



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

ZOOM Only: <https://us02web.zoom.us/j/84002007152>
Wednesday, May 8, 2024 • 11:30 a.m. – Noon

1. **Welcome and Introductions:** Jeff Longwell (11:30)
2. **Workforce Center Services One Stop Services Integration Policy:** Keith Lawing (11:35) (*pp. 2-10*)
The WA is finalizing the partnership agreement for One Stop Operator services and beginning July 1, 2024, and a part of the transition process is to update the Local Area IV One Stop Customer Services Integration Policy.
Recommended Action: *Approve the draft Local Area IV Workforce Centers One Stop Services Integration Policy, release for public review and comment from May 9 to June 10, and share comments received with the WA Executive Committee at next meeting.*
3. **Consent Agenda:** Keith Lawing (11:45)
 - A. Approval of Meeting Minutes for April 10, 2024 (*pp. 11-13*)
 - B. On-the-Job Training (OJT) Contracts - Textron Aviation (*p. 14*)**Recommended Action:** *Approve the Consent Agenda as presented.*
4. **Adjourn:** Jeff Longwell (12:00)

The next WA Executive Committee Meeting is scheduled for Wednesday, June 12, 2024 at 11:30 a.m.

 **KANSASWORKS.com** In Partnership with  **AmericanJobCenter**

The Workforce Alliance is the Local Workforce Development Board for Local Area IV

May 8, 2024

Submitted By: Keith Lawing

Item

Workforce Centers One Stop Services Integration Policy

Background

The vision of the Workforce Innovation and Opportunity Act (WIOA) is for the workforce system to increase program collaboration at the federal, state, and local level to ultimately integrate all available programs and services to job seekers and businesses through American Job Centers (AJC). WIOA established the Local Workforce Development Boards (LWDBs) and the state of Kansas charged them with designating, overseeing, and continually operating the workforce centers in each of the local areas in the state, including the integration of programs under the “One-Stop” model. Additionally, the LWDBs have the responsibility to ensure employment and training programs in their communities operate at a high level of quality and satisfy the expectations and needs of their customers. State policy encourages LWDBs to design, implement, and seek to continuously improve a demand-driven, skills-based, service plan that includes enhancements to customer flow and service delivery that supports and advances the integration of employment and training services¹. According to State policy, the LWDBs functionally manage all one-stop programs.² The LWDB serving six counties designated as Local Area IV in the Wichita, Kansas region is the Workforce Alliance of South Central Kansas (WA).

Analysis

The WA first adopted a customer service integration policy for one-stop workforce center operations in 2007. From 2006 to 2016 the WA was granted a waiver from the Governor to serve as the One-Stop Operator (OSO) in Local Area IV. The passage of WIOA in 2014 limited the ability of LWDB to serve as the OSO, and the WA entered into a contract with Eckerd Connects in 2016.

The WA is finalizing the partnership agreement for OSO services with Goodwill and beginning July 1, 2024, and a part of the transition process is to update the Local Area IV One Stop Customer Services Integration Policy.

Attached is the draft policy for review and comment at the May 8 meeting. The draft will be shared with all WA Workforce Center and community partners and posted through all WA social media tools. The WA will accept public comments on the policy from May 9 to June 10. The draft policy and all comments received will be presented at the June 13 WA Executive Committee. The final policy will be presented for adoption to the WA Board at the July 24 meeting.

Recommended Action

Approve the draft Local Area IV Workforce Centers One Stop Services Integration Policy, release for public review and comment from May 9 to June 10, and share comments received with the WA Executive Committee at next meeting.

¹ KW policy 5-22-00, pg. 1

² KANSASWORKS (KW) policy 5-22-22, pg. 3



Workforce Alliance of South Central Kansas KansasWORKS Workforce Centers One Stop Services Integration Policy



When enacted in 2014, the vision of the Workforce Innovation and Opportunity Act (WIOA) was to redesign the workforce system to increase program collaboration at the federal, state, and local level to ultimately integrate all available programs and services to job seekers and businesses through American Job Centers (AJC). WIOA established the Local Workforce Development Boards (LWDBs) and the state of Kansas has charged them with designating, overseeing, and continually operating the workforce centers in each of the local areas in the state, including the integration of programs under the One-Stop model. Additionally, the LWDBs have the responsibility to ensure employment and training programs in their communities operate at a high level of quality and satisfy the expectations and needs of their customers.

