



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

Zoom Only: <https://us02web.zoom.us/j/85660729068>

Wednesday, March 8, 2023

11:30 a.m. – Noon

---

1. **Welcome and Introductions:** Melissa Musgrave (11:30)
2. **On-the-Job Training (OJT) Contract for the Eligible Training Provider List (ETP):** Amanda Duncan (11:35) (p. 2)

Phillips Southern Electric Co., Inc. submitted an application to be added to the Eligible Training Provider (ETP) list for On-the-Job Training (OJT).

***Recommended Action:** Approve the addition of Phillips Southern Electric Co., Inc. to the On-the-Job (OJT) Eligible Training (ETP) list as presented.*

3. **Meeting Minutes from October 12, 2022 and December 14, 2022:** Amanda Duncan (11:45) (pp. 3-5)
4. **Adjourn:** Melissa Musgrave (12:00)

*The next LWDB Executive Committee Meeting / Roundtable is scheduled for  
Wednesday, April 12, 2023 at 11:30 a.m.*

**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>Phillips Southern Electric Co., Inc.</b>
Company Description:	Highway Infrastructure Electrical Contractor
Location:	Wichita, Sedgwick County
Occupation(s):	Heavy Equipment Operator, CDL, Licensed Electrical, Crane Operator
Training Length:	TBD (CDL, Crane Operation, Fiber Splice Certification, Electrical Licensing)
Average Wage Range:	\$15.60
Benefits:	Full benefit package
Comments:	Phillips Southern Electric is a small company of 53 full-time and 2 part-time employees. Phillips Southern is trying to increase that number by 25 full time positions.
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 **Phillips Southern Electric Co., Inc.** to OJT ETP list.

**WORKFORCE CENTERS**  
of South Central Kansas  
**KANSASWORKS.COM**

**Workforce Alliance Local Workforce Development Board (LWDB)**  
**Executive Committee Meeting Minutes**  
October 12, 2022 – 11:30 AM

**1. Welcome and Introductions**

The Workforce Alliance (WA) LWDB Executive Committee assembled via ZOOM. Chair Melissa Musgrave welcomed Committee members. The meeting was called to order.

**2. Vets ICT Project Update**

Director of Military Employment Strategies, Julie Sanders, was introduced and an update on the project was provided. The project works to implement employment strategies for veterans and their families transitioning from military to civilian employment. Part of this strategy includes the development of a campaign to promote the city and the region to separating military members and their families around the country to attract them to the region and also to retain those in the region that are already stationed here to remain here and participate in the local workforce. One aspect of the program includes a website similar to the *Choose Wichita* website, but targeted to the military demographic and will be in the spirit of the *Get Trained. Get Paid.* campaign run in partnership with the GWP last year. Another aspect is to provide technical assistance to employers for veteran hiring and retention strategies. The program can also provide training funds to small employers as they hire eligible veterans. The funding received for the startup of this program runs through the end of next year. The WA is seeking to sustain the program beyond the original startup funding. A contract between the WA and the GWP was presented to the Committee for review; \$45,000 to the GWP for website creation, hosting and maintenance and program outreach. The GWP was also responsible for the Choose Wichita website as well as the *Get Trained. Get Paid.* campaign. The outline, design and execution of the website will be in place by December 31<sup>st</sup> of this year and then provide for ongoing hosting. The WA will have ownership of the website and staff will be able to make changes. Matt Peterson asked if there would be additional fees that would need to be addressed for ongoing support and maintenance beyond the original cost. Staff responded that any additional fees that would need to be covered would be after the initial contract period of the Vets ICT program, December 31, 2023 and would be covered by the future sustainable funding being sought and is expected to be minimal.

*Tony Naylor (Matt Peterson) moved to approve the contract with the Greater Wichita Partnership for Vets ICT for Website Creation/Hosting/Maintenance and Program Outreach. Motion adopted.*

**3. Consent Agenda and Committee Reports**

Approval of Meeting Minutes for June 16, 2022 and August 10, 2022, WA Program Year 2022 Budget update, Workforce Innovation and Opportunity Act (WIOA) Program's Self-Sufficient Wage Policy Revision, On-the-Job Training (OJT) Contracts for Ferroloy, Inc., Pillr formerly NovaSOC and JR Custom Metals, additions to the Eligible Training Provider (ETP) List for programs from Butler Community College, Novacoast and Wichita State University as well as a Youth Program Service Provider Contract for 160 Driving Academy for Commercial Drivers License training were presented to the Committee for review and approval.

