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Workforce Alliance Local Workforce Development Board (LWDB)
Wichita Workforce Center - 2021 N. Amidon, Suite 1100
Executive Committee Meeting Minutes
June 14, 2023 – 11:30 AM

1. Welcome and Introductions

The Workforce Alliance (WA) LWDB Executive Committee assembled in-person and via ZOOM. Chair Melissa Musgrave welcomed Committee members, asked for self-introductions and called the meeting to order. Lawing announced that Matt Peterson, Cargill will be leaving the board when his term ends on June 30th. Peterson has served on the board since 2017. Lawing also announced that this was the last meeting to be chaired by Melissa Musgrave, Airbus as her term as chair ends June 30th. She will remain on the board and the executive committee. Both were thanked for their service and presented with a gift.

2. U.S. Department of Agriculture's Supplemental Nutrition Assistance Program Education and Training (SNAP E&T)

The WA is developing a pilot SNAP (AKA food stamps) E&T project in partnership with the Department of Children and Families (DCF), the United States Department of Agriculture (USDA) and key partners including Goodwill/NexStep Alliance, City of Wichita, Sedgwick County and Cerebral Palsy Research Foundation (CPRF). Eric Hunt and Lisa Strunk, KS Dept. of Children and Families were in attendance to answer technical questions and assist in the discussion. This project allows the WA to provide services to another population and DCF to expand on their services. Organizations can use non-Federal funding for allowable SNAP E&T services and supports, which are then eligible for a 50 percent reimbursement through the State's SNAP E&T program. One of the key advantages to becoming a SNAP E&T Intermediary is the ability to generate local matching funds to increase the number of persons that can be served. The initial phase of the pilot project with the WA serving as a SNAP E&T Provider would begin on July 1st and end September 30th. This will allow time to determine if the initial structure works or if changes are needed. The WA and DCF will receive assistance and support from USDA on administration and operations and work with the identified key partners to evolve to an Intermediary 50/50 model after October 1, 2023. A summary of the project design and proposed agreement with DCF was presented. The pilot would only serve customers in Sedgwick County initially. The WA will receive \$50,000 in funding for initial operations as a SNAP E&T Provider. Longwell asked if there were benchmarks that participants had to meet to retain benefits and if the WA would be responsible for tracking and reporting them. Strunk replied that there are benchmarks; WA staff will report hours to DCF and DCF staff are responsible for making determinations as to whether requirements are met. Jennifer Baysinger with Senator Marshall's office noted that the state recently changed the age requirement maximum from 49 to 59 and asked if this pertains to this project. DCF is in the process of making adjustments to this change and it will be factored into this model. This model is the first of its kind in the state and if successful, could be used as a model to expand to other parts of the state. The board will receive updates on the project as it progresses
Jeff Longwell (Matt Peterson) moved to approve an agreement with DCF to implement a SNAP E&T pilot project. Motion adopted.

3. Program Year 2022 (PY22) Budget Review and Program Year 2023 (PY23) Budget Presentation

The budget for the current program year was reviewed and the proposed budget for PY23 was presented. The LWDB Finance Committee reviewed the proposed budget at its meeting on May 31st; members approved its recommendation to the Executive Committee and Chief Elected Officials Board. Federal funding under WIOA has decreased for the State of Kansas; allocations are based on a formula made up of economic factors. A list of non-WIOA funding was reviewed with the Committee; these funds will augment the budget from various funding sources, which are then leveraged into operations and assist in supporting WIOA outcomes. The PY22 budget through the 3rd quarter was reviewed. The status of the

budget is sitting well, with 44% of the budget remaining. Funds can be carried over for two years and are always needed because of the timing of receiving annual allocations. There will be \$400,000 increase in the budget for next year, which some of the non-WIOA funding will cover. There is flexibility to move funds between the WIOA Adult and Dislocated Worker (DW) programs as needed and due to less demand for DW; some funds are being removed to the Adult program side.

Michele Gifford (Matt Peterson) moved to approve the proposed budget and recommend adoption to the Chief Elected Officials Board (CEOB), with authorization for staff to make adjustment once final carry over funding is known. Motion adopted.