State policy encourages LWDBs to design, implement, and seek to continuously improve a demand-driven, skills-based, service plan that includes enhancements to customer flow and service delivery that supports and advances the integration of employment and training services¹. According to State policy, the LWDBs functionally manage all one-stop programs.² The LWDB serving six counties designated as Local Area IV in the Wichita, Kansas region is the Workforce Alliance of South Central Kansas (WA).

To best leverage resources and align services from the **KANSASWORKS** Workforce Centers in Local Area IV, a customer service integration strategy will be implemented by the one-stop partners. The goal of the service integration model is to provide high quality services to employers and job seekers, even when faced with limited resources. Through an integrated services model, the local workforce system will operate programs based upon unified purposes, goals, and policies and will be better positioned to meet the needs of customers - job seekers and employers.

Employers are recognized as the primary customer for the Workforce Alliance in order to better serve job seekers. The intent of the One Stop service integration model is to coordinate employer engagement in a partnership strategy to support employment goals and program outcomes for one-stop partners. It is also a way to improve services to employers and increase engagement of the business community in the public workforce system.

WIOA implemented common performance measures across workforce programs. Programs are operating with the same goals for the participants they serve, with the end goal of long-term self-sufficiency for job seekers. Integrated services ensure job seekers have an opportunity to know their skills, improve their skills, and obtain a good job³ which best matches their skills. Services are tied to regional labor market data relative to local job driven occupational needs determined by the LWDB when determining demand occupations and self-sufficient wages.

A key feature of the integrated service model is to co-enroll eligible customers across programs when possible to support seamless service delivery. Customers who progress to a Job Seeker Services level are co-enrolled, creating a group of integrated customers. This commitment to building an integrated customer pool allows all staff, including Wagner Peyser (WP), WIOA Adult, Dislocated Worker, and Youth, Senior Community Service Employment Program (SCSEP), Trade Adjustment Assistance, Jobs for Veterans State Grant, and RESEA to be

¹ KW policy 5-22-00, pg. 1

² **KANSASWORKS** (KW) policy 5-22-22, pg. 3

³ TEGL 07-22 part 4

fully integrated and able to provide consistent services to any customer without concern for programmatic guidelines, and the documentation requirements which need to be followed. Thus, defining a service delivery process which does not emphasize program eligibility nor program participation.

Integrated Service Delivery and Functional Management

To administer these efforts a “Functional Manager” is designated by the WA to manage the day to day operations of service integration strategies in Local Area IV. The Functional Manager in Local Area IV is the One Stop Operator (OSO). The primary duty of the OSO is to reduce duplication of services, streamline customer flow throughout the workforce system, and ensure a non-sequential service delivery process based on individual customer needs that does not emphasize program eligibility nor program participation.⁴ The OSO coordinates operations in conjunction with leadership at the **KANSASWORKS** Wichita Center including the Director of Integrated Job Seeker Services, the Director of Integrated Employer Services, and the Regional Operations Manager for the Kansas Department of Commerce.

One-Stop operations in Local Area IV utilize a functional services model⁵; workforce center staff are organized by services provided, rather than by program or partner agency. Each service group is overseen by a functional supervisor who provides oversight and supervision of day-to-day activities. Formal managers, representing a one-stop partner, are also available for guidance specific to an agency or organization (including staff evaluations, wage concerns, etc.). As LWDBs are responsible for functionally managing all one-stop programs,⁶ the WA will work in conjunction with partners to designate an appropriate functional supervisor for each service group. Attempts are made for all WIOA and WP staff to be cross-trained on each function, but staff will be assigned a primary function based on skills, knowledge and experience.⁷

One-Stop Service Functions:

- Welcome Function
 - Information Services
 - Job Seeker Services
- Skills Training Function
- Business Services Function

The description of functional and formal supervision for customer service at KansasWorks Workforce Centers is below.

