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Workforce Alliance Local Workforce Development Board (LWDB)
Executive Committee Meeting Minutes
May 10, 2023 – 11:30 AM

1. Welcome and Introductions

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

2. Contracts and Agreements

The WA is seeking one year extensions to current contracts that end June 30, 2023 for the A-133 Audit Services with WIPFLI, Workforce Innovation & Opportunity Act (WIOA) Youth Contracts for Cerebral Palsy Research Foundation (CPRF) (WIOA Youth elements of case management, work experience, occupational skills training, leadership development, financial literacy, labor market data and follow up services), Butler Community College (Occupational Skills Training (OST) and Alternative Secondary Education for eligible WIOA Youth), WSU Tech (OST for eligible WIOA Youth and Alternative Secondary through the NexStep Alliance) and Allied Health (health studies for youth). In addition, the project agreement with Cowley Community College for providing access to WIOA services at Cowley College is up for renewal. WIPFLI is the current auditor for Kansas Local Area's I, II, IV, and V. The current contract has one more year of available extensions. There is a significant price increase due to a couple of changes in compliance standards, new lease standards and overall price and labor increases over the past four years. Staff are working with CPRF on a budget for their renewal and an estimate was provided for review. This contract may be presented again at a future meeting depending on final numbers. *Commissioner Jim Howell (Kathy Jewett) moved to approve the agreements as presented. Pat Jonas, Cerebral Palsy Research Foundation (CPRF) abstained from the vote. Motion adopted,*

3. Addendum - On-the-Job (OJT) Contract for the Eligible Provider (ETP) List

This item was added to the agenda after the meeting materials were originally sent to Committee members and was emailed prior to the meeting for review. Max Aerostructures submitted an application for addition to the ETP list for OJT. They are a growing company that works in the manufacturing sector and offers good wages and benefits.

Kathy Jewett (Commissioner Jim Howell) moved to approve the addition of Max Aerostructures to the On-the-Job (OJT) Eligible Training Provider (ETP) list. Motion approved.

4. WIOA Memorandum of Understanding for Required Partners

The required One Stop Partner Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) is being revised for PY23 to reflect changes requested by U.S. Department of Labor (USDOL). Staff have worked with the Kansas Department of Commerce (KDC) and USDOL to bring the MOU into compliance. The revised MOU with the proposed requested changes was provided to the Committee for review. WA believes the changes do not significantly change the current roles and operations in LAIV that required workforce center partners have agreed to. The partners met to review the changes and were given time to provide comments. Staff will also be updating the Service Delivery Grid for each partner for how services are delivered as well as finalizing a new budget for partners for the period beginning July 1, 2023. The Chief Elected Officials Board (CEOB) approved the MOU at its last meeting.

Kathy Jewett (Commissioner Jim Howell) moved to approve the Workforce Innovation and Opportunity Act (WIOA) One Stop Partner Memorandum of Understanding (MOU) as presented. Motion adopted.

5. Action Item Review from LWDB Program Operations and Performance (POP) Committee Meeting

The POP Committee met on May 4th and did an annual review of the WIOA Self Sufficient Wage policy and Demand Occupations list. An update of those reviews was provided to Committee members.

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Last year, the LWDB determined the self-sufficient wage would be reviewed annually with the Demand Occupations list. The self-sufficient wage for LAIV is currently \$15.60 for all WIOA programs. The living wage for a single adult with no children for each county in LAIV was researched. The POP Committee approved staff recommendations for the self-sufficient wage remain \$15.60 an hour for Local Area IV and maintain the current exceptions to the self-sufficient wage criteria.

For the Demand Occupation List review, the WA LWDB reviews and updates the list each year. The education programs for occupations on this list are eligible for training funds through WIOA and targeted grants. A review of participants in training since 2018, found there are dozens of training programs with little to no enrollments over the past five years. The majority of participants in training are in the Advanced Manufacturing/Advance Materials, Data Services/Information Technology, Healthcare, Registered Apprenticeship and Transportation and Logistics sectors. For PY23, staff recommended reducing the size of the list, which would allow the WA to focus its limited training funds on growing and emerging occupations in the region. An Administrative Exception can be made on a case by case basis if employers are seeking training support for jobs not on the list. With limited funding, the WA needs to focus on short term credentials, certificates and degrees that lead directly to employment opportunities. Should a customer be interested in training that the WA cannot fund, workforce professionals will make every effort to assist customers with other available funding, services, programs, resources and referrals as well as to meet employer demand in the region. The Committee approved the recommended action to remove Agriculture, Educational Services, Hospitality, Oil and Gas, and Social Services sectors from the Local Area IV Demand Occupations list, limit education and skills training funds to programs less than two years and add the proposed occupation, Cardiovascular Technologists and Technicians. Longwell asked if the Executive Committee should ultimately formally adopt the changes to the list. The Executive Committee has granted the POP Committee the authority to manage the list and staff will move forward with the actions taken by that Committee. This item will be on the agenda for the full board meeting in July for final ratification.

Report was received and filed.

6. Approval of Meeting Minutes for April 12, 2023

Matt Peterson (Michele Gifford) moved to approve the minutes from the April 12, 2023 LWDB Executive Committee meeting as presented. Motion adopted.

7. Announcements

There were no announcements.

8. Adjournment

The meeting was adjourned at 12:00 PM.

Attendees:

LWDB Executive Committee Members

Michele Gifford
Commissioner Jim Howell
Kathy Jewett
Pat Jonas
Jeff Longwell
Melissa Musgrave
Matt Peterson
Gabe Schlickau

Staff/Guests

Denise Houston
Keith Lawing
Shirley Lindhorst
Mary Mann
Chad Pettera
Erica Ramos, LWDB
Toni Porter, Wichita Regional Chamber