



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

Join ZOOM Only Meeting: <https://us02web.zoom.us/j/84518404597>

Wednesday - May 10, 2023

11:30 a.m. – Noon

1. **Welcome and Introductions:** Melissa Musgrave (11:30)
2. **Contracts and Agreements:** Chad Pettera (11:35) (pp. 2-7)
 - A. A-133 Audit Services Contract - WIPFLI
 - B. Workforce Innovation & Opportunity Act (WIOA) Youth Contracts - Cerebral Palsy Research Foundation (CPRF), Butler Community College, WSU Tech and Allied Health
 - C. Workforce Innovation and Opportunity Act (WIOA) Adult Contract for Cowley College

Recommended Action: *Approve the agreements as presented.*
3. **Workforce Innovation & Opportunity Act (WIOA) Memorandum of Understanding for Required Partners:** Chad Pettera (11:45) (pp. 8-27)

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 US Department of Labor (USDOL).


Recommended Action: *Approve the Workforce Innovation and Opportunity Act (WIOA) One Stop Partner Memorandum of Understanding (MOU) as presented.*
4. **Review of Action Items from LWDB Program Operations and Performance (POP) Committee Meeting:** Keith Lawing (11:50) (pp. 28-36)

An update of the POP Committees' annual review of the Workforce Innovation and Opportunity Act (WIOA) Self Sufficient Wage policy and Demand Occupations list will be provided.

Recommended Action: *Take appropriate action.*
5. **Approval of Meeting Minutes for April 12, 2023:** Keith Lawing (11:55) (pp. 37-39)

Recommended Action: *Approve the minutes from the April 12, 2023 meeting as presented.*
6. **Adjourn:** Melissa Musgrave (12:00)

*The next LWDB Executive Committee Meeting / Roundtable is scheduled for
Wednesday, June 14, 2023 at 11:30 a.m.*

 **KANSASWORKS.com** In Partnership with 

May 10, 2023

Submitted By: Chad Pettera

Item

Contract Extensions

Background

The Workforce Alliance is seeking to extend contacts for the A-133 Audit Services with WIPFLI, Workforce Innovation and Opportunity Act (WIOA) youth services with several providers. In addition, the project agreement with Cowley Community College for access to WIOA services in Cowley County is up for renewal this year.

Analysis

A: A-133 Audit Services-

The Kansas Local Workforce Development Boards released an RFP for A-133 Audit services for period end 6/30/2019. WIPFLI was selected as the Auditors for Kansas Local Area's I, II, IV, and V. The current contract has one more year of available extensions and would audit year end June 30, 2023. The price is increasing from \$17,000 annually to \$27,000 annually. The price increase is due to a couple changes in compliance standards regarding ASC 842 and new lease standards and overall price increases over the past four years. Staff from the local areas currently using WIPFLI are all recommending extending the contracts.

B: Youth Contracts-

Cerebral Palsy Research Foundation (CPRF)

CRPF responded to the WIOA Youth RFP released August 31, 2020, the contract was extended for the period of July 1, 2022 through June 30, 2023, and the contract has extensions available. WA staff is recommending extending the contract as allowed for an annual term that would start July 1, 2023 and end June 30, 2024.

The WIOA Youth elements provided by CPRF included:

- Case Management
- Work Experience
- Occupational Skills Training
- Leadership Development
- Financial Literacy
- Labor Market Data
- Follow Up

Performance and Budget to date: The chart is for a period of July 2022 through April of 2023. The expenditures to date total \$114,759 with a total of 39 WIOA Youth served.

May 10, 2023

Submitted By: Chad Pettera

Youth Element Item	Budget	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Total Expenditures	Budget Remaining
Case Management															
Wages	\$19,396.00	\$687.47	\$1,109.07	\$912.85	\$1,106.09	\$853.35	\$1,074.89	\$967.94	\$821.75	\$1,107.89				\$8,641.30	\$10,754.70
Fringe	7,624.00	284.07	437.06	368.42	467.43	356.65	480.64	414.13	338.56	454.72				3,601.68	4,022.32
Facilities	2,208.00	184.00	184.00	184.00	184.00	184.00	184.00	184.00	184.00	184.00				1,656.00	552.00
Travel	6,100.00	317.29	404.44	316.69	442.13	353.38	367.44	308.69	390.69	290.50				3,191.25	2,908.75
Office Supplies	900.00	0.00	0.00	39.05	0.00	0.00	0.00	7.13	0.00	84.00				130.18	769.82
Indirect	10,232.00	508.67	643.58	582.25	662.34	566.55	641.00	590.49	560.03	643.16				5,398.07	4,833.93
Communications	1,920.00	150.32	152.42	154.10	154.10	154.10	156.54	156.54	156.54	156.54				1,391.20	528.80
HR/Contracts	9,451.00	731.82	692.54	720.51	712.64	721.42	704.06	695.30	701.18	699.96				6,379.43	3,071.57
Total	\$57,831.00	\$2,863.64	\$3,623.11	\$3,277.87	\$3,728.73	\$3,189.45	\$3,608.57	\$3,324.22	\$3,152.75	\$3,620.77				\$30,389.11	\$27,441.89
# of Clients Served	66	30	30	34	34	36	38	38	38	39				317	-251
Work Experience															
Budget	\$223,360.00	\$5,900.00	\$8,280.00	\$6,600.00	\$10,000.00	\$4,040.00	\$5,460.00	\$7,640.00	\$5,840.00	\$8,540.00				\$62,300.00	\$161,060.00
# of Clients Served	65	17	19	22	19	17	18	20	20	22				174	-109
Leadership Development															
Budget	\$11,000.00	\$0.00	\$400.00	\$0.00	\$600.00	\$0.00	\$800.00	\$600.00	\$200.00	\$200.00				\$2,800.00	\$8,200.00
# of Clients Served	55	0	2	0	3	0	4	3	1	1				14	41
Follow Up Services															
Budget	\$19,680.00	\$800.00	\$880.00	\$960.00	\$1,040.00	\$1,120.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,120.00				\$9,520.00	\$10,160.00
# of Clients Served	26	10	11	12	13	14	15	15	15	14				119	-93
Literacy Education															
Budget	\$18,550.00	\$700.00	\$1,050.00	\$0.00	\$1,400.00	\$350.00	\$350.00	\$1,050.00	\$350.00	\$700.00				\$5,950.00	\$12,600.00
# of Clients Served	53	2	3	0	4	1	1	3	1	2				17	36
Labor Market Information															
Budget	\$10,000.00	\$400.00	\$600.00	\$800.00	\$0.00	\$200.00	\$400.00	\$600.00	\$200.00	\$600.00				\$3,800.00	\$6,200.00
# of Clients Served	50	2	3	4	0	1	2	3	1	3				19	31
Totals															
Expenditures	\$340,421.00	\$10,663.64	\$14,833.11	\$11,637.87	\$16,768.73	\$8,899.45	\$11,818.57	\$14,414.22	\$10,942.75	\$14,780.77	\$0.00	\$0.00	\$0.00	\$114,759.11	\$225,661.89
# of Clients Services	66	30	30	72	73	69	78	82	76	81	0	0	0	660	-594