Functional Supervision: Each Functional Supervisor will serve as primary supervisor for day-to-day work activities. The Functional Supervisor will be responsible for the following:

- Providing oversight of daily activities/group functions
- Organizing and maintaining staffing schedule for group
- Directing, assigning and reassigning group members based upon operational needs

⁴ KW policy 5-22-00 pg. 1

⁵ KW policy 5-22-00, pg. 3

⁶ KW policy 5-22-00 pg. 3

⁷ KW policy 5-22-00, pg. 5

- Monitoring and tracking services provided by group
- Providing coaching and feedback based upon observations and staff inquiries
- Identifying and facilitating the timely resolution of questions, problems, concerns/complaints and other issues affecting or involving group
- Responding to questions/concerns of group members
- Addressing customer issues that involve group members or services provided by group
- Coordinating approvals of leave requests for group members
- Scheduling and conducting staff meetings and trainings for group members
- Communicating any meaningful action of the above-mentioned tasks timely to Formal Supervisors

Formal Supervision: Each staff member will retain a Formal Supervisor, as identified by the respective employer upon hire. The Formal Supervisor will be responsible for the following:

- Ensuring employees work in accordance with the agency's personnel policies
- Addressing behavior and performance concerns of employees at corrective action level based upon the agency's personnel policies
- Signing time sheets
- Approving expense reports/travel vouchers
- Communicating agency policies, procedures, required activities, news etc. to Functional Supervisor in a timely manor

The Functional and Formal Supervisors for each staff member will work closely together on the following:

- Ensuring work performance is, at a minimum, falling within an acceptable level
- Identifying and monitoring performance goals/priority outcomes
- Conducting performance reviews and preparing staff development plans
- Coordinating staff meetings and trainings
- Communicating changes to daily activity or tasks timely
- Ensuring all reports or spreadsheets are shared between agencies monthly

As mentioned above, the Workforce Centers in Local Area IV are overseen by a single functional manager: The One-Stop Operator. The responsibilities of the Functional Manager (One Stop Operator) are:

- Coordinating the one-stop delivery system and ensuring all required services are being effectively delivered in the local area
- Ensuring access to career and training services (will not provide direct client services)
- Providing data, information, and analysis of appropriate labor market data
- Supporting partnerships employers, their intermediaries and other community based organizations to boost and build the system of job placements for one stop operations in Local Area IV.
- Assisting in developing convening and/or implementing industry or sector partnerships to support one stop operation in Local Area IV.

Within the Centers, functional service groups are broken into two categories: Employment and Employer services. Employment services include Welcome and Skills Training functions; Employer services include the Business Services function.

The responsibilities of each functional service group are as follows:

Welcome Function:

Staff assigned to this function work with job seekers to determine the best set of services available given their needs⁸. This group is responsible for processing registrations, conducting preliminary evaluations of service needs based on skills, interests, and labor market information. The WA Board has divided this function into two areas: Information Services and Job Seeker Services.

Information Services (Front Desk & Public Access Computers area)

While the WA funds a full-time staff position with responsibilities covering the Information Desk, as part of the Integrated Service Model, all staff and partners providing services in the Centers have a responsibility for coverage of the Information Desk. This also includes staffing for the Resource Area as well as the job search computers. All customers entering a Center shall receive a prompt initial greeting, be checked in for services per Centers' policies and procedures, and given a Career Intake Assessment. As the first point of contact for all customers, the expectation is to provide exceptional customer service and have a working knowledge of all partners and programs within the Centers⁹. Information Services staff are also responsible for determining a customer's need for auxiliary aides and services.

Job Seeker Services

Staff associated with Job Seeker services are responsible for providing Career Services in the Integrated Services Delivery model. Job Seeker Services include but are not limited to WIOA, WP, and JVSG programs¹⁰ and focus on the assessment and enhancement of job seeking skills. Staff meet with customers one-on-one to provide individualized job search assistance as well as in group settings to conduct workshops. Required functional activities include:

- Conduct initial assessments to determine service needs based on skills, interests, and on labor market information¹¹
- Provide information and demonstration of available services, including on-line registration, occupational and labor market information, assessments to identify interests and aptitudes, and other employment related tools
- Assist job seekers with identification of basic skills deficits using generally available resources including WorkKeys Assessments and pre-screening assessments developed by employers
- Collect and submit documentation for eligibility for local, state, and federal programs utilizing M-Files or other means as appropriate

