



**Workforce Alliance (WA) Executive Committee
Meeting Agenda**

ZOOM Only: <https://us02web.zoom.us/j/85624315432>

Wednesday, May 14, 2025 • 11:30 a.m. – Noon

1. **Welcome and Introductions:** Tony Naylor (11:30)
2. **Local Area Workforce Innovation & Opportunity Act (WIOA) Local Plan:** Chad Pettera (11:35) (pp. 2-3)
The Workforce Innovation and Opportunity Act (WIOA) requires each Local Area to have an approved Local Plan. These plans must be reviewed and updated every four years.
Recommended Action: Approve the WIOA Local Plan and authorize the Chairman to sign the submittal to the State of Kansas (KDC).
3. **New Workforce Alliance Policy - Artificial Intelligence (AI):** Janet Sutton (11:40) (pp. 4-6)
The Workforce Alliance has established a policy for its usage in order to protect the safety, privacy and intellectual property rights of the organization, staff, and customers.
Recommended Action: Approve the Generative AI Policy.
4. **WIOA Adult, Dislocated Worker and Youth Program Policies: Self-Sufficient Wage Review:** Janet Sutton (11:45) (pp. 7-8)
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. This policy is reviewed annually.
Recommended Action: Staff recommend a 3.5% increase in the self-sufficient wage to \$16.72 an hour.
5. **Consent Agenda:** Keith Lawing (11:55)
 - A. Approval of Meeting Minutes for April 9, 2025 (pp.9-12)
 - B. Program Year 2025 Budget Update (p. 13)
 - C. Workforce Innovation and Opportunity Act (WIOA) Youth Contracts (pp. 14-18)**Recommended Action:** Approve the Consent Agenda as presented.
6. **Adjourn:** Tony Naylor (12:00)

The next WA Executive Committee Meeting is scheduled for Wednesday, June 11, 2025 at 11:30 a.m.

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| <i>The Workforce Alliance is the Local Workforce Development Board for Local Area IV</i> |
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Item

Local Area IV - Workforce Innovation and Opportunity Act (WIOA) Local Plan

Background

The WIOA requires each Local Area to have an approved Local Plan. The plan must be reviewed and updated every four years. The Local Plan must be posted for public comment for 30 days and was posted in April 7, 2025. The Local Plan must be submitted to the Kansas Department of Commerce (KDC) by June 2, 2025. The Executive Committee reviewed the local plan on April 9, 2025, the Mandated WIOA Partners on April 24, 2025 and the Local Workforce Development Board on April 23, 2025. Notices were sent via a press release from the WA, posted at The Kansas Register, Wichita Eagle, Butler County Times Gazette, Wellington Daily News, Kingman Lead-Courier and Cowley Courier Traveler.

Analysis

Workforce Alliance staff have drafted Local Plan based on WIOA guidelines. The template for the WIOA Local Plan for the next four years follows the exact same template as the current Local Plan approved in 2021. Staff updated the Local Plan to accurately reflect current operations and update for the current labor market. No public comments were received. The Chief Elected Officials Board approved the plan on May 8, 2025.

Local Plan

The draft Local Plan includes goals, strategies, service delivery plans, policies and management of the One Stop Workforce System in Local Area IV.

The local partners have developed cross program strategies customized to the local area. These strategies are developed for both employer services and job seeker services and include the following components:

- Enhanced customer referrals and release of information
- Effective communication among all partners
- Easy access to information for customers
- Collaborative case management and co-enrollment
- Outreach
- Cross training

Other key components of the Local Plan include the following:

Strategic Elements

This section includes an economic and workforce analysis from the Kansas Department of Labor. The analysis provides an overview of existing and emerging workforce demands, employment and

unemployment rates, labor market trends, workforce education and skills level, and addresses the current skill gap in south central Kansas.

The mission, vision, and strategic goals of the Workforce Alliance are provided. A description of partnerships with economic development, Regional Growth Plan, Preparation for Advanced Career Systems (PACES), higher education, K-12 system, and WIOA Partners are discussed. An analysis of workforce development activities including strengths, weaknesses, and capacity is provided.

Operational Planning Elements

This section of the Local Plan includes employer and job seeker strategies that have been developed. It also includes the structure of the Local Workforce Development Board, the integration and co-enrollment plan for WIOA Title 1B programs and Wagner Peyser, and the functional management of the One Stop Centers. The integration and co-enrollment plan is written to encourage other Workforce Center partners to enter at any time.

Continuous improvement, oversight, performance, program data, priority of service for veterans, and accessibility are described in this section. It also addresses current policies and procedures of the LWDB including both Administrative and Program policies.

Recommended Action

Approve the WIOA Local Plan and authorize the Chairman to sign the submittal to the State of Kansas (KDC).

Item

Generative Artificial Intelligence (AI) Policy

Background

As artificial intelligence becomes more widespread and easier to use, the Workforce Alliance has established a policy for its usage in order to protect the safety, privacy and intellectual property rights of the organization, staff, and customers.

