

# **WORKFORCE CENTERS**

of South Central Kansas

## **KANSASWORKS.COM**

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

Join Zoom Meeting: <https://us02web.zoom.us/j/85683016389>

Wednesday, June 9, 2021 • 11:30 a.m. – 12:45 p.m.

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1. **Welcome and Introductions:** Gabe Schlickau (11:30)
2. **Fiscal Year 2021 (FY21) Budget Presentation:** Chad Pettera (11:35) (pp. 2-7)  
*Recommended action: Approve the proposed budget and recommend adoption by the Chief Elected Officials Board (CEOB) with authorization to make adjustments once final carryover is known.*
3. **Helping Youth Prepare for Employment (HYPE) / Youth Employment Project (YEP)**  
**Update:** Keith Lawing (11:55) (pp. 8-9)  
*Recommended action: Receive and file.*
4. **U.S. Department of Agriculture's Supplemental Nutrition Assistance Program Education and Training (SNAP E&T):** Keith Lawing (12:15) (pp. 10-29)  
*The Workforce Alliance is participating in a cohort of workforce boards with the National Association of Workforce Boards (NAWB) to explore becoming a SNAP E&T provider. (SNAP: AKA food stamps)*  
*Recommended action: Receive and file.*
5. **Workforce Alliance (WA) 2020-2022 Strategic Plan Implementation Update:** Keith Lawing (12:30) (pp. 30-31)  
*An update on the implementation of the 2020-2022 WA strategic goals will be provided.*  
*Recommended action: Take appropriate action.*
6. **Consent Agenda and Committee Reports:** Gabe Schlickau (12:45)
  - A. Approval of Meeting Minutes for May 12, 2021 (pp. 32-35)
  - B. Workforce Economic Impact Update (pp. 36-37)
  - C. Workforce Center Operations / One-Stop Operator Report (pp. 38-42)
  - D. Workforce Alliance Cafeteria Plan Document Amendment (pp. 43-44)
  - E. Contract Extensions – Paymaster (Allen, Gibbs & Houlik), Butler Workforce Center Lease and Workforce Innovation & Opportunity Act (WIOA) Youth Elements Contracts (pp. 45)
  - F. On-the-Job Training (OJT) Contracts for the Eligible Training Provider (ETP) List–Creekstone Farms and Aerospace Turbine Rotables (pp. 46-47)*Recommended Action: Approve the consent agenda as presented*
7. **Adjourn:** Gabe Schlickau (1:00)

*The next LWDB Executive Committee Meeting is scheduled for  
Wednesday, July 14, 2021 at 11:30 a.m.*

## Item

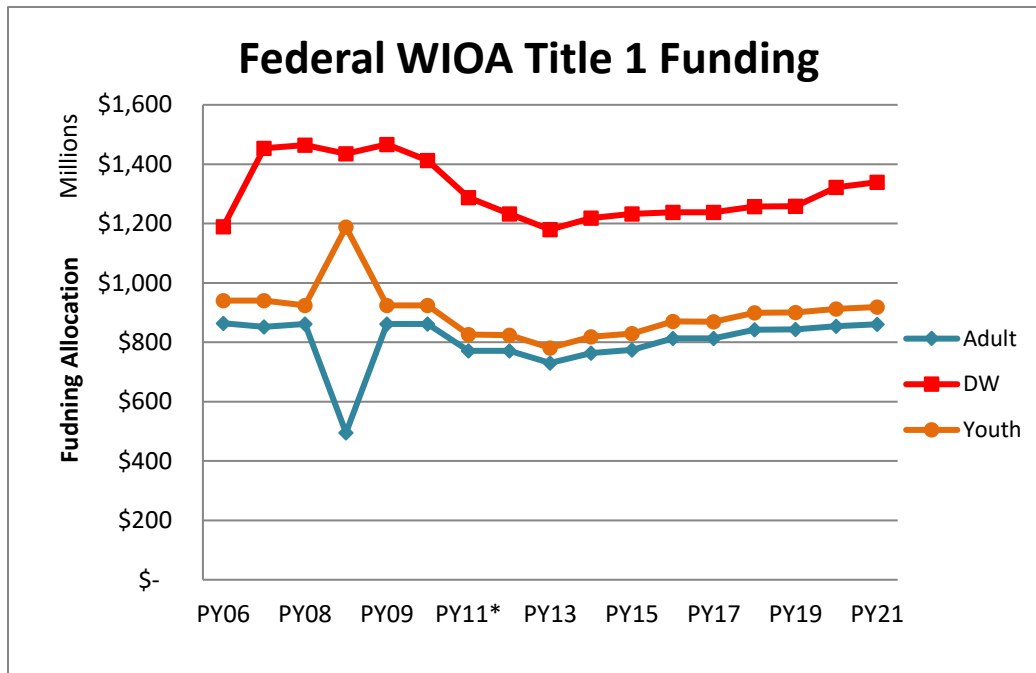
Program Year 2021 (PY21) July 2021 – June 2022 Budget