⁸ KW policy 5-22-00 pg.5

⁹ TEGL 16-16, Section 4 C

¹⁰ KW policy 5-22-00

¹¹ KW Policy 5-22-00 pg. 5

- Support and document customers' individual career goals by instituting customized Individual Employment Plans (IEP)¹²
- Provide case management services to customers enrolled in local, state, and federal programs in accordance with policies, procedures, and forms
- Support One-Stop and other partners through knowledge of resources and referral processes to eliminate customer barriers to meeting employment goals and outcomes
- Document and maintain customer contacts, services, and activities in electronic filing systems such as **KANSASWORKS** and M-Files in accordance with standard procedures, rules and regulations for the purpose of coordinating partner services and documenting program performance
- Participate as needed in job fairs, career day events, workshops, seminars, Rapid Response, networking events and other employment related activities
- Participate in all aspects of daily operations, including: staff-assisted career services including intensive one on one job search activities, and labor market information

Skills Training Function

Staff associated with Skills Training are responsible for providing one-on-one case management services to customers who have already received Job Seeker Services and are enrolled in training activities that ultimately lead to employment (as eligibility and funding allows). Required functional activities include:

- Collect and submit documentation for eligibility for local, state, and federal programs
- Assist customers with assessments
- Support and document customers individual training goals by instituting customized Individual Employment Plans (IEP)
- Provide one-on-one case management services to customers enrolled in local, state, and federal programs in accordance with policies, procedures, and forms
- Help to eliminate customer barriers during training by offering supportive services and referrals to partner and community resources to eliminate customer barriers
- Maintain and document contact with customers; track progress and performance outcomes in electronic filing systems such as **KANSASWORKS**, Alliance Database, and M-Files in accordance with standard procedures, rules and regulations for the purpose of coordinating partner services and documenting program performance
- Support One-Stop Partners to meet employment goals and outcomes
- Participate as needed in job fairs, career day events, workshops, seminars, Rapid Response, networking events and other employment related activities
- Assist as needed with Career Services in LAIV American Job Centers

Business Services Function

Staff serving in the Business Services function work with area employers to assist in identifying solutions for workforce needs. Business Services staff work to match job-ready applicants with the open positions held by

¹² TEGL 19-16, Section 6

area employers with emphasis on positions that meet the federal standards for “good jobs”¹³. The Business Services staff are divided into those that provide internal services and those that provide external services.

Internal Functional activities include:

- Assist placing job seekers in employment opportunities with emphasis on good jobs
- Support One-Stop Partners to meet employment goals and outcomes
- Obtain, input and review job orders. Match applicants with job requirements, using manual and/or computerized file searches. Contact applicants to inform them of employment opportunities
- Refer qualified applicants to employers based on pre-screening assessment results, application review, or other identified criteria
- Document and maintain customer contacts, services and activity in **KANSASWORKS** in accordance with standard procedures, rules and regulations for the purpose of coordinating partner services and documenting program performance
- Coordinate and participate as needed in job fairs, career day events, workshops, seminars, Rapid Response, networking events and other employment related activities
- Communicate regularly with all other functional groups regarding employer and job seeker services as well as providing information on job postings and employer feedback

External Functional activities include:

- Develop and maintain relationships with new and existing employer customers
- Work with employers to determine preferred skills assessments and establish basic skill levels necessary for job seekers utilizing the AJC to gain employment
- Document and maintain customer contacts, services and activity in **KANSASWORKS** in accordance with standard procedures, rules and regulations for the purpose of coordinating partner services and documenting program performance
- Coordinate and participate as needed in job fairs, career day events, workshops, seminars, Rapid Response, networking events and other employment related activities

Performance

The success of One Stop services is measured by a comprehensive performance accountability system in order to optimize the return on investment of federal funds, to assess the effectiveness of services, and to ensure continuous improvements.

All WIOA core partner programs are outcome based. The effectiveness of each program is measured by capturing customer performance information collected through **KANSASWORKS**. Current performance measures that apply to job seeker customers are:

Common Measures

- Entered Employment Rate 2nd Quarter– The percentage of program participants who are in education or training activities, or in unsubsidized employment during the second quarter after exit

¹³ TEGL 07-22

- Entered Employment Rate 4th Quarter– The percentage of program participants who are in education or training activities, or in unsubsidized employment during the fourth quarter after exit
- Median Earnings – The median earnings of program participants who are in unsubsidized employment during the second quarter after exit
- Credential Attainment- The percentage of participants enrolled in an education or training program (excluding those in OJT and customized training) who attained a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit
- Measurable Skills Gain- The percentage of participants who, during a program year, are in an education or training program that leads to a recognized postsecondary leading to credential or employment and who are achieving documented academic, technical, occupational, or other forms of progress, towards such a credential or employment
- Effectiveness in Serving Employers- Retention with the same employer measures the percentage of participants who exit and were employed by the same employer in the second and fourth quarters after exit and repeat business customers measures the percentage of employers who have used WIOA core program services more than once during the last three program year

Staff are provided the current negotiated standards of common measures for all programs, and are expected to contribute to the achievement of meeting or exceeding the highest of the WIOA program standards.

