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Workforce Alliance Local Workforce Development Board (LWDB)
Executive Committee Meeting Minutes
April 12, 2023 – 11:30 AM

1. Welcome and Introductions

The Workforce Alliance (WA) LWDB Executive Committee assembled via ZOOM. Vice Chair Jeff Longwell welcomed Committee members, asked for self-introductions and called the meeting to order.

2. Contracts and Agreements - Accounting Services and Employer of Record

The WA released a request for proposals (RFP) for accounting services last December. Staff did aggressive outreach to bidders to respond. Only one response was received from Allen Gibbs and Houlik, LC (AGH), which is the current provider. Staff submitted a sole source request to the Kansas Department of Commerce (KDC), which was approved in March. Staff reviewed the RFP and submission to ensure it met the requirements, compiled a cost comparison and determined costs are reasonable. The contract term will be for five years with two annual extensions; costs do increase slightly each year.

The WA is completing a request for proposal (RFP) process for employer of record services (EOR). The EOR provides the payroll and all associated fringe and liability coverage for participants that are placed in work experiences. The Workforce Innovation and Opportunity Act (WIOA) Youth and Senior Community Service Employment Program (SCSEP) programs are the primary programs that utilize the EOR but other programs may use the service based on programming. The contract term is for five years with two annual extensions. Proposals were received from Manpower, The Arnold Group, and Elite Staffing. A staff taskforce reviewed and scored the proposals and propose that Manpower and The Arnold Group would be recommended providers.

Rod Blackburn (Matt Peterson) moved to authorize the President and CEO to enter into new contracts with Allen Gibbs and Houlik, LC for accounting services and Manpower and The Arnold Group for employer of record services. Motion adopted.

3. Workforce Innovation & Opportunity Act (WIOA) Operations (Career Services Agreement) and Adult, Dislocated Worker, and Youth Supportive Services Policies Policy Modification

The Committee requested that these agreements/modifications be considered separately for adoption.

Under WIOA, due to potential conflicts of interest, the LWDB cannot be the provider of career services without putting firewalls and protections in place and have an agreement between the WA, Chief Elected Officials Board (CEOB) and the Governor of Kansas. WA worked with the Kansas Department of Commerce (KDC) to develop an agreement to implement firewalls and mediate conflicts of interest to allow WA to continue to be a provider of WIOA Title I Career Services. WA staff were under the impression that the agreement that was developed was reviewed by USDOL; however, the WA was notified last year that USDOL had not reviewed the agreement and were now requesting some changes. An updated career services agreement with the highlighted changes was presented to the Committee for review. The changes add some clarification into what partners and programs are responsible for what actions and provides additional detail and are not expected to significantly affect the way career services are currently being managed. This new agreement was submitted to USDOL in February and was approved. The CEOB reviewed and approved the agreement at its last meeting and if approved here, will be forwarded to the Governor's office for approval.

Gabe Schlickau (Michele Gifford) moved to approve the WIOA Career Services Agreement and authorize the necessary signatures from the Local Workforce Development Board (LWDB).

Staff is requesting a policy revision to the Adult, Dislocated Worker, and Youth Supportive Services Policies by adding an option for funding Uber transportation under Supportive Services to address high barrier customers' needs. Uber would only be an option if the customer does not have or have access to a

vehicle or if the regular bus or paratransit is not an option due to time of day or location. Other restrictions include only being available for required training dates or employment, being limited to the first two months of training or employment and rides would have to be set up by a Senior Staff member for specific dates and times to pick up and drop off customers at training or employment. Uber would be the only ridesharing service available under this policy at present, but that might change in the future. Longwell asked staff to monitor the cost and propose changes as needed.

Kathy Jewett (Amy Williams) moved to approve the policy modification to the WIOA Adult, Dislocated Worker, and Youth Supportive Services Policy as presented. Motion adopted.

4. Workforce Alliance LWDB Executive Committee Appointment

Board members are encouraged to serve on a committee to help support WA operations. Chair Musgrave and Vice Chair Longwell had discussed and agreed that LWDB member Alana McNary of Professional Engineering Consultants (PEC) would be a great addition to the Executive Committee. Alana is currently a member of the Youth Employment Committee and recently attended the National Association of Workforce Boards (NAWB) Forum in Washington DC with other board and staff.

Rod Blackburn (Kathy Jewett) moved to approve the nomination of Alana McNary to the Workforce Alliance LWDB Executive Committee. Motion adopted.