Estimated Budget:

CPRF Contract Renewal Budget

Elements		QTR 1	QTR 2	QTR 3	QTR 4	Total Participants
Case Management	# Participants	41	52	40	30	50
	Cost	\$ 16,845.25	\$ 15,045.25	\$ 13,545.25	\$ 12,395.25	\$ 57,831.00
Work Experience	# Participants	40	47	35	28	50
	Cost	\$ 115,200.00	\$ 66,800.00	\$ 21,360.00	\$ 20,000.00	\$ 223,360.00
Leadership Dev.	# Participants	30	15	5	5	50
	Cost	\$ 6,000.00	\$ 3,000.00	\$ 1,000.00	\$ 1,000.00	\$ 11,000.00
Follow Up	# Participants	11	14	31	30	15
	Cost	\$ 2,800.00	\$ 3,200.00	\$ 6,800.00	\$ 6,880.00	\$ 19,680.00
Literacy	# Participants	28	15	5	5	50
	Cost	\$ 9,800.00	\$ 5,250.00	\$ 1,750.00	\$ 1,750.00	\$ 18,550.00
Labor Market	# Participants	25	15	5	5	50
	Cost	\$ 5,000.00	\$ 3,000.00	\$ 1,000.00	\$ 1,000.00	\$ 10,000.00

Total number of participants is estimated at 50 with an estimated annual cost of \$340,421.

Budget Charts

May 10, 2023

Submitted By: Chad Pettera

Butler Community College

Butler Community College provides Occupational Skills Training (OST) and Alternative Secondary Education for eligible WIOA Youth. Alternative Secondary School costs are \$30 per participant per semester plus \$132 for all four tests if needed. OST cost is the current tuition cost approved by the Kansas Board of Regents plus any fees and books.

WSU Tech

WSU Tech provides (OST) for eligible WIOA Youth and Alternative Secondary through the NexStep Alliance at an annual cost of \$50 per participant. The current contract amendment expires June 30, 2023 and the contract has annual eligible renewals available. Cost for WIOA Youth is the current tuition price approved by the Kansas Board of Regents plus any fees and books.

Allied Health Career Training (AHCT)

Allied Health Career Training’s youth contract expires June 30, 2023 and is eligible for an annual extension through June 30, 2024. The courses and costs are below.

Course	Price
Certified Nurses Aide (CNA)	\$ 769
Certified Medical Aide (CMA)	\$ 729
Phlebotomy	\$ 895
EKG	\$ 619
Licensed Practical Nurse Intravenous Therapy Training (LPN IV)	\$ 819
Basic Life Support	\$ 50

C: Cowley Community College

WA entered into a contract to provide WIOA Services in Cowley County starting January 2021. The contract has three annual extensions available, this would be the second of the three extensions.

Estimated proposed performance and budget for PY23 (July 1, 2023 through June 30, 2024).

May 10, 2023

Submitted By: Chad Pettera

Projected WIOA Adult Performance					
	QTR 1	QTR 2	QTR 3	QTR 4	Average
Education and Employment Rate 2nd QTR after Exit	76.00%	76.00%	76.00%	76.00%	76.00%
Education and Employment Rate 4th QTR after Exit	74.00%	74.00%	74.00%	74.00%	74.00%
Earnings Median Earnings 2nd Qtr after Exit	\$5,751	\$5,751	5.751	\$5,751	\$5,751
Credential Attainment Within 4 QTRS after Exit	74.60%	74.60%	74.60%	74.60%	74.60%
Measureable Skills Gain Real Time Measure	52.20%	53.20%	53.20%	53.20%	53.20%
Projected WIOA DW Performance					
	QTR 1	QTR 2	QTR 3	QTR 4	Average
Education and Employment Rate 2nd QTR after Exit	82.50%	82.50%	82.50%	82.50%	82.50%
Education and Employment Rate 4th QTR after Exit	0.00%	79.00%	79.00%	79.00%	79.00%
Earnings Median Earnings 2nd Qtr after Exit	\$9,100	\$9,100	\$9,100	\$9,100	\$9,100
Credential Attainment Within 4 QTRS after Exit	78.60%	78.60%	78.60%	78.60%	78.60%
Measureable Skills Gain Real Time Measure	69.30%	69.30%	70.00%	70.00%	69.60%
Business Services Performance					
Projected WIOA DW Performance					
	QTR 1	QTR 2	QTR 3	QTR 4	Average
Retention- Adult 2nd and 4th QTR after Exit	50.00%	65.00%	65.00%	65.00%	61.25%
Retention- DW 2nd and 4th QTR after Exit	60.00%	80.00%	80.00%	80.00%	75.00%
Retention- Youth 2nd and 4th QTR after Exit	30.00%	45.00%	45.00%	45.00%	\$44
Retention- Wagner Peyser 2nd and 4th QTR after Exit	50.00%	65.00%	65.00%	65.00%	61.25%
Employer Penetration Rate % of Employers using WIOA Core	6.00%	6.00%	6.00%	6.00%	6.00%
Repeat Business Customers Rate % of Employers using WIOA Core	10.00%	10.00%	10.00%	10.00%	10.00%

May 10, 2023

Submitted By: Chad Pettera

Strategic Goals Supported

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

- Meet or exceed the negotiated performance of WIOA Title I programs to maximize community impact
- Enhance youth employment opportunities by expanding partnerships with businesses, schools and other community organizations
- Increase the awareness of workforce programs and services throughout South Central Kansas

Recommended Action

Authorize contract extensions as presented.

