



**Workforce Alliance (WA) Executive Committee
Meeting Agenda**
Wichita Workforce Center, 2021 N. Amidon, #1100 OR
Zoom: <https://us02web.zoom.us/j/86235352494>
Wednesday, April 10, 2024 • 11:30 a.m. – 1:00 p.m.

1. **Welcome and Introductions:** Jeff Longwell (11:30)
2. **One-Stop Operator Procurement Update:** Chad Pettera (11:35) (pp. 2-5)
The Workforce Alliance released a Request for Proposals for one-stop operations and are currently negotiating an agreement with Goodwill.
Recommended Action: Take appropriate action.
3. **Affiliate Workforce Center Certification:** Chad Pettera (11:40) (p. 6 and Emailed Attachment)
Workforce Innovation and Opportunity Act (WIOA) and state and local policy requires that affiliate one stops be certified at a minimum of every three years. Eckerd Connects assisted in certification of the one stops as part of the scope of services of the One Stop Operator.
Recommended Action: Approve the Certification of the Affiliate One Stops and Recommend Certification to the CEOB.
4. **Leveraged Funds Strategy Task Force Update:** Alana McNary (11:45) (p. 7-11)
The Task Force will provide an update and recommendations for discussion.
Recommended Action: Take appropriate action.
5. **Regional and State Labor Market Information:** Amanda Duncan (12:15)
WA staff will present workforce and jobs data and trends in employment patterns that impact the regional economy.
Recommended Action: Take appropriate action.
6. **2024 Community Impact Projects:** Keith Lawing (12:30)
 - A. Youth Employment Project (YEP)
 - B. Home Base Wichita**Recommended Action:** Take appropriate action.
7. **Consent Agenda:** Keith Lawing (12:45)
 - A. Approval of Meeting Minutes for February 14, 2024 (pp. 12-14)
 - B. Program Year 2023 Budget Update (p. 15)
 - C. Operations Report (pp. 16-20)
 - D. Communications Report (pp. 21-23)
 - E. Registered Apprenticeship Report (pp. 24-25)
 - F. Policy Revisions Due to Monitoring Activities and Reviews (pp. 26-33 and Emailed Attachment)
 - G. Additions to the Eligible Training Provider List (pp. 34-35)
 - H. On-the-Job Training (OJT) Contracts - CMJ Manufacturing, Hall Industrial, PB Hoidale, UV&S and Yingling Aviation (pp. 36-40)**Recommended Action:** Approve the Consent Agenda as presented.
8. **Adjourn:** Jeff Longwell (1:00)

The next WA Executive Committee Meeting is scheduled for Wednesday, May 8, 2024 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

One Stop Operation Request for Proposals

Background

The Workforce Innovation and Opportunity Act (WIOA) regulations require the function of a One Stop Operator to be competitively procured. A request for proposals (RFP) was released on December 29, 2023 due to the current agreement expiring on June 30, 2024. Eckerd Connects gave termination notice of the One Stop Operator (OSO) sub-recipient agreement that was scheduled to operate through June 30, 2024 in January 2024 with January 31, 2024 their last day performing One Stop Operator duties.

Analysis

The OSO RFP closed on February 2, 2024 and only one proposal from Goodwill Industries of Kansas (GIK) was received. Workforce Alliance (WA) Staff and the One Stop Operator Taskforce met with GIK on February 21, 2024 to review their proposal and the Taskforce directed staff to continue to negotiate with GIK. WA Staff on April 4, 2024 notified the Taskforce that WA staff felt they had successfully negotiated a scope of services and a budget and planned to present to the WA Executive Committee on April 10, 2024. WA staff also plan to present to the Chief Elected Officials on April 11, 2024 to seek their approval.

WA staff has also reached out to the Kansas Department of Commerce (KDC) to seek sole source approval since Goodwill Industries was the only proposal to be received. KDC approval is still pending.

The OSO taskforce members included Rod Blackburn, Michele Gifford, Erica Ramos, Jill Kuehny and Denise Houston.

The proposed term of the agreement would be for June 1, 2024 through June 30, 2028 with an annual extension available.

The scope of services that has been negotiated between GIK and Workforce Alliance:

a. Key Functions:

One Stop Operator Activities Overview

WIOA defines the required activities authorized for One-Stop Operators. In general, the One Stop Operator activities include:

1. Coordinate the one-stop delivery system and ensure all required services are being effectively delivered in the local area
2. Ensure access to career and training services (Sub-Recipient will not provide direct client services as a part of this request)
3. Provide data, information, and analysis of appropriate labor market data
4. Support and establish relationships and networks with large and small employers and their intermediaries and other community-based organizations to boost and build the system and support the one stop
5. Develop, convene, or implement industry or sector partnerships

b. Scope Elements

- 1) Contractor will onboard and Workforce Alliance will train new Contractor Staff before conducting any other duties. Attachment 5 is a basic training plan that at a minimum should be completed for any contractor new hires within the first 60 days of placement at the One Stop.
- 2) The first 12 months of this contract will focus on Scope Elements #3, #4, & #5
- 3) Integrated Service Delivery Plan operation- ensure services are being provided as described in the WIOA Regional Plan
 - a) Review and operationalize the Integrated Service Delivery Plan approved by the Local Workforce Development Board (LWDB)
 - b) Reviews operations to ensure the Integrated Services Delivery Plan is being followed
 - c) Ensures services are being provided as outlined in the Local/Regional WIOA Plan(s)
 - d) Facilitates Meetings between co-located and WIOA Mandated Partners
 - i) Develops a plan for WIOA Partner Meetings
 - ii) Develops a plan for reporting partner outcomes and activities for at minimum co-located and mandated WIOA Partners and follows through with regular reporting
 - e) Facilitate One Stop Center staff and co-located partner meetings
 - i) Develop meeting agendas and seek approval from Workforce Alliance point of contact
 - ii) Establish a plan for monthly staff and partner meetings with outcomes and goals
 - iii) Share outcomes from meetings with partners/staff/organizations
 - iv) Facilitate weekly Friday meetings
 - v) Facilitate Workforce Center Supervisor Meetings
 - vi) Responsible for facilitation and development of two In Service training agendas with the approval WA. These are held on Columbus and Presidents Holidays
 - f) Hold partners accountable to the Integrated Service Plan and WIOA Memorandum of Understanding (MOU). If a partner is not fulfilling its duties under the WIOA MOU or other agreed upon duties, those non-compliance concerns shall be shared with the partner. If the partner continues to remain in non-compliance the OSO shall notify the LWDB or its appropriate committee(s).
 - g) Facilitate detailed cross training that provides in-depth program information to WIOA partners and co-located staff
 - i) Provide staff training to all partner staff to ensure staff are competent to provide basic partner services
 - ii) Ensure new staff are trained in partner program services
 - iii) Train co-located staff on the technology available at the one stops and assistive technology
 - iv) Host staff/job seeker/business focus groups to discuss center activities and challenges

Date: April 10, 2024

Submitted By: Chad Pettera

- h) Serve as functional manager to the Customer Service Coordinator
 - i) Directs daily tasks
 - ii) Seek input from front desk staff on challenges
 - iii) Serves as a back up to front desk staff if coverage is needed
 - iv) Coordinates coverage back up for front desk
- 4) Ensure Access to Job Seeker Career, Training, Business, Outreach and employment services
 - a) Coordinate services with collocated and non-collocated partners to prevent duplication and ensure services are efficient and effective
 - b) Ensure partners are active in orientations, workshops, and training activities
 - c) Ensure services are being provided as established in WIOA and the WIOA Regional Plan
 - d) Track and report on referrals between organizations
- 5) Ensure Access to data, information, and analysis for programs
 - a) Produce monthly One Stop Operations reports to customers/partners/staff/LWDB
 - b) Host focus groups with staff/partners/job seekers/employers to assess what data should be gathered and shared
 - c) Share labor market data with partners and staff
 - d) Provide regular reports on partner activity to board/staff/partners.
 - e) Gather data and outcomes from partners for regular reporting
 - f) Monthly reports on activities and outcomes achieved by the OSO/Resource Navigator
 - g) Develop new and innovative ways to share data with others
- 6) Access Points
 - a) Work with the WA to develop a plan on Access Points
 - b) Implement an Access Point Plan if approved by LWDB
- 7) Ensure One Stop Centers are Certified
 - a) Review One Stops annually
 - b) Facilitate formal One Stop Center Certification Taskforce every three years
- 8) Coordinate with Core Leadership Initiatives and Activities
 - a) Support the Mission and Vision of the WA and contribute to the outcomes of WA
 - b) Support and assist in achieving outcomes of the WA Strategic Plan
- c. **By law, the One Stop operator may not conduct the following activities:**
 - 1) Convene system stakeholders to assist in the development of the local plan
 - 2) Prepare and submit the local plan
 - 3) Be responsible for the oversight of itself
 - 4) Be a part of the One Stop Procurement process
 - 5) Select or Terminate One Stop Operators, career service providers, youth providers
 - 6) Negotiate local WIOA Performance Measures
 - 7) Develop or submit a budget for activities for the local LWDB

Date: April 10, 2024

Submitted By: Chad Pettera

The WA and GIK are currently negotiating a budget for the agreement and an update will be provided at the meeting.

Recommended Action:

Take appropriate action.

April 10, 2024

Submitted By: Chad Pettera

Item

Affiliate Workforce Center Certification

Background

Workforce Innovation and Opportunity Act (WIOA) and state and local policy requires that affiliate one stops be certified at a minimum of every three years. Eckerd assists in certification of the one stop's as part of the scope of services of the One Stop Operator.

Analysis

It was discovered during the One Stop Operator Contract Termination transition that Eckerd conducted the Affiliate One Stop Certification for all the affiliate sites in September 2023. The forms completed during the review of the Affiliate One Stop Centers in Butler, Cowley, and Sumner counties was sent to board and committee members in addition to the meeting packet and will be posted with the meeting materials on the website.

Workforce Alliance (WA) staff review of the forms indicates all the affiliate One Stops met the criteria to be Affiliate One Stop Centers and should be certified by the Local Workforce Development Board (LWDB) and Chief Elected Officials Board (CEOB) and forwarded to the Kansas Department of Commerce.

The WA Program Operations and Performance Committee reviewed and approved the certification at their meeting on March 7, 2024.

Recommended Action

Approve the Certification of the Affiliate One Stops and Recommend Certification to the CEOB



**Workforce Alliance
Leveraged Funds Strategy Task Force
Recommendations
April 10, 2024**

Leveraged Funds TF Assignment:

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.

Introduction: The Workforce Alliance of South Central Kansas is designated as the local workforce development board to implement the Workforce Innovation and Opportunity Act (WIOA) in six counties in the Wichita region. The longtime operating philosophy for the Board is to view WIOA as the floor of operations, and to leverage resources and align services to create community impact.

For the past several years annual funding from WIOA to Kansas and the Workforce Alliance continues to decline, and generating revenue through creative and innovative partnerships is a critical strategic objective.