## Background

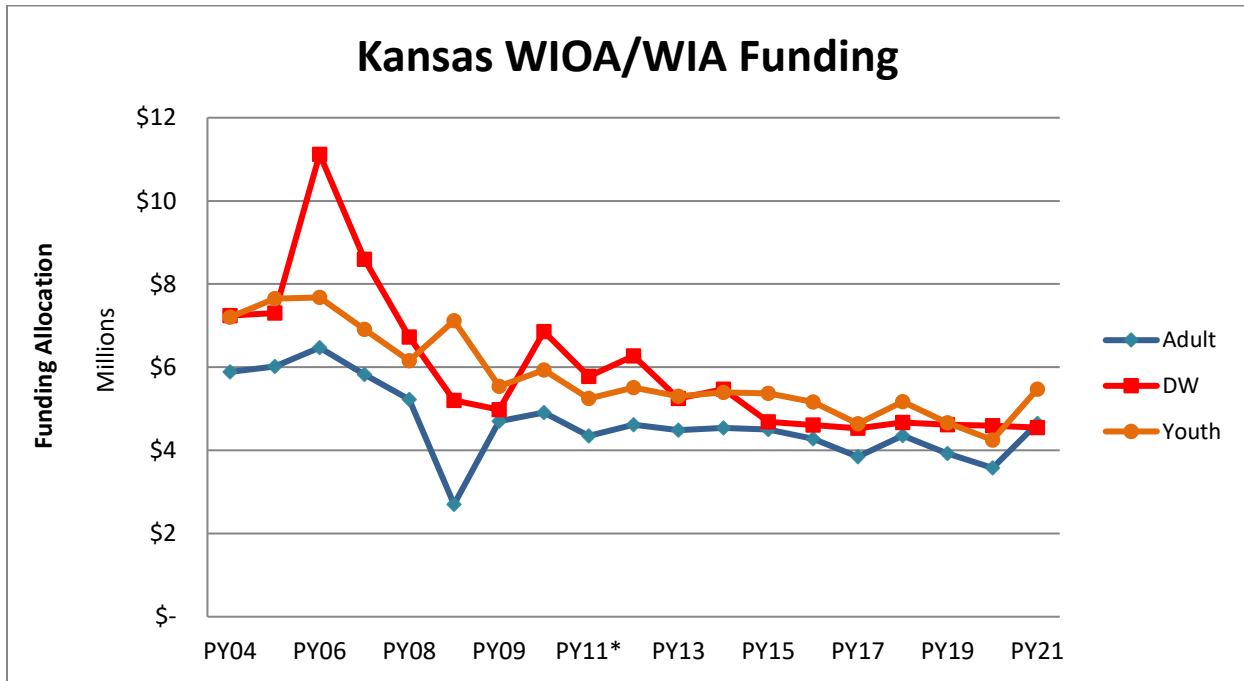
WA received its planning allocation for WIOA for the program/fiscal year that starts July 1, 2021. WA will see its first increase in WIOA Funding in seven years with a 46.6% increase. The increases are across the board but the most significant impact will be in the adult and youth funding.