Item

One-Stop Partner Memorandum of Understanding (MOU)

Background

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 US Department of Labor (USDOL).

Analysis

In the fall of 2020, USDOL completed a WIOA monitoring of our local area to review key provisions of WIOA. One area that was found not in compliance was the WIOA MOU. The WA revised the MOU and engaged Kansas Department of Commerce (KDC) to review the MOU for compliance in 2021. The MOU was approved by KDC in early 2021 and WA worked with the WIOA required partners to review and negotiate a new MOU. That MOU was agreed by all the partners and put into place in July 2021. In the fall of 2022, KDC heard from USDOL that the new MOU still lacked compliance in some areas and was still considered to be in compliance with WIOA. WA then engaged KDC and USDOL to work on revisions to bring the MOU into compliance.

Attached to this report is a MOU with the proposed requested changes. Areas highlighted in green are proposed additions to the MOU. Areas highlighted in red are areas proposed to be removed from the MOU. WA believes the changes do not significantly change the current roles and operations in LAIV that the partners have agreed.

The partners meet on April 11, 2023 to review the changes, the partners were asked to take the MOU's back to whomever will be responsible for review and execution for comment. WA asked for those comments to be back by April 28, 2023. WA also sent out the Service Delivery Grid each partner completed in 2021 for review and updating and WA will present a new budget to the partners for period start July 1, 2023.

Recommended Action

Approve the Workforce Innovation and Opportunity Act (WIOA) One Stop Partner Memorandum of Understanding (MOU) as presented.

Workforce Innovation and Opportunity Act Service Delivery
Kansas Local Area IV

Memorandum of Understanding

Between the Workforce Alliance of South Central Kansas
and XXXX

July 1, 2023

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Introduction

This Memorandum of Understanding (MOU) is between the Workforce Alliance of South Central Kansas, Inc. Board of Directors (WA) for Local Area IV (LAIV) and the XXXXXXXXXXXXXXXXXXXX (Partner), on July 1, 2023 pursuant to the Workforce Innovation and Opportunity Act (WIOA), Section 121(c).

This MOU is executed between LAIV Local Workforce Development Board (LWDB), Chief Elected Officials Board (CEOB), and One-Stop System Partners (Partners).

The MOU is developed to confirm the understanding of the parties regarding the operation and management of the American Job Centers, also known as Workforce Centers or One Stop Centers in LAIV. LAIV is comprised of Butler, Cowley, Harper, Kingman, Sedgwick and Sumner counties in south central Kansas. The LWDB and CEOB oversee the operation and outcomes of the Workforce Delivery System through the American Job Centers.

The LWDB, with an agreement with the CEOB, will jointly select the One-Stop Operator through a competitive procurement process.

The One Stop Operations Budget and Infrastructure Funding Agreement (IFA) establish a financial plan, including terms and conditions, to fund the services and operating costs of the LAIV One Stop Service Delivery model. The parties to this MOU agree joint funding is an essential foundation for an integrated service delivery system and necessary to maintain quality services in LAIV.

The goal of this MOU is to create integrated locations and a unified structure and process of proactive, transparent, and effective job seeker and business services, provided in a seamless collaborative effort to support all Partners' services and outcomes. The purpose of this MOU is to define the parameters with which education, workforce, economic development, and other partner programs and entities operate in LAIV to create a seamless, customer- focused network which aligns service delivery across the local area board and enhances access to all program services. By realizing One Stop opportunities together, Partners are able to build community-benefiting bridges, rather than silos of programmatic isolation.

The vision adopted by the local LWDB is Growing the Regional Economy through a Skilled Workforce in south central Kansas. This is accomplished by promoting economic prosperity and the self-sufficiency of individuals and families through creating a workforce which is competitive in the global marketplace.

Effective Period

This MOU is entered into on July 1, 2023. The MOU will become effective as of the date the final signature is applied. The MOU will terminate June 30, 2026. The MOU may also terminate if the partner no longer operates the required program. The MOU may be re-negotiated at any time if Partners believe services or terms in this MOU no longer represent the services delivered in the local area. The MOU will be reviewed annually at the One Stop Advisory Council; Partners are encouraged to review the MOU at least annually and suggest ideas for

improvements or changes to the committee. The Service Delivery Grid may be updated annually, unless a significant change occurs in that Service Delivery Grid, and the MOU will remain in effect.

American Job Centers

LAIV has four American Job Centers (AJCs) designed to provide a full range of assistance to job seekers and businesses under one roof. AJCs were established under the Workforce Investment Act (WIA) and continued by the WIOA. LAIV has one comprehensive AJC located in Wichita with 3 Affiliate sites located in Butler, Sumner, and Cowley Counties. The AJC's are located at:

<p>Wichita Workforce Center (Comprehensive) 2021 N Amidon, Suite 1100 Wichita, KS 67203 Public Hours M-Th 7 a.m.-6 p.m. F 9 a.m. – 12 p.m. 316-771-6800</p>	<p>Butler Workforce Center (Affiliate) 524 N Main St El Dorado, KS 67042 Public Hours M-Th 8 a.m.-5 p.m. Closed 12 p.m.-1 p.m. 316-321-2350 Partner on site: WIOA Title I</p>
<p>Sumner Workforce Center (Affiliate) 314 N Washington Ave Wellington, KS 67152 Public Hours M-F 8 a.m.-5 p.m. 620-326-2659 Partner on site: WIOA Title I</p>	<p>Cowley Workforce Center (Affiliate) 125 S 2nd Arkansas City, KS 67005 Public Hours M-F 8 a.m. – 4:30 p.m. 620-441-5313 Partner on site: WIOA Title I</p>

Co-Located Partners at the Comprehensive AJC located in Wichita

Partner Program	Partner Organization	Contact Information	Notes
Wagner-Peyser	Kansas Department of Commerce	Erica Ramos 316-771-6800	
Jobs for Veterans	Kansas Department of Commerce	Erica Ramos 316-771-6800	
WIOA Title I	Workforce Alliance of South Central Kansas	George Marko 316-771-6800	
Job Corps	Flint Hills Job Corps	Melisa Hamilton 785-564-4903	
Native American Workforce Program	American Indian Council	Angel Peer 816-471-4898	
Senior Community Service Employment Program	Workforce Alliance of South Central Kansas	Denise Houston 316-771-6800	
Trade Adjustment Act	Kansas Department of Commerce	Erica Ramos 316-771-6800	
Re-Employment Services	Kansas Department of Commerce	Erica Ramos 316-771-6800	

