

WORKFORCE CENTERS

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Local Workforce Development Board (LWDB)

Executive Committee Meeting Minutes

June 9, 2021 – 11:30 AM

1. Welcome and Introductions

The LWDB Executive Committee assembled via ZOOM. Chair Gabe Schlickau welcomed Committee members and called the meeting to order. Bank of America Student Leader program interns Aditya Joshi and Vi Pepperstone were introduced; they will be interning and shadowing staff to learn more about Workforce Alliance programs and services. This will be the last LWDB meeting to be chaired by Schlickau as Vice Chair Melissa Musgrave will succeed as Chair of the LWDB on July 1, 2021. A new Vice Chair has not yet been identified; staff and Musgrave will be discussing and contacting board members to gauge interest.

2. Fiscal Year 2021 (FY21) Budget Presentation

Chad Pettera presented the proposed FY21 budget, which included all current funding streams Workforce Innovation & Opportunity Act (WIOA) and non-WIOA funds. The Workforce Alliance (WA) / Local Area IV (LAIV) received its planning allocation for WIOA for program/fiscal year that begins July 1, 2021. WA will receive its first increase in WIOA funding in seven years with a 46.6% increase. All WIOA programs will receive an increase, but the most significant impact will be in the Adult and Youth programs. WIOA funding for the State of Kansas for Adult and Youth programs is increasing with the Dislocated Worker program receiving a slight decrease. WIOA funding across Kansas is increasing in all areas except Local Area III (LAIII), which is the Kansas City area. LAIV will receive a \$1.1 million increase from last year.

The WA's PY21 budget for the organization is decreasing next year from \$10.5 million to \$9.8 million due to the expiration of a number of grants. Those expiring grants include the Kansas Advance Manufacturing Program (KAMP) and the Kansas Health Professional Employment Project (KHPOP). KHPOP, a program to train healthcare workers, has been extended in the past; however, staff does not feel that it will be extended again. Staff are not projecting any carryover for the WIOA Adult and Dislocated Worker programs and if there is it will be small. Of note for revenue is the Retaining Employment and Talent after Injury/Illness Network (RETAIN) grant. Kansas is one of eight states to have piloted this program for assisting people that have suffered an illness or were injured on the job, who would typically be placed on disability, and connect them to proper healthcare, train them to return them to their old job with some accommodations or different skillset or to train them for a new and different job. LAIV began the pilot and due its successful implementation, the State of Kansas was chosen to participate in Phase II of the project and awarded \$21 million to implement the project over four years statewide. The Committee will be updated as staff learn more about the Phase II implementation.

Planned expenditures for next year will be approximately \$700,000 less than last year. There is a proposed increase in wages and fringe, all of which are primarily tied to an increase in WIOA Youth staff and staffing for the One Workforce Grant. All other line items are decreasing due to the reduced budget and costs or due to infrastructure reduction due to the expansion of Trade Adjustment Assistance (TAA) operations by Kansas Department of Commerce, which results in a reduction of the percentage of rent paid by the WA. The "Grants Awarded" line item is substantially less than last year as the WA was awarded CARES Act funding from Sedgwick County in the amount of over \$800,000 due to the pandemic, for training funds for affected employers that is not planned to occur for this next year.

The LWDB Finance Committee reviewed the proposed budget at its meeting on May 28, 2021 and approved recommendation to the LWDB Executive Committee and the Chief Elected

Officials Board (CEOB) for approval. The CEOB will review the budget for approval at their next meeting scheduled for June 23, 2021. Jeff Longwell asked Pettera to explain some of the large carryovers in a couple of areas of the budget. Pettera explained that most are due to pandemic and needed funds for delay in first quarter allocation

Jeff Longwell (Melissa Musgrave) moved to approve the proposed budget and recommend adoption by the Chief Elected Officials Board (CEOB) with authorization to make adjustments once final carryover is known. Motion adopted.

3. Helping Youth Prepare for Employment (HYPE) / Youth Employment Project (YEP) Update

The Youth Employment Project (YEP) is a WA program that provides assistance to young adults in finding a first job or work experience opportunity. Services through YEP include assistance in resume creation, job search, preparing for interviews as well as education on soft skills, customer service and financial literacy. These partners all have well established youth employment programs and are working together to achieve significant community impact. A report on current participation in YEP was presented. Participation numbers are down this year, mainly due to lasting effects of the pandemic. Many students are having to attend summer school due to missed classes and credits and are not looking for jobs, typically youth have had difficulty in obtaining employment on their own but the current situation is such that there are more jobs than applicants and youth are able to get a job directly. Although this year's numbers are down, staff feel that this is a temporary situation and not a long-term trend and are continuing to work on strategies to increase participation in YEP program as well as to continue to work with Helping Youth Prepare for Employment (HYPE) network community partners City of Wichita and the Greater Wichita YMCA who have also experienced the same challenges for their programs this year. A series of weekly employer sponsored Camp HYPE's that target different industry sectors has begun for the summer. Staff want to expand on the camp series model as well as to schedule job fairs in the future. The WA is also continuing to work with Textron and Spirit AeroSystems, who are again this year offering apprenticeship opportunities to youth. Rod Blackburn, youth committee member, pointed out that it was discussed at one of those committee meetings to work with the school districts moving forward to coordinate youth employment programs and opportunities around the summer school schedules to compliment and not compete against each other to increase participation. The youth committee is very active and recognizes that YEP/HYPE is in a building mode post COVID and are looking at strategies to improve youth and employer participation.

Report was received and filed.