Analysis

The policy is adapted from the State of Kansas AI Policy, and includes clarifying information about how generative AI chatbots function. The policy covers prohibited uses including assuming responses to be truthful, credible, or accurate; solely using AI responses to make final decisions; and entering proprietary information and/or personally identifiable information (PII) about customers without their consent.

Recommended Action

Approve the Generative AI Policy

Workforce Alliance of South Central Kansas Generative Artificial Intelligence Policy

PURPOSE:

The purpose of this policy is to outline the acceptable use of generative artificial intelligence (AI). The policy is created to protect the safety, privacy, and intellectual property rights of the Workforce Alliance of South Central Kansas (WA). It is adapted from the State of Kansas AI policy.

BACKGROUND:

Generative AI uses advanced technologies such as predictive algorithms, machine learning, and large language models to process natural language and produce content in the form of text, images, or other types of media. Generated content is typically remarkably similar to what a human creator might produce, such as text consisting of entire narratives of naturally reading sentences.

As generative AI technology progresses, chatbots, virtual assistants, and other systems based on it are becoming more prevalent. These can include standalone systems, be integrated as features within search engines, or be overtly or transparently embedded in all manner of other software tools. Examples include ChatGPT and DALL-E from OpenAI, Microsoft Bing's chat, Microsoft 365 Copilot, and Gemini from Google.

Generative AI tools have the potential to enhance productivity by assisting with tasks like drafting documents, editing text, generating ideas, and software coding. However, these technologies also come with potential risks that include inaccuracies, bias and unauthorized use of intellectual property in the content generated. In addition, content created by AI, and the public availability of information submitted to the AI, could pose security or privacy concerns.

POLICY:

This policy shall serve as the primary governing document for usage of generative AI technology. It applies to all business use cases involving the WA, including but not limited to:

- development of software code,
- written documentation (i.e., policy or regulations) and correspondence (such as memorandums, letters, text messages, and emails),
- research,
- summarizing and proofreading documents,
- making business decisions that impact short-term or long-term activities or policies and procedures.

Responses generated from generative AI outputs shall be reviewed by knowledgeable human operators for accuracy, appropriateness, privacy and security before being acted upon or disseminated.

Responses generated from generative AI shall not:

- be used verbatim,
- be assumed to be truthful, credible, or accurate,
- be treated as the sole source of reference,
- be used to issue official statements (i.e. policy or regulations),

Title: Generative AI Policy

Date Issued:

- be solely relied upon for making final decisions,
- be used to impersonate individuals or organizations.

Material that is inappropriate for public release shall not be entered as input to generative AI. All information that is provided shall be subjected to the same standard as referenced in the WA's Handling and Protection of Personally Identifiable Information (PII) Policy. Staff may utilize generative AI to assist with resume and cover letter composition only after obtaining consent from the customer. Staff will not retain or save any data from customers within the chosen AI platform.

Material that is copyrighted or the property of another, shall not be entered as input to generative AI.

Generative AI shall not be used for any activities that are harmful, illegal, or in violation of agency acceptable use policy.

WA contractors must disclose in their contracts the utilization of generative AI or integrations with generative AI platforms.

WA contracts shall prohibit contractors from using confidential data in generative AI queries or for building or training proprietary generative AI programs unless explicitly approved by the agency head with consultation.

Contractors utilizing generative AI to build software explicitly for the WA must demonstrate positive control over all data input into the system.

Software code generated by generative AI shall only be implemented after the entity has identified and mitigated all business and security risks related to its use.

All usage of software code generated by generative AI shall be annotated.

May 14, 2025

Submitted By: Janet Sutton

Item**Self Sufficient Wage Review****Background**

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 undertakes this annually alongside the review of the occupations approved for training. The self-sufficient wage is used as a requirement for on-the-job training and incumbent worker training contracts as well as inclusion on the occupations approved for training list. The LWDB is not obligated by WIOA to change the self-sufficient wage every year.

Analysis

The self-sufficient wage for Local Area IV (LAIV) is currently \$16.15 for all programs. Staff again used 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: \$20.48 per hour or \$42,598.40 per year
- Cowley County: \$19.32 per hour or \$40,185.60 per year
- Harper County: \$19.79 per hour or \$41,163.20 per year
- Kingman County: \$20.58 per hour or \$42,806.40 per year
- Sedgwick County: \$19.68 per hour or \$40,934.40 per year
- Sumner County: \$20.08 per hour or \$41,766.40 per year
- Wichita MSA: \$19.79 per hour or \$41,163.20 per year

The data shows an increase of \$3.64 per hour (22.5%) in the living wage for the Wichita Metropolitan Statistical Area. However, due to a concern about the impact such a large wage increase might have on operations, the Board approved a 3.5% increase in PY2024. This increase was in line with the Consumer Price Index (CPI) at that time. As of March 2025, the Midwest region CPI has increased 2.7% since March 2024.

