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**Workforce Alliance Local Workforce Development Board (LWDB)**  
**Executive Committee Meeting Minutes**  
June 16, 2022 – 11:30 AM

**1. Welcome and Introductions**

The LWDB Executive Committee assembled via ZOOM. Vice Chair Jeff Longwell welcomed Committee members, asked for self-introductions and called the meeting to order.

**2. Fiscal Year 2022 (FY 22) Budget Presentation**

Pettera provided a review of the proposed FY22 budget, which includes all current funding streams Workforce Innovation and Opportunity Act (WIOA) and non-WIOA funds. Funding for the WIOA Title I programs (Adult, Dislocated Worker and Youth) at the federal level will have an \$49.6 million-dollar increase. WIOA funding for the State of Kansas for all funding streams is being reduced by almost 10%. Kansas will receive almost a \$1,000,000 less in allocations compared to last year, while LAIV will have an almost \$200,000 increase. Funding allocations to local areas is based on a formula that considers many economic factors including unemployment. A new funding program, the State of Kansas' Older Kansans Employment Project (OKEP) has been added to the budget. The program has provided the WA with \$100,000 to fund laptops and training for seniors in the WA's Senior Community Service Employment Program (SCSEP). Staff anticipates transferring some Dislocated Worker funds to the Adult program to balance and support caseloads. A change to the proposed budget, is required due to recent notification that the United Way will not be continuing funding for the Patient Care Assistance (PCA) program into next year and \$126,400 will need to be removed from the budget. Longwell asked if staffing will be impacted by the loss of the PCA funds and staff feel that with some staffing moves no changes are anticipated. Overall, budget expenditures for the organization are decreasing next year from \$11.1 million to \$9.8 million due to the expiration of a few grants (Dislocated Worker, KAMP, KHPOP, and Apprentice Expansion). There is an increase in wages and fringe due to wage increases required to hire and retain staff and a few expansions of positions for new grants that are being implemented. A consolidated budget was provided to Committee members with a breakdown of \$4.5 million in WIOA funds and \$6.6 million of community impact (non-WIOA) funds; the WA continues to bring in funds in addition to its WIOA allocations and operate with a majority of funding outside of WIOA. Overall, budget expenditures are split 59% for operations and overhead and 41% for direct client services (work experience, training and supportive services). Peterson asked how this split compares with comparable organizations here and other regions. The State of Kansas has a policy recommendation of 35% for direct client services for WIOA funds; the WA chooses to apply this recommendation to its community impact funds as well as the WIOA funds.

*Michele Gifford (Kathy Jewett) moved to approve the budget as presented with the removal of \$126,400 in United Way PCA funding and authorization for final adjustments once final carryover funding is known. Motion adopted.*

**3. Demand Occupations List for Program Year 2022**

An important function of the Workforce Alliance (WA) LWDB is to annually review the Occupations Approved for Training/Demand Occupations List for Local Area IV. Staff researched current labor market trends, surveyed staff, employers, Board members, and reviewed regional initiatives to determine occupations in demand in Local Area IV. Materials to assist the Committee such as the proposed Demand Occupations List, Eligible Training Provider List, Training Report and Career Maps were provided to the Committee in advance of the meeting. A review of current participants in training across multiple programs shows most are in Advanced Manufacturing/Advance Materials, Apprenticeship, Healthcare, Construction and Data Services/Information Technology. Labor market

growth projection data shows little or no change in demand or wages for occupations on the list. There were a few suggestions on occupations to add from the surveys collected. The original list and suggestions were evaluated and discussed with the Program Operations and Performance (POP) Committee at their meeting on May 5, 2022; the POP Committee reviewed and approved the proposed Demand Occupations List as presented with no discussion to add any of the presented suggestions. Longwell asked if the list could be altered at any point during the program year if needed. The list must be evaluated at least once a year and can be evaluated again at any time during the year. Gifford asked what the discussion at the POP Committee was regarding not adding suggested occupations such as the CNC programmer occupation, which had a large growth projection. Staff explained that there are other CNC occupations on the list and that could be covered another ONET code. For Program Year 2022 (PY22), staff recommends retaining all the current occupations on the approved training list with the understanding that if the Board feels that changes are needed to the list during the remainder of the year that they have the authority to do so.