Staff were asked to provide an overview of the change to the self-sufficient wage policy. At their last meeting on August 10, 2022, the Executive Committee reviewed options and approved an increase of the self-sufficient wage for all WIOA programs (Adult, Dislocated Worker and Youth) to \$15.60 per hour for Program Year 2022, which began July 1, 2022. The self-sufficient wage policy will now be reviewed annually. The change provides for an administrative exception on a case by case for those participating in certain training programs for entry level positions that lead to higher wage jobs, and work experience or transitional jobs targeting a specific demographic population such as justice involved individuals and persons with disabilities. Criteria has been put in place for staff to request an exception to the policy and they must follow a formal exception process with a written request that includes an explanation of the

# WORKFORCE CENTERS

of South Central Kansas

## KANSASWORKS.COM

customer's situation. The request is then submitted through the WA's electronic file system and it must be reviewed and approved by two senior staff members in order to be approved. Training has been provided to staff on the new protocols and forms and processes have been updated.

Staff were informed just this morning that the OJT contract for NovaSOC, a division of Novacoast, will now be made under the name Pillr, a brand new company under Novacoast, who already has an approved OJT contract.

*Kathy Jewett (Amy Williams) moved to approve the Consent Agenda as presented. Motion adopted.*

#### 4. Other Discussion / Announcements

- The annual GetHired! Job Fair is scheduled for Thursday, November 10th at INTRUST Arena from 2:00 PM to 6:00 PM. The first 30 minutes of the event will assist only active duty military and their spouses. 27 employers have already signed up for the event.
- Disrupt HR 3.0 is scheduled for Tuesday, October 25<sup>th</sup> from 5:30 PM to 8:30 PM at the Wichita Boathouse. LWDB Chair Melissa Musgrave is one of the event's organizers. Disrupt HR is an information exchange designed to energize, inform and empower people in the human resources field. Disrupt is the place to bring innovative, challenging, provocative and disruptive ideas to human resource and business leaders in Wichita. Committee members were encouraged to attend.
- The WA hosted a job fair at the Wichita Workforce Center on September 29<sup>th</sup> for the Kansas Department of Children of Families (DCF). The WA also partnered with DCF on a hiring event with multiple employers at the Advanced Learning Library downtown called Together Sedgwick County. The Workforce Center also recently hosted two multi-employer job fairs that had 66 job seekers participate.

#### 5. Adjournment

The meeting was adjourned at 12:00 PM.

#### Attendees:

##### LWDB Executive Committee Members

Rod Blackburn  
Commissioner Jim Howell  
Kathy Jewett  
Pat Jonas  
Melissa Musgrave  
Tony Naylor  
Matt Peterson  
Gabe Schlickau  
Amy Williams

##### Staff/Guests

Amanda Duncan  
Denise Houston  
Shirley Lindhorst  
Mary Mann  
George Marko  
Chad Pettera  
Julie Sanders  
Alana McNary, LWDB  
Erica Ramos, LWDB  
Tisha Cannizzo, Eckerd Connects

**WORKFORCE CENTERS**  
of South Central Kansas  
**KANSASWORKS.COM**

**Workforce Alliance Local Workforce Development Board (LWDB)**  
**Executive Committee Meeting Minutes**  
December 14, 2022 – 11:30 AM

1. **Welcome and Introductions**

The Workforce Alliance (WA) LWDB Executive Committee assembled in person and via ZOOM. Vice Chair Jeff Longwell welcomed Committee members. The meeting was called to order.

1. **On-the-Job Training Contracts – Integra Technologies**

Integra Technologies submitted an application to be added to the Eligible Training Provider (ETP) list for On-the-Job Training (OJT). Valarie Florio with Integra was present to provide some information about her company and answer any questions.

*Tony Naylor (Rod Blackburn) moved to approve the addition of Integra Technologies to the On-the-Job (OJT) Eligible Training (ETP) list as presented.*

2. **Adjournment**

The meeting was adjourned at 11:39 PM and the Workforce Alliance strategic planning session discussing youth employment began.

**Attendees:**

LWDB Executive Committee Members

Rod Blackburn  
Kathy Jewett  
Jeff Longwell  
Melissa Musgrave via Zoom  
Tony Naylor  
Matt Peterson via Zoom  
Gabe Schlickau

Staff/Guests

Amanda Duncan  
Denise Houston  
Shirley Lindhorst  
Mary Mann  
Chad Pettera  
Erica Ramos, LWDB  
Valarie Florio, Integra Technologies