The LWDB may consider a percentage increase again:

- 2.7% increase: \$16.59 per hour or \$34,507.20 per year; a difference of 44 cents per hour
- 3% increase: \$16.63 per hour or \$34,590.40 per year; a difference of 48 cents per hour
- 3.5% increase: \$16.72 per hour or \$34,777.60 per year; a difference of 57 cents per hour

The average wage for current OJTs is \$19.52 per hour; currently, there are two OJTs paying under \$17 per hour. Similarly, the median wage for many of the current occupations approved for training has increased. If the Board chose to raise the self-sufficient wage by 3.5%, no demand occupations would be affected.

The following exceptions are allowed to the self-sufficient wage criteria and staff recommends keeping the exceptions:

- 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

May 14, 2025

Submitted By: Janet Sutton

- Training resulting in a career ladder in which the trainee would reach or exceed the self-sufficient wage within six months

In order for a participant to be considered for one of the exceptions, staff must submit an exception request. The exception request shall have sufficient documentation attached to show the participant is eligible for one of the exceptions. The exception must be approved by two Workforce Alliance Senior Staff members.

The Program Operations & Performance (POP) Committee met on May 1, 2025. No quorum was present at that meeting and no action was taken on this item; however, it was discussed and there was a question of the increase not being high enough considering it is still under what research is showing. Another opinion expressed was that the primary goal for the Workforce Alliance should be to ensure that public funding streams are not limited and can be used by employers to get as many people trained as possible.

Recommended Action

Staff recommend a 3.5% increase in the self-sufficient wage to \$16.72 an hour.



Workforce Alliance
Executive Committee Meeting Minutes
April 9, 2025 – 11:30 AM

1. Welcome and Introductions

The Workforce Alliance (WA) Executive Committee met on April 9, 2025 in person at the Wichita Workforce Center and virtually via Zoom. Chair Jeff Longwell welcomed Committee members and called the meeting to order.

2. National Association of Workforce Boards (NAWB) Forum 2025

Board members Alana McNary and Scott Stiles and staff Keith Lawing and Amanda Duncan attended the NAWB Forum March 29th through April 1st in Washington DC and shared some key takeaways from the event. Highlights included guest speaker Mark Perna on passion, purpose and performance. Other sessions attended included next generation sector partnerships, priorities for the 119th Congress, board member engagement and involvement (utilizing skills and contacts to benefit the organization) and how workforce boards are using artificial intelligence (AI) as well as exploring how AI can be used internally for administrative tasks and externally to assist job seekers. WA has formed an internal AI task force evaluating potential uses and risks and have provided some low level training to staff. A session on child care issues included a presentation of a tool for employers to use to determine return on child care related investment. As part of a grant that Child Start is receiving, a child care focused summit is being planned to bring employers together to discuss tools and best practices to address child care issues and such a tool could be presented as part of that summit. Also of interest was information regarding a federal bonding program that can assist employers hiring people with criminal backgrounds with additional insurance. The WA is part of Kauffman planning grant for programs supporting justice-involved individuals where this information may be beneficial.

Report was received and filed.

3. Local Area Workforce Innovation & Opportunity Act (WIOA) Local Plan

The Workforce Innovation and Opportunity Act (WIOA) requires each Local Area to have an approved Local Plan. These plans must be reviewed and updated every four years. Staff, board members and stakeholders are encouraged to review the plan and submit comments. Chad Pettera presented information on the draft plan, which was last updated in 2021. The plan outlines goals, strategies, service delivery options, and labor market data for the local area. It is currently open for public comment and will be reviewed by the board and Chief Elected Officials Board for final approval. Once approved, it will be sent to the State for review and potential approval. The following is the link to make public comment:

www.workforce-ks.com/communityoutreach/localworkforcedevelopmentboard. The plan is based on the previous plan; it has been updated and there are not many changes.

Scott Stiles (Michele Gifford) moved to approve the draft Local Plan as presented for public comment.

4. Community Impact Project Updates

- Youth Employment Project (YEP) - Staff are working to obtain additional employers to provide work experience opportunities and promote participation for the upcoming Camp HYPE career camps this summer. Nine camps are scheduled with 36 registrations so far with the health care camp having the highest registrations. Internship Interview Day was held April 5th with 55 students participating and 23 job offers made. A job fair will be held at Maize High School next week and is open to any senior in the area and another job fair will be held in Harper County.



- EPA Grant – Staff have submitted the draft work plan to the grant officer. The program is expected to begin July 1.
- Home Base Wichita - The WA is partnering with the Manufacturing Institute, Textron Aviation, and WSU Tech to provide a new accelerated airframe and power plant program for military personnel to provide more affordable and quicker FAA certifications; this will be funded through the One Workforce Grant. Six cohorts are planned this year. The Manufacturing Institute hosted a kickoff meeting at the Workforce Center on March 7th. Training will take place at Textron's new Career and Learning Center, which consolidates all of its hiring, pre-employment, and training activities. The WA is working on merging Home Base Wichita activities with the Wichita Chamber's Military Affairs committee and their initiatives to focus on recruiting military talent.
- One Workforce Grant - The program has been very successful and provided training opportunities for many participants and employers. Staff are looking at ways to make it a sustainable program before the grant term ends.
- Community Impact Meetings - Community impact meetings are being organized in various counties to engage local stakeholders and discuss workforce development issues. Cowley County is scheduled for April 17th, Sumner County is scheduled for June 17th and Butler County is to be scheduled in June to coincide with the upcoming announcement of the new President for Butler Community College.
- Keith Lawing has been asked to be a member of the Greater Wichita Partnership Executive Committee and will attend his first meeting and will speak about recent federal funding issues.
- Senator Marshall's staff, Jennifer Baysinger and Katie Sawyer, recently visited the Workforce Center and met with staff and board members regarding policy and funding issues and other workforce development updates.