The Leveraged Funds TF reviewed the history of how the WA leveraged grant projects and developed community partnership to bring on non-WIOA funding. Since 2007, the WA added over \$60 million to fund operations above the annual WIOA allocations (and Workforce Investment Act prior to 2014).

In order to sustain and expand operations to continue to create community impact beyond WIOA, the Leveraged Fund Task Force identified several funding opportunities and recommends a number of tactics for the WA Board to support a strategic goal of generating revenue.

Recommendation: Develop and implement Board of Directors led strategy to receive state and local funding to leverage with WIOA resources and Workforce Alliance operations to target specific sectors and populations.

Sector Strategies:

- Advanced / Aviation Manufacturing
- Healthcare
- Data / IT
- Skilled Trades / Construction

Primary Target Populations:

- Youth- (career awareness, applied learning, high school internships, summer jobs)
- Veterans and Military Connected Individuals
- Justice Involved Individuals and Reentry

Core Issues of a Board of Directors Leveraged Funds Strategy:

- Business community and employers must value WIOA and the Workforce Alliance
- The Workforce Alliance needs to be recognized as a credible and relevant organization by businesses and community leaders.
- The more the Workforce Alliance Board of Directors are visible in the community and engaged in raising awareness and community support, the more credibility is earned for the Workforce Alliance.

Role of Workforce Alliance Board:

- Identify WIOA as important community resource for your company or organization.
 - Utilize the services of the WA and Workforce Center, job posting, pre-screening, job fairs, skills training resources
- Directly engage in presentations to, and conversations with, the federal, state and local elected leaders on outcomes, data and the impact of Workforce Alliance led programs and strategies.
- Partner with the Workforce Alliance on grants and projects
- Provide financial support for Workforce Alliance strategies to engage the business community
- Help connect the Workforce Alliance to community organizations to develop strategic partnerships on grants and projects.

Examples:

- Invite Senators Moran, Marshall and Representative Estes to tour Workforce Centers and meet with Workforce Alliance Board members.
(NOTE: Impact on increasing WIOA funding to Workforce Alliance and Kansas will be limited, but these resources are the foundation for operations and the ability to leverage and align with multiple funding sources to create significant community impact.)
- Attending community events and networking opportunities on behalf of the Workforce Alliance
 - Wichita Chamber of Commerce events, federal issues forums, DC Fly-In, etc....
- Public statements/letters of support from companies and business leaders highlighting the need and importance of employment and skills training resources
- Hosting legislators and leaders from state agencies to tour Workforce Centers and meet with Workforce Alliance Board members.

Summary Information:

Workforce Alliance Primary Funding Sources /Goals

- Federal Government Funding
- State Government Funding
- Local Government Funding
- Philanthropic/Community Funding
- Employer Partnerships

Federal Funding Opportunities:

- *SNAP E&T (Federal funding through the Kansas Department of Children and Families)
- Federal Recovery Act Funds
- Targeted funding request to Kansas Congressional Delegation

State Funding Opportunities:

- WBL Expansion (data tools, equipment, outreach events)
- Sector Based Skills Training Strategy (employer partnerships aligned with economic development priorities)
 - Advanced Manufacturing
 - Healthcare
 - Trades/Construction
 - IT / Data
- Targeted funding for demographic populations (Veterans, Youth, Justice Involved Individuals, legal immigrants)

Local Funding Opportunities:

- Youth Employment Project (leverage with state funding for WBL)
- Home Base Wichita (sustainability strategy)
- SNAP E&T (to make 50-50 match model work)
- Sector Based Skills Training Strategy (employer partnerships aligned with economic development priorities)
- Targeted funding for demographic populations (Veterans, Youth, Justice Involved Individuals, legal immigrants)

Philanthropic / Community Funding Local Funding:

- Expansion of Youth Employment Project (leverage with state funding for WBL)
- Targeted funding for demographic populations (Veterans, Youth, Justice Involved Individuals, legal immigrants)

Employer Partnership Funding:

- Expansion of Youth Employment Project (leverage with state funding for WBL)
- Home Base Wichita (sustainability strategy)
- Fair Chance
- Targeted funding for demographic populations (legal immigrants, vulnerable/marginalized populations)

Workforce Alliance Current Federal Funding:

- Annual WIOA allocations (USDOL)
- Competitive Grants (primarily USDOL)
- Senior Community Service Employment Program (USDOL)
- *MeadowLARK Grant (Federal funding through the Kansas Department of Commerce)
- *Federal Recovery Act funds (ARPA through the city of Wichita)

Workforce Alliance Current State Funding:

- Work Based Learning (Kansas Department of Commerce)
- *Fair Chance (Kansas Department of Corrections)
- *MeadowLARK Grant (Federal funding through the Kansas Department of Commerce)

Workforce Alliance Current Local Funding

- Fair Chance (Sedgwick County)
- *Home Base Wichita (city of Wichita, ARPA funds)
- Service Agreements / Contracts
 - Regional Economic Area Partnership (REAP)
 - K-254 Highway Corridor Association
 - Every Connect Center

Philanthropic/Community Funding

Workforce Alliance Current Philanthropic / Community Funding

- National Fund for Workforce Solutions
- *Midwest Urban Strategies (MUS)
- Youth Employment Project (YEP)
 - Bank of America
 - United Way of the Plains
 - Wichita Crime Commission
 - Jobs FORE Youth Golf Tournament
- AT&T: (Digital literacy strategy)

Employer Partnerships and Funding

Workforce Alliance Current Employer Partnership Funding

- YEP and Career Camps
 - Ascension Via Christi
 - Spirit AeroSystems
 - Textron Aviation
 - Skills Trades Registered Apprenticeships
- Jobs FORE Youth Golf Tourney



**Workforce Alliance of South Central Kansas
Employer Partnership Funding 2016-2023
3/5/2024**

Private Employers

Spirit AeroSystems	\$1,750,255
Cox Machine	\$ 669,163
Optometric Billing Solutions*	\$ 250,000
GSI Engineering*	\$130,000
JR Custom Metals	\$129,043
Global Aviation Technologies	\$91,724
Novacoast	\$78,657
Keycentrix	\$75,207
Tech Aerospace	\$65,672
Kansas Truck Driving School	\$57,220
LearJet*	\$42,266
Wolff Electric	\$38,490
Youngers and Sons	\$31,698
Mahaney Roofing	\$29,000
Center Industries	\$14,964
Creekstone	\$13,902

Total \$3,467,261

** CARES Act Funding*



Workforce Alliance
Executive Committee Meeting Minutes
Wichita Workforce Center and ZOOM
February 14, 2024 – 11:30 AM

1. **Welcome and Introductions**

The Workforce Alliance (WA) Executive Committee met on February 14, 2024 in person and via ZOOM. Chair Jeff Longwell welcomed Committee members, asked for self-introductions and called the meeting to order.

2. **WIOA Reauthorization**

Congress is considering legislation to reauthorize the Workforce Innovation and Opportunity Act (WIOA). WA board member Kathy Jewett, National Association of Workforce Boards (NAWB) Vice Chair, reviewed a list of issues of concern for local workforce boards that NAWB recently released. Of major concern is a new mandate requiring that 50% of WIOA funds be spent on training, which will be primarily just tuition cost and does not cover the costs for supportive services. This would make it more difficult to support businesses needing to connect to job seekers. The legislation would also increase states' set aside funds, which would decrease funds to workforce centers. There is also a possibility of realignment of local areas in states. Sufficient feedback to legislators over the next eight to twelve weeks is needed so that the legislation will not be brought to a vote. It is important for workforce boards and especially employers to contact legislators and let them know the disadvantages of this legislation. Community colleges initially were looking at legislation favorably, but are realizing that if funds are not used on basic services first, funds may never be spent on training; therefore, their support appears to be waning. It is difficult for a customer to participate in training without supportive services. In the past, funds were designed to eliminate barriers such as child care, transportation and provide services such as resume assistance, job fairs and workshops. Congressman Ron Estes will be visiting with staff and board members on February 26th and board members are invited to attend. Senators Marshall's and Moran's offices have been very engaged on workforce matters and outreach will be made to them as well. Employers need to be the ones to reach out, not just staff in order to make more impact. The amount spent on training is cyclical and is low currently due to the good economy as many workers do not need to participate in training programs. It was asked if there might be a conflict with any of the educational institutions that provide training with the workforce view of the legislation. Outreach is being made to all education partners and this information will be shared with them to obtain feedback.

Report was received and filed.

3. **One-Stop Operator Procurement Update**

The WA released a Request for Proposals (RFP) for one-stop operations. One proposal was received and it was from Goodwill. The one-stop operator RFP task force will meet to review the proposal on February 21st and hear a presentation from Goodwill. The WA would need to request a sole source procurement from the Kansas Department of Commerce and negotiate scope of services terms with Goodwill. Laura Ritterbush, Goodwill's President and CEO, is on the WA board and staff are mindful of possible conflict of interest issues and are being transparent. It is thought that no national bidders to the RFP is due to the WA only offering to contract out some services and there are other workforce boards across the nation that have much larger allocations than the WA and they can make more money in those other areas.

Report was received and filed.



4. **Leveraged Funds Strategy Task Force**

A task force was formed to identify opportunities for the WA to generate additional revenue from other sources to continue to create community impact beyond WIOA funding. The task force has met twice and chair of the task force, Alana McNary, provided an initial review and recommendations for discussion. A report will be presented to the full board at its next meeting. There are three core issues being discussed by the task force: demonstrating to businesses and community that the WA and WIOA have value; the WA is a relevant and credible organization; and that WA board of directors need to be as visible as possible and as appropriate representing the WA. The WA cannot have a marketing budget and needs leaders to help raise awareness and provide outreach. Board members can increase their level of engagement by utilizing their individual and employer's and social media networks to share information and partner with current employers to help push out. Staff and board need to be more deliberate about expanding and building on state and local funding opportunities.

Report was received and filed.

5. **Workforce Alliance Community Impact Project Updates**

Updates on the Youth Employment Project (YEP) and Home Base Wichita were provided.

Lawing reviewed the 2024 YEP goals and year to date measures, which are in line. Messaging and outreach about the program continue to be made within the community at events such as the Chamber of Commerce's Chair Lunch and Wichita Independent Business Association monthly lunch with the hope of creating more summer internship opportunities for young people. An "Easy as Pie" campaign has been rolled out to assist employers in developing internships or providing other opportunities that contribute to youth employment that can be tailored to their type of business and needs. A webinar and an in-person meeting have been scheduled for employers to attend to learn about best practices for engaging young adults. A survey has been developed for interested employers to complete so that staff can follow up and offer services making it as easy for the employer as possible to participate. Committee members are encouraged to share and distribute this information to their colleagues, partners and network to promote work experience activities in the community. Michele Gifford announced that Textron will be sending an email to their supply base and discuss the successes they have had with high school internships and connect them with the WA if appropriate and then work with the WA to find alternate opportunities if they do not obtain an internship with Textron. The WA have held community impact meetings in Butler, Cowley and Sumner counties to expand the internship model. Camp HYPE's are being scheduled; outreach is being made to employers to sponsor as in previous years and virtual reality training equipment are included in the camps this year. The cost of camps will increase to \$6,000 this from \$5,000. Scott Stiles offered that getting sponsorship information to businesses in November would be more effective in obtaining funds as many businesses have finalized their budget for the next year around that time. Committee members were at consensus that there was no concern regarding the increase.