4. 2023-2025 Workforce Alliance Strategic Plan Report

The Executive Committee were given the opportunity to review and comment on the draft strategic plan in advance of the full Board meeting in July. The planning process was initiated last fall, which included roundtable discussions with subject matter experts. A draft of the plan was reviewed at the last board meeting in April. The last plan was rather broad and after individual conversations and those had during the planning roundtables there was an agreement about the need to be more narrowed and focused. There are now three high level goals with specific tactical focuses within each goal. The first goal is to Exceed Workforce Innovation and Opportunity Act (WIOA) Performance Goals in Program and One-Stop Operations with a tactical focus on WIOA Title I, Senior Community Employment Service Program (SCSEP) and Integrated Service Delivery Model (how workforce enters are operated in partnership with Kansas Department of Commerce and mandated partners). The second goal is to Leverage Resources and Align Services to Create Community Impact Beyond Annual WIOA Allocations with a tactical focus on generating non-WIOA funds, developing creative and innovative partnerships and continuing to improve on the strategic communication plan (outreach to community to increase awareness of programs, services and resources available). The third goal is to Support Youth Employment and Career Awareness through work-based learning and applied learning models with a tactical focus on the Youth Employment Project (YEP) / Helping Youth Prepare for Employment (HYPE), the Work-Based Learning (WBL) project and Roadtrip Nation. This information will be presented at the next full board meeting in July for adoption. The plan will be a guidepost for the work of the WA for the next few years.

Report was received and filed.

5. Brookings Institution Growth Intermediary Opportunity

Brookings Metro and the Center for Economic Inclusion are launching a Growth Intermediary Practitioner Network in 2023. It is an 18-month collaborative learning network that seeks to inform and learn from the work of Growth Intermediaries in eight regions. A group of workforce board leaders around the nation have been working with Brookings over the years; the organization has an interest in employment and training policy and models and how they affect regional economies. The WA can apply to be one of these growth intermediaries and if accepted, would receive \$100,000 of funding support, technical assistance and tools to assist in developing strategies on how resources can be better utilized to actively engage the community. This region lags peer communities in wages, employment participation, diversity and this opportunity would try to improve and build on work already being done in these areas. Some WSU staff have been consulted and they are supportive of the WA's application. It is in line with work being done with the Wichita Regional Chamber and the Greater Wichita Partnership (GWP). If selected to be one of the eight regions, the WA would dedicate staff to lead and implement. The timeframe to complete the application is the second week in July and staff are confident that a strong application can be submitted. Gifford asked if it was known if the GWP or Chamber were applying. Staff will consult with these organizations and WSU on who should take the lead on the application and if it is better for those organizations to be the lead applicant, the WA would support their application. There is no cost to the WA other than staff time; the \$100,000 stipend would pay for the time commitment involved, support staff, meeting expenses, research, travel to support those operations; this commitment would not take away

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from the WA's existing budget. At this time, it is not anticipated that any staff will need to be hired. Committee members were supportive the application. Staff will determine if application will be made and keep the Committee informed as updates occur.

6. Consent Agenda

Approval of meeting minutes for May 10, 2023, review of the Program Year 2021 tax return and A-133 Audit, revised cost allocation plan policy, lease amendment for the Butler Workforce Center space in El Dorado and an On-the-Job (OJT) contract for Global Aviation Technologies were presented to the committee for review and/or approval.

Tony Naylor (Matt Peterson) moved to approve the Consent Agenda as presented. Motion adopted.

7. Announcements

Wichita has been selected to host a site visit from the National Fund and Harvard researchers on behalf of the WalMart Foundation in regard to career navigation. The purpose is to assist Walmart in making decisions on where to invest funds. This visit is in line with WA strategic plan goals. The visit would take place the first week of August and a \$5,000 stipend will be awarded to offset the cost of the visit. The visit could lead to the WA receiving additional funds from the National Fund and WalMart Foundation.

8. Adjournment

The meeting was adjourned at 12:40 PM.

Attendees:

LWDB Executive Committee Members

Michele Gifford
Kathy Jewett
Pat Jonas via Zoom
Jeff Longwell
Melissa Musgrave via Zoom
Matt Peterson
Amy Williams via Zoom

Staff/Guests

Katie Dawes via Zoom
Amanda Duncan via Zoom
Denise Houston
Keith Lawing
Shirley Lindhorst
Mary Mann
Jennifer Baysinger, Senator Roger Marshall's Office
Eric Hunt, KS Dept. of Children and Families
Erica Ramos, LWDB
Lisa Strunk, KS Dept. of Children and Families
Lucretia Taylor, Intl. Rescue Committee