*Tony Naylor (Matt Peterson) moved to approve the Demand Occupation List for Program Year 2022. Motion adopted.*

4. **Proposed Policy Revisions – Workforce Innovation and Opportunity Act (WIOA), Workforce Centers Dress Code and Policy Handbook**

Staff requested revisions to WIOA policy in order to provide for continuous improvement and to address changes in the regional economy.

Staff proposed removing the limit that supportive services for fuel assistance, bus passes and child care can only be used for the first four months of Adult Program training, the first six months of Senior Community Services Employment Program (SCSEP) program participation and the first four months of training or the first 60 days of a work experience for the Youth Program. These limitations were previously removed for the Dislocated Worker program. Due to current economic conditions, staff have been receiving an increase in requests from customers for exceptions to these limitations. Removing this limitation will allow programs to better support customers through the entirety of their training. Customers must still submit a request for supportive services with an explanation of the need to receive them and staff re-evaluate customer need and progress on a regular basis. These services are not requested by the majority of customers.

Staff proposed changing the self-sufficient wage from \$12.02 an hour for the Adult and Youth programs and \$15.38 for Dislocated Worker, which has not been updated since 2011 to \$15.60 per hour or \$32,448 per year, which is based on Massachusetts Institute of Technology (MIT) Living Wage Calculator for the Wichita Metropolitan Statistical Area (MSA). Committee members expressed concern that the change is a large increase all at once and that there may be a negative impact to some employers that might not be able to reach that level. The Committee requested that staff review options for stair stepping the rate over a period of time or other alternatives to ease in to the new rate. Different rates may be needed for different categories of workers in order to provide an opportunity for those that need training that might not receive it otherwise. Staff will research and provide options to the Committee at a future meeting to address this issue. This issue will be presented to the full Board at its meeting in July in order to obtain a strong consensus on any changes. The Committee agreed to remove this item from consideration for approval at this time.

Staff proposed increasing Individual Training Account (ITA) and scholarship limits by \$1,000 for training in General Programs, Aviation Manufacturing, Healthcare and Information Technology. This change will allow for the full cost of Commercial Drivers License (CDL) training to be covered and increase the amounts for the other industries to allow for cost increases.

The dress code for staff is not changing; however, adjustments to make the code gender neutral are being made at this time in order to comply with federal rules and regulations. This change will be

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made to the Workforce Center's Handbook. Other changes to WA policy include updating tornado safe rooms and the process for how staff update their personnel information.

*Kathy Jewett (Michele Gifford) moved to approve the proposed policy changes and updates to the Center's Handbook and WA's Code of Conduct with the exception of the self-sufficient wage update. Motion adopted.*

**5. Roadtrip Nation (RTN) - Project Wichita 2022**

The WA and USD 259 are working with Roadtrip Nation on a Wichita project and a summary was provided to Committee members; sufficient funding has been raised to pay for the two phases. Phase I, the Community Hub is in progress and going well with the website to be launched toward the end of July into August and distribution to be ready when school begins in the fall. Phase II is the actual road trip documentary. The application portal is being created from which to select the road trippers and they will be identified over the next six to eight weeks. The road trip will begin this fall with the documentary airing on PBS in 2023. It was determined that WIOA funds could be used to help fund the RTN project since it will benefit Workforce Center customers, people with barriers to employment and be used as part of a career awareness strategy and tool. The State of Kansas has approved the use of WIOA funds for the project. Many community organizations in the region will benefit from what is produced. Blackburn asked where the funds would come from out of the budget. Most of the funds will come from the current Program Year 2021 WIOA Youth program budget and there will be less funds carried over into the next program year.

