



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

Join Zoom Meeting: <https://us02web.zoom.us/j/87282633502>

Thursday, June 16, 2022 • 11:30 a.m. – 1:00 p.m.

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1. **Welcome and Introductions:** Melissa Musgrave (11:30)
 2. **Fiscal Year 2021 and 2022 (FY21 & FY 22) Budget Presentation:** Chad Pettera (11:35) (pp. 2-9)
Recommended action: Approve the budget as presented, with authorization for final adjustments once final carry over funding is known.
 3. **Demand Occupations List for Program Year 2022:** Denise Houston (11:50) (pp. 10-18)
An ongoing function of the Workforce Alliance (WA) Local Workforce Development Board (LWDB) is to annually review the Demand Occupations List for Local Area IV.
Recommended action: Approve the Demand Occupation List for Program Year 2022.
 4. **Proposed Policy Revisions – Workforce innovation and Opportunity Act (WIOA), Dress Code and Policy Handbook:** Denise Houston (12:00) (pp. 19-22)
Staff is requesting the following policy revisions for continuous improvement and changes in the local area.
Recommended action: Approve the proposed policy changes and updates to the Center's Handbook and WA's Code of Conduct.
 5. **Roadtrip Nation (RTN) - Project Wichita 2022:** Keith Lawing (12:15) (pp. 23-26)
The Workforce Alliance and USD 259 are working with Roadtrip Nation on a Wichita project. An update on the project will be shared.
Recommended action: Approve modifications to the project agreement and authorize funding support not to exceed \$150,000.
 6. **Youth Employment Project / Helping Youth Prepare of Employment (HYPE) 2022 Update:** Keith Lawing (12:30) (pp. 27-28)
YEP/ HYPE activities now underway will be discussed.
Recommended action: Take appropriate action.
 7. **Consent Agenda and Committee Reports:** Keith Lawing (12:45)
 - A. Approval of Meeting Minutes for February 9, 2022 (pp. 29-31)
 - B. Workforce Alliance A-133 Audit Report for Program Year 2020 (p. 32)
 - C. Contract Extensions and Updates: Youth - Cerebral Palsy Research Foundation (CPRF), Pyxis, Amber DiNapoli, LSCSW, Allied Health and WTI / Cowley College / Corrections - Kansas Department of Corrections (KDOC) and Sedgwick County Department of Corrections (SCDC) (pp. 33-39)
 - D. On-the-Job Training Contracts – TEC Systems Group and Metal Finishing Company, Inc. (pp.40-41)
 - E. Workforce Center Operations / One-Stop Operator Report (pp. 42-45)
 - F. State Workforce Innovation Conference - October 3rd and 4th in Lawrence, Kansas (pp. 46-47)*Recommended Action: Approve the consent agenda as presented*
 8. **Adjourn:** Melissa Musgrave (1:00)

*The next LWDB Executive Committee Meeting / Roundtable is scheduled for
Wednesday, July 13, 2022 at 11:30 a.m.*

Workforce Alliance Consolidated Budget PY21

July 2021 - June 2022

Expenditures Through 4/30/2022

Category	WIOA				Community Impact Funds				Consolidated			
	Budget	April Expenditures	YTD Expenditures	% Budget Remaining	Budget	April Expenditures	YTD Expenditures	% Budget Remaining	Budget	April Expenditures	YTD Expenditures	% Budget Remaining
Wages	\$ 1,769,689	\$ 137,640	\$ 1,374,676	22%	\$ 1,420,000	\$ 99,139	\$ 1,120,966	21%	\$ 3,189,689	\$ 236,779	\$ 2,495,642	22%
Fringe	\$ 456,295	\$ 40,738	\$ 356,704	22%	\$ 332,302	\$ 26,989	\$ 243,410	27%	\$ 788,597	\$ 67,727	\$ 600,114	24%
Facilities	\$ 253,578	\$ 50,790	\$ 286,315	-13%	\$ 168,172	\$ 5,917	\$ 74,236	56%	\$ 421,750	\$ 56,707	\$ 360,551	15%
Contract/Pro Fees	\$ 196,097	\$ 10,761	\$ 169,533	14%	\$ 167,796	\$ 5,224	\$ 75,120	55%	\$ 363,893	\$ 15,985	\$ 244,653	33%
Supplies/Equipment	\$ 54,583	\$ 4,667	\$ 78,123	-43%	\$ 70,483	\$ 1,963	\$ 34,270	51%	\$ 125,066	\$ 6,630	\$ 112,393	10%
Outreach/Cap Building	\$ 28,601	\$ 770	\$ 18,046	37%	\$ 245,910	\$ 202,457	\$ 282,447	-15%	\$ 274,511	\$ 203,227	\$ 300,493	-9%
Travel/Conferences	\$ 31,450	\$ (82)	\$ 18,918	40%	\$ 29,850	\$ 4,060	\$ 17,478	41%	\$ 61,300	\$ 3,978	\$ 36,396	41%
Grants Awarded	\$ 85,000	\$ 20,263	\$ 105,397	-24%	\$ 201,664	\$ 29,780	\$ 183,682	9%	\$ 286,664	\$ 50,043	\$ 289,079	-1%
Staff Development	\$ 26,750	\$ 100	\$ 865	97%	\$ 17,820	\$ -	\$ 1,705	90%	\$ 44,570	\$ 100	\$ 2,570	94%
Misc	\$ -	\$ -	\$ -	0%	\$ 20,666	\$ -	\$ 57,373	-178%	\$ 20,666	\$ -	\$ 57,373	-178%
Work Experience	\$ 1,013,065	\$ 37,783	\$ 377,716	63%	\$ 750,280	\$ 1,558	\$ 74,172	90%	\$ 1,763,345	\$ 39,341	\$ 451,888	74%
On The Job Training	\$ 75,000	\$ -	\$ 538		\$ 549,266	\$ 13,463	\$ 199,953	64%	\$ 624,266	\$ 13,463	\$ 200,491	68%
Incentives	\$ 6,000	\$ -	\$ 550	91%	\$ 25,000	\$ 16,060	\$ 29,753		\$ 31,000	\$ 16,060	\$ 30,303	2%
Occupational Training	\$ 449,495	\$ 1,388	\$ 49,386	89%	\$ 2,032,800	\$ 105,336	\$ 410,362	80%	\$ 2,482,295	\$ 106,724	\$ 459,748	81%
Supportive Services	\$ 98,226	\$ 991	\$ 19,198	80%	\$ 607,047	\$ 3,160	\$ 42,236	93%	\$ 705,273	\$ 4,151	\$ 61,434	91%
Total	\$ 4,543,830	\$ 305,809	\$ 2,855,965	37%	\$ 6,639,056	\$ 515,106	\$ 2,847,163	57%	\$ 11,182,886	\$ 820,915	\$ 5,703,128	49%

Analysis

Budget: The PY21 budget with expenditures through the end of the April 2022. The budget includes a breakdown between WIOA (LWDB budget) and non-WIOA Funding (Community Impact Funds) and combined totals.

The PY21 budget allocates 51% on direct client spending including classroom training, work experience, on-the-job training and supportive services. YTD spending on direct client services is 21% of total expenditures for all funds. The Incentive line item for participants is mostly spent, most of those funds are for summer incentives for YEP, so it is expensed to be mostly spent by this time of year. The CIF Outreach line item is where the Jobs Fore Youth Golf Tournament expenses are allocated, the tournament was held in September. The CIF miscellaneous line includes interest expense, depreciation, and \$1,800 in miscellaneous expenses. Outreach and Capacity Building line item is negative due to the first round of payments to Roadtrip Nation. \$200,000 was raised to support that expenditure. The budget has 49% remaining. At this point in the budget year the target for remaining budget would be 16% or greater.

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

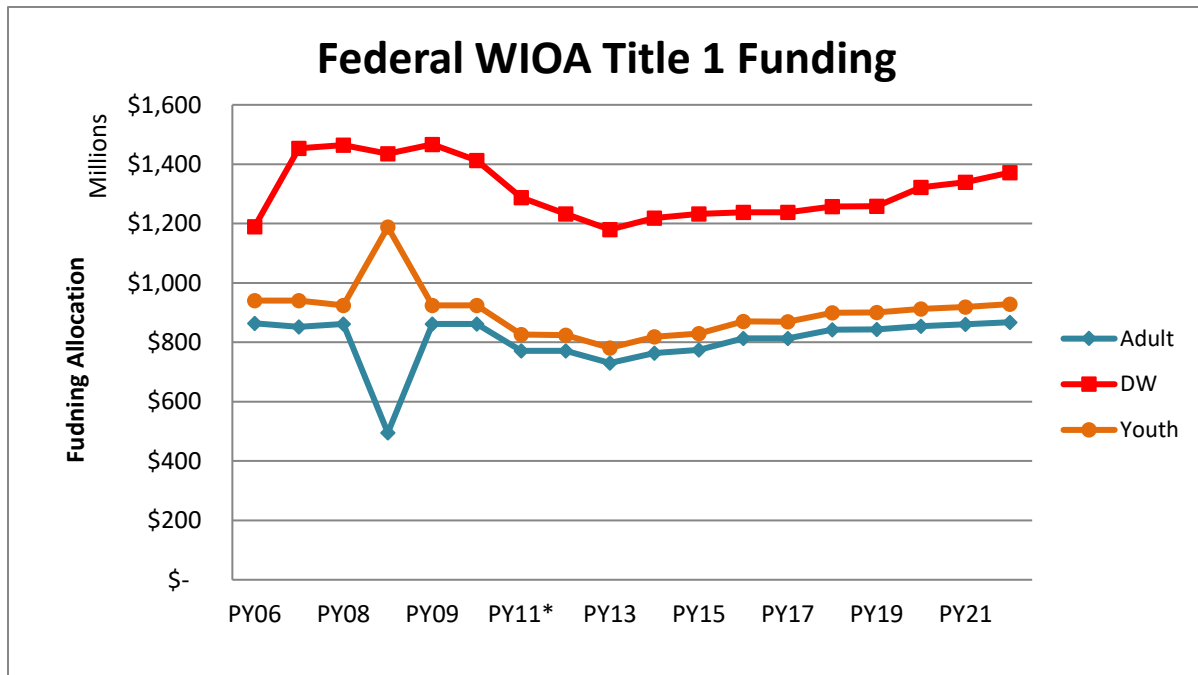
Program Year 2022 (PY22) July 2022 – June 2023 Budget

Background

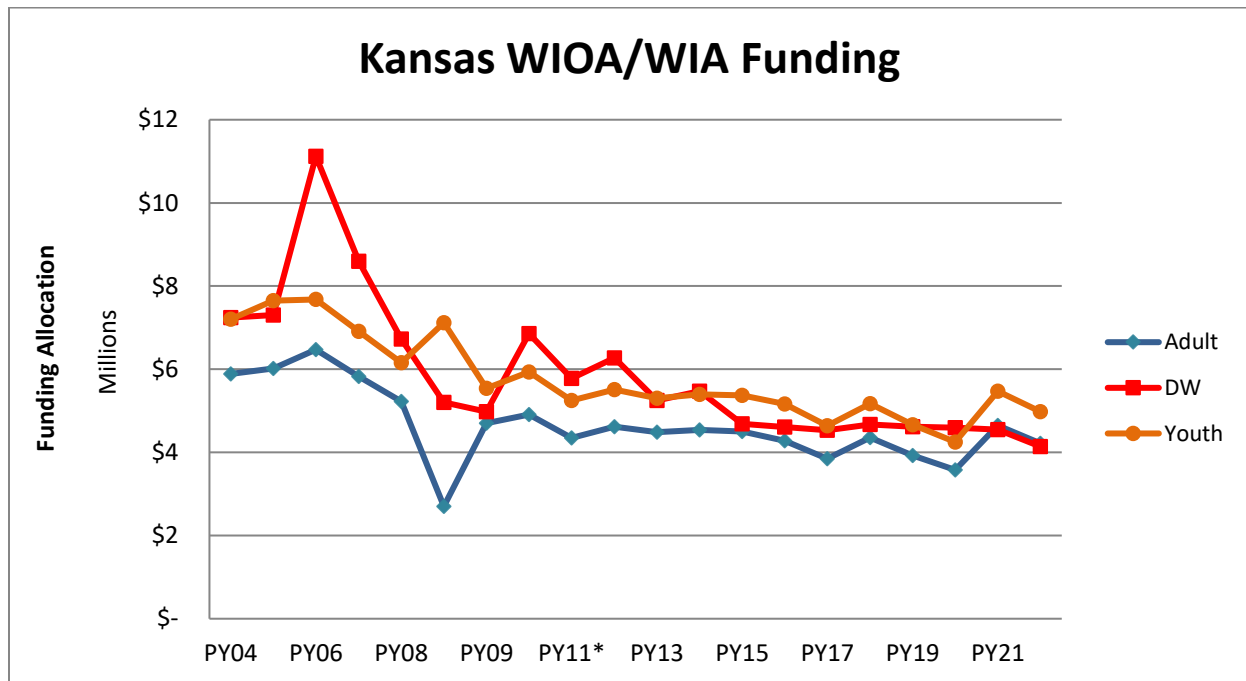
WA received its planning allocation for WIOA for the program/fiscal year that starts July 1, 2022. WA will see its second increase in WIOA funding in seven years. The Finance Committee met on May 25th, and recommended approval of the proposed budget to the Workforce Alliance Board and the Chief Elected Officials Board (CEOB).

