent Electrical Contractors Association of Kansas, Inc.	85
InterHab*	13 (LAIV)
Kansas Department of Education***	17 (LAIV)
Metal Finishing Company	2
Plumbers & Pipefitters Apprentice Training of Kansas	348
Sedgwick County Electric Cooperative	3
Sheet Metal Workers JAC	39
Spirit Aerosystems Inc.	58
Textron Aviation Inc.	44
The Ironworkers Joint Apprenticeship & Training Trust Fund	10
Wichita Electrical JAC	140
Workforce Alliance of South-Central Kansas**	13
Total	820

*Intermediary for direct care occupations, active employers include Goodwill of Kansas and Flint Hills

**Multi-employer intermediary for advanced manufacturing/MRO, semiconductor, healthcare, and other in demand occupations

***State-wide Intermediary for Teacher Education

The WA works in partnership with





Communications Report
As of 3/5/25

February 2025 Feature Stories
[Newstalk: Workforce Alliance](#)

February 2025 Job of the Day		
Date	Job Title	Employer
2/3/2025	Diesel Mechanic	Hall Industrial Services
2/4/2025	Heavy Haul / Transport Driver	Pearson Construction
2/5/2025	Construction Inspector - Public Works	Sedgwick County
2/6/2025	Heavy Equipment Operator	Andale Construction
2/7/2025	Heating & Air Service Tech / Installer	Carlisle, Inc.
2/10/2025	3rd Shift Production Supervisor	Aero Metals Alliance (Sunshine Metals)
2/11/2025	Quality Assurance Inspector-CMM Operator	Harlow Aerostructures LLC
2/12/2025	3 Axis CNC Machine Operator	Cox Machine, Inc.
2/13/2025	Paint Operator	Verus Aerospace
2/14/2025	Mechanic IV	AAR Corp
2/17/2025	Accounting / Payroll Specialist	Accounting / Payroll Specialist
2/18/2025	Account Clerk III	Account Clerk III
2/19/2025	Payroll Processing & Payables Accountant	Payroll Processing & Payables Accountant
2/20/2025	Universal Banker	Universal Banker
2/21/2025	City Treasurer / Finance Officer	City Treasurer / Finance Officer
2/24/2025	Early Childhood Special Education Teacher	Rainbows United, Inc.
2/25/2025	Foster Care Home Worker	Saint Francis Ministries
2/26/2025	Youth Case Manager	EmberHope
2/27/2025	Behavior Support Specialist	Starkey Inc
2/28/2025	Behavioral Health Therapist II	DCCCA, Inc.

Digital Media Report

The Workforce Alliance uses website and social media platforms to interact, inform, and educate the public on upcoming events and workforce development resources.

The digital traffic and impact numbers are broken down into the following key areas:

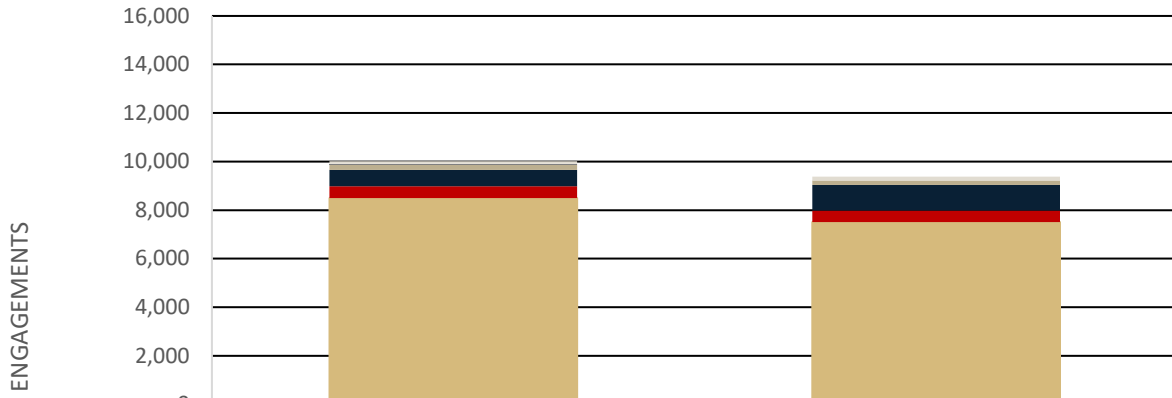
- Engagements - measures the total number of public interactions including shares, likes and comments
- Total Impressions - the number of times content is displayed to a user
- Followers – unique users who subscribe to receive updates