Report was received and filed.

5. **2026-2028 WA Board of Directors Strategic Planning**

One of the assignments for the WA Board in 2025 is to update the Strategic Plan and identify goals for the organization. It is time to do planning for 2026-2028 strategic plan. Previously, the Committee decided against bringing in a third party facilitator for this planning. Staff propose scheduling a series of three to five planning sessions focusing on a single topic. Some topics proposed are community impact and partnerships, funding opportunities, labor market data and employer priorities, growing the skilled workforce in the region (youth, veterans and military connected individuals, career transitioning adults and justice involved / returning citizens), and workforce policy, awareness and advocacy. WA Board and Committee members would be invited and encouraged to participate with additional invitations going out to employer partners, education and skills training providers, community partners, elected officials and Workforce Center partners and customers. Sessions will be scheduled to maximize participation with most members agreeing that a consistent timeframe such as a working lunch or late afternoon were preferred. The process will begin with staff providing information on outcomes and progress made during the current strategic plan period. Possible discussion might also include artificial intelligence and the effects of the recent Local Area merger. A request for the State to perform an analysis of local areas and boundaries was requested. Staff may ask the board to formally make this request at its next meeting.

The 2026-2028 strategic planning process proposal will be presented to the Workforce Alliance Board of Directors at its April 23, 2025 meeting for approval.



6. Leased Space Agreements: Butler Workforce Center in El Dorado and Garvey Center

The lease renewal for the Butler Workforce Center in El Dorado expires on June 30, 2025, but has available extensions. Staff propose renewing for another year at \$4,600 per month, with a sublease covering about half the rent.

Kathy Jewett (Alana McNary) moved to approve to authorize the President/CEO to execute a lease amendment for the Butler Workforce Space to extend the term through June 30, 2026.

The lease for the downtown administrative offices space at 300 W. Douglas, Suite 850 in the RH Garvey Building expires in June. An RFP was released and two proposals were received. One for the current location and the other for space at 1969 W 21st N in Wichita. The proposals were reviewed and costs evaluated. The space on 21st Street would need to be built out at WA expense, there would be moving costs from the Garvey location and there is uncertainty in regard to WIOA authorization. About 30% of the Garvey space is being leased out by the Kansas Department of Commerce. Staff recommend remaining in the current space and entering into an annual lease with four renewal options. Staff will look at other options with the next renewal.

Michele Gifford (Alana McNary) moved to authorize the President/CEO to enter into annual lease with four renewals for space at 300 W. Douglas pending final WIOA funding award.

7. Consent Agenda

Approval of meeting minutes for March 12, 2025, Program Year 2024 (PY24) budget update, Operations & One-Stop Operator report, fair chance update, communications report and a WIOA Youth Element contract services with Gabrielle Ramirez were presented to the Committee for review and/or approval.

Lindsay McWilliams, Goodwill, One-Stop Operator (OSO) reported on the traffic numbers, which were significantly down in February due to weather but have since increased in March, therefore staff are not concerned that there is an ongoing downturn in customers accessing services. The second Goodwill OSO staff position was hired in a primarily navigator position.

The committee also reviewed the quarterly Corrections (fair chance) report, which highlights a unique partnership funded by WIOA, Sedgwick County Corrections, and State of Kansas Corrections. This partnership has generated great outcomes and results and the agreement is up for renewal soon.

Kathy Jewett (Cheryl Childers) moved to approve the Consent Agenda as presented. Motion adopted.

8. Announcements

- As has been done in previous years, the Workforce Center will invite candidates for offices in upcoming local elections to tour the center and visit with board and staff. There will be three Wichita City Council seats open. Executive Committee members will be invited to attend.
- This year's Jobs FORE Youth golf tournament will be held on either September 25th or October 2nd. A new \$5,000 title sponsor for the event is being sought.
- Lawing was interviewed by KNSS regarding workforce topics for one of their Issues 2025 podcasts. A link to the interview and schedule will be sent to board members.

9. Adjournment

The meeting was adjourned at 12:41 PM.