*Jennifer Jackson (Rod Blackburn) moved to approve modifications to the RTN project agreement and authorize funding support not to exceed \$150,000. Motion adopted.*

**6. Youth Employment Project / Helping Youth Prepare of Employment (HYPE) 2022 Update**

A KWCH story on the Camp HYPE's was viewed by the Committee; the link will be shared with board members after the meeting. Duncan provided an overview of the camps so far. Those that are attending have provided positive feedback and are completing the entire camp. Next year, staff are looking to schedule four-day camps rather than five and provide incentives to attend the first day of each camp. Overall, over 1,000 youth have registered through the HYPE program, participating in workshops, jobs, job fairs and internships, which is higher than this time last year. Textron is hosting 156 interns this summer with students working in all departments across the business. Spirit has approximately 40 young people working in manufacturing and engineering and hopes to grow that number in the future. Staff are working to increase the number of companies that participate and offer internships as well as to offer opportunities in different employment sectors such as financial services and local government. This year, the legislature passed a bill that helps to clarify the liability issues for employers of participating in internships and other forms of work-based learning. Currently, a school's insurance policy is responsible for students participating in an unpaid internship with a business. The Governor's Education Council is working to refine language in order to make it easier for employers to offer these opportunities to young people.

*Michele Gifford (Amy Williams) moved to receive and file the update for YEP/HYPE 2022 report. Motion adopted.*

**7. Consent Agenda and Committee Reports**

Approval of meeting minutes for February 9, 2022, WA A-133 Audit Report for Program Year 2020, contract extensions and updates for the Youth Program (Cerebral Palsy Research Foundation (CPRF), Pyxis, Amber DiNapoli, LSCSW, Allied Health and Wichita Technical Institute), Cowley College for WIOA services, and Corrections Memorandum of Understanding update with the Kansas Department of Corrections (KDOC) and Sedgwick County Department of Corrections (SCDC)), On-the-Job Training contracts for TEC Systems Group and Metal Finishing Company, Inc., Workforce Center

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Operations / One-Stop Operator report and information on the Kansas State Board of Regents and KansasWorks Workforce Innovation Conference scheduled for October 3<sup>rd</sup> and 4<sup>th</sup> in Lawrence, Kansas were presented to the Committee for review and approval. Longwell commended staff on the exceptional audit results and mentioned that the Finance Committee approved the audit at its meeting on May 25, 2022. Committee members were encouraged to attend the Workforce Innovation conference and the WA will pay for registration and hotel. Rod Blackburn asked if Pyxis contract services for work experience and financial literacy education are services also provided by the WA. Pyxis offer some aspects of required leadership education that is not offered by the WA and in regard to work experience they out to worksites and provides coaching and other services that WA staff are not supposed to provide.

*Tony Naylor (Kathy Jewett) moved to approve the Consent Agenda as presented. Pat Jonas, Cerebral Palsy Research Foundation and Commissioner Jim Howell, Sedgwick County abstained from the vote. Motion adopted.*

**8. Other Discussion / Announcements**

The WA has been working with the Wichita Regional Chamber of Commerce, Greater Wichita Partnership and area employers around veteran’s recruitment strategies to improve how communities can do a better job of recruiting transitioning military veterans into the region based on employment opportunities. A proposal was submitted to the City of Wichita for American Rescue Plan Act (ARPA) funds for this endeavor and \$700,000 in funds have been approved.

**9. Adjournment**

The meeting was adjourned at 1:00 PM.

**Attendees:**

LWDB Executive Committee Members

Rod Blackburn  
Michele Gifford  
Commissioner Jim Howell  
Jennifer Jackson  
Kathy Jewett  
Pat Jonas  
Jeff Longwell  
Tony Naylor  
Matt Peterson  
Amy Williams

Staff/Guests

Amanda Duncan  
Denise Houston  
Keith Lawing  
Shirley Lindhorst  
Mary Mann  
Chad Pettera  
Laura Rainwater  
Tisha Cannizzo, Eckerd Connects  
Marcus Curran, LWDB/Sheet Metal Workers  
Jennie Heersche, Cowley College  
Erica Ramos, LWDB/KS Dept. of Commerce