Integration Oversight & Continuous Improvement

The WA is committed to regular review of service delivery practices to ensure an ongoing focus on continuous improvement within LA IV. The WA One Stop Operator will manage/oversee the delivery of integrated services and works in coordination with the Regional Operations Manager for the Kansas Department of Commerce and other WIOA core partner programs.

Input from customers, internal partners, and community partners is critical to the progression of delivering a high level of customer service while aiming to meet needs of area businesses by connecting employers with a skilled workforce.

The WA will conduct ongoing oversight and monitoring of services, customer files, eligibility documentation, customer payments, level of integration, effectiveness of functional supervision, and performance to ensure compliance with federal and state laws, regulations, and local policies and procedures. In addition, the WA will conduct customer interviews on a quarterly basis.

Data validation is conducted annually by the State of Kansas to ensure that all information entered into **KANSASWORKS** is accurate and documented in the customer file.

In addition to WA oversight and monitoring, the State of Kansas and the U.S. Department of Labor monitors and/or audits the activities and documentation for services delivered.

Referrals

As stated in the Local Area IV Local Plan, all partners are committed to making referrals when a customer may benefit from the services of another partner program or if the customer requests a referral. Referrals shall be made on an individual customer basis and not as blanket referrals to another partner. Partners have agreed to use the standardized Partner Referral Form available from the Workforce Center or a partner's electronic referral option. When sending a referral all the necessary documents requested on the form shall be included. Partners will ensure appropriate releases are obtained from the customers so the partners may work together on services for the customer reducing duplication. Partners are expected to make an initial contact attempt with referred customers within 48 hours of receiving the referral.

Business and Community Outreach

The WA seeks to implement a collaborative and coordinated business outreach process to streamline employer and economic development engagement among partners. The purpose for this strategy is to improve services to employers and increase engagement of the business community in the public workforce system.

The partners will work to continue to coordinate outreach processes to employers. Coordinating employer contact is not intended to constrain access to employers, but rather to expand access to employers by enabling the workforce system to represent their customers equally, vigorously, and simplify the process for businesses. Regardless of who interacts with an employer, the employer's needs are met by including customers from all programs as potential employees.

Opening the dialogue between the partners and creating a streamlined approach to business outreach, will provide the opportunity for key stakeholders to discuss options for creating inclusion and targeted training programs. These programs will enhance employers' hiring capabilities, as well as providing people with multiple barriers to employment opportunities to become employed. This improved engagement will also provide additional paid job opportunities for youth while in school or immediately after, up to age 24. This can include, but is not limited to, internships, apprenticeships, job shadowing and/or training courses.

In an effort to increase the public's recognition of the workforce system, the WA Board adopted the State Workforce Services System Brand. The WA co-brands all outreach material, including print and digital material, with the WA logo and **KANSASWORKS** Workforce Center brand in accordance with State policy¹⁴. The state-wide branding will increase the visibility of all the connected Workforce Centers as well as easily identify access points and satellite centers.

¹⁴ KW policy 6-02-00



Workforce Alliance
Executive Committee Meeting Minutes
Wichita Workforce Center and ZOOM
April 10, 2024 – 11:30 AM

1. Welcome and Introductions

The Workforce Alliance (WA) Executive Committee met on April 10, 2024 in person and via ZOOM. Chair Jeff Longwell welcomed Committee members, asked for self-introductions and called the meeting to order. It was announced that Amy Williams has departed Spirit AeroSystems and is no longer a member of the committee.