Tamara Ray, Director of Home Base Wichita, provided an update on the program, which assists military connected individuals toward employment based on the needs of local employers. Staff are in talks with the City of Wichita to adjust the current program model to use less funds for training and increase funding for other employment activities. The labor market has changed since the program was initiated and there is less interest in training and the type of training needed has changed as well from less on-the-job training to licensures and certifications. The city will also be asked to extend the timeframe for the program past June 30, 2024. No additional funds are being requested just additional time to meet the program goals and provide staff more time to determine some sustainable funding strategies. Staff are meeting with program partners Greater Wichita Partnership (GWP), Wichita Regional Chamber and the Veteran Advocacy Board to discuss progress to date,



goals moving forward, and the partnership between them. Social media presence is increasing and bringing in new participants to the program.

Report was received and file

6. Consent Agenda:

Approval of meeting minutes for January 10, 2024, Program Year 2023 budget update, operations report, communications report, registered apprenticeship report and on-the-job training (OJT) contracts for Harper Industries, Learjet, Midwest Hemp Technology, Netability and Novacoast were presented to the Committee for review and approval.

Amy Williams (Michele Gifford) moved to approve the Consent Agenda as presented. Motion adopted.

7. Adjournment

The meeting was adjourned at 12:40 PM.

Attendees:

LWDB Executive Committee Members

Michele Gifford via ZOOM
Kathy Jewett
Jeff Longwell
Alana McNary via ZOOM
Tony Naylor via ZOOM
Gabe Schlickau
Scott Stiles
Amy Williams

Staff/Guests

Marcy Aycock
Denise Houston
Keith Lawing
Shirley Lindhorst
Mary Mann
George Marko
Chad Pettera
Tamara Ray
Kim Uttinger

Workforce Alliance Consolidated Budget PY23

July 2023 - June 2024

Expenditures Through 2/29/2024

Category	WIOA					Community Impact Funds					Consolidated			
	Budget	February Expenditures	YTD Expenditures	% Budget Remaining		Budget	February Expenditures	YTD Expenditures	% Budget Remaining		Budget	February Expenditures	YTD Expenditures	% Budget Remaining
Wages	\$ 1,978,521	\$ 117,696	\$ 945,512	52%		\$ 1,744,000	\$ 153,340	\$ 1,341,507	23%		\$ 3,722,521	\$ 271,036	\$ 2,287,019	39%
Fringe	\$ 465,593	\$ 27,764	\$ 216,026	54%		\$ 432,966	\$ 36,818	\$ 286,491	34%		\$ 898,559	\$ 64,582	\$ 502,517	44%
Facilities	\$ 274,601	\$ 41,999	\$ 229,526	16%		\$ 145,450	\$ 16,920	\$ 140,897	3%		\$ 420,051	\$ 58,919	\$ 370,423	12%
Contract/Pro Fees	\$ 174,983	\$ (665)	\$ 41,271	76%		\$ 184,451	\$ 27,091	\$ 171,137	7%		\$ 359,434	\$ 26,426	\$ 212,408	41%
Supplies/Equipment	\$ 56,330	\$ 2,601	\$ 24,541	56%		\$ 44,285	\$ 4,505	\$ 3,632	92%		\$ 100,615	\$ 7,106	\$ 28,173	72%
IT	\$ 251,899	\$ 14,129	\$ 95,995	62%		\$ 43,500	\$ 7,472	\$ 25,517	41%		\$ 295,399	\$ 21,601	\$ 121,512	59%
Outreach/Cap Building	\$ 50,330	\$ 785	\$ 10,011	80%		\$ 102,498	\$ 8,244	\$ 122,573	-20%		\$ 152,828	\$ 9,029	\$ 132,584	13%
Travel/Conferences	\$ 55,603	\$ 9,104	\$ 36,093	35%		\$ 33,243	\$ 4,283	\$ 21,460	35%		\$ 88,845	\$ 13,387	\$ 57,553	35%
Grants Awarded	\$ 118,536	\$ 15,314	\$ 92,321	22%		\$ 153,000	\$ -	\$ 99,065	35%		\$ 271,536	\$ 15,314	\$ 191,386	30%
Staff Development	\$ 20,950	\$ 375	\$ 3,172	85%		\$ 23,950	\$ 375	\$ 4,267	82%		\$ 44,900	\$ 750	\$ 7,439	83%
Indirect	\$ -	\$ 11,744	\$ 119,924	0%		\$ -	\$ 37,017	\$ 319,408	0%		\$ -	\$ 48,761	\$ 439,332	0%
Misc/Dep/Int	\$ -	\$ -	\$ -	0%		\$ 27,050	\$ -	\$ 29,918	-11%		\$ 27,050	\$ -	\$ 29,918	-11%
Work Experience	\$ 818,752	\$ 34,708	\$ 620,523	24%		\$ 475,350	\$ 26,536	\$ 250,289	47%		\$ 1,294,102	\$ 61,244	\$ 870,812	33%
On The Job Training	\$ -	\$ -	\$ -	-		\$ 579,803	\$ 3,848	\$ 119,271	79%		\$ 579,803	\$ 3,848	\$ 119,271	79%
Incentives	\$ 2,000	\$ -	\$ 748	63%		\$ 17,000	\$ (600)	\$ 21,850	-		\$ 19,000	\$ (600)	\$ 22,598	-19%
Occupational Training	\$ 127,294	\$ 10,751	\$ 53,658	58%		\$ 1,578,383	\$ 64,550	\$ 685,320	57%		\$ 1,705,677	\$ 75,301	\$ 738,978	57%
Supportive Services	\$ 111,346	\$ 3,320	\$ 66,063	41%		\$ 365,000	\$ 16,978	\$ 122,212	67%		\$ 476,346	\$ 20,298	\$ 188,275	60%
Total	\$ 4,506,737	\$ 289,625	\$ 2,555,384	43%		\$ 5,949,928	\$ 407,377	\$ 3,764,814	37%		\$ 10,456,665	\$ 697,002	\$ 6,320,198	40%

Analysis

Budget: The PY23 budget with expenditures through the end of the February 2024. The budget includes a breakdown between WIOA (LWDB budget) and non-WIOA Funding (Community Impact Funds) and combined totals.

The PY23 budget allocates 39% on direct client spending including classroom training, work experience, on-the-job training and supportive services. The direct client spending is at 31% through the month of February. The budget has 40% remaining with budget expectations at 33%.

Strategic Goals Supported

This activity supports the following Strategic goals of the Local Workforce Development Board:

- Expand Youth Employment Opportunities to help develop the workforce of the future
- Strengthen relationships with WIOA partners, community organizations and educational/training institutions to leverage resources and align services through the one-stop workforce centers (American Job Centers)
- Create and implement a more effective and comprehensive communication plan to increase public awareness about employment and training services, and skills needed for current and future careers in South Central Kansas
- Generate revenue to increase community impact of WIOA and Workforce Centers

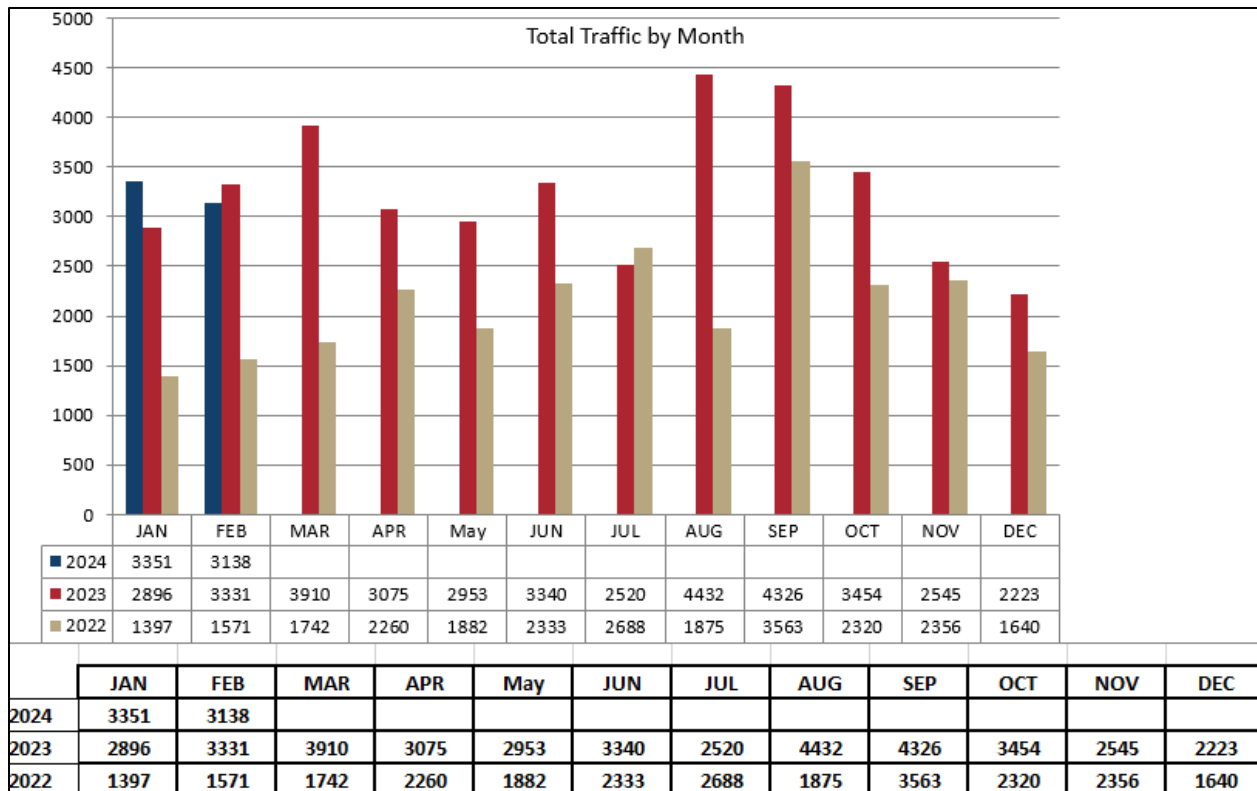
Recommended Action

Receive and file.