Analysis

Funding for the WIOA Title I programs at the federal level will have an \$49.6 -million-dollar increase for PY22 or roughly 1.6%. Funding for the individual programs is Adult at \$8.6 billion, Dislocated Worker \$1.34 billion, and Youth \$9.28 billion.

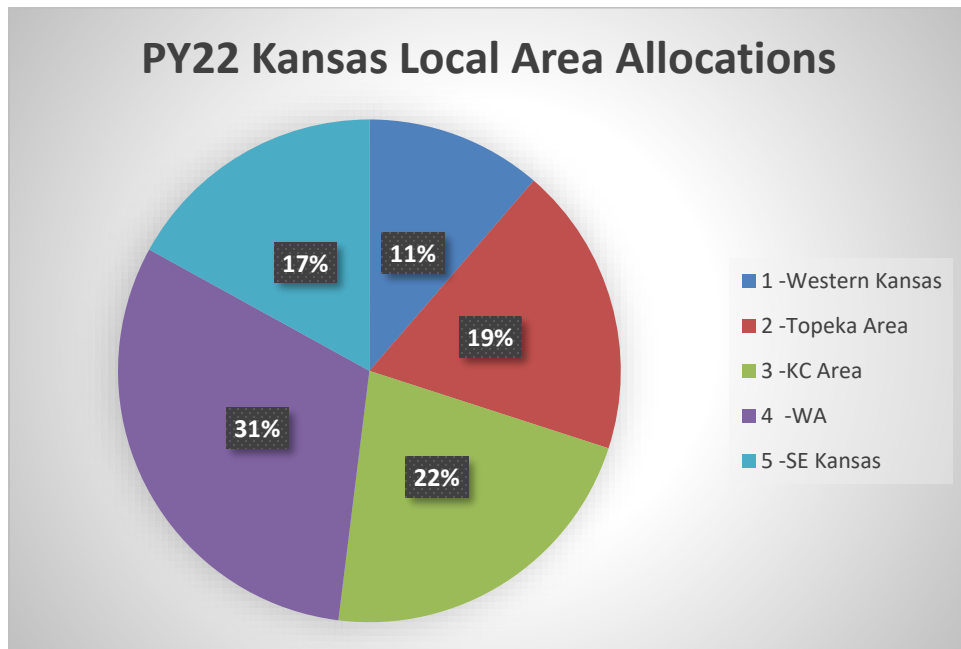


WIOA funding for the State of Kansas for all funding streams is being reduced by almost 10%. Adult is decreasing from \$4.6 to \$4.2 million. Dislocated Worker is decreasing from \$4.5 million to \$4.14 million. Youth funding is decreasing from \$5.47 to \$4.97 million. For Kansas the total WIOA allocation is decreasing by \$1,328,162 or about 9.5%.

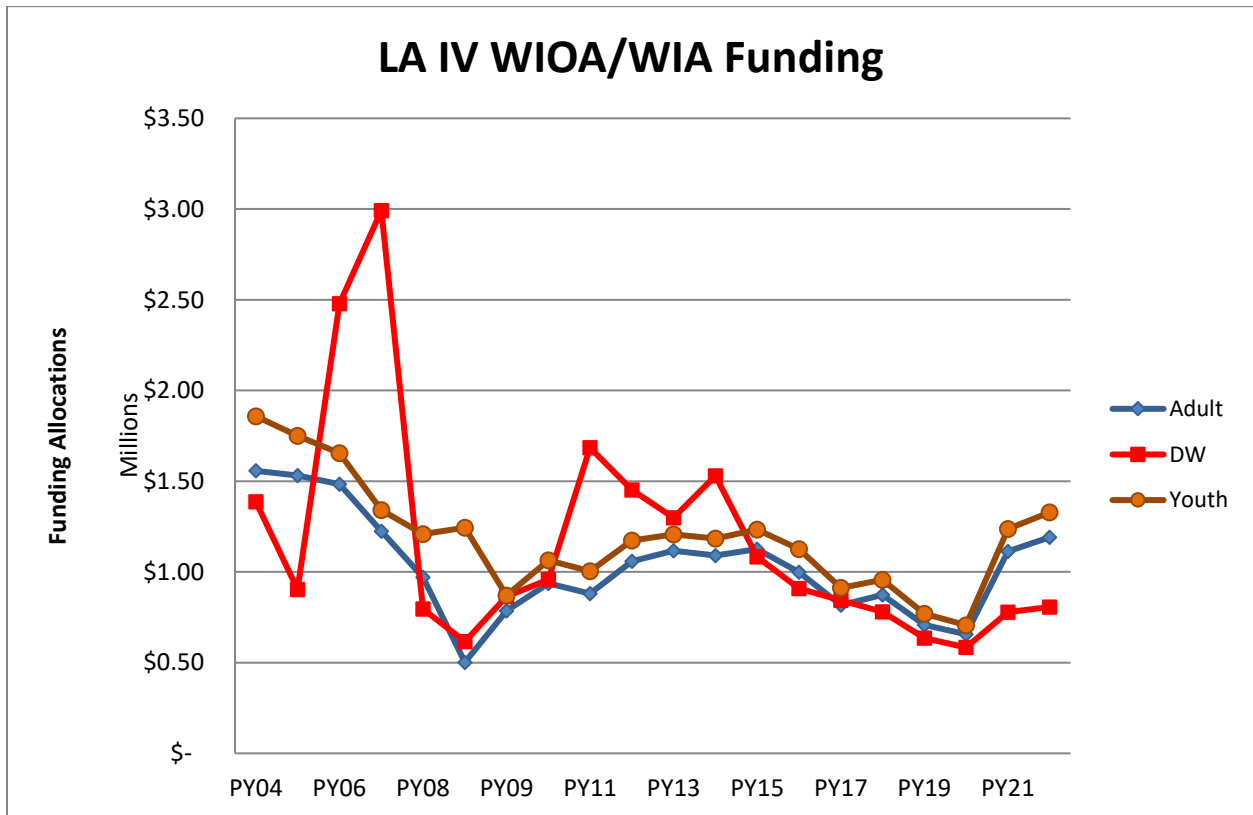


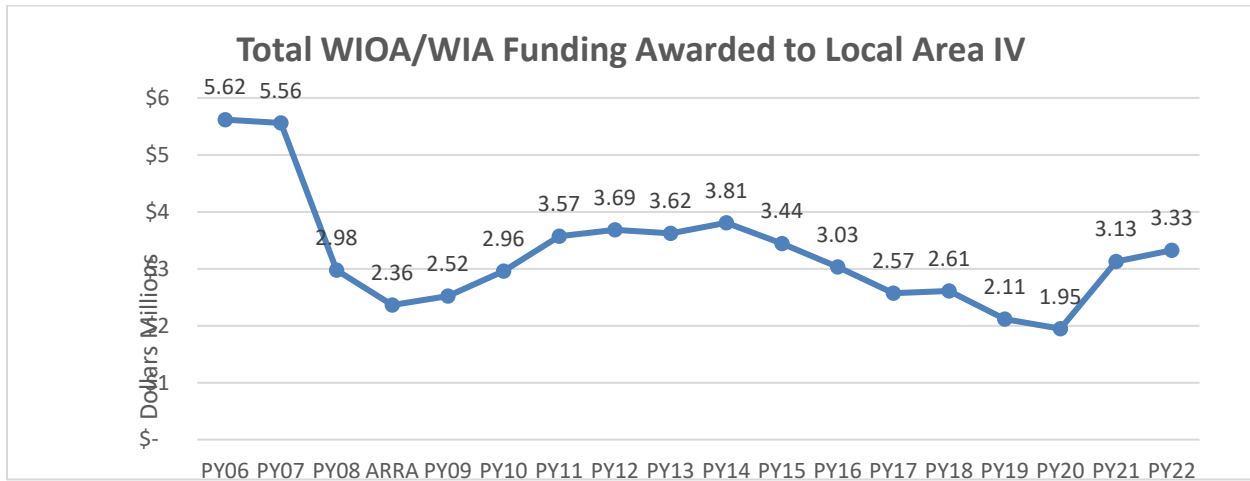
WIOA funding across Kansas is increasing in Local Areas 1, 2 and 4 and decreasing in 4 and 5.

PY22 WIOA Allocations by Local Area and Program					
Local Area	Adult	Dislocated Worker	Youth	Total	Change from Previous Year
1 -Western Kansas	\$ 330,972.00	\$ 488,062.00	\$ 395,671.00	\$ 1,214,705.00	\$ 11,062.00
2 -Topeka Area	\$ 596,712.00	\$ 527,075.00	\$ 873,553.00	\$ 1,997,340.00	\$ 10,854.00
3 -KC Area	\$ 749,869.00	\$ 825,013.00	\$ 780,253.00	\$ 2,355,135.00	\$ (861,138.00)
4 -WA	\$ 1,190,632.00	\$ 806,486.00	\$ 1,328,015.00	\$ 3,325,133.00	\$ 196,715.00
5 -SE Kansas	\$ 715,200.00	\$ 250,967.00	\$ 853,607.00	\$ 1,819,774.00	\$ (346,079.00)
Total	\$ 3,583,385.00	\$ 2,897,603.00	\$ 4,231,099.00	\$ 10,712,087.00	\$ (988,586.00)



In total for PY21 LA 4 is receiving \$3.128 million, which is \$293K million more than last year of a 6% increase.





Other Planned Revenue Sources for PY22

Senior Community Services Community Services Program- \$765,000
Rapid Response- \$52,828
RETAIN- \$369,818
United Way Patient Care Assistant Program- \$126,653
Work Based Learning- \$142,500
PACES- \$39,482
Pathways Home \$306,683
YEP- \$85,000
DWG- \$752,690
REAP- \$236,643
One Workforce- \$2,174,953
OKEP- \$18,848
MUS DWG- \$571,853
Total Other Planned Revenue for PY22 \$5,716,622

Overall the PY22 Budget for the organization is decreasing next year from \$11.1 million to \$9.8 million due to the expiration of a few grants. Those expiring grants include the Dislocated Worker Grants, KAMP, KHPOP, and Apprentice Expansion. There is growth in wages and fringe, due to wage increases required to keep up with economic conditions and a few expansions of positions for new grants that are being implemented. Outreach budget is high this year due to funding acquired for Roadtrip Nation through the Kansas Department of Commerce. Reductions to client services are largely tied to the expiration of the KAMP Grant. The planned budget allocates 41% of funds to direct client services which include work experience, training and supportive services.