2. One-Stop Operator (OSO) Procurement Update

The WA released a Request for Proposals for one-stop operations. One proposal was received and it was from Goodwill; staff have been negotiating an agreement with them. A scope of services and draft budget were provided for review. Staff and the OSO taskforce met with Goodwill on February 21, 2024 to review their proposal and the taskforce directed staff to continue to negotiate with Goodwill. The budget includes two full-time staff. One focus of the scope of services will be on partnerships and coordinating services with co-located and Workforce Innovation and Opportunity Act (WIOA) mandated partners. The proposed term of the agreement would be for June 1, 2024 through June 30, 2028 with an annual extension available. If the scope of services or budget should need to be changed an amendment will be completed and presented to the committee. WA staff reached out to the Kansas Department of Commerce (KDC) to seek sole source approval since Goodwill was the only proposal to be received and that request has been approved. WA staff plan to present this information to the Chief Elected Officials Board (CEOB) on April 11, 2024 to seek their approval. Laura Ritterbush, Goodwill's President and CEO, was present to provide information and answer questions. As she is on the WA board, staff are mindful of possible conflict of interest issues and will be managing those issues throughout the process. Longwell noted that though Goodwill as a one stop operator is new to Wichita, it is not new nationwide and is they do have experience in one-stop operations. Ritterbush indicated that the Goodwill of Kansas board is aware of this contract and it aligns well with their mission services. Lawing expects this to be an impactful change and will increase the visibility of WA operations and provide the ability to leverage new resources into WA operations.

Michele Gifford (Rod Blackburn) moved to approve an agreement and draft budget not to exceed the presented scope of services and recommend approval by the Chief Elected Officials Board (CEOB). Motion adopted.

3. Affiliate Workforce Center Certification

WIOA, state and local policy requires that affiliate one stops be certified at a minimum of every three years. The OSO assists in certification of the one stops as part of its scope of services. During the OSO contract termination transition, it was discovered that Eckerd conducted the One Stop Certification for all the affiliate sites in September 2023. The forms completed during the review of the Affiliate One Stop Centers in Butler, Cowley, and Sumner counties were sent to board and committee members in addition to the meeting packet and will be posted with the meeting materials on the website. The process includes reviewing services at the site as well as ensuring legal notices are posted, staff are present and knowledgeable, customer accessibility, etc. Staff review of the forms indicates all the affiliate one stops met the criteria to be certified by the Local Workforce Development Board (LWDB) and CEOB and forwarded to the Kansas Department of Commerce. The WA Program Operations and Performance Committee reviewed and approved the certification at their meeting on March 7, 2024.



Rod Blackburn (Kathy Jewett) moved to approve the certification of the affiliate one stops and recommend certification to the CEOB. Motion adopted.

4. Leveraged Funds Strategy Task Force

A task force was formed to identify opportunities for the WA to generate additional revenue from other sources to continue to create community impact beyond WIOA funding. The task force chair, Alana McNary, provided a review of recommendations for discussion. A report will be presented to the full board for discussion and adoption at its next meeting. One of the focuses of the task force is to look at ways to increase and improve participation and involvement of WA board members in order to represent and improve the visibility and credibility of the WA. Board members have more impact than staff in demonstrating to businesses, community and elected officials that the WA has value and is an investment in economic development. State and local funding opportunities exist that board members can assist the WA in obtaining. There is a need to be more deliberate, intentional and aggressive in pursuing these opportunities. It is important to identify legislative packages and elected officials that can be contacted and educated about WA programs and the funding needed in order to show them that providing funding to WA programs is an investment that will grow. Without lobbyists and a marketing budget, board members and their organizations are the only representation or advocates that the WA has in the community. Michele Gifford suggested that a page of bullet points needs to be created for board members that they can use in representing the WA's interests that explains benefits to employers, economic development and community. *There was consensus that the proposed task force strategy be discussed further at the next board meeting.*

5. Regional and State Labor Market Information

Amanda Duncan presented some slides regarding labor market data from the Kansas Labor Information Center and trends in employment patterns that impact the regional economy. Data shows that the labor force has continued to decline across the state over the past few years. Labor force participation rates in the local area has a lower participation rate compared to the state and higher than the U.S. but has been on a steady decline. The number of employer job postings is much higher than the number of active resumes/individuals seeking employment in the KANSASWORKS system. There are fewer people looking for jobs and a higher number of job postings. There is concern that the Wichita region may require an increase in labor market with the possibility of Integra adding 2,500 jobs and with the potential acquisition of Spirit by Boeing, there is concern of and how much work stays in Wichita. Businesses could be concerned that Wichita might not have a sufficient skilled labor force available. Staff will continue to monitor these trends and make changes where necessary. Commissioner Howell pointed out that employers are going to have to be more realistic about the wages they offer to workers in this competitive job market and uncertain economy. Jeff Longwell suggested that staff reach out to the Greater Wichita Partnership (GWP) and ask them what they are doing to recruit workers. Staff currently partner with the GWP on these efforts and will request a report to share with the Committee at a future meeting. *Report was received and filed.*