## Analysis

Funding for the WIOA Title I programs at the federal level will have an \$28-million-dollar increase for PY21. Funding for the individual programs is Adult at \$8.6 billion, Dislocated Worker \$1.34 billion, and Youth \$9.18 billion.

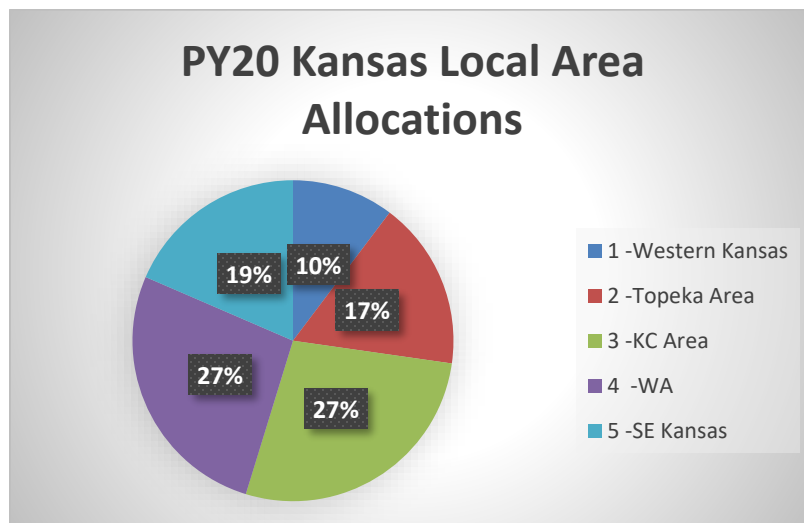


WIOA funding for the State of Kansas for Adult and Youth is increasing with Dislocated Worker taking a slight cut. Adult is increasing from \$3.5 to \$4.6 million. Dislocated Worker is decreasing from \$4.595 million to \$4.544 million. Youth funding is increasing from \$4.25 to \$5.47 million. For Kansas the total WIOA allocation is increasing by \$2,236,244 or about 16.5%.