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: *Approve the budget as presented, with authorization for final adjustments once final carry over funding is known.*

**Proposed Workforce Alliance PY22 Budget
July 2022 - June 2023**

Planned Revenues

Revenue Stream	PY21 Carry Over	PY22 Allocation	Transfer (up to 100%)*	Total PY22 Funding	% of Budget
Adult	\$ 104,000	\$ 1,107,288	\$ 302,069	\$ 1,513,357	15.39%
Dislocated Worker	\$ 50,000	\$ 750,032	\$ (302,069)	\$ 497,963	5.06%
Youth	\$ 500,000	\$ 1,235,054		\$ 1,735,054	17.64%
Admin	\$ 139,740	\$ 232,759		\$ 372,499	3.79%
Senior	\$ -	\$ 765,000		\$ 765,000	7.78%
Rapid Response*	\$ 17,000	\$ 35,828		\$ 52,828	0.54%
REAP	\$ -	\$ 236,643		\$ 236,643	2.41%
PACES	\$ -	\$ 39,482		\$ 39,482	0.40%
YEP	\$ -	\$ 85,000		\$ 85,000	0.86%
United Way	\$ -	\$ 126,653		\$ 126,653	1.29%
RETAIN	\$ -	\$ 369,818		\$ 369,818	3.76%
One Workforce	\$ -	\$ 2,174,953		\$ 2,174,953	22.11%
OKEP	\$ 18,848	\$ -		\$ 18,848	0.19%
Work Based Learning	\$ -	\$ 142,500		\$ 142,500	1.45%
MUS DWG	\$ 571,853	\$ -		\$ 571,853	5.81%
Pathway Home	\$ -	\$ 306,683		\$ 306,683	3.12%
DOL DWG	\$ 752,690	\$ -		\$ 752,690	7.65%
General	\$ -	\$ 73,675		\$ 73,675	0.75%
	\$ 2,154,130	\$ 7,681,365	\$ (0)	\$ 9,835,494	100.00%

Planned Expenditures

Category	PY22 Proposed	PY21 Budget	PY21 Exp. Thru March	PY21 % of Expenditures	Budget Difference PY21/PY22
Wages	\$ 3,408,500	\$ 3,189,689	\$ 2,258,863	71%	\$ 218,811
Fringe	\$ 879,143	\$ 788,597	\$ 532,386	68%	\$ 90,546
Facilities	\$ 399,300	\$ 421,750	\$ 303,844	72%	\$ (22,450)
Contract/Pro Fees	\$ 437,094	\$ 363,893	\$ 228,668	63%	\$ 73,201
Supplies/Equipment	\$ 151,415	\$ 125,066	\$ 105,765	85%	\$ 26,349
Outreach/Meetings	\$ 116,893	\$ 274,511	\$ 103,465	38%	\$ (157,618)
Travel/Conference	\$ 88,320	\$ 61,300	\$ 32,418	53%	\$ 27,020
Grants Awarded	\$ 259,600	\$ 286,664	\$ 239,037	83%	\$ (27,064)
Staff Development	\$ 39,550	\$ 44,570	\$ 2,470	6%	\$ (5,020)
Misc	\$ 51,050	\$ 20,666	\$ 57,373	278%	\$ 30,384
Youth Work Experience	\$ 363,649	\$ 399,000	\$ 110,355	28%	\$ (35,351)
Adult WX/Incumbent	\$ 891,051	\$ 1,364,345	\$ 302,192	22%	\$ (473,294)
OJT	\$ 550,000	\$ 624,266	\$ 187,028	30%	\$ (74,266)
Incentives	\$ 35,000	\$ 31,000	\$ 8,043	26%	\$ 4,000
Education & Training	\$ 1,795,280	\$ 2,482,295	\$ 353,024	14%	\$ (687,015)
Supportive Services	\$ 369,650	\$ 705,273	\$ 57,282	8%	\$ (335,623)
	\$ 9,835,494	\$ 11,182,886	\$ 4,882,212	44%	\$ (1,347,392)

	PY22		PY21	YTD Expenditures
Operations/Overhead	\$ 5,830,865	59%	\$ 5,576,707	\$ 3,864,289 79%
Direct Client	\$ 4,004,629	41%	\$ 5,606,179	\$ 1,017,924 21%

Workforce Alliance Consolidated Budget PY21 Comp PY22

July 2021- June 2023

PY21 Expenditures Through 03/31/2022

Category	WIOA						Community Impact Funds						Consolidated					
	PY21 Budget	PY22 Budget	PY21-PY22 Budget	PY21 YTD Expenditures	% Budget Remaining		PY21 Budget	PY22 Budget	PY21-PY22 Budget	PY21 YTD Expenditures	% Budget Remaining		PY21 Budget	PY22 Budget	PY21-PY22 Budget	PY21 YTD Expenditures	% Budget Remaining	
Wages	\$ 1,769,689	\$ 2,120,500	\$ 350,811	\$ 1,095,068	38%		\$ 1,420,000	\$ 1,288,000	\$ (132,000)	\$ 1,192,764	16%		\$ 3,189,689	\$ 3,408,500	\$ 218,810.92	\$ 2,287,832	28%	
Fringe	\$ 456,295	\$ 547,814	\$ 91,519	\$ 298,789	35%		\$ 332,302	\$ 331,330	\$ (973)	\$ 271,353	18%		\$ 788,597	\$ 879,143	\$ 90,546.05	\$ 570,142	28%	
Facilities	\$ 253,578	\$ 302,550	\$ 48,972	\$ 162,200	36%		\$ 168,172	\$ 96,750	\$ (71,422)	\$ 211,258	-26%		\$ 421,750	\$ 399,300	\$ (22,450.48)	\$ 373,458	11%	
Contract/Pro Fees	\$ 196,097	\$ 271,284	\$ 75,187	\$ 112,890	42%		\$ 167,796	\$ 165,810	\$ (1,986)	\$ 148,375	12%		\$ 363,893	\$ 437,094	\$ 73,200.86	\$ 261,265	28%	
Supplies/Equipment	\$ 54,583	\$ 83,010	\$ 28,427	\$ 32,157	41%		\$ 70,483	\$ 68,405	\$ (2,078)	\$ 116,804	-66%		\$ 125,066	\$ 151,415	\$ 26,349.00	\$ 148,961	-19%	
Outreach/Meetings	\$ 28,601	\$ 40,645	\$ 4,292	\$ 14,458	49%		\$ 245,910	\$ 76,248	\$ (187,433)	\$ 37,023	85%		\$ 274,511	\$ 116,893	\$ (157,618.30)	\$ 51,481	81%	
Travel/Conference	\$ 31,450	\$ 52,720	\$ 21,270	\$ 699	98%		\$ 29,850	\$ 35,600	\$ 5,750	\$ 2,659	91%		\$ 61,300	\$ 88,320	\$ 27,020.00	\$ 3,358	95%	
Grants Awarded	\$ 85,000	\$ 88,100	\$ 3,100	\$ 42,479	50%		\$ 201,664	\$ 171,500	\$ (30,164)	\$ 853,313	-323%		\$ 286,664	\$ 259,600	\$ (27,064.00)	\$ 895,792	-212%	
Staff Development	\$ 26,750	\$ 22,100	\$ (4,650)	\$ 1,347	95%		\$ 17,820	\$ 17,450	\$ (370)	\$ 943	95%		\$ 44,570	\$ 39,550	\$ (5,020.00)	\$ 2,290		
Misc	\$ -	\$ -	\$ -	\$ -			\$ 20,666	\$ 51,050	\$ 30,384	\$ 20,131			\$ 20,666	\$ 51,050	\$ 30,383.75	\$ 20,131	3%	
Youth Work Experience	\$ -	\$ 363,649		\$ 11,214	#DIV/0!		\$ 12,280	\$ 18,653			100%		\$ 12,280	\$ 382,301	\$ 370,021.18	\$ 11,214	9%	
Adult WX/Incumbent	\$ 1,013,065	\$ 614,398		\$ 468,094	54%		\$ 738,000	\$ 258,000		\$ 74,868	90%		\$ 1,751,065	\$ 872,398	\$ (878,666.75)	\$ 542,962	69%	
OJT	\$ 75,000	\$ -	\$ (75,000)	\$ 143	100%		\$ 549,266	\$ 550,000	\$ 734	\$ 32,901	94%		\$ 624,266	\$ 550,000	\$ (74,266.00)	\$ 33,044	95%	
Incentives	\$ 6,000	\$ 25,000	\$ 19,000	\$ 1,100	82%		\$ 25,000	\$ 10,000	\$ (15,000)	\$ 15,067			\$ 31,000	\$ 35,000	\$ 4,000.00	\$ 16,167	48%	
Education & Training	\$ 449,495	\$ 340,280	\$ (109,215)	\$ 196,644	56%		\$ 2,032,800	\$ 1,455,000	\$ (577,800)	\$ 604,894	70%		\$ 2,482,295	\$ 1,795,280	\$ (687,015.35)	\$ 801,538	68%	
Supportive Services	\$ 98,226	\$ 64,650	\$ (33,576)	\$ 29,354	70%		\$ 607,047	\$ 305,000	\$ (302,047)	\$ 158,728	74%		\$ 705,273	\$ 369,650	\$ (335,622.86)	\$ 188,082	73%	
Total	\$ 4,543,830	\$ 4,936,700	\$ 420,136	\$ 2,466,636	46%		\$ 6,639,056	\$ 4,898,795	\$ (1,284,404)	\$ 3,741,081	44%		\$ 11,182,886	\$ 9,835,494	\$ (1,347,392)	\$ 6,207,717	44%	

Item

Demand Occupation List for Program 2022 - Staff Recommendations

Background

It is an annual function for the Workforce Alliance Local Workforce Development Board (LWDB) to review and update the Demand Occupations List. 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. The LWDB Program Operations and Performance Committee reviewed approved the proposed Demand Occupation List for the new Program Year at its meeting on May 5, 2022.

Analysis

The results of the 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. Those suggestions were evaluated and are included for discussion for occupations to add to the list.

A review of current participants in training across multiple programs shows:

- 254 in Advanced Manufacturing/Advance Materials
- One in Agriculture
- 7 in Automotive
- 43 in Construction
- 45 in Data Services/Information Technology
- One in Educational Services
- 137 in Healthcare
- Three in Hospitality
- Four in Oil/Gas/Energy
- Four in Public Safety
- 245 in Apprenticeship
- Four in Social Services
- 14 in Transportation and Logistics
- 68 Other occupations

For Program Year 2022 (PY22), staff recommends retaining all the current occupations on the approved training list. The proposed PY22 Demand Occupations List and supporting documentation follows.

Strategic Goals Supported

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

- Meet or exceed negotiation performance of WIOA Title I programs to maximize community impact
- Proactively approach the employment and skills training challenges and opportunities of the future with energy and planning today

Recommended Action

Approve the Demand Occupation List for Program Year 2022.

**Proposed PY22
Kansas Local Area IV WIOA Approved Training List**

Industry	O*Net Code	Occupation	KS Median Wage/Hr. (2020 - O*Net)	KS Growth Projection 2018-2028 (O*Net)	WA Staff Recommendation
Advanced Manufacturing Advanced Materials Aerospace*	49-3011	Aviation Maintenance Technology/ A&P (Aircraft Mechanics)	\$ 30.81	0%	Remain
	49-2091	Avionics	\$ 29.13	-6% Decline	Remain
	17-3013	CAD/CAM & CATIA	\$ 22.96	-3% Decline	Remain
	51-2092	Composite Fabrication & Repair	\$ 17.50	-11% Decline	Remain
	51-9161	Computer Controlled Machine Tool Operator (CNC)	\$ 21.33	-4% Decline	Remain
	49-3031	Diesel Mechanics	\$ 23.01	2%	Remain
	47-2111	Electrician	\$ 23.88	4%	Remain
	17-2011	Engineering (Aerospace/Chemical/ Electrical/ Industrial/Mechanical)	\$ 47.62	-3% Decline	Remain
	51-4191	Heat Treating Equipment Setters, Operators & Tenders, Metal and Plastic	\$ 22.04	-12% Decline	Remain
	47-2073	Heavy Equipment Operator	\$ 20.65	3%	Remain
	53-7051	Industrial Equipment Operator	\$ 18.25	13%	Remain
	49-9071	Industrial Maintenance Technician	\$ 18.18	6%	Remain
	51-4081	Machine Tool Operator- Metal and Plastic	\$ 15.80	6%	Remain
	17-3026	Manufacturing or Production Technicians	\$ 26.52	3%	Remain

	17-3029.01	Nondestructive Testing (NDT) or Inspection	\$ 28.99	8%	Remain
	11-1021	Operations Management Technical Certificate	\$ 37.26	5%	Remain
	19-4099.01	Quality Control or Inspection (O*NET - Quality Control Analyst)	\$ 23.10	5%	Remain
	17-3024.01	Robotics Technician	\$ 29.02	3%	Remain
	47-2211	Sheet Metal Workers	\$ 22.71	5%	Remain
	11-3071-04	Supply Chain/Logistics Managers	\$ 45.48	5%	Remain
	51-4111	Tool and Die Maker	\$ 23.65	-5% Decline	Remain
	51-4033	Tooling	\$ 17.48	-7% Decline	Remain
	53-3032	Transportation Equipment (Heavy and Tractor-Trailer Truck Drivers)	\$ 23.07	2%	Remain
	51-4121	Welders, Cutters, Solderers, and Brazers	\$ 21.92	4%	Remain
Agriculture*	19-4021	Biological Technicians	\$ 18.57	3%	Remain
	49-3041	Farm Equipment Mechanics and Service Technicians	\$ 22.34	4%	Remain
	11-9121	Natural Sciences Managers	\$ 61.00	3%	Remain
	53-7081	Refuse and Recyclable Material Collectors	\$ 17.34	8%	Remain
	19-1013	Soil and Plant Scientists	\$ 29.63	11%	Remain
	19-1023	Zoologists and Wildlife Biologists	\$ 26.40	8%	Remain
Automotive	49-3023	Automotive Service Technicians and Mechanics	\$ 18.18	-6% Decline	Remain
Construction	47-2031	Construction Carpenters	\$ 21.83	3%	Remain