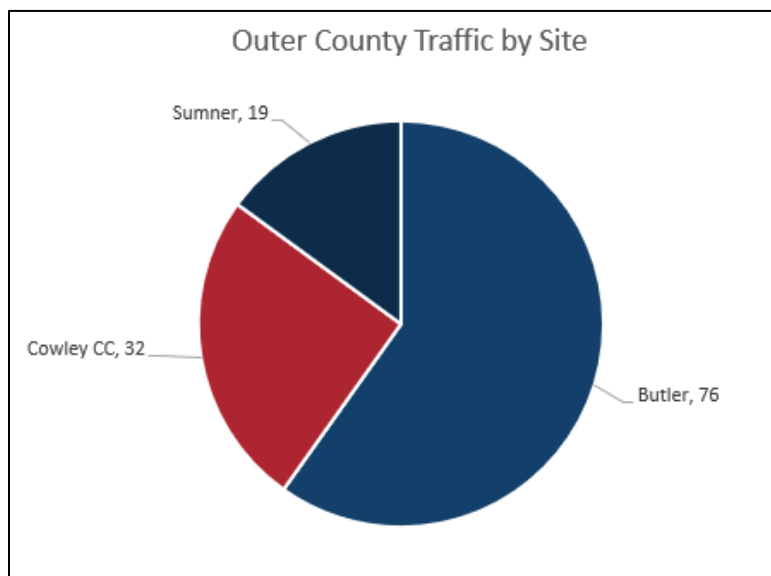
**Item
 Workforce Centers Operations February Update**

Job Seeker Traffic

The bar graph below provides a visual representation of jobseeker traffic through February of 2024. The graph reveals a decrease of 193 participants as compared with February of 2023. Overall, job seeker engagement at all four centers exceeds the levels observed in the preceding two years. This positive trend underscores a continued expansion in job seeker participation.

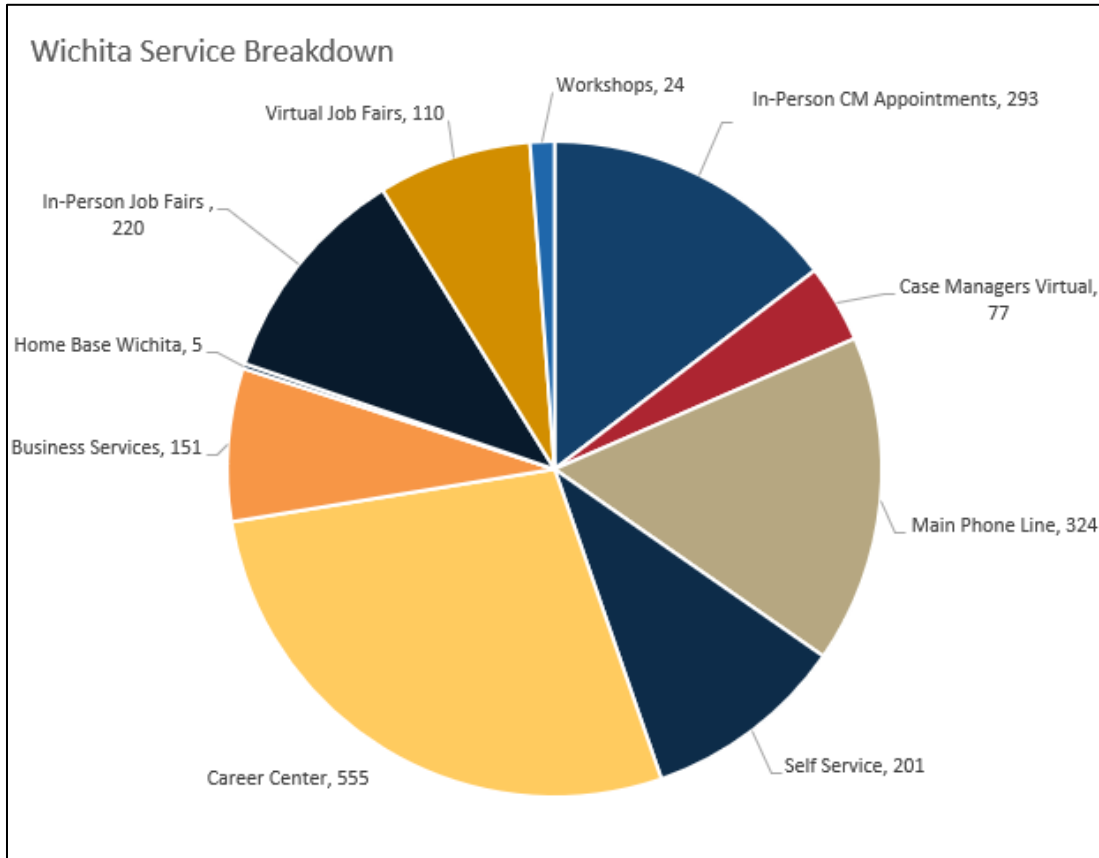


This pie chart offers a breakdown of the job seeker traffic by Area IV's Auxiliary Offices in Butler, Sumner, and Cowley counties.

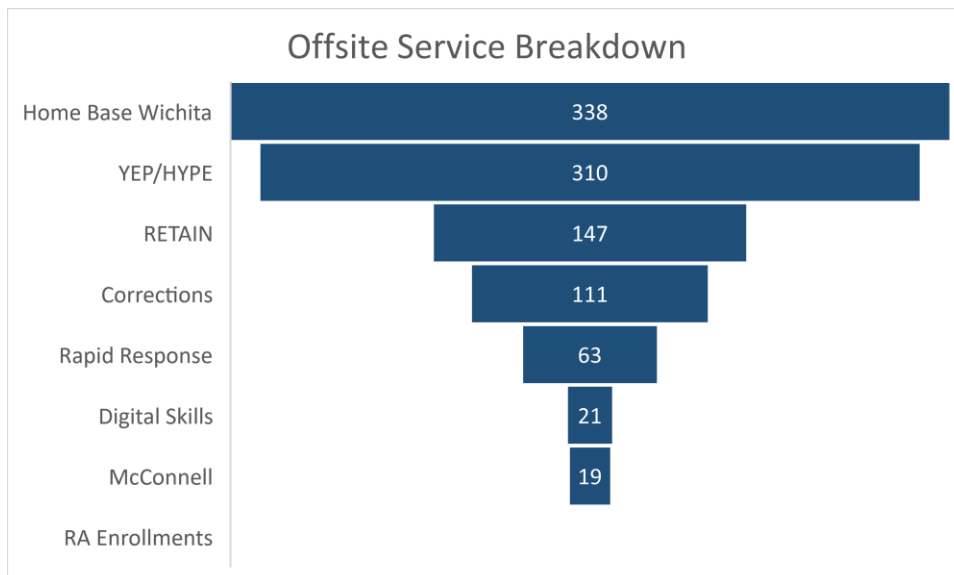


Job Seeker Services

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.

The Career Center served a total of 771 customers in the month of February. Among these, 561 have benefited from in-person individual appointments and another 210 through other various avenues such as KansasWorks chat and MRP call backs.

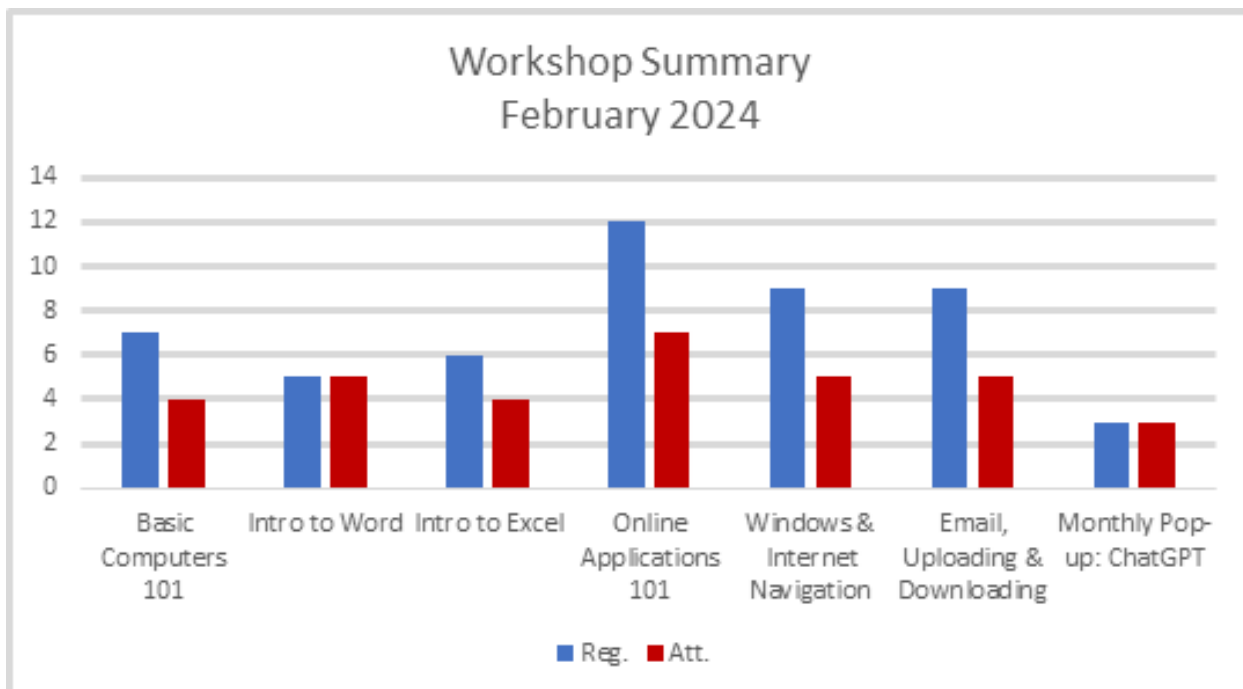
Workshops

In Person Workshops

In February, the Workforce Centers launched a new series of monthly pop-up workshops designed to address the evolving needs of the workforce. These informative sessions feature exclusive content on a variety of relevant topics.

The workshops focused on computer basics and digital skills, and were held in Cowley County, an opportunity zone in the South Central region. This initiative aimed to equip residents with the fundamental skills necessary to thrive in today's digital workplace.

The graph below reflects February's in-person workshops and total attendance rates. The Workforce Center continues to be a vital resource for those seeking to enhance their skills.



Business Services Overview

Local Area IV saw a significant surge in job opportunities in February. There was a 41% increase in job postings compared to the previous month, bringing the total number of openings to 994 across the 6-county radius for February. On a statewide level, there were 42,529 active positions available for job seekers to browse. Additionally, the system recorded a pool of 9,208 resumes for employers to consider during their recruitment efforts.

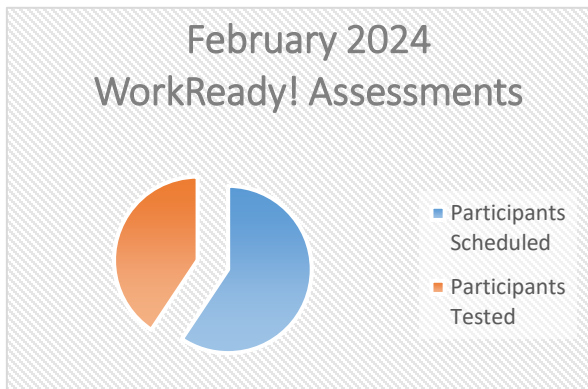
Job Fairs

The Workforce Centers facilitated a series of successful employer hiring events in February. These events connected a total of 423 job seekers with representatives from 49 different companies.