Non Co-Located Partners

Partner Program	Partner Organization	Contact Information	Notes
Unemployment Insurance	Kansas Department of Labor	Nicole Struckhoff 785-581-7630	www.kansasemployer.gov
Senior Community Service Employment Program	SER National	Emma Trevino 469-549-3649	
Adult Education	Butler Community College	Sherry Watkins 316-323-6079	
Adult Education	Cowley Community College	Cami Moore 620-441-5258	
Adult Education	WSU Tech/ Goodwill/NexStep	Yamir Lozada 316-677-1835	
Career and Technical Education (Carl Perkins)	Butler Community College	Jamie Goering 316-322-3188	
Career and Technical Education (Carl Perkins)	WSU Tech	Sindy Dick 316-677-1972	
Career and Technical Education (Carl Perkins)	Cowley Community College	Chris Cannon 620-229-5985	
Vocational Rehabilitation	Kansas Department of Children and Families	Dan Decker 785-368-7143	
National Farm Worker Jobs Program	SER Corporation Kansas	Richard Lopez 316-264-5372	

One Stop Center Operations

Mission

“Growing the regional economy through a skilled workforce”

Vision

“Supporting and advancing a competitive workforce in South Central Kansas”

The Workforce Alliance of South Central Kansas and the One Stop Centers Partners developed this Memorandum of Understanding to ensure that the following principles of the Workforce Innovation and Opportunity Act of 2014 are implemented:

1. Universal Eligibility: All customers, including those with barriers to employment, will have access to job seeker services at each One Stop Center designed to provide information to make career and labor market decisions. Career services, training and support services will be made accessible on-site.
2. Customers and Shared Customers: This MOU identifies shared customers as individuals with disabilities, education, language, work history/experience and income barriers, and those with Veteran status who will achieve measurable outcomes in the areas of education, training, job placement/retention and career pathways toward self-sufficiency.
3. One Stop System Approach: All customers may explore work preparation and career development services and have access to information on a range of employment, training and adult and occupational education programs. Services will be made available through the One Stop Centers or WIOA Partner Programs.
4. Individual Choice: Customers will have access to a multitude of career, skill, employment and training information to obtain the services and skills they need to enhance their employment opportunities, based on their individual needs, building on the advice and counseling provided by Workforce Centers staff.
5. Regional Development: To develop a workforce development system that upgrades the regional area workplace skills and enhances the economic development of the area. Services such as tax credits and labor market information will be made accessible on-site.
6. Cost-Effectiveness: All customers will have access to a system that minimizes costs, enhances the participation of employers and job seekers served through the system and does not duplicate services.

SECURITY AND SAFETY: The One Stop Centers are locations that individuals with multiple barriers can come and receive services regarding employment and training. All partners must do their duty to promote safety of customers and staff. LWDB asks that all One Stop System Partners follow the following safety standards:

- Utilize work areas or offices that allow for easy exits or insure the presence of another staff/team member when meeting with a customer where there is a potential risk.
- Restrict access to items that may be used as a weapon.
- If available, inform the security guard when meeting with a customer who presents a risk. If security is not available, coordinate services with a supervisor/manager.
- Call the security guard should you feel uncomfortable or see a fellow staff member in an escalating situation. The security guard can be reached by dialing *01 on all desk phones or by cell phone at 316- 239-4802.
- Ensure the security of One Stop Center proxy cards and inform helpdesk@workforce-ks.com should your proxy card be missing.

In order to provide a productive and safe environment for all One Stop System Partners, the LWDB requires all One Stop System Partners to disclose to the Chief Operating Officer if an employee working out of or collocated at one of the Workforce Centers in Local Area IV has a felony. All Partners are

required to perform adequate background checks on staff and volunteers. Please note the following provisions:

- Individuals with crimes against a person will not be permitted to collocate or work out of LAIV Workforce Centers.
- In order to provide the most successful environment for employees, a safety plan will be in place for other felonies in order to mitigate any potential threat. Example: individuals with financial crimes will not work with money.
- The LWDB will support the One Stop Partner Agency in screening, assessing, and conducting background checks at the agency's request. A background check must be provided to the LWDB Administrative Agency, the Workforce Alliance, prior to the start date of the employee.

The Workforce Alliance works with employers and Partners throughout Local Area IV to align services, leverage resources, and promotes a seamless and integrated service delivery model in the region. This ensures both employers and job seekers are served at a high level, creating the greatest community impact.

Roles and Responsibilities of the Partners

Parties shall:

- Collaborate and reasonably assist each other in the development of necessary service delivery protocols
- Agree the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers, and
- Agree all equipment and furniture purchased by any party for the purpose described herein shall remain the property of the purchaser

CEOB Duties

The CEOB will at a minimum:

- In partnership with the LWDB and other Partners within the planning region, develop and submit a single regional plan which includes a description of the activities that shall be undertaken by all LWDB and their Partners, and incorporate plans for each of the Local Areas in the planning region
- Approve the Integrated Service Delivery Plan, LWDB Budget and MOU
- In partnership with the LWDB, approve the selection of the One Stop Operator
- Oversee the operations and outcomes of the AJC's
- Enter into an agreement with the LWDB for WIOA Operations

LWDB Duties

The LWDB will at a minimum:

- In partnership with the CEOB and other partners, develop and submit a Regional Plan which includes a description of the activities that shall be undertaken by the LWDB and its Partners and aligns with its strategic plan
- In partnership with the CEOB and other Partners, develop and submit a single regional plan including a description of the activities that shall be undertaken by all LWDB's and their Partners and incorporate plans for each of the Local Area's in the planning region
- In cooperation with the CEOB, design and approve the integrated service delivery structure in the local area and select a One Stop Operator through a competitive process
- Ensure the workforce related needs of employers, job seekers, and workers in the local area are being met to the ability possible given the resources available
- Approve budgets
- Leverage existing funding and solicit new funding to expand workforce services
- Review performance of the local area
- Negotiate the MOUs with Partners with the support and assistance of the One Stop Operator
- Secure additional funding to expand workforce development services
- Review performance of the workforce system and the One Stop Operator
- Complete the Local and Regional WIOA plans
- Conduct reviews and resolve customer grievances