	47-2061	Construction Technology/Trades/Laborer	\$ 17.52	5%	Remain
	49-9021	HVAC	\$ 23.01	6%	Remain
Data Services Information Technology*	11-3021	Computer and Information System Managers (IM System Managers)	\$ 61.13	12%	Remain
	15-1232	Computer User Support Specialists	\$ 22.84	11%	Remain
	15-1212	Cyber Security (Information Security Analysts)	\$ 41.45	29%	Remain
	15-2051	Data Scientists	\$ 47.44	31%	Remain
	15-1244	Network and Computer Systems Administrators	\$ 37.00	6%	Remain
	15-1252	Software Applications	\$ 49.49	25%	Remain
	15-1252	Software Developers	\$ 49.49	25%	Remain
	15-1252	Software Engineers	\$ 49.49	25%	Remain
	15-1254	Web Developer	\$ 49.49	10%	Remain
Educational Services	25-2012 thru 25-2054	Teacher	\$ 27.12	5%	Remain
Healthcare*	43-3021	Acute Coding/Medical Billing (Billing, Posting and Rate Clerks)	\$ 18.13	4%	Remain
	11-9111	Administration/Management (Medical and Health Service Managers)	\$ 45.34	11%	Remain
	29-2072	American Health Information Management Association Certified Coding Specialist	\$ 22.55	5%	Remain

	17-2031	Bioengineers and Biomedical Engineers	\$ 38.41	5%	Remain
	31-1131	Certified Nurse Aide (CNA)-Only as part of a career pathway	\$13.97	2%	Remain
	31-1131	Certified Medication Aide (CMA)	\$13.97	2%	Remain
	31-9091	Dental Assistant/Hygienist	\$ 18.02	-2% Decline	Remain
	29-9021	Health Information Technology (HIT)	\$ 26.19	5%	Remain
	31-1121	Home Health Aide (HHA)- Only as part of a career pathway	\$ 11.16	22%	Remain
	29-2061	Licensed Practical Nurse (LPN)	\$ 22.43	0%	Remain
	31-9092	Medical Assistant	\$ 16.99	10%	Remain
	29-2012	Medical and Clinical Laboratory Technician	\$ 23.08	5%	Remain
	29-2072	Medical Records Specialists	\$ 22.55	5%	Remain
	29-2011	Medical Technology BS	\$ 23.08	5%	Remain
	31-2011	Occupational Therapy Assistant	\$ 29.09	16%	Remain
	29-2052	Pharmacy Technician/Pharmacy Aid	\$ 17.61	4%	Remain
	31-9097	Phlebotomist	\$17.07	12%	Remain
	31-2021	Physical Therapy Assistant (PTA)	\$ 28.76	12%	Remain
	29-2034	Radiological Technician/Sonography	\$ 28.52	4%	Remain
	29-1141	Registered Nurse (RN)	\$ 29.71	8%	Remain
	29-1126	Respiratory Therapist	\$ 28.86	20%	Remain
	29-2055	Surgical Technologist	\$ 22.55	5%	Remain

Hospitality	35-1011	Chefs and Head Cooks	\$ 21.49	3%	Remain
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	5%	Remain
	47-2073	Equipment Operator	\$ 20.65	3%	Remain
	19-4043	Geologist	\$ 23.01	0%	Remain
	19-4043	Geophysical Data Technician	\$ 23.01	0%	Remain
	49-9041	Industrial Controls	\$ 28.90	7%	Remain
	17-3029.01	Industrial Radiographer	\$ 28.99	8%	Remain
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	\$ 17.76	1%	Remain
	33-2011	Fire Science/Firefighters	\$ 18.99	3%	Remain
	21-1092	Probation Officers and Correctional Treatment Specialists	\$ 22.56	0%	Remain
	33-3051	Police and Sheriff's Patrol Officers	\$ 24.27	2%	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	13%	Remain
	21-1021	Social Worker	\$ 22.42	4%	Remain
Transportation and Logistics*	53-3032	CDL	\$ 23.07	2%	Remain

*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.greaterwichitapartnership.org/about_us/regional_growth_plan

DRAFT

Suggestions from Surveys for Occupations to Add to List for Program Year 2022					
Industry	O*Net Code	Occupation	KS Median Wage/Hr. (2020 - O*Net)	KS Growth Projection 2018-2028 (O*Net)	School Options in the Area
Aviation/Advanced Manufacturing	51-9162	CNC Tool Programmers	\$30.45	26%	Yes
Government Utilities	51-8031	Water and Wastewater Treatment Plant and System Operators	\$18.06	-7%	Yes
Professional, Scientific, and Technical Services	13-2011	Accountants and Auditors	\$30.28	8%	Yes
Data Services Information Technology	11-3021	Management Information Systems MIS	Already on Occupations Approved for training list		
Aviation/Advanced Manufacturing	11-3071	Transportation Logistics	Already on Occupations Approved for training list		
Government	43-5031	Public Safety Telecommunicators	\$17.74	2%	No
Public Safety	33-9032	Security Guards	\$13.90	6%	Yes
Automotive	49-3021	Automotive Body and Related Repairers	\$19.34	-3%	Yes
Health Care	31-1122	Direct Support Professional/Personal Care Aides	\$11.16	33%	No, similar programs for Home Health Aide
Accommodation and Food Services	11-9081	Hotel Management/Lodging Manager	\$22.71	0%	Yes
Accommodation and Food Services	11-9051	Restaurant/Food Service Managers	\$29.02	4%	Yes
Professional, Scientific, and Technical Services	13-1071	Human Resources Specialists	\$29.04	5%	Yes
Professional, Scientific, and Technical Services	11-9199	Managers	\$46.94	5%	Yes
Professional, Scientific, and Technical Services	13-1161.01	Search Marketing Strategists	\$28.90	9%	Yes
Manufacturing	51-2099	General Assembly/Assemblers and Fabricators All Other	\$17.50	-11%	Yes
Accommodation and Food Services	35-3023	Fast Food and Counter Workers	\$10.61	7%	No

Manufacturing	51-6093	Upholsterers	\$22.04	-4%	No
Professional, Scientific, and Technical Services	17-1022	Surveyors	\$29.05	6%	Yes

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Submitted By: Denise Houston and Chad Pettera

Item

Proposed Policy Revisions: Workforce Innovation and Opportunity Act (WIOA), Dress Code and Policy Handbook

Background – WIOA Policy

Staff is requesting the following policy revisions for continuous improvement and to address changes in the regional economy. The proposed revisions are as follows:

Adult, Dislocated Worker, and Youth Supportive Services Policies

- Remove limit that Adult Supportive Services can only be used for the first four months of training or the first six months of SCSEP program participant for the following:
 - Fuel Assistance
 - Bus Passes
 - Child Care
- Remove limit that Youth Supportive Services can only be used for the first four months of training or the first 60 days of a work experience for the following:
 - Fuel Assistance
 - Bus Passes
 - Child Care
- This limitation was already removed for Dislocated Workers
- Removing this limitation will allow programs to better support customers through the entirety of their training

Adult, Dislocated Worker, and Youth Eligibility and Training Policies

- Update self sufficient wage to \$15.60 per hour or \$32,448 per year.
 - Based on MIT Living Wage calculator for Wichita MSA

Adult, Dislocated Worker, and Youth Training Policies

- Increase ITA and scholarship limits to the following:
 - \$4,500 to \$5,500 for General Program training
 - \$6,000 to \$7,000 for Aviation Manufacturing training
 - \$6,000 to \$7,000 for Healthcare training
 - \$5,000 to \$6,000 for Information Technology training
- This will allow for the full cost of CDL training to be covered and increase the amounts for the other industries to allow for cost increases

Background – Dress Code

Currently the dress code in the WA's Code of Business Conduct and Ethics and the Center's Handbook is gender specific. Partners have met to discuss making changes to the policy to be more inclusive. WA also has a few miscellaneous changes to the Code of Conduct and Ethics to fix issues that have arisen since the last update in 2018. The dress code for the Workforce Centers is in the Centers Handbook and WA's Code of Business Conduct and Ethics. Discussions started last year during diversity workshops regarding opportunities to be more inclusive to all individuals and the dress code was one area that was identified for

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Submitted By: Denise Houston and Chad Pettera

needing updates. A group of staff meet and circulated ideas on changes to the dress code. The recommended changes to the Centers Handbook and WA's Code of Business Conduct and Ethics is as follows.

Recommended Dress Code Policy

The appearance of employees at work influences the public's perception of the Workforce Centers' competence and professionalism. The Workforce Centers rely on employees to present a positive, professional, business-like image to internal and external customers through dress and personal appearance for their position. This includes the appearance of their work areas. It is important to remember that clothing, body art/tattoos, piercings, hair color, and other grooming techniques that impair performance or disrupt the transaction of public business are not permitted. Below is guidance on personal appearance; please note that supervisors and senior management may use their discretion for specific events or occasions, when appropriate. Employees should consult their supervisors if they have questions as to what constitutes appropriate appearance for their position.

Guidance

To facilitate customer service and safety, everyone working in the Centers is given an ID badge and an engraved name tag. Name tag or ID badge shall be worn at all times including networking events or other off-site events where the employee is representing the Workforce Centers.

- Name tags and ID badges should not be modified in any way
- ID badges may be worn on decorative lanyards as long as they present a professional image

The general standard of dress is *Business Casual*; however, there may be times when specific attire may be requested by senior management based on business needs or special occasions. On those occasions, *Business Professional* or *Workplace Casual* will be announced by senior management.

Accessories should be professional and not to excess. Head coverings, including scarves (not worn as bandana), are permitted as long as they complement the other clothing items and present a professional image. Outdoor hats do not present a professional image and are not permitted. Visible tattoos are permitted under Business Casual Dress Code guidelines with the exception of tattoos that display words or images of violence, hate, gore, blood, obscene language, or that may violate a staff member or customer's equal opportunity protections under the law.

Body piercings, other than those in the ears and nose, are not permitted. Nose piercings are limited to small studs. Protective face masks are allowed to be worn at any time, as long as they meet the above guidelines for professionalism and are not distracting.

Business Casual dress code guidelines:

Tops

- Button down and polo-style shirts are appropriate

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- Sleeveless tops are permitted, as long as they are professional in style and the entire top of the shoulder is covered
- Shirts that have sheer or lace material on the shoulders are permitted; sheer or lace material should not extend to the middle of the back where undergarments may be exposed
- Tops and dresses should cover the entire top of the shoulder, back, and midriff

Bottoms

- Dress pants and khakis may be worn, but hems must be below the knee (full-length, ankle-length/cropped, or Capris) and should be professional and in good condition; styles that are extremely casual, faded, frayed, wrinkled, or worn are not permitted
- Denim and jean-like material are not appropriate for business casual dress
- Stirrup pants, leggings, and other pants that fit like hosiery do not project a professional image and are not permitted
- Skirts and dresses are appropriate and should be of proper length and style for the business environment: no shorter than two inches above the knee when standing

Hosiery, Foot Coverings, Misc.

- Leggings are permitted only when worn in the same manner as hosiery
- Tennis shoes and sport shoes are not permitted
- Sandals and other open-toed shoes must have a discernable heel; foam-soled footwear is not permitted
- Flip flops or beach/pool sandals are not permitted
- Flats are permitted, but they should not resemble house shoes or slippers
- Combat, and work boots are not permitted; Cowboy boots may be worn, but they must be clean and in good condition
- Hairstyles should be well-groomed and clean
- Facial hair must be neat and trimmed

Business Professional dress code guidelines:

- Suits (skirt or pants) with coordinating shirt and tie are preferred
- Dresses and dress skirts or slacks with coordinating shirt, sweater, jacket, vest, or blazer are also appropriate
- Skirts should be of proper length for the business environment: no shorter than two inches above the knee while standing
- Denim or jean-like material does not reflect a professional image and is not considered appropriate
- Dress shoes and dress boots are appropriate footwear

Workplace Casual dress code guidelines:

Senior Management may permit jeans and tennis shoes to be worn from time to time.

Announcements will be made by Senior Management or from the Communications/Employee Activities Group as special days are announced.

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Submitted By: Denise Houston and Chad Pettera

Other Changes

Tornado Procedures:

- Remove the McConnel and Air Capital Room and replace it with the Restrooms as an emergency shelter.
- Remove the Cowley Workforce Center from all Emergency Procedures

Change of Personal Information:

- Changes should be reported to HR and updated in workforcealliance.ease.com.