The data collected is from the platforms with the highest utilization:

- Facebook at <https://www.facebook.com/WorkforceCenter>
- Home Base Wichita Facebook at <https://www.facebook.com/HomeBaseWichita>
- YouTube at <https://www.youtube.com/c/Workforce-ks>
- Twitter at <https://twitter.com/workforcecenter>
- LinkedIn at <https://www.linkedin.com/workforce-centers-of-south-central-kansas/>
- Home Base Wichita LinkedIn at <https://www.linkedin.com/company/home-base-wichita/>
- Workforce Alliance Website at www.workforce-ks.com
- Home Base Wichita Website at <https://homebasewichita.com/>

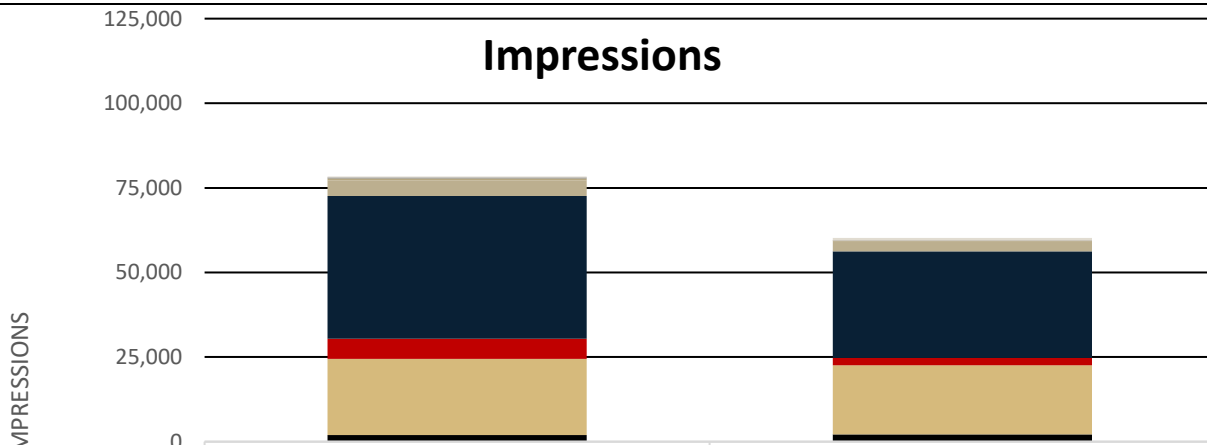
The month of February saw decreased engagement on all platforms except Facebook and the HBW Website. Impressions decreased on all platforms except Twitter and the HBW Website. Followers increased on all platforms except Twitter, the WA Website, and HBW Facebook.

Engagements



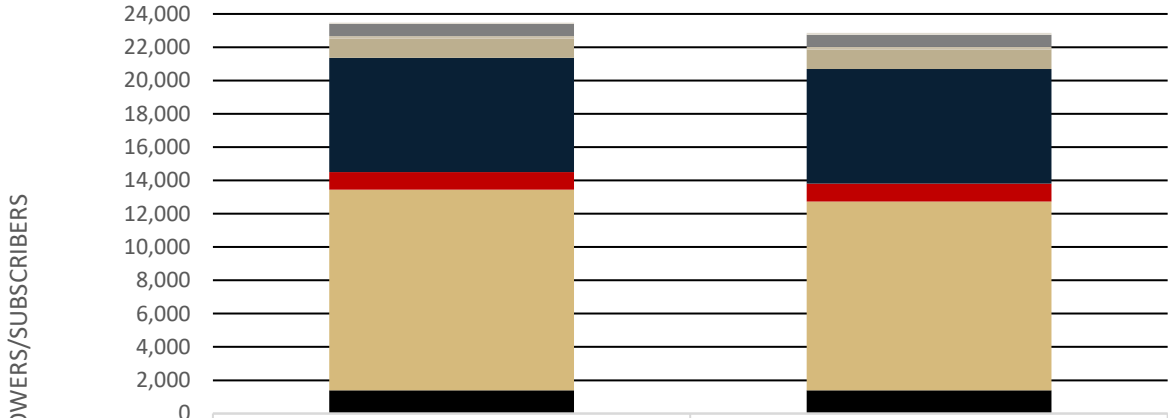
	January	February
HBW Website	108	162
HBW LinkedIn	27	0
HBW Facebook	6	5
LinkedIn	226	169
Facebook	661	1,058
Youtube	495	480
Website	8,464	7,483
Twitter	29	20