One Stop Operator Duties

The One Stop Operator will at a minimum:

- Coordinate and oversee services and outreach in conjunction with system Partners
- Oversee the Integrated Service Delivery Plan as part of the approved WIOA Local Area Plan
- Communicate the strategic goals, mission, and vision of the LWDB to Partners and the community
- Promote effective communication among Partners, staff, providers and other community partners and stakeholders
- Lead the process for establishing and maintaining Access Points/Affiliated Workforce Centers
- Assist LWDB with One Stop Certification(s)
- Facilitate One Stop Advisory Council meetings
- Provide system outcome and performance reports to Partners, staff, CEOB, and the LWDB and its committees
- Enforce LWDB AJC applicable policies
- Review the One Stop Delivery System for areas of improvement
- Ensure access to workforce data, information, performance, and local labor market data

The One Stop Operator will not:

- Assist in the development, preparation and submission of the Local/Regional Plans
- Participate in any way in the selection process of the One Stop Operator
- Participate in the selection of program providers
- Negotiate local performance
- Develop or participate in the budget activities of the LWDB

Partners

Partners commit to cross-training staff, as appropriate, and providing other professional learning opportunities which promote continuous quality improvement. Partners will promote system integration to the maximum extent possible through:

- Communicating effectively, sharing information and collaborating with the One Stop Operator
- Actively participating in joint planning, policy development and system design processes
- Committing to the joint mission, vision, goals, strategies, and performance measures
- Using common and/or linked data management systems and data sharing methods, as appropriate when possible
- Leveraging resources, including other public agency and non-profit organization services
- Participating in a continuous improvement process designed to increase outcomes and increase customer satisfaction
- Participating in the One Stop Advisory Council and other committees and taskforces as appropriate
- Providing outreach activities targeting populations most in need in coordination with one another, actively referring customers to the most appropriate Partner
- Providing reports on service delivery and performance as requested
- Committing to service delivery as described in Attachment A
- Co-Located Partners will:
 - a. Adhere to the provisions in the Centers Handbook approved by the Partners
 - b. Present a professional appearance
 - c. Maintain good work habits, e.g., practice common courtesy, maintain a neat workspace, practice punctuality, appreciate diversity, exceed customer expectations
 - d. Comply with established professional and ethical standards
 - e. Maintain adequate levels of staffing during all hours of operation, including non-traditional hours
 - f. Share responsibility for compliance with established security and emergency guidelines

Referrals

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. In order to facilitate such a system, Partners agree to:

- Review the Partner Referral Guidelines for regular updates, and provide any necessary updates to the One Stop Operator
- Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered by each of the Partners' programs
- Share information on program requirements and summary information on the services provided
- Provide referrals to customers who are believed to be eligible and who could benefit from other partner services
- Commit to following up on referrals received within 48 business hours
- Regularly evaluate ways to improve the referral process
- Commit to the ongoing communication required for an effective referral process

One Stop Budget

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the LAIV One Stop service delivery system. The Parties to this MOU agree joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism **that** **which** establishes and maintains the local workforce delivery system at a level meeting the needs of the job seekers and employers, and that reduces duplication and maximizes the sharing of services, resources, and technologies among Partners.

The Partners consider this One Stop Operating budget (Attachment D) necessary to maintain the local Workforce Centers. The One Stop Operating budget is expected to be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners negotiated in good faith and established outcomes which are reasonable and fair.

Partners Shared Costs and Infrastructure Funding Agreement

All partners will review the budget and allocations at least annually. Partners will be given the opportunity to review costs and participate in budget development. Partners will be given a budget update regularly through the One Stop Advisory Council showing the budget, expenditures and collected revenues. The budget will be reconciled at least annually at the end of the program year. Partners shall submit new program participants or budget information quarterly within 15 days after the end of the quarter to establish equitable share and update the budget and allocations amongst partners. The budget will be reconciled to actual costs and updated at the One Stop Advisory Council meetings for all partners to review. Additional costs will be allocated to partners at the end of that reconciliation based on the same allocation formula. Savings will be refunded or credited to the partners' future costs, at the partners' discretion.

All Partners to this MOU and Infrastructure Funding Agreement (IFA) recognize infrastructure costs are applicable to all WIOA Partners, whether they are physically located in the One Stop Center or not, as required by the WIOA. Each Partner's contributions to these costs, however, may vary as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner's programs laws and regulations and uniform guidance. Partners have agreed to share costs based on the following methodology. American Indian Council is exempt from shared IFA costs, but does pay for their dedicated space used by the Native American Program

1. Infrastructure

Co-located and non-co-located One Stop Partners are required to share in the One Stop infrastructure costs.

A. Rent

Co-located partners have agreed to pay rent for their dedicated space plus a proportional share of any common space including conference rooms, bathrooms, break areas, hallways, and conference rooms based on their dedicated space percentage. All required One Stop Partners have agreed and will pay the cost of the resource room and workshop room(s) based on the number of participants enrolled in their program during the previous quarter

Removed Example Tables

B. Security Contract

Total security costs will be divided amongst co-located and all required Partners at the same percentage as the rent allocation between co-located and all required Partners. Co-located Partners will pay security costs based on their dedicated space percentage. All Partners (non-co-located and co-located) will pay a portion of the security contract costs allocated for the resource room and/or workshop room(s) based on the number of participants enrolled in their program during the previous program year.

C. Custodial Contracts

Custodial costs will be divided amongst co-located and all required Partners at the same percentage as the rent allocation between co-located and non-co-located Partners. Co-located Partners will pay custodial contractual costs based on their dedicated space percentage. All Partners will pay a portion of the custodial contract costs allocated for the resource room and workshop space based on the number of participants enrolled in their program during the previous program year.

D. Utilities/Copiers/Supplies

Utilities costs consisting of electric, gas, trash, phone, internet, water/sewer, or any other necessary utility (not included in a lease), copier lease and paper supplies for the public will be allocated amongst co-located and all required Partners at the same percentage as the rent allocation between co-located and non-co-located Partners.

Co-located Partners will pay utilities costs based on their dedicated space percentage. All Partners will pay

a portion of the utilities costs allocated for the resource room and workshop space based on the number of participants enrolled in their program during the program year.

E. Technology- For Public Use

Technology (Hardware and Software) costs for public use will be allocated amongst all required Partners based on the number of participants enrolled in their program.