5. Strategic Plan Project Updates

The board is currently in the process of updating the current strategic plan and a series of roundtable sessions attended by board members and stakeholders were held. A proposed plan will be presented to the board at its April meeting, discussions with board and committee members in May, adjust the plan in June and adopt a plan for 2023 through 2025 at the July board meeting. Updates on some projects that support aspects of the current strategic plan (Roadtrip Nation, Home Base Wichita, One Workforce and SNAP Education and Training) were provided.

The Home Base Wichita initiative, which is a project designed to help attract and connect transitioning military personnel and families to employment and career opportunities in South Central Kansas, has launched, a website has been developed [Home - Home Base Wichita](#) and the strategy for using on-the-job training funds to assist small businesses hire veterans is now in place. A press release was distributed early this week and was shared with Committee members.

For Roadtrip Nation (RTN) – Project Wichita, the filming for the RTN documentary is completed and expected to air nationally on PBS in September or October. Plans are now in development to host a “watch-party” in partnership with area schools to help promote the project and increase the usage of the RTN Build Your Future [Build Your Future / Wichita \(roadtripnation.com\)](#) Digital Community Hub career awareness tools being utilized in area schools and as a tool to help support the WIOA Youth program. The WA is one of several workforce boards partnering with RTN and one of the of the five Wichita Roadtrippers, Gary Tran, attended the National Association of Workforce Boards (NAWB) Forum in Washington DC and was part of a panel discussion about the project. A clip from the film was shown at the Forum and shared with the Executive Committee.

Updates on Youth Employment Project (YEP) / Helping Youth Prepare for Employment (HYPE) and Work Based Learning (WBL) include a Manufacturing Interview Day held at the USD 259 Future Ready Center on April 1st. There were 106 students in attendance interviewing for jobs with Spirit AeroSystems, Cox Machine and Integra Technologies. Textron Aviation will also be hiring high school interns this summer. Once again there will be a series of Career Exploration Camps for 14 and 15-year-olds as part of the YEP / HYPE work plan. Students will learn about a career field they are interested in and will be paid a stipend of up to \$200.00 based on punctuality, attendance, and participation. Camps confirmed and being planned: Trade Skills, Textron Aviation, Healthcare sponsored by Ascension Via Christi, Spirit AeroSystems, Technology sponsored by FlagshipKansas, McConnell Air Force Base, Financial Sector

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Careers and Public Safety Careers. Staff will present data from the Work-Based Learning (WBL) next month. Staff conducted two statewide WBL trainings over the last few weeks.

To advance the issues from the Deloitte Future of Work study, a Talent Roadmap Leadership Coalition was created with the purpose of advancing strategies and actions from that study. A key strategy is to create an active, effective and ongoing feedback loop between employers in key industry sectors and local education and training providers. The Greater Wichita Partnership (GWP) recently hosted a manufacturing talent workshop where more than 100 local CEOs, Human Resources and education leaders strategized on talent, recruiting and hiring issues.

Report was received and filed.

Consent Agenda and Committee Reports

Meeting minutes for March 8, 2023, WA Program Year 2022 budget update, one-stop operator/operations report, on-the-job training contracts for AeroMach Labs, Keycentrix and Creekstone Farms, 2023 Jobs FORE Youth Golf Tournament, registered apprenticeship report and communications report were presented to the Committee for review and/or approval. Federal funding allocations will be announced soon and a decrease over last year is anticipated. There has been a sizable increase in jobseeker traffic and online traffic for Workforce Center services.

Michele Gifford (Gabe Schlickau) moved to approve the Consent Agenda as presented. Motion adopted.

6. Announcements

- The WA in partnership with the Regional Economic Area Partnership (REAP) will be cohosting a night at Riverfront Stadium for a Wichita Wind Surge game on Wednesday, May 17th. The South Central Kansas Legislative Delegation, regional elected officials and REAP members have been invited to attend. WA LWDB members are invited to attend.
- The 2023 Workforce Alliance Jobs FORE Youth golf tournament is scheduled for September 21st. Integra Technologies will be the presenting sponsor this year and Meritrust Credit Union will be the registration sponsor.

7. Adjournment

The meeting was adjourned at 12:37 PM.

Attendees:

LWDB Executive Committee Members

Rod Blackburn
Michele Gifford
Commissioner Jim Howell
Kathy Jewett
Jeff Longwell
Matt Peterson
Gabe Schlickau
Amy Williams

Staff/Guests

Amanda Duncan
Denise Houston
Keith Lawing
Shirley Lindhorst
Mary Mann
George Marko
Chad Pettera
Tisha Cannizzo, Eckerd Connects
Alana McNary, LWDB
Erica Ramos, LWDB
Yeni Silva-Renteria, Intl. Rescue Committee