Attendees:

LWDB Executive Committee Members

Cheryl Childers
Michele Gifford
Kathy Jewett
Pat Jonas
Jeff Longwell
Alana McNary
Scott Stiles

Staff/Guests

Marcy Aycock
Amanda Duncan
Denise Houston
Keith Lawing
Shirley Lindhorst
Mary Mann
Chad Pettera
Erica Ramos, KS Dept. of Commerce
Lindsay McWilliams, One-Stop Operator, Goodwill

Workforce Alliance Consolidated Budget PY24

July 2024 - June 2025

Expenditures Through 03/31/2025

| WIOA | | | | | Community Impact Funds | | | | Consolidated | | | |
|-----------------------|--------------|--------------|--------------|-----------|------------------------|--------------|--------------|-----------|--------------|--------------|--------------|-----------|
| | | March | YTD | % Budget | | March | YTD | % Budget | | March | YTD | % Budget |
| Category | Budget | Expenditures | Expenditures | Remaining | Budget | Expenditures | Expenditures | Remaining | Budget | Expenditures | Expenditures | Remaining |
| Wages | \$ 1,831,334 | \$ 167,314 | \$ 1,246,436 | 32% | \$ 1,401,982 | \$ 145,497 | \$ 995,539 | 29% | \$ 3,233,316 | \$ 312,811 | \$ 2,241,975 | 31% |
| Fringe | \$ 423,200 | \$ 29,124 | \$ 270,089 | 36% | \$ 347,690 | \$ 23,733 | \$ 214,470 | 38% | \$ 770,890 | \$ 52,857 | \$ 484,559 | 37% |
| Facilities | \$ 260,835 | \$ (44,643) | \$ 162,147 | 38% | \$ 127,910 | \$ 10,294 | \$ 85,549 | 33% | \$ 388,745 | \$ (34,349) | \$ 247,696 | 36% |
| Contract/Pro Fees | \$ 83,008 | \$ (2,774) | \$ 49,307 | 41% | \$ 55,050 | \$ 8,579 | \$ 64,515 | -17% | \$ 138,058 | \$ 5,805 | \$ 113,822 | 18% |
| Supplies/Equipment | \$ 21,595 | \$ 2,000 | \$ 18,304 | 15% | \$ 16,490 | \$ 263 | \$ 7,279 | 56% | \$ 38,085 | \$ 2,263 | \$ 25,583 | 33% |
| IT | \$ 137,500 | \$ (6,055) | \$ 16,330 | 88% | \$ 49,745 | \$ 5,172 | \$ 53,158 | -7% | \$ 187,245 | \$ (883) | \$ 69,488 | 63% |
| Outreach/Cap Building | \$ 27,175 | \$ 969 | \$ 18,616 | 31% | \$ 123,525 | \$ 1,170 | \$ 95,687 | 23% | \$ 150,700 | \$ 2,139 | \$ 114,303 | 24% |
| Travel/Conferences | \$ 52,140 | \$ 7,620 | \$ 28,213 | 46% | \$ 34,562 | \$ 5,312 | \$ 36,872 | -7% | \$ 86,702 | \$ 12,932 | \$ 65,085 | 25% |
| Grants Awarded | \$ 215,000 | \$ 5,482 | \$ 37,406 | 83% | \$ 152,500 | \$ 5,247 | \$ 107,853 | 29% | \$ 367,500 | \$ 10,729 | \$ 145,259 | 60% |
| Staff Development | \$ 9,700 | \$ 984 | \$ 2,200 | 77% | \$ 14,050 | \$ 971 | \$ 3,996 | 72% | \$ 23,750 | \$ 1,955 | \$ 6,196 | 74% |
| Indirect | \$ 272,402 | \$ 22,371 | \$ 183,983 | 32% | \$ 255,656 | \$ 37,012 | \$ 333,779 | -31% | \$ 528,058 | \$ 59,383 | \$ 517,762 | 2% |
| Misc/Dep/Int | \$ - | | | 0% | \$ 27,000 | \$ 6,951 | \$ 14,365 | 47% | \$ 27,000 | \$ 6,951 | \$ 14,365 | 47% |
| Work Experience | \$ 854,691 | \$ 59,672 | \$ 464,267 | 46% | \$ 550,000 | \$ 74,563 | \$ 456,030 | 17% | \$ 1,404,691 | \$ 134,235 | \$ 920,297 | 34% |
| On The Job Training | \$ 24,018 | \$ - | \$ - | | \$ 620,000 | \$ 11,860 | \$ 174,096 | 72% | \$ 644,018 | \$ 11,860 | \$ 174,096 | 73% |
| Incentives | \$ 2,300 | \$ - | \$ 250 | 89% | \$ 22,000 | \$ 2,000 | \$ 23,175 | | \$ 24,300 | \$ 2,000 | \$ 23,425 | 4% |
| Occupational Training | \$ 114,016 | \$ 7,433 | \$ 63,592 | 44% | \$ 1,025,000 | \$ 65,011 | \$ 377,528 | 63% | \$ 1,139,016 | \$ 72,444 | \$ 441,120 | 61% |
| Supportive Services | \$ 86,995 | \$ 10,641 | \$ 90,067 | -4% | \$ 415,000 | \$ 8,771 | \$ 80,988 | 80% | \$ 501,995 | \$ 19,412 | \$ 171,055 | 66% |
| Total | \$ 4,415,909 | \$ 260,138 | \$ 2,651,207 | 40% | \$ 5,238,160 | \$ 412,406 | \$ 3,124,879 | 40% | \$ 9,654,069 | \$ 672,544 | \$ 5,776,086 | 40% |

Analysis

Budget: The PY24 budget with expenditures through the end of the March 2025. The budget includes a breakdown between WIOA (LWDB budget) and non-WIOA Funding (Community Impact Funds) and combined totals.