F. Technology- Co-Located Partners

Technology (Hardware and Software) costs for staff located at the One Stop will be allocated amongst all co-located Partners based on their dedicated space usage percentage. Costs may include computer network server operational costs including upgrades and maintenance, phone system and network security services.

G. One Stop Operator

2. Center Operations-Other Shared Costs

The co-located partners have agreed that operations costs will be allocated to the Partners based on the Partner's co-located percentage of dedicated space. Allocations include personnel costs associated with staff time dedicated to Center operations, which include personnel who provide information technology services and facility maintenance and room/office space set up.

3. Available In-Kind Services

The Centers' infrastructure budget will incorporate different in-kind services and items that the WIOA Partners have agreed that are eligible for contribution to the One Stop infrastructure costs. It will be up to the Partner to offer those services during the program year and report them to the One Stop Operator.

Confidentiality

All Partners agree that information issued, received by or exchanged between Partners pursuant to their involvement with the One Stop Centers will be used only for the purposes set out in this MOU and will not be released except in accordance with applicable federal, state and local laws, rules, regulations and policies.

Non-Discrimination and Equal Opportunity

All Partners to this MOU are equal opportunity employers and operate equal opportunity programs. All understand they must comply with 29 C.F.R. 37.30 which states it is against the law for a partner to discriminate on the following basis: against any individual in the United States on the basis of gender, gender identity, race, color, religion, sex, national origin, age, disability, veteran's status, political affiliation or belief; and against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 2014 on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or for his or her participation in any WIOA Title I-financially assisted program or activity.

Additionally, staff and Partners will be provided training²⁰ to provide services to all, regardless of the range of

abilities, mobility, age, language, learning style, or comprehension or education level.

The One Stops will make adaptive technology equipment and interpretation services available to any customer.

Accessibility

Access to the services provided by the Workforce Centers and all Partner Agencies is essential to meeting the requirements and goals of the Workforce Development Network. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations as well as through virtual services, regardless of gender, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.

One Stops will have assistive technology and equipment available to all customers. System design will strive to exceed ADA standards. Staff and Partners will be trained on assistive technology and how to best assist those with disabilities.

Interpretation services will be available through contract with Language Line for language interpretation and through video for sign language. Signage will be provided for customers and staff on the availability of the services and how to access them.

One Stops will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design.

Dispute Resolution

All parties **to this MOU** will participate in local negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. A disagreement is considered to have reached the level of dispute resolution when an issue **that** arrives out of the development, negotiation and implementation of an MOU **does** not easily come to a point of resolution. All disputes reaching this level will refer to Kansas Department of Commerce Policy 05-25-00.

Monitoring

LAIV LWDB, or its designated staff, CEOB, officials from the state and local administrative entities, the US Department of Labor, Education, and Health and Human Services have the authority to conduct fiscal and programmatic monitoring.

Modification Process

Except for amendments necessary for compliance with applicable federal, state and local laws, rules, regulations and policies and amendments as set forth in the paragraphs below, non-partner specific amendment or modification of the information contained in this MOU may only be accomplished by written consent of all of the Partners. Any request to amend a provision should be made in writing (email is sufficient) to the WA and must be agreed to in writing by all Partners. The WA will notify the other Partners of the details of any requested modification. This MOU may also be modified from time²¹ to time without the prior consent of existing One Stop

Center Partners to add new Partners. These new members may sign the MOU in its existing form as of the time that they are being added. All Partners to the MOU will be notified in writing of additional parties joining in the MOU. Any adjustment of cost sharing items will be reviewed and adjusted by WA prior to adding additional Partners.

It is understood by the parties to this MOU that each should be able to fulfill its One Stop role in full accordance with all applicable federal, state and local laws, rules, regulations and policies which govern or affect their activities. If at any time any party is unable to perform its functions under this Agreement, the affected party should immediately provide written notice to all parties of their its intent to discontinue its participation as a One Stop Provider at least 30 days in advance thereof. All MOU Partners will be notified if a partner can no longer perform its duties as outlined in the MOU and an assessment of the changes and impacts will be conducted by the partners. Changes to the MOU due to a partner not being able to fulfil its duties will be reviewed and approved by all partners.

Termination

This MOU will remain in effect until the end date specified in the effective period unless all Partners mutually agree to terminate this MOU prior to the end date.

In the event it becomes necessary for one or more Partners to cease being a party to this MOU, said parties shall notify the other parties in writing 30 days in advance of the intention.

Signature Page

BY EXECUTING THIS MEMORANDUM OF UNDERSTANDING (MOU), as evidenced by the signatures set forth below, all parties represent that they have received a copy of this MOU, have reviewed the MOU, find it accurately reflects a general understanding of their role as a partner in the One Stop Centers, and agree to participate in and fully support all of the procedures, policies and processes set forth herein without reservation. The person(s) signing this MOU on behalf of each partner and/or its organization represent that they are duly authorized by the partner and/or its organization to execute this Memorandum of Understanding on its behalf.

FOR THE PARTNER: XXXXXXXX

BY: XXXXXXXX, XXXX

(Signature of partner representative) DATE

FOR THE WA: Melissa Musgrave, Chair, Local Workforce Development Board-LAIV

(Signature of LWDB Chair) DATE

FOR THE CEOB: Commissioner **Jim Howell**, Chair, Chief Elected Officials Board

(Signature of CEOB Chair) DATE

Attachment A: LA IV XXXX Service Grid

Attachment B: System Service Delivery Grid

Attachment C: Partner Referral Guidelines



Attachment C
Partner Referral Gui



Attachment C
WFC080-0910 Partn

Attachment D: Budget

Item

LWDB Program Operations & Performance (POP) Committee Self Sufficient Wage and Demand Occupations Review

Background

The Program Operations and Performance Committee met on May 4th and did an annual review of the Workforce Innovation and Opportunity Act (WIOA) Self Sufficient Wage policy and Demand Occupations list. A review of the actions taken by the Committee from this meeting are below.

Analysis

Self-Sufficient Wage Review:

The Committee approved the self-sufficient wage remain \$15.60 an hour for Local Area IV.

The Workforce Innovation and Opportunity Act (WIOA) tasks the Local Workforce Development Board (LWDB) with setting an economic self-sufficiency standard for the local area. The LWDB determined last year the self-sufficient wage would be reviewed annually with Demand Occupations.