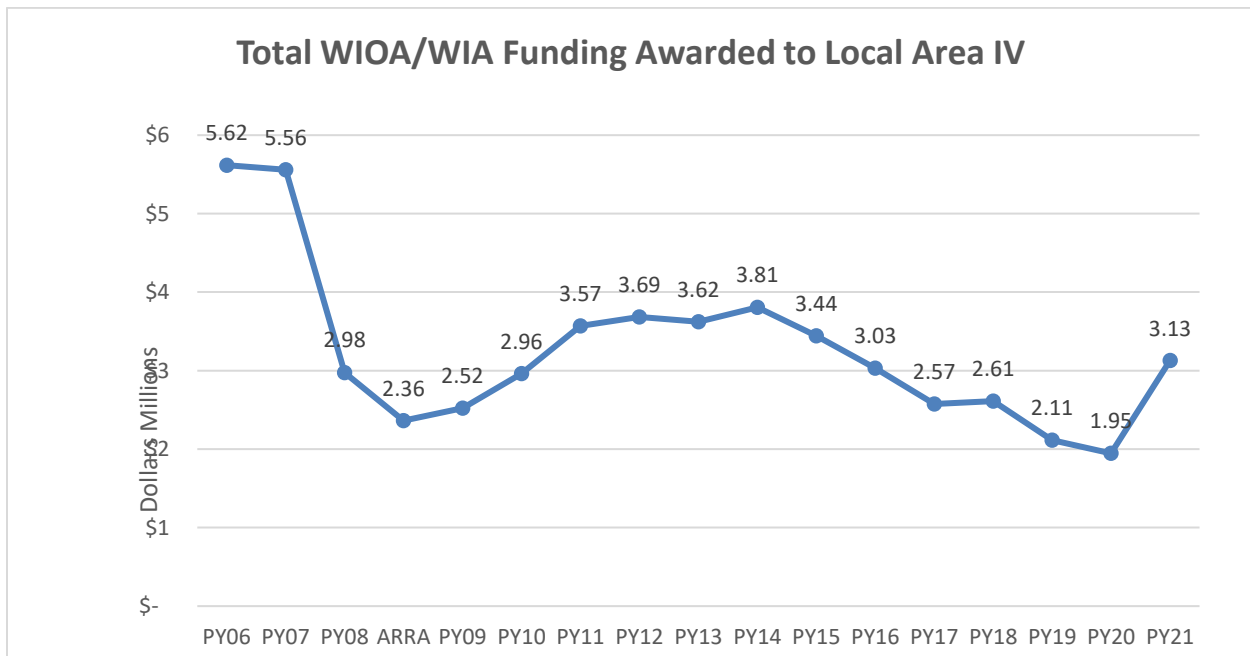
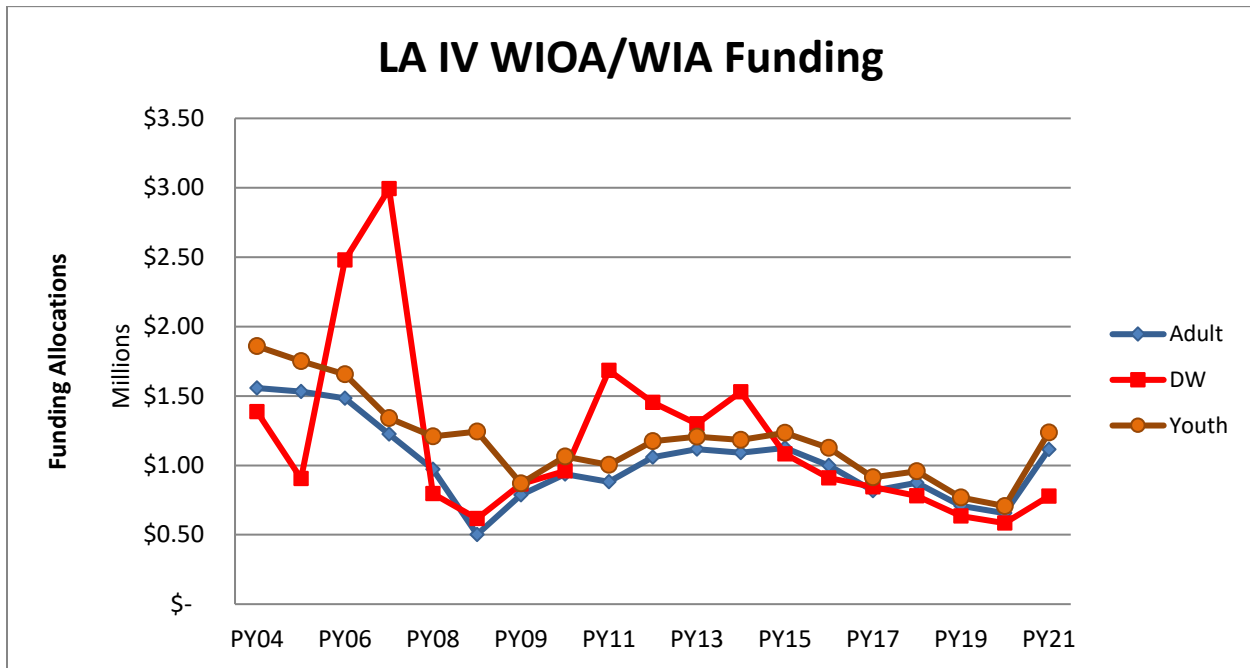


WIOA funding across Kansas is increasing in all areas except LAIII (Kansas City Area).