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
- Proactively approach the employment and skills training challenges and opportunities of the future with energy and planning today

Recommended Action

Approve the policy changes and updates to the Center's Handbook and WA's Code of Business Conduct and Ethics.



*Serving Employers and Job Seekers in
Butler, Cowley, Harper, Kingman, Sedgwick & Sumner Counties*

Roadtrip Nation and the Workforce Alliance of South Central Kansas
FUTURE OF THE WICHITA WORKFORCE PROJECT
June 15, 2022

Roadtrip Nation (RTN) is an Emmy Award winning media and career guidance non-profit, focused on leveraging human-centered storytelling to assist those at pivot points in life with their career journeys. RTN and the Workforce Alliance (WA) are collaborating to bring a project to Wichita in 2022. The total cost is \$665,000 and a funding collaborative has been created to support the project. The funders are listed below along with a summary of the overall project.

Project Funders (6/15/22)

- Kansas Department of Commerce \$200,000 (committed)
- Strada Foundation \$135,000 (committed)
- Textron Aviation \$10,000 (committed)
- Bank of America \$10,000 (committed)
- USD 259 \$50,000 (committed)
- WSU Tech \$50,000 (committed)
- WSU \$50,000 (committed)
- Workforce Alliance \$150,000 (committed)

Funds to date:	\$655,000
Funding Gap:	\$10,000

Project Summary

Each year, RTN selects socially relevant topics upon which to focus its narrative-based storytelling projects. Content from these “roadtrips” is then disseminated across a wide range of education and media channels to inspire the next generation with a more inclusive view of the future of work. Core to RTN’s education model is its Interview Archive, a database of 9,000+ video assets showcasing the career stories of a diverse set of individuals from all walks of life, which is accessible to 14 million students nationwide through our education partnerships. Each RTN production project fuels new stories for this database, in addition to creating documentary content for PBS (100 million households annually) and other digital distribution channels.

This project will be completed in two phases,

- PHASE I: WORK-BASED LEARNING DIGITAL COMMUNITY HUB
- PHASE II: *WICHITA ROADTRIP + DOCUMENTARY*

RTN will build a Future of the Wichita Workforce Digital Community Hub designed to leverage engaging stories from those who have found unique ways to overcome hurdles and find career success throughout various industries in South Central Kansas.

The Digital Community Hub will be available to all who utilize the Workforce Alliance's services along with high school students, parents, teachers, career counselors, college students and other educational institutions in South Central Kansas. Content will include dynamic stories and resources to support workers in transforming challenges into opportunities. The combination of high-quality video production, targeted resources and a platform for leaders and jobseekers to share their own stories will provide greater opportunities for individuals – especially those from underrepresented backgrounds – to understand their professional options in South Central Kansas and/or their industry of interest.

Elements of the Digital Community Hub will include:

- Thematic RTN Interview Videos– The Digital Community Hub will feature a curated collection of videos – including highlights, full interviews and topic-specific advice – from the local market and from industries important to the target audience (ex: manufacturing, information technology, aviation). Video assets can also be leveraged through the Workforce Alliance's partnership with KWCH12, raising awareness of career and educational pathways to workers through South Central Kansas.
- Virtual Video Production: Wichita Leaders–The RTN video production team will conduct virtual interviews with five Wichita leaders, selected with guidance from the Workforce Alliance, which will produce a minimum of 20 short-form videos that will be integrated into the Digital Community Hub. These powerful conversations will explore topics such as:
 - The impact of technology and automation on the next generation of jobs.
 - Current skills and education gaps for jobs of the future and the emerging/alternative pathways to gain skills: apprenticeships, workplace training, certification programs, credentials and various forms of accessible post-secondary education (ex: Wichita State University's ISME program).
 - The importance of developing social and emotional learning skills or "soft skills," such as interpersonal communication, emotional intelligence, active/lifelong learning, judgment, decision-making, leadership, cultural intelligence, change management, ability to deal with complexity and ambiguity, problem solving, critical thinking, innovation and creativity — all critical to success in the workplace.
 - Navigating systemic barriers to employment, including housing, healthcare, transportation and childcare.



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- Day-in-the-Life Video Segments– RTN has close to 200 videos of leaders taking the audience through their typical day and what their on-the-job experience is like, providing a virtual alternative to in-person job shadowing opportunities. This virtual opportunity is especially important in the midst of the pandemic, and also provides critical access and education for job seekers from disadvantaged backgrounds who simply do not have the capacity to either take on, or travel to, unpaid internships.

A recent example of a Digital Community Hub, built for the Chicago Cook County Workforce Board, can be found [here](#).

As a second phase to this partnership, Roadtrip Nation is developing a Wichita Roadtrip (official title TBD), designed to highlight the unique career opportunities across the region that often go unnoticed by young adults and those at career pivot points. Wichita has a rich history in the aviation industry, as well as in entrepreneurship, most notably as the founding city of Pizza Hut and Rent-A-Center. Through the eyes of three young adults who will travel across the region interviewing a unique collection of leaders from different backgrounds, Roadtrip Nation will tell the stories of the industries, careers and individuals that have built and will continue to build the Wichita workforce.

The final result of the project will be a public television documentary that will be aired nationally in 40-60 million households, as well as 50+ short-form video assets that can be integrated into the Wichita Workforce Digital Community Hub and made available to workforce-focused partners across the region.

RTN will execute a process that selects roadtrippers and leaders who represent a collection of backgrounds that match the communities we seek to serve. Roadtrip Nation defines diverse populations as (but is not limited to) individuals identifying as Black, Latinx, Asian, Pacific Islander, Indigenous, members of the LGBTQIA community and people living with disabilities.

Aspects of the Roadtrip will include:

- **Roadtripper Recruiting** – RTN will launch a digital application to recruit applicants. In addition, RTN and participating partners will conduct promotional activities and outreach to encourage applicants to apply.
- **Roadtrip Microsite** – To serve as a resource, marketing tool and landing page, RTN will build and launch a microsite dedicated to the Roadtrip, featuring dynamic elements that evolve throughout the partnership phases. Examples of features include: introducing the selected roadtripper team, showcasing the content once filmed and edited, partner logo attribution and links to associated resources.

- ***Trip Building and Content Production*** – RTN will work with the selected team to plan their route, coach them in how to conduct the interviews and coordinate other factors necessary for managing the trip. In addition, an RTN camera crew will be along for the ride to mentor the roadtrippers, help facilitate the experience and capture high-definition footage to be produced for online, classroom and television purposes.
- ***Content Distribution*** – Roadtrip Nation will then disseminate the content from this experience through a variety of channels, including RTN's public television reach (40-60 million households per project) and RTN's education partnerships (14 million students annually).
- ***Public Television*** – One-hour special will be released to public television stations nationally, with expected reach of 40-60 million households, based on RTN's 15 seasons of broadcasts.
- ***PSAT and SAT Score Report*** – College Board's Career Finder exploration tool, powered by Roadtrip Nation content and resources, reaches 6 million+ students annually through the PSAT and SAT Score Report.
- ***Naviance*** – Half of America's high school guidance counselors will have access to the content through their Career Exploration platform.
- ***AVID*** – Targeting first-generation college students, AVID leverages RTN content as part of its weekly focus on career exploration.
- ***Boys & Girls Clubs of America*** – All 4,000+ Clubs, reaching over 4 million young people annually, will have access to the video assets produced from this partnership.
- ***Social Media*** – RTN's budding partnership with YouTube Learning, as well as its traditional social media channels
- ***PBS Learning Media*** – Content to be packaged for use as a resource for PBS Learning Media users.

June 16, 2021

Prepared by: Keith Lawing

Item

Youth Employment Project (YEP) / Helping Youth Prepare for Employment (HYPE)

Background**Analysis**

The Youth Employment Project (YEP) is an initiative to assist young adults in finding a first job or work experience opportunity in partnership the Helping Youth Prepare for Employment (HYPE) is a collaboration. The HYPE partners including the Workforce Alliance, the City of Wichita, the Greater Wichita YMCA and USD 259. These partners all have well established youth employment programs and work together to achieve significant community impact. Bank of America is a local financial supporter of YEP and the Workforce Alliance.



YEP / HYPE Activities for 2022 are underway and highlights include the series of Career Camps for High School Students:

- June 6 - Health Care Sector with Ascension Via Christi – 18 Attendees
- June 13 - Technology Sector - FlagshipKansas.Tech – 14 Attendees
- June 27 - Spirit AeroSystems – 38 Attendees
- July 11 - Trade Skills (IBEW #271, Plumbers and Pipefitters #441, Sheetmetal Workers #29) – 31 Attendees
- July 18 - Textron Aviation – 40 Attendees

For the past two years, the WA has been involved in the state-wide Work Based Learning Intermediary pilot project. The funding was approved by the Legislative and Governor to expand the WBL initiative and directly fund the five Local Workforce Development Boards in Kansas. The plan for the WBL initiative will be reviewed by the Youth Employment Committee and the Workforce Alliance Board later this summer.

The WA is working with the schools listed below.

- USD 259 (Wichita)
- USD 266 (Maize)
- USD 375 (Circle)
- USD 353 (Wellington)
- USD 361 (Chaparral, Harper County)
- USD 511 (Attica, Harper County)
- USD 490 (El Dorado)
- USD 262 (Valley Center)
- USD 465 (Winfield)

June 16, 2021

Prepared by: Keith Lawing

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
- Expand the community impact of the Workforce Alliance through higher levels of board member participation
- Continue to increase non-WIOA funding
- Proactively approach the employment and skills training challenges and opportunities of the future with energy and planning today

Recommended Action

Take appropriate action.

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Local Workforce Development Board (LWDB)

Executive Committee Meeting Minutes

February 9, 2022 – 11:30 AM

1. Welcome and Introductions

The LWDB Executive Committee assembled via ZOOM. Chair Melissa Musgrave welcomed Committee members and called the meeting to order. Faith Martin was introduced as the new Workforce Alliance (WA) Senior Project Manager for the One Workforce Grant

2. Deloitte Future of Work Project Update

Briana Martin, Deloitte Consulting presented an overview on the Future of Work Project. Presentation slides were provided to Committee members prior to the meeting and will be posted on the website with the meeting packet. Deloitte is partnering with the Greater Wichita Partnership on this research project and the WA is one of the funders. The project is examining the future of work and workforce in the region to address future job growth possibilities as more technology is deployed in advanced manufacturing and other industries. The information from this report will be valuable for guiding activities and strategies for the WA's One Workforce Grant and possibly others in the future. The 12-week project is currently halfway complete with results being available early this year. Representatives of public institutions, private businesses and community organizations have been meeting with the Deloitte project team to discuss reimagining the future of work by identifying emerging needs and opportunities as well as the region's global impact in order to develop strategies for how the regions can best to move forward in the future. Committee members will continue to be engaged and updated on the progress of this project.

Report was received and filed.

3. Youth Employment Project (YEP) / Helping Youth Prepare for Employment (HYPE) 2022 Work Plan Implementation

The LWDB Youth Employment Committee recommended a YEP / HYPE work plan for 2022 to the WA Board of Directors that was adopted at its meeting on January 26, 2022. A copy of the approved work plan was provided to Committee members for review. HYPE is a collaboration of community partners including the WA, the City of Wichita, the Greater Wichita YMCA and USD 259. These partners all have well-established youth employment programs and work together to achieve significant community impact. Outcomes for the program in 2019 were extremely good, but due to the pandemic have suffered over the last couple of years; the goal for 2022 is to build back to 2019 levels. The work plan includes goals for participation and for increasing employer engagement with a focus to include additional employment sectors such as engineering and financial services as well as engage more small businesses to participate in the program by subsidizing wages if funding can be secured. The plan includes the expansion of the Camp HYPE model to create more opportunities to engage 14 to 15-year-old participants as there are few employers willing or able to hire students of this age group. The camp workshops focus on soft skill development, career awareness, academic goals and financial literacy. Each camp is themed to an employment sector and some businesses have committed to participate and financially support Camp HYPE in 2022. Another goal is to develop additional partnerships in the region to expand the camps into other communities such as Cowley and Butler counties in order to provide the same opportunities to serve more youth. A manufacturing interview day is scheduled for April 9th in partnership with USD 259 for youth to apply for approximately 150 positions with Textron Aviation, Spirit AeroSystems and Cox Machine for the summer. Committee members were encouraged to provide suggestions and stay engaged and support HYPE and be as involved as possible. Staff will continue to provide updates to the Committee.