The self-sufficient wage for Local Area IV (LAIIV) is currently \$15.60 for all programs. Staff is again using the MIT Living Wage calculator to assist in recommending the self-sufficient wage. The living wage for a single adult with no children for each county in LAIV is as follows:

- Butler County: \$15.03 per hour or \$31,262 per year
- Cowley County: \$14.66 per hour or \$30,492 per year
- Harper County: \$15.12 per hour or \$31,449 per year
- Kingman County: \$15.17 per hour or \$31,553 per year
- Sedgwick County: \$15.03 per hour or \$31,262 per year
- Sumner County: \$14.66 per hour or \$30,492 per year
- Wichita MSA: \$14.96 per hour or \$31,116 per year

While the data shows a slight decrease in the living wage for the area, staff recommends maintaining the self-sufficient wage at \$15.60 for PY23 for all programs. Additionally, staff recommends maintaining the following exceptions to the self-sufficient wage criteria:

- Training for justice involved individuals that includes a transitional job/work experience strategy or a career ladder that would result in a in self-sufficient wage
- Training for persons with disabilities that includes a transitional job/work experience strategy or a career ladder that would result in a in self-sufficient wage
- Training resulting in a career ladder in which the trainee would reach or exceed the self-sufficient wage within six months

Demand Occupation List Review

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 for programs less than two years, and approved the addition of the proposed occupation, Cardiovascular Technologists and Technicians to the Demand Occupation List for Program Year 2023.

The education programs for occupations on this list are eligible for training funds through the Workforce Innovation and Opportunity Act (WIOA) and targeted grants. Staff has researched current labor market trends, surveyed staff, employers, Board members, and reviewed regional initiatives to determine occupations in demand in Local Area IV. Currently the Demand Occupations List includes 12 broad industry sectors and are aligned with regional priorities identified by the Greater Wichita Partnership.

The results of the Workforce Center staff, employer, and Board member surveys indicate the majority would like to keep the occupations currently on the list. There were a few suggestions on occupations to add from the surveys collected.

A review of participants in training since 2018 was conducted and a chart that includes information on wages and projected growth is attached. The review found there are dozens of training programs with little to no enrollments over the past five years. A summary is below.

- 709 in Advanced Manufacturing/Advance Materials
- 0 in Agriculture
- 5 in Automotive
- 18 in Construction
- 89 in Data Services/Information Technology
- 1 in Educational Services
- 868 in Healthcare
- 1 in Hospitality
- 0 in Oil/Gas/Energy
- 4 in Public Safety
- 754 in Registered Apprenticeship
- 5 in Social Services
- 184 in Transportation and Logistics

For Program Year 2023 (PY23), staff recommends reducing the size of the Demand Occupations List in Local Area IV. Having fewer targeted occupations would allow the Workforce Alliance to focus its limited training funds on growing and emerging occupations in the region. If there are employers with jobs outside of the Demand Occupation List and they are seeking skills training support from the Workforce Alliance then an Administrative Exception can be made on a case by case basis.

Based on the data from the past five years, and anticipated job growth in the region, it is recommended the following sectors be removed from the list of demand occupations eligible for WIOA funding skills training in Local Area IV: Agriculture, Educational Services, Hospitality, Oil and Gas and Social Services. WA staff also recommend removing any education and skills training programs of more than two years in length. With limited funding, the WA should focus on short term credentials, certificates and degrees that lead directly to employment opportunities.

Workforce Center staff suggested several occupations for addition to the Demand Occupation List. After reviewing the suggestions, staff recommends only adding Cardiovascular Technologists and Technicians at this time. This recommendation is based on customer and employer feedback. Both groups have indicated this training as a need in the area.

Recommended Action

Receive and file.

**Proposed PY23
 Kansas Local Area IV WIOA Approved Training List**

Industry	O*Net Code	Occupation	KS Median Wage/Hr. (2021 - O*Net)	KS Growth Projection 2020-2030 (O*Net)	Number Trained 2018 to 2023	WA Staff Recommendation	
Advanced Manufacturing	49-3011	Aviation Maintenance Technology/ A&P (Aircraft Mechanics)	\$ 30.81	20%	61	Remain	
	49-2091	Avionics	\$ 29.13	20%	6	Remain	
	17-3013	CAD/CAM & CATIA	\$ 22.96	0%	3	Remain	
	51-2092	Composite Fabrication & Repair	\$ 17.50	-4% Decline	29	Remain	
	51-9161	Computer Controlled Machine Tool Operator (CNC)	\$ 21.33	3%	83	Remain	
	49-3031	Diesel Mechanics	\$ 23.01	7%	1	Remain	
	47-2111	Electrician	\$ 23.88	7%	1	Remove	
	Aerospace*	17-2011	Engineering (Aerospace/Chemical/Electrical / Industrial/Mechanical)	\$ 47.62	18%	91	Remove
		51-4191	Heat Treating Equipment Setters, Operators & Tenders, Metal and Plastic	\$ 22.04	0%	0	Remain
		47-2073	Heavy Equipment Operator	\$ 20.65	4%	0	Remove
53-7051		Industrial Equipment Operator	\$ 18.25	22%	0	Remain	

	49-9071	Industrial Maintenance Technician	\$ 18.18	8%	4	Remain
	51-4081	Machine Tool Operator- Metal and Plastic	\$ 15.80	4%	65	Remain
	17-3026	Manufacturing or Production Technicians	\$ 26.52	15%	45	Remain
	17-3029.01	Nondestructive Testing (NDT) or Inspection	\$ 28.90	5%	20	Remain
	11-1021	Operations Management Technical Certificate	\$ 37.26	10%	0	Remain
	19-4099.01	Quality Control or Inspection (O*NET - Quality Control Analyst)	\$ 23.10	7%	53	Remain
	17-3024.01	Robotics Technician	\$ 29.02	-4%	8	Remain
	47-2211	Sheet Metal Workers	\$ 22.71	8%	212	Remain
	11-3071-04	Supply Chain/Logistics Managers	\$ 45.48	14%	10	Remain
	51-4111	Tool and Die Maker	\$ 23.65	11%	0	Remain
	51-4033	Tooling	\$ 17.48	4%	0	Remain
	53-3032	Transportation Equipment (Heavy and Tractor-Trailer Truck Drivers)	\$ 23.07	9%	0	Remain
	51-4121	Welders, Cutters, Solderers, and Brazers	\$ 21.92	12%	17	Remain
Agriculture*	19-4021	Biological Technicians	\$ 18.57	8%	0	Remove
	49-3041	Farm Equipment	\$ 22.34	13%	0	Remove