The PY24 budget allocates 38% on direct client spending including classroom training, work experience, on-the-job training and supportive services. The direct client spending is at 30% through the month of March. The budget has 40% remaining after 3/4's through the fiscal year.

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 Innovation and Opportunity Act (WIOA) Youth Element Contract Amendments

Background

The Workforce Alliance (WA) is seeking to extend contracts for PY25 (July 1, 2025 through June 30, 2026).

Analysis

1. Cerebral Palsy Research Foundation (CPRF) (Subrecipient)

CRPF responded to the WIOA Youth RFP released 8/31/2020, the subrecipient contract was extended for the period of July 1, 2022 through June 30, 2025, and the subrecipient contract has extensions available. WA staff is recommending extending the subrecipient contract as allowed for an annual term that would start July 1, 2025 and end June 30, 2026.

The WIOA Youth elements/services provided by CPRF include:

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

Performance and Budget to date: The chart of expenditures and client's services below is for a period of July 2024 through March of 2025.

| Youth Element | Item | Budget | Jul-24 | Aug-24 | Sep-24 | Oct-24 | Nov-24 | Dec-24 | Jan-25 | Feb-25 | Mar-25 | Total Expenditures | Budget Remainin |
|---------------------------------|--------------------------------|---------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| Case Management | | | | | | | | | | | | | |
| | Wages | \$ 22,900.00 | \$ 798.50 | \$ 1,140.88 | \$ 885.45 | \$ 980.43 | \$ 1,099.65 | \$ 1,151.73 | \$ 1,138.38 | \$ 850.23 | \$ 942.35 | \$ 8,987.60 | \$ 13,912.40 |
| | Fringe | \$ 9,917.00 | \$ 293.33 | \$ 425.26 | \$ 335.04 | \$ 366.18 | \$ 406.20 | \$ 355.45 | \$ 342.68 | \$ 245.28 | \$ 253.93 | \$ 3,023.35 | \$ 6,893.65 |
| | Facilities | \$ 2,592.00 | \$ 216.00 | \$ 216.00 | \$ 216.00 | \$ 216.00 | \$ 216.00 | \$ 216.00 | \$ 216.00 | \$ 216.00 | \$ 216.00 | \$ 1,944.00 | \$ 648.00 |
| | Travel | \$ 5,500.00 | \$ 295.13 | \$ 211.32 | \$ 293.87 | \$ 407.90 | \$ 320.80 | \$ 390.28 | \$ 246.50 | \$ 166.84 | \$ 403.06 | \$ 2,735.70 | \$ 2,764.30 |
| | Office Supplies | \$ 1,000.00 | \$ - | \$ 317.66 | \$ - | \$ - | \$ 9.52 | \$ 323.95 | \$ 46.33 | \$ 42.26 | \$ 19.17 | \$ 758.89 | \$ 241.11 |
| | Indirect | \$ 11,228.00 | \$ 467.32 | \$ 617.86 | \$ 510.34 | \$ 590.04 | \$ 691.08 | \$ 672.41 | \$ 642.99 | \$ 513.78 | \$ 579.71 | \$ 5,285.53 | \$ 5,942.47 |
| | Communications | \$ 2,040.00 | \$ 160.88 | \$ 150.88 | \$ 160.88 | \$ 161.34 | \$ 161.34 | \$ 161.34 | \$ 161.34 | \$ 161.34 | \$ 163.34 | \$ 1,442.68 | \$ 597.32 |
| | HR/Contracts | \$ 8,231.00 | \$ 399.70 | \$ 398.44 | \$ 471.45 | \$ 599.82 | \$ 985.98 | \$ 514.26 | \$ 825.56 | \$ 696.64 | \$ 686.03 | \$ 5,577.88 | \$ 2,653.12 |
| | Total | \$ 63,408.00 | \$ 2,630.86 | \$ 3,478.30 | \$ 2,873.03 | \$ 3,321.71 | \$ 3,890.57 | \$ 3,785.42 | \$ 3,619.78 | \$ 2,892.37 | \$ 3,263.59 | \$ 29,755.63 | \$ 33,652.37 |