Report was received and filed.

4. Statewide Workforce Centers Branding Initiative

A plan is being developed to create a common state-wide brand/identifier for the network of one-stop Workforce Centers in Kansas supported by the Workforce Innovation and Opportunity Act (WIOA). As a part of the Kansas State Workforce Board's strategic plan, consistency and commonality for the user

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experience of the workforce system is a goal as most core services provided by Kansas Local Areas are standardized for the most part. A task force of representatives from each of the five Kansas Local Areas have been meeting regularly to work toward a common identifier and a “Master Brand” example was provided to Committee members. There will be some guidelines for use of the common identifier as well as some strategies and policies concerning social media and websites in regard to commonalities with links to services and opportunities. No major changes are being requested to the individuality of each of the Local Area’s websites. Once a common identifier is selected, a strategy for rolling out that branding will be discussed amongst the State and Local Areas so as not to cause confusion for Workforce Center customers. There had been some hesitancy in the past from local areas regarding the use of a common identifier due to the need to create an identity as a responsive, local community-based organization and not being recognized as a “state agency.” The unintended consequence of that is that there are five Locals Areas with five different names and is somewhat confusing to the public. The common branding would be for the Workforce Centers themselves and not the individual workforce boards. The Workforce Alliance organization name would not change and would maintain its own identity from the other workforce boards. In some states, branding and social media are managed by the state’s association of workforce boards and not the state agency that manages the allocation of federal workforce funds. The other local areas/workforce boards are discussing this possibility and the State is open to this idea although no formal agreement has been made. The State may provide funds for the costs associated with the branding change, but this has not yet been confirmed. Committee members were encouraged to provide input and feedback to staff on the common identifier and on how it should be managed and implemented. Committee member input was noted and will be taken back to share with the branding task force. No action is necessary on this issue for this meeting, but may be required in the future.

Report was received and filed.

5. **Workforce Center Operations / One-Stop Operator Report**

An update on the operations of the Workforce Centers and One-Stop Operator activities was provided. Traffic in the Center was down in December, which is similar to past years due to the holiday season. Currently, the Center is providing in-person workshops for computer training and virtual workshops for training with jobseeker skills such interviewing and resume creation. Workshops continue to be not well-attended and there is still a high no show rate; however, many YouTube video workshops were created after the pandemic began in order continue offering workshops when no in-person services were available. As a result, over 70 workshop videos have been created and are available for viewing. Staff began tracking viewer usage rates for the videos and in December there were 435 views, so many customers are accessing workshops in this way. The partnership with Catholic Charities and Department for Children and Families (DCF) continues and is improving referrals between organizations and providing opportunities to provide workshops at those sites. A quarterly joint staff meeting with WA and DCF staff has been occurring in order to provide training on each other’s services and develop relationships that will assist common customers. The WA contracts with One-Stop Operator Tisha Cannizzo who is employed by Eckerd Connects, a national organization. Cannizzo has been looking at ways this association can benefit WA staff. Recently some motivational interviewing training has been made available for case managers through Eckerd. Staff have been reviewing previous and possibly new Access Points to Workforce Center services located in different areas in the region to continue to provide resources to customers. It has been determined that many services and resources are housed on the website and that customers need more information and resources to access it either from an access point such as a library or from their home. Recently a survey was sent to WA employer partners in order to better determine what their needs are so that content can be created for job seeker trainings and workshops that will assist in fulfilling those needs. Responses have been good so far and staff will share feedback from the surveys with the Committee at a future meeting. Business Services staff continue to be extremely active with employers; there were 210 contacts and 831 job postings in the month of December. With job seeker traffic down, staff are focusing on ways to bridge the gap between job postings and people looking for employment. With COVID cases

WORKFORCE CENTERS

of South Central Kansas

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declining dramatically, it is expected that job seeker traffic will increase and staff are making plans for how best to address this increase.

Report was received and filed.

6. Consent Agenda and Committee Reports

Approval of meeting minutes for December 8, 2021 was presented to the Committee for review and approval.

Jeff Longwell (Rod Blackburn) moved to approve the Consent Agenda as presented. Motion adopted.

7. Other Discussion / Announcements

- A. The Wichita Regional Chamber is hosting their annual Chairman's Lunch on Monday, March 7th and the WA is sponsoring a table. Some WA staff will be attending and all Executive Committee members are invited to attend.
- B. The WA is in the final stages of completing an application for the U.S. Department of Commerce's Economic Development Administration's Good Jobs grant. The Greater Wichita Partnership, WSU and WSU Tech have been working with the WA on the application. This is a very competitive grant application with over 500 submissions from around the country and multiple submissions from within the state being expected.
- C. There are currently a couple of workforce issues pending in the state legislature. One is in regard to continuing funding for the current Work-Based Learning intermediary model, which could possibly provide an extra staff person to work with school districts and the other is an investment in Registered Apprenticeship programs.

8. Adjournment

The meeting was adjourned at 12:57 PM.

Attendees:

LWDB Executive Committee Members

Road Blackburn
Michele Gifford
Commissioner Jim Howell
Kathy Jewett
Pat Jonas
Jeff Longwell
Melissa Musgrave
Tony Naylor
Matt Peterson
Gabe Schlickau
Amy Williams

Staff/Guests

Amanda Duncan
Denise Houston
Keith Lawing
Shirley Lindhorst
George Marko
Faith Martin
Chad Pettera
Laura Rainwater
Jamey Regier
Tisha Cannizzo, Eckerd Connects
Maria Bocco-Oyler, Kansas Department of
Children and Families
Briana Martin, Deloitte Consulting

Item

Program Year 2020 (PY20) A-133 Audit

Background

The A-133 Audit for the period of July 2020 through June 2021 was completed in March of 2022.

Analysis

The A-133 Audit was a clean audit with no findings or recommendations. It has been filed with US Dept. of Labor and the State of Kansas.

The Audit was reviewed and approved by the LWDB Finance Committee Meeting at its meeting on May 25, 2022.

Strategic Goals Supported

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

- Enhance youth employment opportunities by expanding partnerships with business, schools, and other community organizations
- Continue to increase non-WIOA funding
- Proactively approach the employment and skills training challenges and opportunities of the future with energy and planning today

Recommended Action

Receive and File

June 16, 2022

Submitted By: Chad Pettera

Item**Contract Extensions and Updates****Background**

The Workforce Alliance is seeking to extend contacts for Workforce innovation and Opportunity Act (WIOA) youth services, add a new WIOA Youth service provider, continue a partnership agreement with the Kansas Department of Corrections and Sedgwick County to serve Justice Involved Individuals and update the project agreement with Cowley Community College to access WIOA services in Cowley County.

Analysis**Youth Contracts-****Cerebral Palsy Research Foundation (CPRF)**

CRPF responded to the WIOA Youth RFP released 8/31/2020. The first term of the contract ran from 1/1/2021-6/30/2022. WA staff has monitored the services provided and has conducted contract extension discussions with CPRF. WA staff is recommending extending the contract as allowed for an annual term that would start 7/1/2022 and end 6/30/2023.

Performance and Budget to date: The chart is for a period of April 2021 through April of 2022. The planned expenditures and # of clients served was for a period of Jan 2021 through June 2022.

	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	Total	Planned
Case Management															
# of Clients Served	2	6	6	9	16	19	21	21	20	19	18	20	22		130
Cost	\$ 1,304.46	\$ 1,373.64	\$ 1,399.21	\$ 2,002.81	\$ 3,002.19	\$ 3,188.39	\$ 2,901.12	\$ 3,049.80	\$ 2,888.43	\$ 2,790.85	\$ 3,073.49	\$ 3,501.53	\$ 3,135.67	\$ 33,611.59	\$ 45,364
Work Experience															
# of Clients Served	2	5	6	9	15	16	16	16	18	16	17	17	12		130
Cost	\$ 330.00	\$ 1,500.00	\$ 2,955.00	\$ 1,815.00	\$ 3,525.00	\$ 4,530.00	\$ 5,895.00	\$ 4,170.00	\$ 4,725.00	\$ 4,380.00	\$ 3,660.00	\$ 8,040.00	\$ 4,665.00	\$ 50,190.00	\$ 135,000
Leadership Development															
# of Clients Served	1	1	6	0	3	1	0	0	4	0	4	4	3		5
Cost	\$ 60.00	\$ 30.00	\$ 390.00	\$ -	\$ 255.00	\$ 60.00	\$ -	\$ -	\$ 375.00	\$ -	\$ 390.00	\$ 390.00	\$ 270.00	\$ 2,220.00	\$ 600
Supportive Services															
# of Clients Served	1	0	0	0	0	1	0	0	0	1	1	1	0		375
Cost	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ 30.00	\$ -	\$ -	\$ -	\$ 30.00	\$ 90.00	\$ 30.00	\$ -	\$ 240.00	\$ 22,500
Adult Mentoring															
# of Clients Served	0	0	0	0	0	0	0	0	0	0	0	0	0		10
Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200
Follow Up Services															
# of Clients Served	0	0	0	0	0	0	0	0	0	0	0	2	8		50
Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120.00	\$ 480.00	\$ 600.00	\$ 35,000
Literacy Education															
# of Clients Served	2	3	3	2	9	2	1	3	2	0	2	3	1		70
Cost	\$ 300.00	\$ 480.00	\$ 360.00	\$ 120.00	\$ 1,980.00	\$ 360.00	\$ 120.00	\$ 540.00	\$ 360.00	\$ -	\$ 480.00	\$ 540.00	\$ 240.00	\$ 5,880.00	\$ 16,800
Labor Market Info															
# of Clients Served	3	2	1	3	5	3	2	2	1	1	1	2	1		70
Cost	\$ 200.00	\$ 120.00	\$ 60.00	\$ 180.00	\$ 300.00	\$ 180.00	\$ 120.00	\$ 120.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 120.00	\$ 60.00	\$ 1,640.00	\$ 4,200
Total	\$ 2,254.46	\$ 3,503.64	\$ 5,164.21	\$ 4,117.81	\$ 9,062.19	\$ 8,348.39	\$ 9,036.12	\$ 7,879.80	\$ 8,408.43	\$ 7,260.85	\$ 7,753.49	\$ 12,741.53	\$ 8,850.67	\$ 94,381.59	\$ 255,664.00

June 16, 2022

Submitted By: Chad Pettera

Budget:

CPRF Contract Renewal Budget**Participants Enrolled Prior to 7/1/2022 that will continue in PY22**

Elements		QTR 1	QTR 2	QTR 3	QTR 4	Total Participants
Case Management	# Participants	16	12	5		
	Cost	\$ 4,450.00	\$ 2,650.00	\$ 1,150.00		\$ 8,250.00
Work Experience	# Participants	15	12	5		
	Cost	\$ 15,200.00	\$ 6,800.00	\$ 1,360.00		\$ 23,360.00
Leadership Dev.	# Participants	5				
	Cost	\$ 1,000.00				\$ 1,000.00
Follow Up	# Participants	11	14	21	15	
	Cost	\$ 2,800.00	\$ 3,200.00	\$ 4,400.00	\$ 3,280.00	\$ 13,680.00
Literacy	# Participants	3				
	Cost	\$ 1,050.00				\$ 1,050.00
Labor Market	# Participants	0	0	0	0	
	Cost					\$ -

Participants Enrolled on or after 7/1/2022 for PY22

Elements		QTR 1	QTR 2	QTR 3	QTR 4	Total Participants
Case Management	# Participants	25	40	35	30	50
	Cost	\$ 12,395.25	\$ 12,395.25	\$ 12,395.25	\$ 12,395.25	\$ 49,581.00
Work Experience	# Participants	25	35	30	28	50
	Cost	\$ 100,000.00	\$ 60,000.00	\$ 20,000.00	\$ 20,000.00	\$ 200,000.00
Leadership Dev.	# Participants	25	15	5	5	50
	Cost	\$ 5,000.00	\$ 3,000.00	\$ 1,000.00	\$ 1,000.00	\$ 10,000.00
Follow Up	# Participants	0	0	10	15	15
	Cost	\$ -	\$ -	\$ 2,400.00	\$ 3,600.00	\$ 6,000.00
Literacy	# Participants	25	15	5	5	50
	Cost	\$ 8,750.00	\$ 5,250.00	\$ 1,750.00	\$ 1,750.00	\$ 17,500.00
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 Budget PY22 for all Participants Served in PY22

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

June 16, 2022

Submitted By: Chad Pettera

Total # of Participants 50**Total Budget \$340,421**

For PY22, a couple of contract changes will be made based on a recent monitoring to align services with the appropriate element. Support Service assistance will become a part of the case management service. Adult mentoring is not being offered as required by WIOA, and will become part of the work experience element to support youth on their worksite.