PY21 WIOA Allocations by Local Area and Program					
Local Area	Adult	Dislocated Worker	Youth	Total	Change from Previous Year
1 -Western Kansas	\$ 340,919.00	\$ 454,550.00	\$ 408,174.00	\$ 1,203,643.00	\$ 240,677.00
2 -Topeka Area	\$ 596,308.00	\$ 510,822.00	\$ 879,356.00	\$ 1,986,486.00	\$ 315,796.00
3 -KC Area	\$ 1,043,913.00	\$ 1,060,750.00	\$ 1,111,610.00	\$ 3,216,273.00	\$ (46,038.00)
4 -WA	\$ 1,113,443.00	\$ 777,556.00	\$ 1,237,419.00	\$ 3,128,418.00	\$ 1,182,076.00
5 -SE Kansas	\$ 826,601.00	\$ 355,247.00	\$ 984,005.00	\$ 2,165,853.00	\$ 136,338.00
Total	\$ 3,921,184.00	\$ 3,158,925.00	\$ 4,620,564.00	\$ 11,700,673.00	\$ 1,828,849.00



In total for PY21 LAIV is receiving \$3.128 million, which is \$1.1 million more than last year.



#### Other Planned Revenue Sources for PY21

Senior Community Services Community Services Program- \$767,368

Rapid Response- \$55,000

Kansas Health Professional Opportunity Project- \$373,000 (Projected to End Sept 2021)

RETAIN- \$434,392

KAMP- \$1,416,000 (Project Ends Dec 2021)  
United Way Patient Care Assistant Program- \$122,000  
Work Based Learning- \$75,000  
PACES- \$89,000  
Pathways Home \$298,000  
YEP- \$47,000  
DWG- \$566,000  
REAP- \$135,000  
One Workforce- \$1,937,000  
Total Other Planned Revenue for PY21 \$6,204,760

Overall the 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 two Dislocated Worker Grants, Skills 180, and Kansas Health Professional Employment Project (KHPOP). There is an increase in wages and fringe, all of which are primarily tied to increase in WIOA Youth FTE's or 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 TAA operations by Kansas Department of Commerce. The planned budget allocates 50% of funds to direct client services which include work experience, training and supportive services.

The LWDB Finance Committee reviewed the proposed budget at its meeting on May 28, 2021 and recommended the approval of the proposed budget to the LWDB Executive Committee and Chief Elected Officials Board (CEOB), with authorization to make adjustments once final carryover funding is known.

### **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 proposed budget and recommend adoption by the Chief Elected Officials Board (CEOB) with authorization to make adjustments once final carryover is known.*

## Proposed Workforce Alliance PY21 Budget July 2021 - June 2022

### Planned Revenues

Revenue Stream	PY20 Carry Over	PY21 Allocation	Transfer (up to 100%)*	Total PY21 Funding	% of Budget
Adult	\$ -	\$ 1,002,099	\$ 356,329	\$ 1,358,428	17.83%
Dislocated Worker	\$ -	\$ 699,800	\$ (356,329)	\$ 343,471	4.51%
RRAA/Set A Side*	\$ -	\$ -		\$ -	0.00%
Youth	\$ 150,000	\$ 1,113,677		\$ 1,263,677	16.59%
Admin	\$ 20,000	\$ 312,842		\$ 332,842	4.37%
Senior	\$ -	\$ 767,368		\$ 767,368	10.07%
Rapid Response*	\$ 55,528	\$ -		\$ 55,528	0.73%
KHPOP	\$ 373,356	\$ -		\$ 373,356	4.90%
KAMP	\$ -	\$ 1,416,147		\$ 1,416,147	18.59%
REAP	\$ -	\$ 147,580		\$ 147,580	1.94%
PACES	\$ -	\$ 89,098		\$ 89,098	1.17%
YEP	\$ -	\$ 47,853		\$ 47,853	0.63%
VR Pre-ETS	\$ -	\$ -		\$ -	0.00%
Apprentice	\$ -	\$ 183,056		\$ 183,056	2.40%
United Way	\$ -	\$ 122,400		\$ 122,400	1.61%
Skills 180	\$ -	\$ -		\$ -	0.00%
RETAIN	\$ -	\$ 434,392		\$ 434,392	5.70%
Work Based Learning Circle	\$ -	\$ 77,458		\$ 77,458	1.02%
DWG	\$ -	\$ -		\$ -	0.00%
DOL DWG	\$ -	\$ 566,315		\$ 566,315	7.43%
General	\$ -	\$ 40,000		\$ 40,000	0.53%
	<b>\$ 598,884</b>	<b>\$ 7,020,084</b>	<b>\$ (0)</b>	<b>\$ 7,618,968</b>	<b>100.00%</b>