| | # of Clients Served | \$ 60.00 | 40 | 42 | 42 | 41 | 45 | 41 | 42 | 42 | 45 | | 60 |
| Outreach | | | | | | | | | | | | | |
| | Wage | \$ 4,500.00 | 118.5 | 184.75 | 243.15 | 1157.9 | 379.15 | 342.93 | 161.45 | 398.75 | 468.7 | \$ 3,455.28 | \$ 1,044.72 |
| | Fringe | \$ 1,500.00 | 51.78 | 70.25 | 90.24 | 438.09 | 142.76 | 112.73 | 52.76 | 105.74 | 145.29 | \$ 1,209.64 | \$ 290.36 |
| | Total | \$ 6,000.00 | \$ 170.28 | \$ 255.00 | \$ 333.39 | \$ 1,595.99 | \$ 521.91 | \$ 455.66 | \$ 214.21 | \$ 504.49 | \$ 613.99 | \$ 4,664.92 | \$ 1,335.08 |
| | # of Enrollments from Outreach | | 1 | 4 | 1 | 1 | 1 | 0 | 3 | 2 | 0 | 13 | |
| Work Experience | | | | | | | | | | | | | |
| | Budget | \$ 182,500.00 | \$ 6,540.00 | \$ 7,020.00 | \$ 9,340.00 | \$ 7,420.00 | \$ 6,720.00 | \$ 5,980.00 | \$ 8,600.00 | \$ 7,060.00 | \$ 10,440.00 | \$ 69,120.00 | \$ 113,380.00 |
| | # of Clients Served | 56 | 23 | 19 | 21 | 20 | 21 | 16 | 21 | 26 | 26 | 0 | 56 |
| Leadership Development | | | | | | | | | | | | | |
| | Budget | \$ 8,800.00 | \$ 200.00 | \$ 400.00 | \$ 800.00 | \$ - | \$ 400.00 | \$ 400.00 | \$ 200.00 | \$ 800.00 | \$ - | \$ 3,200.00 | \$ 5,600.00 |
| | # of Clients Served | 44 | 1 | 2 | 4 | 0 | 2 | 2 | 1 | 4 | 0 | 0 | 44 |
| Follow Up Services | | | | | | | | | | | | | |
| | Budget | \$ 18,800.00 | \$ 1,280.00 | \$ 1,600.00 | \$ 1,600.00 | \$ 1,600.00 | \$ 1,520.00 | \$ 1,280.00 | \$ 1,120.00 | \$ 1,040.00 | \$ 1,040.00 | \$ 12,080.00 | \$ 6,720.00 |
| | # of Clients Served | 31 | 16 | 20 | 20 | 20 | 19 | 16 | 14 | 13 | 13 | 151 | -120 |
| Literacy Education | | | | | | | | | | | | | |
| | Budget | \$ 14,700.00 | \$ 700.00 | \$ 1,050.00 | \$ 700.00 | \$ 700.00 | \$ 1,050.00 | \$ 700.00 | \$ - | \$ 700.00 | \$ 700.00 | \$ 6,300.00 | \$ 8,400.00 |
| | # of Clients Served | 42 | 2 | 3 | 2 | 2 | 3 | 2 | 0 | 2 | 2 | 18 | 24 |
| Labor Market Information | | | | | | | | | | | | | |
| | Budget | \$ 8,200.00 | \$ 400.00 | \$ 800.00 | \$ 200.00 | \$ 600.00 | \$ 200.00 | \$ 400.00 | \$ 600.00 | \$ 600.00 | \$ - | \$ 3,800.00 | \$ 4,400.00 |
| | # of Clients Served | 41 | 2 | 4 | 1 | 3 | 1 | 2 | 3 | 3 | 0 | 19 | 22 |
| Totals | | | | | | | | | | | | | |
| | Expenditures | \$ 302,408.00 | \$ 11,921.14 | \$ 14,603.30 | \$ 15,846.42 | \$ 15,237.70 | \$ 14,302.48 | \$ 13,001.08 | \$ 14,353.99 | \$ 13,596.86 | \$ 16,057.58 | \$ 128,920.55 | \$ - |
| | # of Clients Services | 272 | 84 | 90 | 90 | 86 | 91 | 79 | 81 | 90 | 86 | 188 | 84 |
| Inkind Expenditures | | | | | | | | | | | | | |
| | | | Jul-24 | Aug-24 | Sep-24 | Oct-24 | Nov-24 | Dec-24 | Jan-25 | Feb-25 | Mar-25 | Total Expenditures | |
| | Case Management | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| | Work Experience | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| | Leadership Development | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| | Follow Up Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| | Literacy Education | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| | Labor Market Information | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |

CPRF Subrecipient Contract Renewal Budget PY25 July 1, 2025 – June 30, 2026

May 14, 2025

Submitted By: Chad Pettera

| Youth Elements | | QTR 1 | QTR 2 | QTR 3 | QTR 4 | Total |
|-----------------|----------------|--------------|--------------|--------------|--------------|---------------|
| Case Management | # Participants | 41 | 43 | 42 | 40 | 60 |
| | Cost | \$ 8,982.19 | \$ 10,997.70 | \$ 10,200.00 | \$ 11,454.01 | \$ 41,633.90 |
| Outreach | | | | | | |
| | | \$ 700.00 | \$ 2,500.00 | \$ 1,300.00 | \$ 1,500.00 | \$ 6,000.00 |
| Work Experience | # Participants | 21 | 19 | 20 | 18 | 78 |
| | Cost | \$ 23,000.00 | \$ 22,000.00 | \$ 28,000.00 | \$ 28,000.00 | \$ 101,000.00 |
| Leadership Dev. | # Participants | 7 | 10 | 5 | 5 | 27 |
| | Cost | \$ 1,400.00 | \$ 2,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 5,400.00 |
| Follow Up | # Participants | 18 | 16 | 22 | 25 | 31 |
| | Cost | \$ 4,480.00 | \$ 4,400.00 | \$ 3,200.00 | \$ 4,720.00 | \$ 16,800.00 |
| Literacy | # Participants | 7 | 7 | 4 | 5 | 23 |
| | Cost | \$ 2,450.00 | \$ 2,450.00 | \$ 1,400.00 | \$ 1,750.00 | \$ 8,050.00 |
| Labor Market | # Participants | 7 | 6 | 6 | 5 | 24 |
| | Cost | \$ 1,400.00 | \$ 1,200.00 | \$ 1,200.00 | \$ 1,000.00 | \$ 4,800.00 |
| | Total Cost | \$ 42,412.19 | \$ 45,547.70 | \$ 46,300.00 | \$ 49,424.01 | \$ 183,683.90 |

Total # of Participants 60 Total Budget \$183,693.90

2. Butler Community College

Butler Community College provides Occupational Skills Training (OST) and Alternative Secondary Education for eligible WIOA Youth. The current contract expires 6/30/2025. 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. This amendment would be for the period of 7/1/2025 through 6/30/2026.

3. WSU Tech

WSU Tech provides (OST) for eligible WIOA Youth. The current contract amendment expires 6/30/2025 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. This amendment would be for the period of 7/1/2025 through 6/30/2026.

4. Allied Health Career Training (AHCT)

Allied Health Career Training's youth contract expires 6/30/2025 and is eligible for an annual extension through June 30, 2026. The courses and costs are below. This amendment would be for the period of 7/1/2025 through 6/30/2026.

Course

Certified Nurse's Aide (CNA) \$819

Certified Medical Aide (CMA) \$769

EKG \$685

Licensed Practical Nurse Intravenous Therapy Training (LPN IV) \$885

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Submitted By: Chad Pettera

5. 160 Driving Academy

160 Driving Academy provides CDL training (OST) for eligible WIOA Youth. The current contract expires 6/30/2025 and the contract has annual eligible renewals available. Cost for CDL training is \$4,950. This amendment would be for the period of 7/1/2025 through 6/30/2026.

6. Pyxis

Pyxis provides the WIOA Youth Elements Adult Mentoring and Education and Workforce Preparation Activities and Training. Cost for Adult Mentoring is \$55 per client hour and cost for Education and Workforce Preparation Activities and Training is \$775 per participant. Financial Literacy will cost \$425 per participant. This amendment would be for the period of 7/1/2025 through 6/30/2026.

7. Amber DiNapoli

Ms. Amber DiNapoli provides counseling services for WIOA Youth. The services and costs are:

| | |
|---|-------|
| 90791 (Psychiatric Diagnostic Interview) | \$225 |
| 90837 (Psychotherapy with client and/or family 60 min) | \$200 |
| 90834 (Psychotherapy with client and/or family 45 min) | \$175 |
| 90832 (Psychotherapy with client and/or family 30 min) | \$150 |
| No show or late cancelation (less than 24 hours in advance) | \$25 |

This amendment would be for the period of 7/1/2025 through 6/30/2026.

8. Wichita Technical Institute (WTI)

Wichita Technical Institute (WTI) currently provides occupational skills training in the following fields:

| Course Name | Cost | Length |
|--|-------------|----------|
| Electronic Systems Technology | \$26,628.45 | 60 Weeks |
| Computer Technology & Network Administration | \$22,934.14 | 48 Weeks |
| Heating, Air Conditioning & Refrigeration Technology | \$24,023.50 | 48 Weeks |
| Medical Assistant | \$21,605.57 | 48 Weeks |
| Pharmacy Tech | \$15,541.00 | 36 Weeks |
| Medical Insurance Billing and Coding | \$19,674.56 | 60 Weeks |

This amendment would be for the period of 7/1/2025 through 6/30/2026.

9. Heartland Welding Academy

Heartland Welding Academy has an occupational skills training contract since 2020 for Structural Code Welding and Structural Code and Practical Pipe Welding. This amendment would be for the period of 7/1/2025 through 6/30/2026.

May 14, 2025

Submitted By: Chad Pettera

| | |
|---|---|
| Structural Code Welding – 360 hours (SMAW, FCAW, GMAW) | Total Cost \$9,450 - Workforce Alliance Funding Limit \$4,500 |
| Structural Code and Practical Pipe Welding- 720 hours (SMAW, FCAW, GMAW & GTAW) | Total Cost \$18,500 - Workforce Alliance Funding Limit \$4,500 |

Recommended Action*Approve the contract extensions as presented.*

DRAFT