The highlight of the month was a Rapid Response job fair specifically designed to connect displaced workers from Case New Holland and DHL with new employment opportunities. This targeted event attracted 11 employers and 59 job seekers, demonstrating a strong commitment to supporting those impacted by recent job losses.

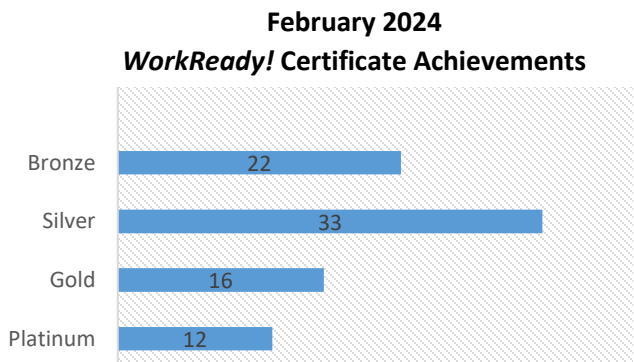
Kansas WorkReady! Assessment - ACT National Career Readiness Certificate (NCRC)

The Workforce Center has maintained a steady pool of applicants ready to take the WorkKeys Assessment. A total of 19 sessions were offered during the month of February, with 181 job seekers scheduled to complete. Local Area IV saw an increase in the attendance rate, sitting at 68.5%, with it being at 63.2% in the previous month. A total of 124 participants completed the assessment, and a 66.9% award rate was documented.



WorkReady! Certificates
February Certificates Awarded - 83
Award Rate – 66.9%

2024 Certificates Awarded – 188
Award Rate – 71.5%



WorkReady! Testing
February Testing Sessions - 19
Attendance Rate – 68.5%

2024 Testing Sessions – 44
Attendance Rate – 65.6%

	February	2024 Totals
<i>Pre-Employment Skills Assessments Administered</i>	283	541
<i>Applications Completed</i>	15	33
<i>Services to Employers</i>	213	447
<i>Job Postings</i>	944	1,613

Recommended Action

Receive and File



Communications Reports
As of 03/01/24

1. Building You

In September 2020, the Workforce Alliance and KWCH launched [Building You](#), a weekly feature story about jobs and the economy that airs each Wednesday at 4:00 pm. Additionally, *Building You* includes a Job of the Day highlighted on the 4 pm newscast and featured on the KWCH website with a link on how to access the job postings and other available jobs through the Workforce Center and Kansasworks.com. The Job of the Day segment also appears again on the KWCH morning newscast the following day. The Workforce Alliance provides content and leads for these features in strategic partnership with employers and partners who utilize the Workforce Center, and posts *Building You* and Job of the Day links on social media platforms.

March 24 Building You Stories

There were no Building You Stories in the month of March.

March 24 Job of the Day		
Date	Job Title	Employer
3/1/24	CDL Bus Driver	Maize USD 266
3/4/24	Journeyman Plumbers	CM3, Inc
3/5/24	Carpenter	Crossland Construction
3/6/24	Crew Member	RnD Underground Inc
3/7/24	Tractor/Pan Scraper Operator	Superior Excavating, LLC
3/8/24	Heavy Equipment Operator	CDH, Inc
3/11/24	Traffic Signal Mechanic	City of Wichita
3/12/24	Veteran Employment Representative	Kansas Department of Commerce
3/13/24	Accounting Specialist	City of Park City
3/14/24	Wastewater Operator 1	City of Haysville
3/15/24	Water Treatment Facility Supervisor	City of Arkansas City
3/18/24	5 Axis CNC Machinist/Operator	Cox Machine Inc
3/19/24	CNC Machinist	C.E. Machine
3/20/24	CNC Machinist	Verus Aerospace
3/21/24	CNC Operator / Machinist	Great Plains Industries - GPI
3/22/24	Mid-Level Machinist/CNC Operator	CMJ Manufacturing
3/25/24	Heavy Equipment Mechanic - Diesel	Kansas Paving/Kansas Ready Mix
3/26/24	Trade Specialist III - Facilities	Sedgwick County
3/27/24	Signal Electrician	City of Wichita
3/28/24	Crewperson 6a-c - Plumbing	USD 259 - Wichita Public Schools
3/29/24	HVAC Technician	USD 262 Valley Center

2. 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.

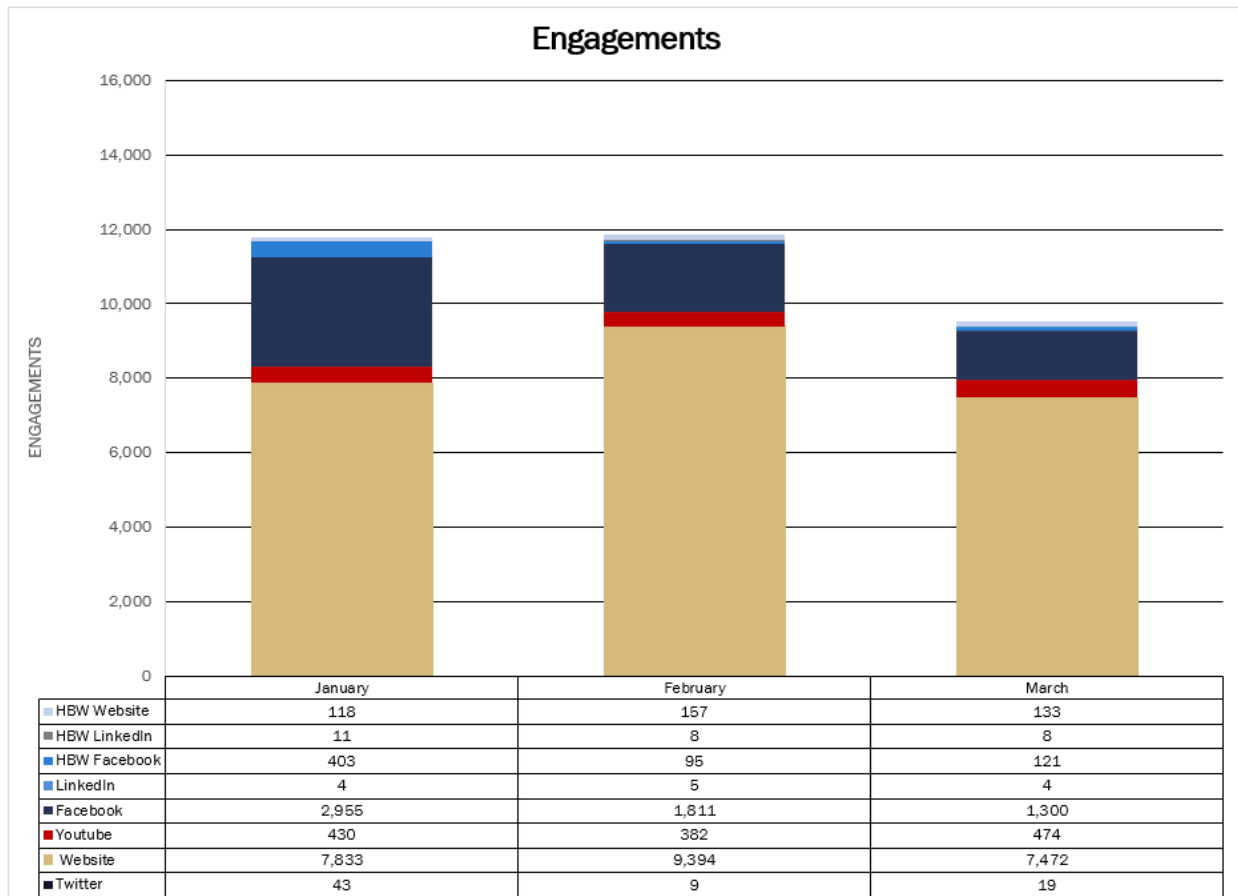
The digital traffic and impact numbers are broken down into the following key areas:

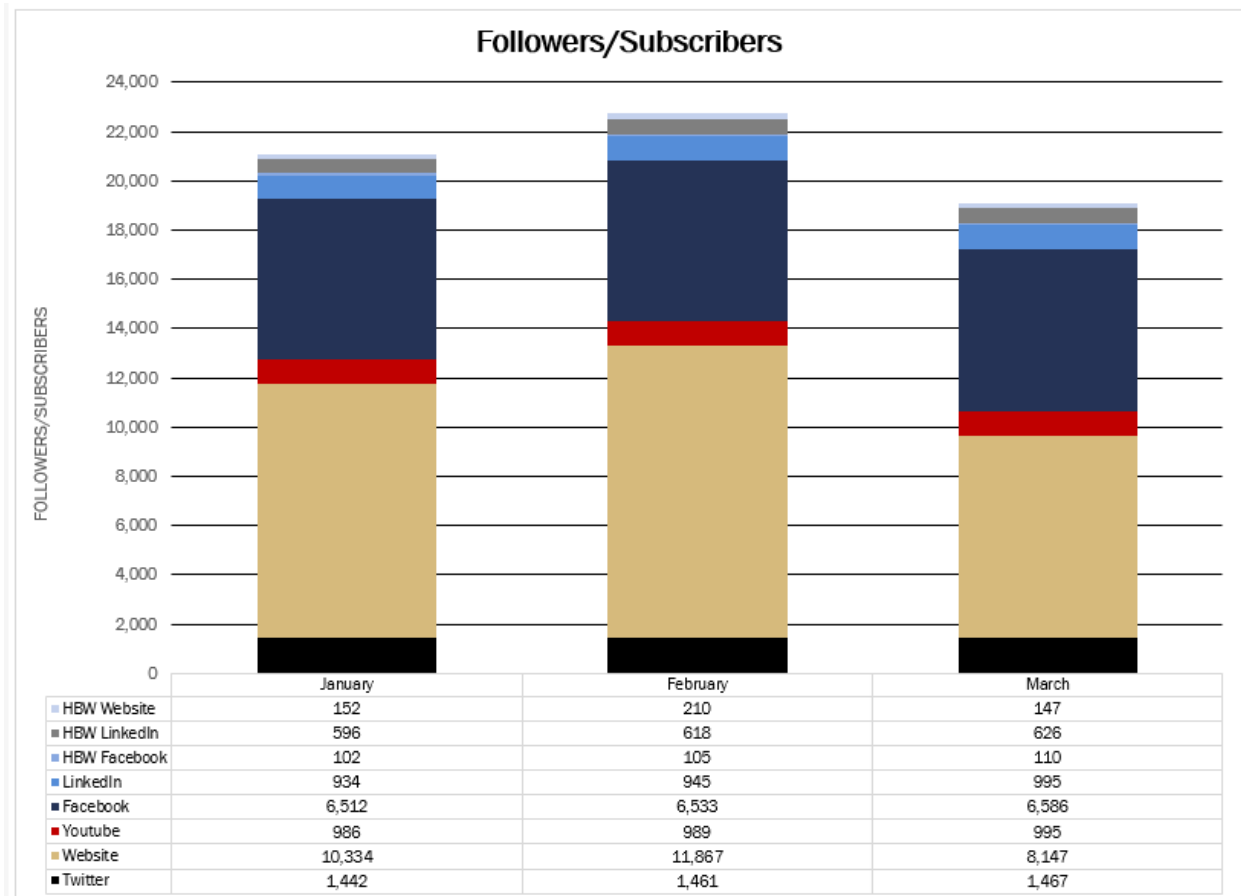
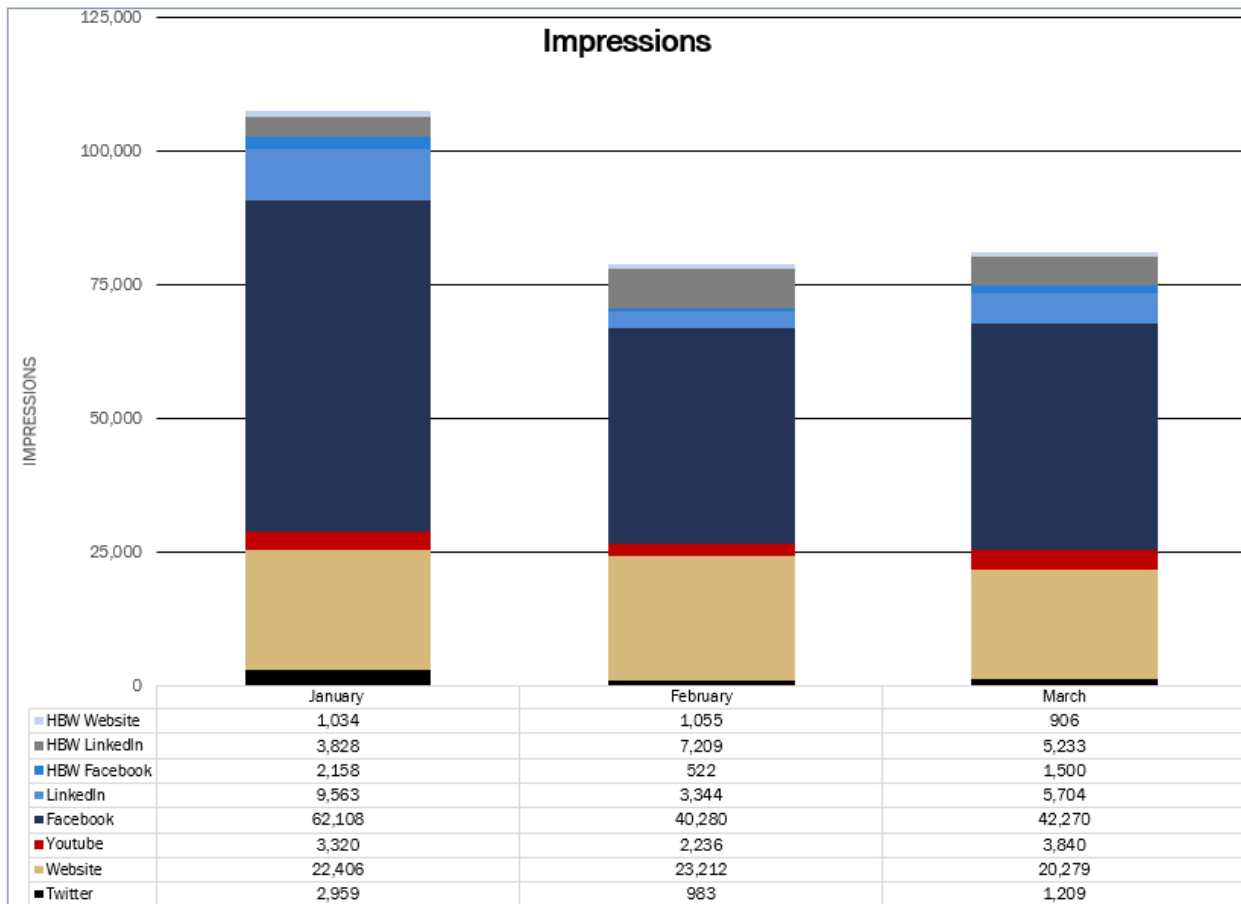
- Engagements - measures the total number of public interactions including shares, likes and comments
- Total Impressions - the number of times content is displayed to a user
- Followers – unique users who subscribe to receive updates

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 March saw a decrease in engagements and on all platforms except the HBW LinkedIn, HBW Facebook, YouTube, and Twitter. Impressions increased on all platforms except the HBW LinkedIn & website, and the WA website. Followers increased on all platforms except the HBW website and the WA website.







Registered Apprenticeship Report
As of 3/29/2024
[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 the two approved programs for CDH, Inc., and Don Hattan Dealerships. Below is the status on all activity through WA’s intermediary role:

Employer	Occupation	Status
Aero Metal Alliance	NC Machinist	In Development
ISG Tech	Service Technician 1	In Development
AAR Component Services	Mechanic 1	In Development
UV&S	Computer Support Specialist	Approved

Currently there are 27 Registered Apprenticeship (RA) sponsors/Intermediaries active in LAIV, totaling 35 approved RA programs. The WA accepts onsite applications for five RA programs. In March 2024, 15 individuals engaged in the RA application process, resulting in 4 completed applications delivered to RA program sponsors for consideration, details are below:

RA Application and Prescreen Activity			
2023	Applications and Prescreens	Completed Referrals	Completion Percentage
January	16	6	38%
February	15	7	47%
March	15	4	27%
Totals	46	17	37%

Other Activity:

- RAPC communicated with 9 job seekers about registered apprenticeship opportunities.
- RAPC started registered apprenticeship with 12 new employers.
- RAPC emailed Workforce Alliance of South Central Kansas apprentices for required monthly contact.
- RAPC provided a Workforce Center and Garvey tour for Andre Heath and Jamie Harsell from the Kansas Office Apprenticeship.
- RAPC judged a JAG-KS Regional competition in Winfield, KS.



Registered Apprenticeship Report
As of 3/29/2024
[LAIV Registered Apprenticeship Information](#)

In LAIV, there are currently 647 active apprentices enrolled in 35 RA programs:

RA Sponsor	Active Apprentices
Bombardier	7
Butler Rural Electric	2
City of Augusta	3
City of Wellington	1
City of Winfield	3
Cox Machine	1
Independent Electrical Contractors	65
InterHab*	11
Ironworkers JAC	10
Metal Finishing	9
Plumbers & Pipefitters of Kansas	273
Sedgwick County Electric Cooperative	2
Sheet Metal Workers JAC	37
Spirit AeroSystems	58
Textron	16
The Ironworkers Joint Apprenticeship & Training Trust Fund	6
Wichita Electrical JAC	138
Workforce Alliance of South Central Kansas**	5
Total	647

**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*

The WA works in partnership with



Item

Policy Revisions Due to Monitoring Activities and Reviews

Background

The US Department of Labor (DOL) monitored the One Workforce Program in October 2023 which resulted in findings related to the organization's financial management policies. Accordingly, the Workforce Alliance has updated the Financial Management System Policy to resolve the issues. The policy revisions were shared with US DOL and they have been approved by US DOL as presented.

The Internal Control Reporting System Policy and Business Code of Conduct & Ethics have been updated as result of staff review.

Analysis

Financial Management System Policy

Changes to the policy include:

- 1- Clarifying budget review process including frequency of review and clarifying tracking and review of leveraged funds (Section I)
- 2- Removing the Cost Allocation section to its own standalone policy. Cost Allocation Plan Policy approved 6-2023.
- 3- Clarifying that allowable costs must be necessary, reasonable, and allocable and defining those terms (Section VI)
- 4- Clarifying the credit card usage section including detailing the process for program staff utilizing company credit cards (Section VII)
- 5- Adding a paragraph on allowable costs at conferences (Section VII)
- 6- Adding a section detailing policies around subawards and/or contracts (Section IX)

Internal Control Reporting System Policy

Updated the Equal Opportunity Officer information and corrected the form for reporting complaints.

Code of Business Conduct & Ethics

Numerous updates and clarifications were made based on changing staff duties as well as working conditions. Highlights include updates to staff contacts for various situations (who to direct media inquiries to, etc.); clarifying expense report procedures, and clarifying items around PTO (including flex time for exempt staff and policies around PTO while on FMLA).

Recommended Action

Approve changes to the Financial Management System Policy, Internal Control Reporting System Policy and Code of Business Conduct & Ethics.

Title: Financial Management System

Date Revised:

Financial Management System

The Workforce Alliance of South Central Kansas (Workforce Alliance) Financial Management System ensures that the organization is able to perform the financial management functions required when operating federal and state funded grants, as well as private funding. The organization operates on a full accrual basis and follows General Acceptable Accounting Procedures (GAAP). The financial system's controls are in place to protect the organization's assets.

Overview of Financial System

The Workforce Alliance contracts with an independent accounting firm to process and review all financial transactions, and to provide financial statements, reports, and books. This Paymaster service is contracted through a Request for Proposal.

I. Budget Controls

The Workforce Alliance prepares annual budgets at the beginning of each fiscal year or at the beginning of a grant. The Vice President/Chief Operating Officer has the primary responsibility for preparing all budget(s) and presenting them to the Finance and Executive Committee and the Chief Elected Officials Board (CEOB) for review and action. Upon adoption the budget(s) are given to the Paymaster for data entry into the financial management program maintained by the Paymaster. The board staff and Finance and Executive Committees review budgets monthly with the full board reviewing quarterly. Budgets are also shared with the COEB quarterly electronically and during their meetings. Budgets are compared monthly by expenditure amounts and budget remaining compared to expectations for the budget cycle. The organization also analyzes monthly obligation reports to track program obligations to ensure adequate funding for program services. The Organization will also require the tracking and reporting of any leveraged funds within each fund's required budget. Leveraged funds will be compared to budget at least quarterly.

II. Cash Management

Cash management of federal funds will require a contract with an independent Paymaster to ensure federal funds are drawn reasonably and necessarily; and to ensure the funds are disbursed timely. The Paymaster will draw funds up to twice per week to issue payments which have been authorized for payment by the Workforce Alliance. All issuances of payment shall be made by the Paymaster within five business days of the request for payment. No funds shall be drawn in advance of reimbursement unless advance payment has been approved by the President/Chief Executive Officer due to circumstances beyond the control of the Workforce Alliance.