### Planned Expenditures

Category	PY21 Proposed	PY20 Budget	PY20 Exp. Thru April	PY20 % of Expenditures	Budget Difference PY20/PY21
Wages	\$ 2,886,309	\$ 2,554,976	\$ 2,287,832	90%	\$ 331,333
Fringe	\$ 684,417	\$ 635,650	\$ 570,142	90%	\$ 48,767
Facilities	\$ 430,285	\$ 471,757	\$ 373,458	79%	\$ (41,472)
Contract/Pro Fees	\$ 355,093	\$ 353,622	\$ 261,265	74%	\$ 1,471
Supplies/Equipment	\$ 119,336	\$ 160,633	\$ 148,961	93%	\$ (41,297)
Outreach/Meetings	\$ 73,101	\$ 118,673	\$ 51,481	43%	\$ (45,572)
Travel/Conference	\$ 60,750	\$ 72,490	\$ 3,358	5%	\$ (11,740)
Grants Awarded	\$ 283,764	\$ 949,830	\$ 895,792	94%	\$ (666,066)
Staff Development	\$ 43,330	\$ 32,890	\$ 2,290	7%	\$ 10,440
Misc	\$ 20,666	\$ -	\$ 20,131		\$ 20,666
Youth Work Experience	\$ 299,000	\$ 388,802	\$ 11,214	3%	\$ (89,802)
Adult WX/Incumbent	\$ 1,364,345	\$ 1,275,763	\$ 542,962	43%	\$ 88,582
OJT	\$ 624,266	\$ 587,551	\$ 33,044	6%	\$ 36,715
Incentives	\$ 6,000	\$ 7,500	\$ 16,167	216%	\$ (1,500)
Education & Training	\$ 2,152,425	\$ 2,677,751	\$ 801,538	30%	\$ (525,326)
Supportive Services	\$ 480,987	\$ 299,152	\$ 188,082	63%	\$ 181,835
	<b>\$ 9,884,075</b>	<b>\$ 10,587,040</b>	<b>\$ 6,207,717</b>	<b>59%</b>	<b>\$ (702,965)</b>

	PY21		PY20		YTD Expenditures
Operations/Overhead	\$ 4,957,052	50%	\$ 5,350,521	\$ 4,614,710	74%
Direct Client	\$ 4,927,023	50%	\$ 5,236,519	\$ 1,593,007	26%