CPRF also provides occupational skills training and those costs are increasing.

Program	Current Costs	Proposed Cost
Customer Service	\$450	\$495
Introductory Word	\$600	\$660
Introductory Excel	\$600	\$660
Introductory Outlook	\$300	\$330
Introductory PowerPoint	\$300	\$330
Word Certification	\$1,140	\$1,200
Excel Certification	\$900	\$995

Pyxis

Pyxis is a current WIOA Elements provider and wishes to add the following elements to their existing contract.

- **Leadership Development.** \$750 per youth per service. Leadership Development is an intensive professional development class offered by Pyxis. The Leadership Development class will be conducted one on one and will serve to mentor and provide each participant the opportunity to further expand their knowledge base. Instructors will curate each session to aid participants in developing their professional communication skills, time management, occupational abilities, and general career knowledge. Participants will be guided in developing personalized career goals, timelines, and objective(s). Instructors will assist participants in overcoming obstacles and managing distractions. The Course will also aid students in obtaining information regarding additional occupational certification and/or training opportunities. As a result, the individuals that enroll and complete our Leadership Development Course will feel more confident knowing that they have the skills and education needed to succeed in their line of work
- **Work Experience.** \$750 per youth per service. Employment and Work Readiness Training is an intensive pre-employment development class offered by Pyxis. The Work Readiness class will be conducted one on one and will serve to provide each participant the opportunity to learn and develop employability skills. The Employment and Work Readiness Training course will allow students the opportunity to learn, practice and develop professional communication, critical thinking, problem-solving skills, resume-building and interviewing techniques. Instructors will curate each session to aid participants in developing general career knowledge, personalized career goals, timelines, and objective(s). Instructors will assist each participant with time management and provide information regarding additional training and/or certification(s) opportunities regarding their occupational interests. As a result, the individuals that enroll and complete our

Employment and Work Readiness Training Course will feel more confident knowing that they have the skills and education needed to succeed in their line of work.

- Financial Literacy Education. \$350 per youth per service. The Financial Literacy Education Course has been created and developed by Pyxis in order to teach the basics of money management: budgeting, saving, creating a bank account, debt, the importance of credit score(s), how to maintain good credit, investing and more. The knowledge and financial skills that participants will gain from the Financial Literacy Education course will provide a foundation for good spending and saving habits. The course will also aid students in establishing and maintaining financial habits and behaviors that will allow them to plan for a happy and secure life.

Amber DiNapoli-

Amber DiNapoli, LSCSW has submitted a bid to provide WIOA Youth counseling services. WA has received notice that Sunflower Counseling Service will be terminating its contract 6/30/2022. This will replace the loss created by Sunflower Counseling Services termination.

- Services provided are initial assessment, individual therapy, and collaborative treatment planning. I do not offer group therapy. Sedgwick County for in office services. Telehealth visits can be provided in any county in Kansas. The client would need to have computer access in a private area of their home as well as high speed internet. We deliver these services via doxy.me which is HIPAA compliant.

Psychotherapy:

90791 (Psychiatric Diagnostic Interview) \$225.00

90837 (Psychotherapy with client and/or family 60 min) \$200.00

90834 (Psychotherapy with client and/or family 45 min) \$175.00

90832 (psychotherapy with client and/or family 30 min) \$150.00

No show or late cancelation (less than 24 hours in advance) \$25.00

Allied Health Career Training (AHCT)

LWDB approved a 12-month contract extension for AHCT in April, but AHCT submitted a cost increase for July 1, 2022. The courses and costs are below.

Course	New Price	Old Price
Certified Nurses Aide (CNA)	\$ 769	\$ 669
Certified Medical Aide (CMA)	\$ 729	\$ 629
Phlebotomy	\$ 895	\$ 819
EKG	\$ 619	\$ 549
Licensed Practical Nurse Intravenous Therapy Training (LPN IV)	\$ 819	\$ 619
Basic Life Support	\$ 50	\$ 45

June 16, 2022

Submitted By: Chad Pettera

Wichita Technical Institute (WTI)

WTI has submitted a new bid to offer the following WIOA Youth Training. WTI currently has a contract that is expired, this would be a new contract for the following short-term credentials. WA will not pay more than the current policy limits. Those policy cost limits are Manufacturing and Health Care \$6,000 and IT \$5,000.

Course Name or ID	Total Cost	Length	Typical # of offerings in a year
Electronic Systems Technology	\$26,380.89	60 Weeks	4
Computer Technology & Network Administration	\$21,379.14	48 Weeks	4
Heating, Air Conditioning & Refrigeration Technology	\$21,688.99	48 Weeks	4
Medical Assistant	\$19,982.86	48 Weeks	4
Pharmacy Technician	\$14,944.08	36 Weeks	4
Medical Insurance Billing & Coding	\$24,425.92	60 Weeks	4

Cowley Community College

WA is wrapping up a monitoring of the WIOA Contract with Cowley Community College (CCC). The monitoring report showed we have a lot of improvements to be made in how the contract is being implemented and supported by both WA and CCC. Performance and outcomes have been reported are not accurate based on services in the different management systems. WA is implementing a corrective action plan and one area that will be implemented first will be to fix data input and reporting. WA staff believes the contract can be effective and serve an underserved population, staff is recommending a one-year extension as a year to fix items identified in the monitoring report. The contract has three annual extensions available, this would be the first of the three extensions.

Proposed Performance compared to current performance in contract.

	QTR 1	QTR 2	QTR 3	QTR 4	Total	Change from Previous Contract
In Person Employer Contacts	80	85	90	95	350	206
Adult/DW OJT Referrals	1	1	2	2	6	-1
New Employer Engagements	5	5	5	5	20	2
Pre-Employment Skills Assessment	10	10	10	10	40	-32
Pre-Screens/Applications	0	2	0	2	4	-68
WorkKeys Referrals	2	2	2	2	8	-22
New Participants Enrolled	10	10	10	10	40	-285
Workshop Attendees	3	3	3	3	12	-138
Services Provided in KansasWorks	90	90	90	90	360	-940
Training Referrals	2	2	2	2	8	-52

Unique Employer Contacts
Total Employer Services Provided
Job Referrals Completed
Unique Job Seeker's Served
Partner Referrals Completed

Budget

				Proposed Budget:	\$57,740
				WIOA Cost	\$57,740
Contract Period:	July 1, 2022 - June 30, 2023			Other Funding	\$0
Item of Expenditure			WIOA (\$)	Other Funding (\$)	Total Budget
Personnel			\$40,186	\$0	\$40,186
Fringe Benefit			\$10,754	\$0	\$10,754
Professional Fees			\$0	\$0	\$0
Materials and Supplies			\$100	\$0	\$100
Staff Development & Travel			\$1,000	\$0	\$1,000
Dues, Memberships & Publications			\$0	\$0	\$0
Occupancy Costs			\$5,700	\$0	\$5,700
Other (Please specify)			\$0	\$0	\$0
Other (Please specify)			\$0	\$0	\$0
Indirect Costs			\$0	\$0	\$0
TOTAL			\$57,740	\$0	\$57,740

Since 2013, the Workforce Alliance of South-Central Kansas (WA), the Kansas Department of Corrections (KDOC) and Sedgwick County Department of Corrections (SCDC) have formally partnered to in the Kansas Offender Risk Reduction and Reentry Plan (KOR3P), which includes various strategies to provide risk reduction and reentry programs, services and interventions.

Under the current MOU, 2019-2022, there were 3,471 offenders released to the counties served by WA from KDOC correctional facilities, with the largest number releasing to Sedgwick and Reno counties; the provided services to 789 participants, including 379 referred by KDOC, 56 from Wichita Work Release, and 354 from Wichita Parole Office. WA assisted 271 to gain employment, and had a 74% retention rate at 12 months, with average earnings of \$11.22 per hour.

June 16, 2022

Submitted By: Chad Pettera

The current MOU expires on 6/30/22 and a new MOU has been drafted for \$209,166 to cover 7/1/2022-6/30/2025 for 1 FTE to continue to office from KDOC and SCDC locations.

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.

DRAFT

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:	TEC Systems Group
Company Description:	Headquartered centrally in Wichita, Kansas, TEC Systems Group is a nationwide service company specializing in control systems integration. TEC has more than 30 years of experience in providing automation engineering and enterprise integration/operational intelligence solutions to small, mid-size and Fortune 500 companies in the industrial industry. TEC also has a branch office in Burnsville, MN (a suburb of Minneapolis) and other engineers permanently stationed around the United States.
Location:	Wichita, Sedgwick County
Occupation(s):	Control Systems Engineer, Senior Control Systems Engineers
Training Length:	TBD
Average Wage Range:	\$60,000 - \$65,000 PER YEAR
Benefits:	Full Benefit Package available
Comments:	TEC Systems Group is currently developing Incumbent Worker Training for existing employees. This training would result in an approximate increase of \$5000 per year for each employee trained.
OJT Funding Streams <i>subject to availability</i>	<input checked="" type="checkbox"/> WIOA Adult/Dislocated Worker – \$4,500 per trainee max <input checked="" type="checkbox"/> WIOA Youth – \$4,500 per trainee max <input checked="" type="checkbox"/> One Workforce - \$6,000 per trainee max

Recommended Action

Approve addition of TEC Systems Group to OJT ETP list.

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:	Metal Finishing Company, Inc.
Company Description:	Inspection and finishing (corrosion prevention) of metal parts, predominantly aerospace
Location:	Wichita, Sedgwick County
Occupation(s):	NDT Personnel
Training Length:	Approximately 6 months
Average Wage Range:	\$15.00
Benefits:	Full benefit package
Comments:	<p>MFCO has for the past 25 years partnered with local colleges and universities. Presently, we serve on the advisory committee of WSU Tech. We provide shadowing and tours for their NDT curriculum. In parallel with WSU, we perform the same with Cowley County Community College where we also set on the advisory committee and offer shadow day and shop tours.</p> <p>It is also important to point out that MFCO is considered one of the country's largest metals processor. As a result, we are often a target for qualified personnel by companies such as Boeing, Lockheed, Spirit.... We have learned to accept this fact and as a result, perform training and qualification to support the aerospace industry.</p>
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 **Metal Finishing Company, Inc.** to OJT ETP list.

June 16, 2022

Submitted By: Tisha Cannizzo and George Marko

Item

Workforce Centers Operations Update

Background

The Career Center serves as the front door to the Wichita Workforce Center so those staff provide a variety of services. Some customers are forwarded on to other areas of the Center, like training, workshops, testing, etc., but others will continue to work with Career Center staff until they become employed. The work being done in the Butler, Cowley and Sumner County offices are also supported by the Career Center Supervisors. In addition to their regular appointments to help job seekers with resumes, mock interviews and job search activities, Career Center staff:

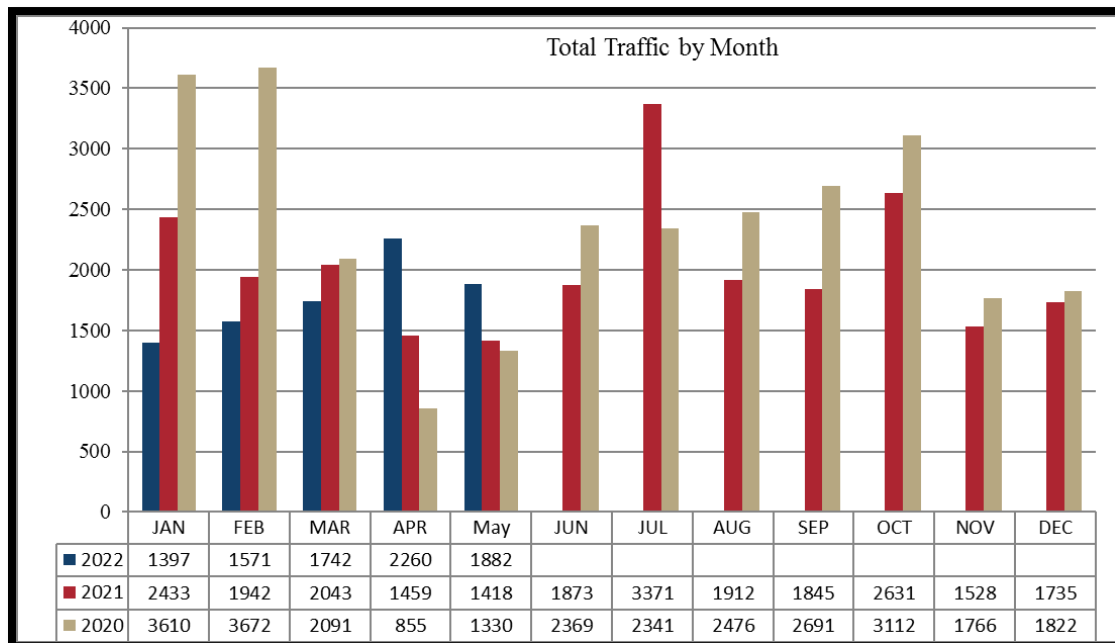
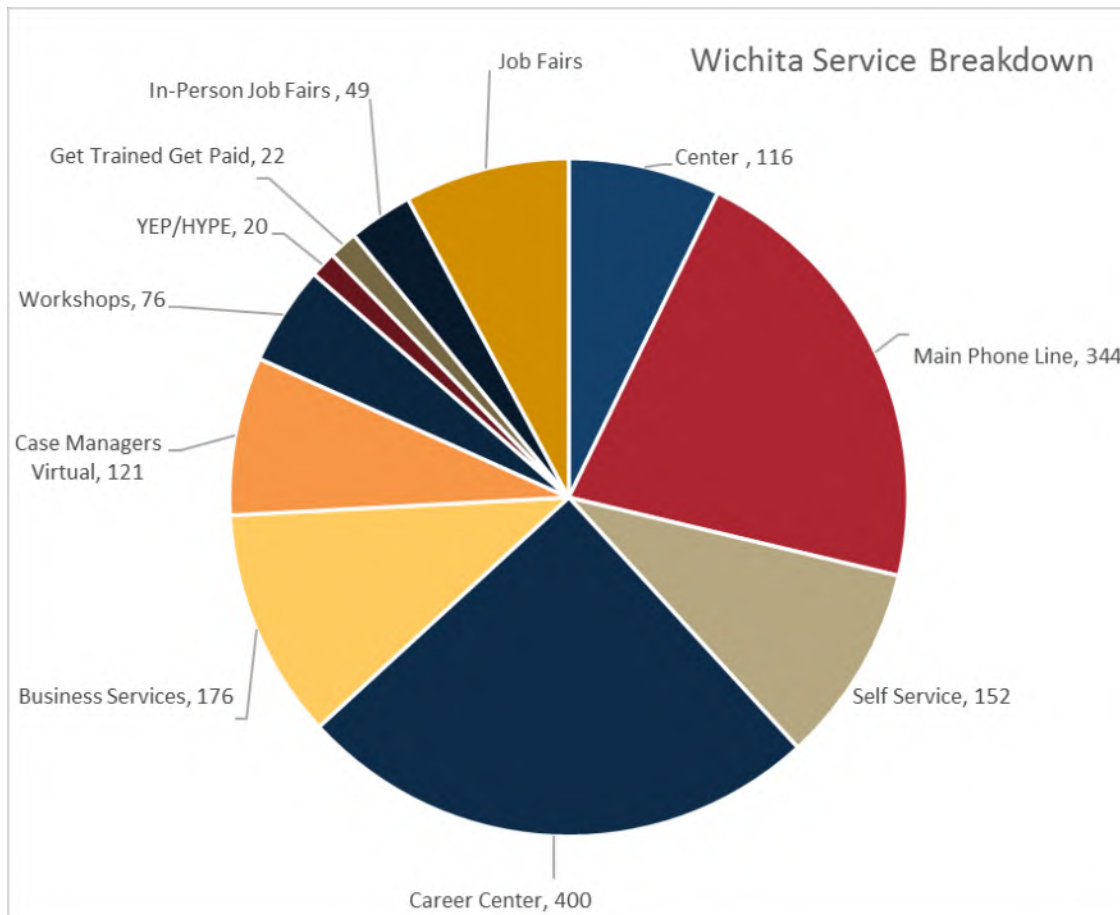
- Met with 390 appointments, 82 of which were walk-in customers,
- Followed up on eight outside referrals,
- Assisted 22 Unemployment Insurance customers with their My ReEmployment Program (MRP) requirements,
- Worked 17 half-day KansasWorks chat sessions and
- 21 customers attended an orientation session and/or one on one appointment to learn about the Dislocated Worker and/or TAA programs.

<u>Operating Hours:</u> <ul style="list-style-type: none"> • Monday–Thursday 8 am–5 pm, virtually on Friday 8 am–noon <ul style="list-style-type: none"> ○ Wichita Workforce Center ○ Butler Workforce Center (El Dorado) ○ Sumner Workforce Center (Wellington) • Monday-Friday 8 am-5 pm <ul style="list-style-type: none"> ○ Cowley Workforce Center (Cowley College, Ark City) 	<u>Statewide KansasWorks Activity</u> (as of 6/10/22) <ul style="list-style-type: none"> • Jobs posted – 73, 014 • Active resumes – 8,706
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Total Customer Traffic

The Workforce Centers saw 1,882 jobseekers for various services across all Centers, which included 176 business services in the month of May.

- Cowley College Career Center served 8 job seekers, documented 25 services in KansasWorks and made 21 business contacts.
- The Butler Workforce Center assisted 184 customers which was more than double those seen in April. Holly Frontier was accepting applications, which contributed significantly to the increased traffic. Staff also documented 30 employer services in KansasWorks last month.
- A regular training case manager is temporarily serving the Sumner Workforce Center. She assisted six job seekers in addition to her regular case load.



Workshops

Due to low attendance, @Home Workshops have been discontinued. Prerecorded workshops remain available on YouTube and in person workshops attendance is beginning to increase.

2022 Top Viewed Workshop Videos	Jan	Feb	Mar	Apr	May
Attitude Determines Altitude	43	67	57	90	66
Introduction to the Workforce Center and Services	30	29	41	34	50
WorkKeys NCRC (National Career Readiness Certificate)	51	35	54	40	27
Overcoming Ageism	16	13	22	11	13
Starting Off Right - Job Search Success		15	8	17	12
Onet Online and Career Pathways					12
How to Manage Your Worth By Creating Value				12	11

In House Workshops	May Registered	May Attended	2022 Attended
Basic Computers 101	10	4	14
Basic Computers 102	12	11	25
Intro to Word	15	15	30
Intro to Excel	13	12	28
TOTAL	50	42	97

One Stop Operator Update

The One Stop Operator has facilitated collaboration meetings with DCF and also with Catholic Charities. The Workforce Center hosted two meetings with DCF staff to tour the Workforce Center and join Workforce Center staff for discussion utilizing the Rose, Bud, Thorn method to identify areas where the two organizations can improve collaboration in serving customers. The referral and communication structure with Catholic Charities has stabilized so meetings will decrease from monthly to quarterly with a Career Center representative visiting St. Anthony's Homeless Shelter each month to deliver the Attitude Determines Altitude workshop. They will discuss Workforce Center services and schedule appointments.

The leadership Capstone Projects are wrapping up with 1) improved communication of KWCH Job of the Day to staff, 2) increased signage within the Wichita Workforce Center and 3) comprehensive training for new Business Service Representatives.

A new event has been planned to encourage Career Center and Business Service staff to work together to fill employer openings. An Interview Day is scheduled for Tuesday, 6/21/22. Four employers have been selected to be on-site to interview for 1-2 positions. The staff are working in teams of four to fully vet candidates and select the top six candidates for interviews. Staff are encouraged to be creative in their recruitment of job seekers. Each candidate must 1) have their resume reviewed, 2) participate in a mock interview and 3) apply to the job before being invited to interview. The hope is to have all 24 job seekers hired. Employers will provide detailed feedback on job seekers they don't hire so staff can continue to work with that individual to become employed.

Business Services

March 2022 saw the highest number of job postings in KansasWorks in recorded history. That demand decreased in Local Area IV to 701 job postings in May, which was the lowest level since February 2021. In addition, the Business Service Representatives reported 22 KWCH Featured Jobs with an average wage of \$19.14 an hour.

Statistics on WorkReady testing is below. Some of the organizations requesting WorkReady certificates included Butler Community College, HollyFrontier, Sinclair, HVAC, IEC, Iron Workers, Plumbers & Pipefitters Local 441, Sheet Metal Local 29, Spirit, Textron and programs like Kansas Pathway, RESEA and SCSEP.

WorkReady! Certificates

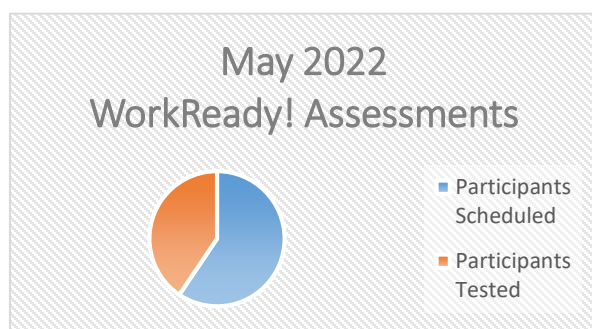
May Certificates Awarded - 123
 Award Rate – 95.3%

2022 Certificates Awarded – 385
 Award Rate – 92.1%

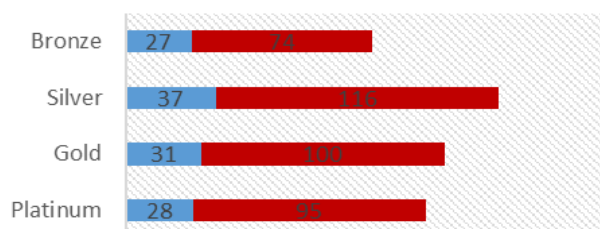
WorkReady! Testing

May Testing Sessions - 15
 Attendance Rate – 68.3%

2022 Testing Sessions - 67
 Attendance Rate – 70.1%



May/Total 2022 WorkReady! Certificate Achievements



	May	2021 Totals
<i>Pre-Employment Skills Assessments Administered</i>	162	931
<i>Applications Completed</i>	82	335
<i>Services to Employers</i>	291	1,429
<i>Job Postings</i>	701	4,737

Recommended Action

Receive and File.

WORKFORCE INNOVATION CONFERENCE

BUILDING PARTNERSHIPS TO ADDRESS THE FUTURE OF WORK

OCTOBER • 3-4 • 2022

HOSTED BY



THE KANSAS BOARD OF REGENTS



KANSASWORKS

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Workforce Innovation Conference

Building Partnerships to Address the Future of Work

October 3-4, 2022 | Lawrence, Kansas

A Focus on Talent Recruitment and Retention

This is an opportunity for businesses and organizations to be a sponsor for the annual Workforce Innovation Conference. The conference will take place October 3 - 4, 2022 at the Double Tree by Hilton, Lawrence. Sponsors have opportunities to interface with attendees at vendor booths, social events and meals, in addition to branding opportunities on conference materials of all types. Attendees will include elected officials, government employees, business and industry, university/college/technical education providers, economic development professionals, workforce development professionals and partners and stakeholders in the workforce field.

Conference Website

Sponsorship Benefits

WORKFORCE INNOVATION CONFERENCE October 3-4, 2022 DoubleTree by Hilton Lawrence, KS				
SPONSORSHIP BENEFITS	\$1000 Platinum	\$750 Gold	\$500 Silver	\$250 Bronze
Logo and link on conference website & emails logo will be added when payment is received	●	●	●	●
Logo in conference program	large color	medium color	medium b/w	small b/w
Representative introduction during opening session	●	●	●	●
Vendor booth in exhibitor area	10'x10' booth	●	●	●
Complimentary admission to main conference	3	2	2	1
Logo on table tents for all general sessions	●	●	●	●
Conference attendee registration list	●	●	●	●
Social media mention	●	●	●	●
Exclusive sponsorship of one of the following: • lunch presentation (2 available) • keynote speakers (2 available) • vendor reception (2 available)	●	●	●	●
Materials - conference bag, general session tables	●	●	●	●



KANSASWORKS
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Contact
Paula Downs
Wichita State University
PPRAC
paula.downs@wichita.edu
(316) 978-6678

Become a Sponsor

Call for Presentations

You are invited to submit presentation proposals for the 2022 Workforce Innovation Conference. Proposals should include presentations on relevant topics for a variety of attendees, including elected officials, government employees, business and industry, university/college/technical education providers, economic development professionals, workforce development professionals and partners and stakeholders in the workforce field. Presentation Applications are due June 24!

Submit Presentation

The sponsoring organization will not be recognized in any promotional materials until this application is completed. Applications must be received prior to September 9, 2022. Logo and other information must be received by September 16, 2022. Please return application with payment. Payment must be received prior to conference.

For any sponsorship questions, please contact Paula Downs, Conference Coordinator, paula.downs@wichita.edu or 316-978-6678.



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