6. Workforce Alliance Community Impact Project Updates

Updates on the Youth Employment Project (YEP) and Home Base Wichita were provided. Duncan reviewed the current YEP report outlining outcomes, activities, goals and measures for the program. Internship interview days have been scheduled. The "Easy as Pie" campaign was rolled out to assist employers in developing internships and/or providing other opportunities that contribute to youth employment that can be tailored to their type of business and needs. Informational meetings were held for employers to learn about best practices for engaging young adults in work experiences. The career based Camp HYPE's are scheduled for the summer and accepting applications. A good deal of progress has been made in creating more summer internship opportunities for young people; however, there is a



great need for more employers to participate and staff are laying the groundwork to meet higher goals for next summer. Funding has been received from Bank of America and United Way; however, with it being less than previous years; not as many Camp Hype's will be able to be funded. Staff are pursuing other funding opportunities.

Tamara Ray, Director of Home Base Wichita (HBW), provided an update on the program on an increase in referrals, job placements and employer participation. A Skillbridge Internship event has been scheduled for April. The goal is to increase the number of employers that participate in the Skillsbridge program and is another way to attract and retain military members and their family members to the Wichita area after they depart the military. In May, a military appreciation event is scheduled with Mayor Wu scheduled to speak. Invitations to the Skillsbridge and military appreciation events as well as an approved list of Skillbridge employers in the region will be sent committee members.

Report was received and file

7. Consent Agenda

Approval of meeting minutes for February 14, 2024, Program Year 2023 budget update, operations report, communications report, registered apprenticeship report, policy revisions, additions to the Eligible Training Provider list and on-the-job training (OJT) contracts for CMJ Manufacturing, Hall Industrial, PB Hoidale, UV&S and Yingling Aviation were presented to the Committee for review and approval.

Kathy Jewett (Michele Gifford) moved to approve the Consent Agenda as presented. Motion adopted.

8. Adjournment

The meeting was adjourned at 1:00 PM.

Attendees:

LWDB Executive Committee Members

Rod Blackburn
Michele Gifford
Commissioner Jim Howell Via ZOOM
Kathy Jewett
Pat Jonas via ZOOM
Jeff Longwell
Alana McNary
Gabe Schlickau via ZOOM

Staff/Guests

Marcy Aycock
Amanda Duncan
Denise Houston
Keith Lawing
Shirley Lindhorst
Mary Mann
George Marko
Chad Pettera
Tamara Ray
Janet Sutton
Laura Ritterbush, Goodwill
Erica Ramos, Kansas Dept. of Commerce

Item

On-the-Job Training (OJT) Contracts for the Eligible Training Provider List (ETP)

Background

1. Approval of Addition to the ETP List for OJT

The following employer has submitted an application to be added to the ETP list for OJT.

Employer:	Textron Aviation
Company Description:	Textron Aviation brands include: Cessna, Beechcraft, Able Aerospace Services, AeroMotion, MCCauley Propeller Systems, TRU Simulation + Training. Specific to this Agenda Item is the Maintenance and Paint Apprenticeship Program.
Location:	Wichita, Sedgwick County
Occupation(s):	Maintenance and Paint Apprentices
Training Length:	Full length is two years
Average Wage Range:	\$20.00 entry level
Benefits:	Full benefit package
Comments:	WICHITA, Kansas (October 10, 2023) — Textron Aviation today announced that its Maintenance and Paint Apprenticeship programs have officially been recognized as state-registered apprenticeships through the Kansas Department of Commerce. The two-year programs support the company’s long-term strategic workforce plan and offer prospective and current employees opportunities to try new fields, learn new skills and stretch their abilities to build a lasting career.
OJT Funding Streams <i>subject to availability</i>	All Funding streams are available and appropriate based on occupation and new hire eligibility requirements.

Recommended Action

Approve addition of **Textron Aviation** to OJT ETP list.