# Workforce Alliance Consolidated Budget PY20 Comp PY21

July 2021 - June 2022

Expenditures Through 04/30/2021

Category	WIOA						Community Impact Funds						Consolidated				
	PY20 Budget	PY21 Budget	PY20-PY21 Budget	PY20 YTD Expenditures	% Budget Remaining		PY20 Budget	PY21 Budget	PY20-PY21 Budget	PY20 YTD Expenditures	% Budget Remaining		PY20 Budget	PY21 Budget	PY20-PY21 Budget	YTD Expenditures	% Budget Remaining
Wages	\$ 1,006,113	\$ 1,641,309	\$ 635,196	\$ 1,095,068	-9%		\$ 1,548,863	\$ 1,245,000	\$ (317,793)	\$ 1,192,764	23%		\$ 2,554,976	\$ 2,886,309	\$ 331,333.20	\$ 2,287,832	10%
Fringe	\$ 270,535	\$ 379,375	\$ 108,840	\$ 298,789	-10%		\$ 365,115	\$ 305,042	\$ (56,243)	\$ 271,353	26%		\$ 635,650	\$ 684,417	\$ 48,767.13	\$ 570,142	10%
Facilities	\$ 195,455	\$ 276,338	\$ 80,883	\$ 162,200	17%		\$ 276,302	\$ 153,947	\$ (185,063)	\$ 211,258	24%		\$ 471,757	\$ 430,285	\$ (41,472.00)	\$ 373,458	21%
Contract/Pro Fees	\$ 118,954	\$ 203,097	\$ (16,357)	\$ 112,890	5%		\$ 234,668	\$ 151,996	\$ (120,124)	\$ 148,375	37%		\$ 353,622	\$ 355,093	\$ 1,470.86	\$ 261,265	26%
Supplies/Equipment	\$ 63,165	\$ 54,583	\$ (8,582)	\$ 32,157	49%		\$ 97,468	\$ 64,753	\$ (133,346)	\$ 116,804	-20%		\$ 160,633	\$ 119,336	\$ (41,297.00)	\$ 148,961	7%
Outreach/Meetings	\$ 40,523	\$ 28,601	\$ (7,660)	\$ 14,458	64%		\$ 78,150	\$ 44,500	\$ (35,255)	\$ 37,023	53%		\$ 118,673	\$ 73,101	\$ (45,572.00)	\$ 51,481	57%
Travel/Conference	\$ 28,680	\$ 31,450	\$ 2,770	\$ 699	98%		\$ 43,810	\$ 29,300	\$ (43,111)	\$ 2,659	94%		\$ 72,490	\$ 60,750	\$ (11,740.00)	\$ 3,358	95%
Grants Awarded	\$ 100,500	\$ 85,000	\$ 85,000	\$ 42,479	58%		\$ 849,330	\$ 198,764	\$ (705,089)	\$ 853,313	0%		\$ 949,830	\$ 283,764	\$ (666,066.00)	\$ 895,792	6%
Staff Development	\$ 16,550	\$ 26,750	\$ 10,200	\$ 1,347	92%		\$ 16,340	\$ 16,580	\$ (6,560)	\$ 943	94%		\$ 32,890	\$ 43,330	\$ 10,440.00	\$ 2,290	
Misc	\$ -	\$ -	\$ -	\$ -			\$ -	\$ 20,666	\$ 20,666	\$ 20,131			\$ -	\$ 20,666	\$ 20,666.25	\$ 20,131	#DIV/0!
Youth Work Experience	\$ 351,522	\$ 299,000		\$ 11,214	97%		\$ 12,280	\$ 12,280			100%		\$ 363,802	\$ 311,280	\$ (52,522.00)	\$ 11,214	97%
Adult WX/Incumbent	\$ 581,500	\$ 614,065		\$ 468,094	20%		\$ 719,263	\$ 738,000		\$ 74,868	90%		\$ 1,300,763	\$ 1,352,065	\$ 51,302.00	\$ 542,962	58%
OJT	\$ 164,551	\$ 75,000	\$ (139,552)	\$ 143	100%		\$ 423,000	\$ 549,266	\$ 200,266	\$ 32,901	92%		\$ 587,551	\$ 624,266	\$ 36,715.00	\$ 33,044	94%
Incentives	\$ 7,500	\$ 6,000	\$ (1,500)	\$ 1,100	85%		\$ -	\$ -	\$ (67,500)	\$ 15,067			\$ 7,500	\$ 6,000	\$ (1,500.00)	\$ 16,167	-116%
Education & Training	\$ 644,414	\$ 351,025	\$ (293,389)	\$ 196,644	69%		\$ 2,033,337	\$ 1,801,400	\$ 44,799	\$ 604,894	70%		\$ 2,677,751	\$ 2,152,425	\$ (525,325.62)	\$ 801,538	70%
Supportive Services	\$ 23,000	\$ 49,720	\$ 26,720	\$ 29,354	-28%		\$ 276,152	\$ 431,267	\$ 158,115	\$ 158,728	43%		\$ 299,152	\$ 480,987	\$ 181,835.00	\$ 188,082	37%
<b>Total</b>	\$ 3,612,962	\$ 4,121,313	\$ 482,569	\$ 2,466,636	32%		\$ 6,974,078	\$ 5,762,762	\$ (1,246,239)	\$ 3,741,081	46%		\$ 10,587,040	\$ 9,884,075	\$ (702,965)	\$ 6,207,717	41%