Impressions



	January	February
HBW Website	241	822
HBW LinkedIn	367	5
HBW Facebook	487	166
LinkedIn	4,718	3,002
Facebook	42,117	31,512
Youtube	5,986	2,159
Website	22,481	20,428
Twitter	1,969	2,149

Followers/Subscribers



	January	February
HBW Website	86	119
HBW LinkedIn	725	726
HBW Facebook	158	157
LinkedIn	1,138	1,163
Facebook	6,861	6,887
Youtube	1,066	1,072
Website	12,052	11,349
Twitter	1,392	1,386

Item

Time and Effort Policy

Background

The Time and Effort Policy has been developed to clearly explain expectations and processes related to tracking staff work and leave time. It details not only how all staff, non-exempt and exempt, are to report time on the WA timesheet, but also includes guidance on such topics as flex time and over time.

Analysis

The Policy has been folded into applicable sections of the Code of Business Conduct and Ethics including sections 3I Leave Time and 3J Leave Request Policy/Procedures and Time/Leave Documents. The Policy will also be published as a standalone document on the Workforce Alliance website as well as within the Timesheet workbook.

Recommended Action

Approve the Time and Effort Policy and updated Code of Business Conduct and Ethics.

Workforce Alliance of South Central Kansas Work Time/Effort Tracking and Reporting Policy

Background:

The Workforce Alliance (WA) requires all employees to document and track hours worked each day and by each program. Time and leave documents are maintained on a bi-weekly basis, beginning the Sunday of each bi-weekly pay period. WA maintains an approved timesheet that is updated as programs start, end, or other amendments are needed. The approved WA Timesheet is maintained on the staff intranet and in the Public network drive. WA will notify employees as Timesheets are updated or changed through email. WA will also remind employees of when timesheets are due to be submitted for approval by email.

Time and Effort Tracking:

Each employee is responsible for tracking their hours and activity by each program line on the WA issued Timesheet, at a minimum, of 15-minute increments. All available programs are listed on the timesheet for each employee to accurately report their time. Employees should report the total number of hours worked daily by program. Employees are encouraged to track hours through calendars or other appropriate means to ensure work effort is reported accurately. Employees track leave time through the leave section of the timesheet. Federal grant requirements for tracking work effort require accurate reporting to ensure the correct source funding is charged correctly.

Leave Time:

Non-exempt employees take leave time in 15-minute increments, exempt employees take leave time in half day increments. Leave requests should be submitted to supervisors for approval as soon as possible, with 2 weeks being the normal minimum standard. Employees that are absent due to illness or unexpected situations should complete a leave request upon their return to work. Employees with questions on exempt/non-exempt status, can reference their position description or contact HR.

Flex Time:

If employees would like to flex time, those flex hours have to be approved by the supervisor in advance. Those flex hours should be tracked and easily identifiable on the employee's timesheet. Employees can only flex during the same work week, which is currently Sunday through Saturday. Flex hours cannot be transferred or saved to be used in another work week.

Overtime:

Employees should not have overtime unless pre-approved by their supervisor. If employees do have overtime, the supervisor shall indicate advance approval by noting it on the timesheet.

Timesheet/Payroll Approval:

Employees should submit completed timesheets through M-Files for approval by their supervisor. Once the supervisor approves the timesheet, it is routed to HR for process and further approvals.

Payroll is processed by HR/Finance and then submitted to the paymaster for review and processing. The paymaster provides reports to WA that are reviewed and, if appropriate, approved by Finance and the President/CEO or his designee. Correction or approval is then given to the Paymaster. Pay checks are dated for the 2nd Friday after the end of the pay period.