		Mechanics and Service Technicians				
	11-9121	Natural Sciences Mangers	\$ 61.00	8%	0	Remove
	53-7081	Refuse and Recyclable Material Collectors	\$ 17.34	9%	0	Remove
	19-1013	Soil and Plant Scientists	\$ 29.63	11%	0	Remove
	19-1023	Zoologists and Wildlife Biologists	\$ 26.40	0%	0	Remove
Automotive	49-3023	Automotive Service Technicians and Mechanics	\$ 18.18	-1% Decline	5	Remain
Construction	47-2031	Construction Carpenters	\$ 21.83	5%	2	Remain
	47-2061	Construction Technology/Tra des/Laborer	\$ 17.52	9%	4	Remain
	49-9021	HVAC	\$ 23.01	2%	12	Remain
Data Services Information Technology*	11-3021	Computer and Information System Managers (IM System Managers)	\$ 61.13	15%	2	Remain
	15-1232	Computer User Support Specialists	\$ 22.84	10%	26	Remain
	15-1212	Cyber Security (Information Security Analysts)	\$ 41.45	39%	19	Remain
	15-2051	Data Scientists	\$ 43.99	35%	2	Remove
	15-1244	Network and Computer Systems Administrators	\$ 37.00	6%	6	Remain

	15-1252	Software Applications	\$ 47.75	25%	0	Remain
	15-1252	Software Developers	\$ 47.75	25%	28	Remain
	15-1252	Software Engineers	\$ 47.75	25%	0	Remain
	15-1254	Web Developer	\$ 29.60	14%	6	Remain
Educational Services	25-2012 thru 25-2054	Teacher	\$ 27.12	5%	1	Remove
Healthcare*	43-3021	Acute Coding/Medical Billing (Billing, Posting and Rate Clerks)	\$ 18.13	3%	24	Remain
	11-9111	Administration/Management (Medical and Health Service Managers)	\$ 45.34	30%	2	Remain
	29-2072	American Health Information Management Association Certified Coding Specialist	\$ 21.25	7%	16	Remain
	17-2031	Bioengineers and Biomedical Engineers	\$ 38.41	10%	4	Remove
	31-1131	Certified Nurse Aide (CNA)- Only as part of a career pathway	\$13.97	4%	281	Remain
	31-1131	Certified Medication Aide (CMA)	\$13.97	4%	98	Remain
	31-9091	Dental Assistant/Hygienist	\$ 18.02	5%	2	Remove
	29-9021	Health Information	\$ 28.43	14%	0	Remain

May 4, 2023

Submitted By: Denise Houston

		Technology (HIT)				
	31-1121	Home Health Aide (HHA)- Only as part of a career pathway	\$ 11.16	17%	31	Remain
	29-2061	Licensed Practical Nurse (LPN)	\$ 22.43	6%	116	Remain
	31-9092	Medical Assistant	\$ 16.99	14%	149	Remain
	29-2012	Medical and Clinical Laboratory Technician	\$ 23.08	9%	0	Remain
	29-2072	Medical Records Specialists	\$ 21.25	7%	17	Remain
	29-2011	Medical Technology BS	\$ 23.08	9%	0	Remove
	31-2011	Occupational Therapy Assistant	\$ 29.09	27%	0	Remain
	29-2052	Pharmacy Technician/ Pharmacy Aid	\$ 17.61	11%	23	Remain
	31-9097	Phlebotomist	\$17.07	19%	48	Remain
	31-2021	Physical Therapy Assistant (PTA)	\$ 28.76	24%	4	Remain
	29-2034	Radiological Technician/Sonography	\$ 28.52	6%	9	Remain
	29-1141	Registered Nurse (RN)	\$ 29.71	7%	35	Remain
	29-1126	Respiratory Therapist	\$ 28.86	23%	3	Remain
	29-2055	Surgical Technologist	\$ 22.55	7%	6	Remain
Hospitality	35-1011	Chefs and Head Cooks	\$ 21.49	20%	1	Remove

K-12 CTE	All Certifications and Credentials included on the Kansas Excel in CTE Initiative approved list are included on the Kansas Local Area IV WIOA Approved Training List for Youth program only.					Remain
Oil and Gas*	19-2031	Chemist	\$ 35.66	6%	0	Remove
	47-2073	Equipment Operator	\$ 20.65	4%	0	Remove
	19-4043	Geologist	\$ 23.23	5%	0	Remove
	19-4043	Geophysical Data Technician	\$ 23.23	5%	0	Remove
	49-9041	Industrial Controls	\$ 28.90	25%	0	Remove
	17-3029.01	Industrial Radiographer	\$ 28.90	5%	0	Remove
On-the-Job Training	All occupations with demonstrated self-sufficient wages will be approved for OJT if employer has an active contract with the Workforce Alliance.					Remain
Public Safety	29-2042	Emergency Medical Technicians and Paramedics	\$ 11.17	8%	4	Remain
	33-2011	Fire Science/Firefighters	\$ 18.99	3%	0	Remain
	21-1092	Probation Officers and Correctional Treatment Specialists	\$ 22.56	3%	0	Remain
	33-3051	Police and Sheriff's Patrol Officers	\$ 24.27	8%	0	Remain
Registered Apprenticeship	All Occupations and Related Technical Instruction for Apprenticeship Programs that have been registered with the Kansas State Office of Apprenticeship for the South Central Region are included on the Kansas Local Area IV WIOA Approved Training List. RA's must also meet Local Area IV self-sufficient wage requirements.					Remain
Social Services	21-1011	Substance Abuse Counselors	\$ 23.24	16%	3	Remove
	21-1021	Social Worker	\$ 22.42	5%	2	Remove

Transportation and Logistics*	53-3032	CDL	\$ 23.07	9%	184	Remain
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*Industry corresponds to a Career Pathway. Career Pathways allow job seekers, students, and parents to explore educational requirements and career opportunities in prevalent industry clusters within the region. For more information, visit www.greaterwichtapartnership.org/about_us/regional_growth_plan

DRAFT

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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

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