III. Program Income

Program income is gross income received that is directly generated by the grant supported activity or earned as a result of the grant agreement during the grant period. Program income must be reported monthly on financial reports and used to support the grant which generated the income,

IV. Cost Allocations

The WA has adopted a stand alone Cost Allocation Policy. Cost Allocation Methodology is detailed in that Policy.

V. Prepaid Expense

Expenditures and accrued expenditures for the above categories will be processed according to GAAP.

Page 1 of 6

"Equal Opportunity Employer/Program - Auxiliary aids and services are available upon request to individuals with disabilities. Any individual with a disability may request accommodations by contacting the Workforce Centers, 316-771-6800, TDD: 711 or 1-800-766-3777, (admin@workforce-ks.com)."

A proud partner of the  American Job Center network

Title: Financial Management System

Date Revised:

Pre-paid expenses over \$1,000 will be recorded for expenses that are incurred for a future period. Examples of a pre-paid expenses are insurance, dues, or subscriptions (software or equipment licensing).

VI. Allowable Costs

The Workforce Alliance is established as a 501(c) 3 Not for Profit Organization and follows 2 CFR Part 200 and 2 CFR 2900 for Uniform Administrative Requirements and Cost Principles. The organization also reviews and monitors each grant award for specific allowable activities or non-allowable activities to ensure compliance. All costs must be necessary, reasonable and allocable to carry out the scope of the grant or project.

Necessary Costs: A cost that is appropriate and required to complete an objective required by an award.

Reasonable Costs: A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important. In determining reasonableness of a given cost, consideration must be given to:

- (a) Whether the cost is of a type generally recognized as ordinary and necessary or the proper and efficient performance of the award.
- (b) The restraints or requirements imposed by such factors as: sound business practices; arm's-length bargaining; Federal, state, local, tribal, and other laws and regulations; and terms and conditions of the award.
- (c) Market prices for comparable goods or services for the geographic area.
- (d) Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the organization, its employees, the public at large, and the Government.
- (e) Whether the non-Federal entity significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost.

Allocable Costs:

- (a) A cost is allocable to a particular award or other cost objective if the goods or services involved are chargeable or assignable to that award or cost objective in accordance with relative benefits received. This standard is met if the cost:
 - (1) Is incurred specifically for the award;
 - (2) Benefits both the government award and other work of the WA and can be distributed in proportions that may be approximated using reasonable methods; and
 - (3) Is necessary to the overall operation of the WA and is assignable in part to the Federal award in accordance with the principles in this subpart.

Title: Financial Management System

Date Revised:

(b) All activities which benefit from the non-Federal entity's indirect cost, including unallowable activities and donated services by the WA or third parties, will receive an appropriate allocation of indirect costs.

(c) Any cost allocable to a particular federal award under the principles provided for in this part may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons. However, this prohibition would not preclude the non-Federal entity from shifting costs that are allowable under two or more Federal awards in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal awards.

(d) Direct cost allocation principles: If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, then, notwithstanding [paragraph \(c\)](#) of this section, the costs may be allocated or transferred to benefitted projects on any reasonable documented basis. Where the purchase of equipment or other capital asset is specifically authorized under a Federal award, the costs are assignable to the Federal award regardless of the use that may be made of the equipment or other capital asset involved when no longer needed for the purpose for which it was originally required. See also [§§ 200.310 through 200.316](#) and [200.439](#).

(e) If the contract is subject to CAS, costs must be allocated to the contract pursuant to the Cost Accounting Standards. To the extent that CAS is applicable, the allocation of costs in accordance with CAS takes precedence over the allocation provisions in this part.

VII. Internal Controls

The Workforce Alliance established the following controls to ensure compliance with all laws and regulations and to safeguard the organizations assets:

Cash Controls-

All administrative invoices are received by administrative support staff and are logged when received. They are then forwarded to the fiscal department for payment. Client program invoices are received by the fiscal department. A payment is generated by the fiscal department when an approved budget for the invoice exists. If an approved budget for the invoice does not exist, the invoice is routed to program staff for further investigation before a payment is generated. All payments are routed to the Vice President/Chief Operating Officer for review and approval. Once the COO approves payments, they are presented to the President/Chief Executive Officer for approval or denial. If the payment is approved, it is then processed and allocated to the correct budget and line item and forwarded to the Paymaster. The Paymaster will review, process, and issue all payments. Checks issued for payment by the Paymaster shall be valid for no more than ninety (90) days from the date of issue. The Paymaster will provide an aging report listing all outstanding checks to the Workforce Alliance. The Workforce Alliance will perform payment follow-up activities to determine the status of each outstanding check and to remind the vendor of the check validity period. After ninety (90) days from the date of issue of any check, the Paymaster will void the check and notify the Workforce Alliance of that action. The Workforce Alliance

Title: Financial Management System

Date Revised:

will notify the effected vendor(s) of the invalidation of the check(s) and that a new check will be issued to accomplish payment of relevant invoice(s).

Controls-

Depreciation and Capitalization- A straight-line depreciation schedule will be used beginning the month of acquisition and ending the month prior to disposition or completed depreciation for items with an acquisition cost equal to or greater than five thousand dollars (\$5,000.00). The useful life of office equipment will be three (3) or (5) years. If items are leased and the lease is greater than \$5,000 all items associated with that lease will be capitalized, regardless of individual item costs.

*Security-*The Workforce Alliance will maintain security services for the Wichita Workforce Center. Security will safeguard property and maintain a safe and secure work environment.

Insurance- The Workforce Alliance will secure and maintain adequate insurance to safeguard financial assets and property, and provide general liability coverage. The Workforce Alliance will also ensure that contracts and agreements contain any required clauses to ensure the Workforce Alliance is protected and listed as an additional interest in any insurance coverage that covers the actions or non-action of any contractor or partner in which a legal agreement has been entered.

Purchasing Authority- Senior and management staff will have the authority to purchase supplies/equipment using authorized vendors up to a unit cost of \$1,000.00 not to exceed a total purchase of \$2,000.00. Any purchases over these amounts will require approval by the Vice President/Chief Operating Officer up to \$5,000. If purchases exceed \$5,000.00 approval by the President/Chief Executive Officer is required. All procurement policies established by the Federal Government, State Government, CEOB and the Board of Directors must be followed by staff making purchases.

Training and Client Support Service Obligations- Two staff members together have the authority to obligate client training and supportive service funds up to the current limits established in the training policies and the available budget. One staff must be management and the other fiscal staff. Final expenditures will be subject to purchasing authority.

Senior Staff utilize Credit Cards to complete some transactions. The restrictions and appropriate use of cards are as follows:

Acceptable Uses, Limits and Procedures- Workforce Alliance credit cards shall be used solely for official Workforce Alliance business. Therefore, credit cards shall not be used for personal or private business purchases. Credit cards shall be issued only to individuals who have appropriate purchasing authority. Authorized use of credit cards shall be limited to the person whose name appears on the face of the credit card, or those specifically authorized by the individual named on the card. Intentional misuse or fraudulent abuse of any credit card may result in disciplinary action, up to and including dismissal.

Staff authorized by card holders to make program purchases must follow all applicable protocols in addition to ensuring the purchase has been approved through all pertinent channels prior to expending funds. Additionally, when making a program purchase, staff should note on the

Title: Financial Management System

Date Revised:

receipt the associated participant's name and participant ID number. Requests should be submitted through M-Files and an email sent to the Fiscal Controller.

Auditing and Documentation- The Vice President/Chief Operating Officer shall provide a copy of this policy to each employee receiving a credit card, and require the employee to acknowledge receipt of the policy by signing.

Documentation shall support the business purpose of all transactions made with Credit Cards, and shall include the following items:

- Copy of this policy, signed by each card holder in the agency
- Copies of order forms, when available
- Packing slips (for goods received)
- Original cashier receipts or vendor invoices

The Workforce Alliance shall be responsible for auditing records to ensure that credit cards are used only by authorized users for official Workforce Alliance business.

Security- Card holders shall be responsible for safeguarding credit cards at all times. Card holders shall also be responsible for immediately and properly reporting lost or stolen credit cards. All credit cards shall be returned to the Workforce Alliance immediately upon request or upon termination of employment (including retirement).

Conferences (Meetings)- A conference is defined as a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond and is necessary and reasonable for successful performance. Allowable conference costs paid may include sponsoring or hosting of a conference including rental of facilities, speakers' fees, costs of meals and refreshments, local transportation, and other items incidental to such conferences unless further restricted by the terms and conditions of an award. Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the award.

VIII. Financial Reporting

The Paymaster will provide budget reports, grant balances, trial balances, and a general ledger update by the 20th of each month of the previous month's financial activity. Reports will be prepared according to GAAP. At the end of each quarter financial statements will be prepared including Assets, Liabilities and Net Assets, Statement of Activities, along with Trial Balances and any accompanying schedules (pre-paid, capitalization, etc.). Reports will also be shared with Staff, CEOB, and Board of Directors as well as reported to the State of Kansas and the US Department of Labor as required. The Finance Committee has the primary task of reviewing all financial documents and reports.

IX. Subawards/Contracts

Subawards for organizations will be completed as approved in grant agreements. Risk assessments will be completed and placed in the subaward file. Monitoring will be completed of each subaward based on the outcomes of the risk assessment. Each subaward will be monitored at least once during the contract period.

Title: Financial Management System

Date Revised:

If it is determined a subaward will benefit the project, the WA will seek approval from the awarding agency before proceeding with a subaward. The WA will complete a budget modification if required before completing a subaward.

For Federal Awards, the WA will seek approval from the awarding agency for the other following items:

1. If there is a deviation from the budget or project scope or objective
2. Change in scope of the objective
3. Change in key person specified in the award
4. There is a disengagement from the award for more than 3 months or a 25% reduction in the time devoted to the award
5. The inclusion, unless waived by the Federal Awarding Agency, of costs that require prior approval in accordance with subpart E as applicable
6. The transfer of funds budgeted for participant support costs to other categories of expense
7. Unless described in the application and funded in the approved Federal awards, the subawarding, transferring or contracting out of any work under a Federal award, including fixed amount subawards as described in [§ 200.333](#).
8. Changes in the approved cost-sharing or matching provided by the non-Federal entity.
9. The need arises for additional Federal funds to complete the project.

DRAFT

Title: Internal Control Reporting System

Revised:

Workforce Alliance of South Central Kansas Internal Control Reporting System

Recipients of federal funds must maintain stewardship of those funds by creating an internal control reporting system in order to ensure the integrity of the operation. Sub-grantees, vendors, participants, third parties or citizens, and employees must be informed of their rights to make public their concerns about WIOA management, and the mechanism for having those concerns addressed in an open, non-threatening manner.

It is the policy of the Workforce Alliance of South Central Kansas to inform interested parties that they may make reports directly to the U.S. Department of Labor at the DOL Hotline-Office of the Inspector General at 1-800-347-3756 or by contacting the Equal Opportunity Officer, Chad Pettera, at the Workforce Alliance, 300 W. Douglas, Suite 850, 316.771.6600, or admin@workforce-ks.com.