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

Committee members were provided an overview of the WA's participation of the National Association of Workforce Boards' (NAWB) SNAP E&T cohort at its meeting on May 12, 2021; additional information was presented to members. NAWB in Partnership with the Seattle Jobs Initiative (SJI) and Third Sector Capital Partners (TSCP) are providing technical assistance so that at least 70 new Local Workforce Development Boards (LWDBS) can become third-party SNAP E&T intermediaries or providers by 2023. The goal is to determine by the end of calendar year 2021 the opportunities and options to expand operations into SNAP E&T. There are multiple models for LWDBs to be directly engaged in providing employment and training services to individuals receiving SNAP benefits. By leveraging WIOA funds, the goal would be to connect those on public assistance to quality employment at higher rates than the system currently in place.

The Committee reviewed presentation slides that provided a summary of this information. One of the key advantages to becoming a SNAP E&T provider is the ability to generate local matching funds to increase the number of persons that can be served. It is also an opportunity to better align services with the Department of Children and Families (DCF) at the state level, along with programs managed by local governments in the region. Longwell asked who would be responsible for vetting the eligibility of the participants to receive SNAP E&T funding. DCF is responsible for determining eligibility and providing food assistance; the WA would manage the only education and training funds. Staff will provide the LWDB with details and recommendations at the end of the year after they have attended all of the additional cohort trainings. Blackburn asked if there could be a potential conflict with DCF and if legislative policy or influence were needed to insure the success of this kind of partnership with DCF. WA staff have taken steps to improve the partnership and collaboration with DCF staff. The Regional Economic Area Partnership (REAP) is working with the South Central Kansas legislative delegation on talking points around this issue and conversations with individual legislators have taken place.

Report was received and filed.

5. Workforce Alliance (WA) 2020-2022 Strategic Plan Implementation Update

Updates on the implementation of the 2020-2022 WA strategic goals is a standing agenda item for this Committee in order to provide for continuous accountability and provide an opportunity for staff to report to the Committee on the progress made on implementing the strategic goals. Staff are working with the Outreach and Communication Task Force to finalize a plan and present it to the Board at its July meeting. An update was provided on current communication and outreach activities as well as the WA's continued partnership with KWCH on the Building You program. The WA is continuing its partnership with the Greater Wichita Partnership's Get Trained. Get Paid (GTGP) campaign.

6. Consent Agenda and Committee Reports

Approval of meeting minutes for May 12, 2021, Workforce Economic Impact Update, Workforce Center Operations / One-Stop Operator Report, WA Cafeteria Plan Document Amendment, Contract Extensions and On-the-Job Training (OJT) Contracts for Creekstone Farms and Aerospace Turbine Rotables were presented to the Committee for review and approval.

The WA provides employees with pre-tax savings options for benefits. The legal structure of the plans was created and maintained by Hinkle Law Firm. The WA is updating the current Cafeteria Plan documents to reflect changes due to the COVID-19 pandemic and the CARES Act passed by Congress. Hinkle has provided amended Cafeteria Plan documents to reflect a change allowing individuals additional enrollment period due to a HIPAA special enrollment right and to allow the purchase of certain eligible over the counter medical products.

The following contracts for services expire on June 30, 2021 and all have extensions available: Allen, Gibbs and Houlik (AGH) for paymaster services (accounting, tax, reporting and payroll services), lease renewal for the Butler Workforce Center space in El Dorado and the following Youth contracts for WIOA Youth elements: Cowley Community College (Occupational Skills Training, Alternative Secondary School, Tutoring), Goodwill/NexStep Alliance (Alternative Secondary School), Manpower (Work Experience Employer of Record), Margaret Harris, (Tutoring), Pyxis (Occupational Skills Training, Leadership and Development, Workforce Preparations, Work Experience, Adult Mentoring, Financial Literacy, and Entrepreneurship services), The Arnold Group (Work Experience Employer of Record), Whiteline CDL Training (Occupational Skills Training) and Wichita Technical Institute (Occupational Skills Training and Workforce Preparation). The

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Youth contracts would be extended until December 31, 2021 at which time these services will be rebid.

In regard to the OJT with Aerospace Rotables; the wages are \$16.00 an hour. Longwell asked if this wage meets the minimum requirements to participate in an OJT program. The WIOA standard is \$12.02 an hour; the WA is aligned with that standard and this can be increased at the LWDB's discretion. Many employers are having to offer higher wages in order to attract and retain employees. It may be necessary to take deliberate steps to communicate to some employers that wages are too low.

Melissa Musgrave (Jeff Longwell) moved to approve the Consent Agenda as presented. Motion adopted.

7. Other Discussion / Announcements

- A. The 2021 Jobs FORE Youth Golf Tournament is scheduled for September 30, 2021 at Hidden Lakes Golf Course. More sponsors are needed and Committee members were encouraged to get involved. KWCH will promote the tournament and highlight organizations that are sponsors.
- B. A new virtual job fair platform is being purchased by the State of Kansas; there have been delays in implementation and staff are working to help expedite the process.
- C. The partnership with Cowley College to provide workforce center services to that region is working well and steps are underway to raise the profile of the center at the college and increase employer engagement.
- D. The next full board meeting is scheduled for July 28, 2021. The plan is for this to be a return to in-person meetings; a virtual option will be offered.

8. Adjournment

The meeting was adjourned at 12:47 PM.

Attendees:

LWDB Executive Committee Members

Rod Blackburn
Michele Gifford
Jennifer Hughes
Kathy Jewett
Pat Jonas
Jeff Longwell
Melissa Musgrave
Tony Naylor
Gabe Schlickau

Staff/Guests

Denise Houston
Keith Lawing
Shirley Lindhorst
George Marko
Chad Pettera
Laura Rainwater
Erica Ramos
Tisha Cannizzo Eckerd Connects
Matt Fields, Eckerd Connects
Jennie Heersche, Cowley College
Aditya Joshi, Intern
Vi Pepperstone, Intern