March 12, 2025

Submitted By: Chad Pettera

Item

Youth Program Service Provider Contracts

Background

The Workforce Innovation and Opportunity Act (WIOA) Youth program must procure the required Youth Elements and services associated with the operation of the program.

Analysis

Elite CDL School has submitted a bid to provide occupational skills training for CDL for suitable WIOA youth.

Occupational Skills Training: Four week class that will prepare youth to take the CDL examination. Class start almost every week for new students. Cost is \$4,635 for the training and includes all testing requirements. Current class capacity is 12 students and a new class starts each Monday.

Recommended Action

Authorize the President/CEO to enter into a contract with Elite CDL School for WIOA Youth Program Elements.

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:	B&B Airparts, Inc.
Company Description:	Aerospace Manufacturer
Location:	Wichita, Sedgwick County
Occupation(s):	CNC Machinist, CNC Mag Machinist, CNC Modig Machinist, CNC Parts Loader, CNC Deburr, Hydropress Operator, Assembly Tech Sealer, SMR Operator, Sheetmetal Deburr, Brake Press Operator, QC Inspection I, QC Inspection II, Final Inspection, Quality Assurance Engineer, Quality Laser Tracker Inspection, Sheet Metal Inspection and Assembly Inspection
Training Length:	TBD
Average Wage Range:	\$21.20
Benefits:	<ul style="list-style-type: none"> • Medical • Dental • Vision • 20K Life Insurance (Paid by Employer) • Life Insurance • Short Term Disability • Critical Illness Insurance • Accident Insurance
Comments:	B & B Airparts, Inc., is one of few remaining privately owned shops that have full machine, sheet metal and complex major assembly capabilities. All decisions are made and carried out in our facility. There is no need to go through the corporate ladder to get directives, which in turn, gives us amazingly fast turnaround times, when customers need it! We are known globally for our high quality/low cost performance.
OJT Funding Streams <i>subject to availability</i>	<input checked="" type="checkbox"/> One Workforce – \$6,000 per trainee max

Recommended Action

Approve keeping B&B Airparts, Inc on the OJT ETP list.

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:	Creekstone Farms Premium Beef LLC
Company Description:	Agriculture/Food Processing – Beef Production
Location:	Arkansas City, Cowley County
Occupation(s):	Controls Technician, Maintenance Technician, Waste Water Technician, QA Technician and Refrigeration Technician
Training Length:	Approximately 1 year
Average Wage Range:	Entry level - \$18.00
Benefits:	<ul style="list-style-type: none"> • Medical, dental and vision insurance • 401k plan with company match 401k plan with Company match
Comments:	Headquartered in Arkansas City KS, Creekstone Farms Premium Beef LLC has been in business for 22 years utilizing their state-of-the-art processing facility to deliver consistently high-quality products. Creekstone Farms is one of the few branded programs that is certified by the USDA ensuring superior products through more stringent guidelines and on-going inspections. The current WBL Contract is set to expire on May 3, 2025.
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 continuation of **Creekstone Farms Premium Beef LLC** on OJT ETP list.

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:	Great Plains Industries, Inc.
Company Description:	Industrial Machinery Manufacturer
Location:	Wichita, Sedgwick County
Occupation(s):	Assembler, CNC Machinist, Tooling Technician, Equipment Maintenance Technician, Lab Assistant, Test Engineer, Electrical Engineer, Mechanical Engineer, Product Support Technician, Buyer
Training Length:	TBD
Average Wage Range:	Average Entry Level Wage, \$20.00
Benefits:	<ul style="list-style-type: none"> • Profit Sharing • Phantom Stock • Choice of 3 Health Insurance Plans • Short Term Disability • Company Paid Life Insurance • 3% 401K Safe Harbor Contribution • PTO (Paid Time Off) • Robust Wellness Program • Paid Holidays
Comments:	Great Plains Industries, Inc., GPI, is headquartered in Wichita, Kansas, USA. This facility houses all manufacturing, engineering, and sales operations, primarily servicing North and South America.
OJT Funding Streams <i>subject to availability</i>	<input checked="" type="checkbox"/> One Workforce – \$6,000 per trainee max

Recommended Action

Approve adding Great Plains Industries, Inc to the OJT ETP list.