A record of each report will be made and retained using the LAIV Complaint Apparent Violation Form. The complainant will be afforded the opportunity to meet with Workforce Alliance staff for the purpose of clarifying the information and determining the desired outcome of the complainant.

A determination as to a course of action will be made by staff in consultation with legal counsel if deemed appropriate. The complainant will be apprised of the decision of the Workforce Alliance in so far as is possible without jeopardizing any future legal recourse. If informal resolution is not possible, the complaint procedure of the Kansas Department of Commerce will be instituted, up to and including the formal appeal process.

This policy will be transmitted to all interested parties upon request, and the rights contained herein communicated.

Item

The following additions are recommended for the Eligible Training Provider List.

Background

All programs on the Eligible Training Provider List must be approved. The Workforce Alliance Program Operations and Performance Committee reviewed and approved the additions at their meeting on March 7, 2024.

Analysis

Pending Initial Programs

The programs listed are online, self-paced programs offered by Butler Community College. All of the programs lead to occupations with at least 4% projected growth in the next 10 years and all have median wages exceeding our area's self-sufficient wage (\$15.60/hr.).

Staff recommends approving the following:

- AZ-104 Microsoft Azure Administrator (Voucher Included) - NC
- AZ-500 Microsoft Azure Security (Voucher Included) - NC
- CompTIA A+ 1101 and 1102 with Exam Vouchers - Live Online
- CompTIA A+ 220-1101 and 220-1102 - NC PT
- Data Analytics - NC
- Information Technology Level 1 Help Desk Technician - NC PT
- Interior Decoration & Design
- Life Skills Coaching Entrepreneur - NC
- Medical Billing and Coding Specialist Complete - NC PT
- Medical Billing and Coding Specialist Complete (PTMED3005)
- Medical Billing and Coding with Exam Voucher - Live Online
- Microsoft Azure Dual Certification Boot Camp - NC
- Nutrition & Fitness Professional - NC
- Personal Fitness Instructor Professional - NC
- Photovoltaic Technician - NC
- Software Development Bootcamp - NC
- Stress Management Coaching Expert - NC
- UX/UI Design Bootcamp

Recommended Action

Approve the initial programs as presented.

**WIOA Eligible Training Provider
Programs Information
September 2022**

Provider Name	Program Name	Demand Occupation/ Industry in Area IV	Length of Training	Approximate Cost Per Credit Hour In State	Approximate Total Program Cost	Type of Attainment	Avg. Wage Per Hr.	ONET Projected Growth 2020-2030	Recommended Action
Pending Initial Programs									
Butler Community College	AZ-104 Microsoft Azure Administrator (Voucher Included) - NC	Computer Systems Administrator / Information Technology	60 hrs.	N/A	\$1,995.00	IHE Certificate of Completion	\$37.99	6%	Approve
Butler Community College	AZ-500 Microsoft Azure Security (Voucher Included) - NC	Information Security Analyst / Information Technology	50 hrs.	N/A	\$1,995.00	IHE Certificate of Completion	\$46.61	39%	Approve
Butler Community College	CompTIA A+ 1101 and 1102 with Exam Vouchers - Live Online	Computer Network Administrator / Information Technology	8 weeks / 66 hrs.	N/A	\$2,985.00	Industry Certification	\$37.99	6%	Approve
Butler Community College	CompTIA A+ 220-1101 and 220-1102 - NC PT	Computer User Support Specialist / Information Technology	100 hrs.	N/A	\$1,986.00	Industry Certification	\$23.87	10%	Approve
Butler Community College	Data Analytics - NC	N/A	16 weeks / 320 hrs.	N/A	\$6,400.00	IHE Certificate of Completion	\$42.72	35%	Approve
Butler Community College	Information Technology Level 1 Help Desk Technician - NC PT	Computer User Support Specialist / Information Technology	250 hrs.	N/A	\$3,714.00	Industry Certification	\$23.87	10%	Approve
Butler Community College	Interior Decoration & Design	N/A	225 hrs.	N/A	\$1,425.00	Industry Certification	\$28.23	4%	Approve
Butler Community College	Life Skills Coaching Entrepreneur - NC	N/A	765 hrs.	N/A	\$4,000.00	Industry Certification	\$24.16	17%	Approve
Butler Community College	Medical Billing and Coding Specialist Complete - NC PT	Medical Records Specialist / Healthcare	755 hrs.	N/A	\$4,249.00	Industry Certification	\$20.89	7%	Approve
Butler Community College	Medical Billing and Coding Specialist Complete (PTMED3005)	Medical Records Specialist / Healthcare	755 hrs.	N/A	\$4,249.00	Industry Certification	\$20.89	7%	Approve
Butler Community College	Medical Billing and Coding with Exam Voucher - Live Online	Medical Records Specialist/ Healthcare	19 weeks / 160 hrs.	N/A	\$3,534.00	Industry Certification	\$20.89	7%	Approve
Butler Community College	Microsoft Azure Dual Certification Boot Camp - NC	Information Security Analyst / Information Technology	60 hrs.	N/A	\$4,399.00	Industry Certification	\$46.61	39%	Approve
Butler Community College	Nutrition & Fitness Professional - NC	N/A	540 hrs.	N/A	\$3,250.00	Industry Certification	\$26.97	8%	Approve
Butler Community College	Personal Fitness Instructor Professional - NC	N/A	615 hrs.	N/A	\$3,800.00	Industry Certification	\$23.21	14%	Approve
Butler Community College	Photovoltaic Technician - NC	N/A	145 hrs.	N/A	\$1,000.00	IHE Certificate of Completion	\$24.75	22%	Approve
Butler Community College	Software Development Bootcamp - NC	Software Developer / Information Technology	480 hrs.	N/A	\$10,000.00	IHE Certificate of Completion	\$49.37	25%	Approve
Butler Community College	Stress Management Coaching Expert - NC	N/A	765 hrs.	N/A	\$4,200.00	Industry Certification	\$24.16	17%	Approve
Butler Community College	UX/UI Design Bootcamp	Web Developer / Information Technology	24 weeks / 480 hrs.	N/A	\$9,600.00	IHE Certificate of Completion	\$32.67	14%	Approve

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:	CMJ Manufacturing, Inc
Company Description:	CMJ Manufactures Custom Aircraft & Commercial Parts
Location:	Mulvane, Sumner County
Occupation(s):	CNC Operators/Machinists
Training Length:	Six months or less
Average Wage Range:	\$18.00 entry level
Benefits:	Full benefit package
Comments:	CMJ Manufacturing, Inc. produces precision machining of close tolerance components for the Aerospace, Defense and Industrial industries. Our processes include CNC Lathes, CNC Mills, Broaching and Gear Cutting of Specialty Metals (Inconel, Titanium, Nitronic, and Magnesium) as well as Aluminum, Steel, Iron, Brass, Bronze and Copper. Our staff bring 100+ years of engineering and machining experience along with a can-do attitude in providing affordable manufacturing services..
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 **CMJ Manufacturing, Inc.** to OJT ETP list.

April 10, 2024

Submitted By: Mary Mann

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:	Hall Industrial Services
Company Description:	Hall Industrial Services is a 40+ year old company that will go into a facility and teardown existing machinery, pack it, move it and then rebuild it somewhere else. The technicians are skilled machinery maintenance mechanics, riggers and millwrights.
Location:	Wichita, Sedgwick County
Occupation(s):	Rigger Millwright Machinery Mover
Training Length:	TBD
Average Wage Range:	\$20.00
Benefits:	Full benefit package
Comments:	This grant will help to upskill existing staff and train new staff in the innovative technology required to successfully tear down, move and rebuild modern machines.
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 **Hall Industrial Services.** to OJT ETP list.

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:	PB Hoidale Co., Inc
Company Description:	<p>Peter Bernard Hoidale founded the company that bears his name in 1946. Starting from a small office in Wichita, Kansas, selling fuel storage tanks and pumping units, the company had its first geographic expansion in the mid-1970s. This expansion came in the form of branch offices in Garden City and Chanute, Kansas. As the company continued to grow through the '70s and early '80s, we added additional product lines to complement our fuel equipment business, such as air compressors and lubrication equipment. By the mid-'80s, Hoidale had expanded into Oklahoma, opening offices in Oklahoma City and Tulsa, Oklahoma.</p> <p>The 1990s brought about another expansion of our business into electronic tank monitoring and point-of-sale systems. These new POS systems were designed to provide our customers with more accurate information about how their businesses are performing. The mid 90's also saw the opening of our Kansas City branch office. Since the turn of the new century, we have again expanded our product lines to better meet the existing, as well as future, customer demand for heavy-duty lift equipment, and automated lubrication systems. We will continue to expand both our product lines as well as our geographic reach to better serve our customer base as it grows in new and exciting directions.</p>
Location:	Wichita, Sedgwick County
Occupation(s):	Field Service Technician
Training Length:	TBD
Average Wage Range:	\$20.00
Benefits:	Full benefit package
Comments:	This grant will help to upskill and train new staff in the innovative technology required to service and design the electronic and automated monitoring systems used in the petroleum, industrial and lubrication market place.
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 **PB Hoidale Co., Inc.** to OJT ETP list.

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:	UV&S, Inc., Underground Vaults & Storage, Inc.
Company Description:	<p>For over 60 years, UV&S has operated as a service-oriented records storage company, adding new services through the years to meet our client’s needs. We provide all services required when using offsite storage for paper and media, multiple IT services, secure shredding, and event services. We have experienced teams specialized in each service that are operating out of 14 different locations.</p> <p>Our Technology division offers multiple products and solutions to meet the needs of small to large businesses from one-time purchases to Managed Services. Our colocation, secure offsite backups, IaaS, and private cloud services are available in our fully redundant data center which is designed to eliminate the possibility of downtime due to power, connectivity, and environmental issues.</p>
Location:	Wichita, Sedgwick County
Occupation(s):	MSP Technician Apprentice (Computer Support Specialist Apprentice)
Training Length:	TBD
Average Wage Range:	Starting at \$14.00 as an apprentice, ending at \$20.00 at the end of the yearlong apprenticeship training.
Benefits:	Full benefit package
Comments:	Use of this grant will reimburse for a portion of the apprenticeship training.
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 **UV&S, Inc., Underground Vaults & Storage, Inc.** to OJT ETP list.

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:	Yingling Aviation
Company Description:	Aviation Maintenance
Location:	Wichita, Sedgwick County
Occupation(s):	A&P Mechanic, Aviation Technician, Painter, Sheet Metal Technician, Line Service Technician
Training Length:	Six months or less
Average Wage Range:	Average starting wage is \$15.00-\$25.00
Benefits:	Full benefit package
Comments:	With One Workforce, Yingling will be able to allow employees to achieve a significant upgrade in skills, identify a model which may prove to make Kansas' current or future workforce more competitive and address a significant occupational demand. One primary goal is to establish a new Registered Apprenticeship program.
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 **Yingling Aviation** to OJT ETP list.