June 9, 2021

Submitted by: Aliex Kofoed

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**Item:**

Youth Employment Project (YEP) 2021 Update

**Background:**

The Youth Employment Project (YEP) is an opportunity to assist 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. YEP is a program run by the Workforce Alliance (WA) under the Helping Youth Prepare for Employment (HYPE) Network, a collaboration of community partners including the WA, the City of Wichita, the Greater Wichita YMCA, USD 259 and other school districts throughout the region. These partners all have well established youth employment programs and are working together to achieve significant community impact.

**Analysis:**

YEP 2021 goals and Year-to-Date measures as of 6/4/2021 are below

Measure	2021 YTD	2021 Goal	2020 Actual
Total Young Adults Served	1874	1,000	3,009
Workshop Participation	95	200	658
Badges Awarded	285	600	1,974
ESC Certificates Earned	95	200	658
Total Employment	422	500	391
Participating Employers	34	100	119
Job Fairs	4	5	5
Job Fair Attendance by Young Adults	657	500	1,278
Job Fair Attendance by Employers	35	50	110
Outreach Sessions	6	5	38
School Engaged	20 schools in 14 districts	15 schools in 7 districts	15 schools in 7 districts
Counties Engaged	5	6	6

## Summary of YEP 2021 Events

Event	Planned	Completed	Total Attendance
Outreach	5 events	6 events	45
ESC Workshop	26 events	4 events	95
Job Fairs	5 events	4 events	657



YEP Employment Outcomes as of 4/21/2021

Employment Type	Total
WIOA	6
Pre-ETS	2
YEP Employer Funded	375
YEP Subsidized	0
Youth Self-Reported	47
<b>Total</b>	<b>430</b>

Camp HYPE

- Camps will be held weekly June 7 – July 16.
- Camps will consist 20 students max, maintaining social distance recommendations from the CDC
- USD 259 will provide four extern staff to assist with operating the camps and delivering workshop curriculum
- Students must be between the ages of 14-18 and have completed their freshman year of high school and have not graduated to attend.
- Six camps running five days sessions, running Monday through Friday. Camp dates and themes are as planned:

Date	Camp	Registered
6/7 – 6/11	Flagship Kansas.Tech Camp (Ages 14-15 only)	15
6/14 – 6/18	Trade Skills Camp (Ages 14-15 only)	9
6/21 – 6/25	Textron Aviation Camp (Ages 14-15 only)	13
6/28 – 7/2	Ascension/Via Christi Healthcare Camp (Ages 16-17 only) Students would have the opportunity to gain additional training to obtain their CNA after the camp and the possibility for a job in healthcare.	19
7/12 – 7/16	Spirit AeroSystems Camp (Ages 14-15 only)	5

- Sessions will be held from 9:00 am -12:30 pm. Snacks and drinks will be provided
- Students who complete the camp will receive a stipend
- Classroom and restrooms will be completely sanitized and cleaned after each session

**Strategic Goals Supported**

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

**Recommended Action:**

*Receive and file.*

**Item:**

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

**Background:**

The National Association of Workforce Boards (NAWB) in partnership with Seattle Jobs Initiative (SJI) and Third Sector Capital Partners (TSCP) are providing multi-faceted technical assistance so that at least 70 new Local Workforce Development Boards (LWDBS) become third-party SNAP E&T intermediaries or providers by 2023. NAWB and its partners are providing technical assistance for the full network of LWDBs and affiliates in a SNAP E&T focused community of practice, while also supporting two cohorts of workforce boards with navigating the process to becoming SNAP E&T third party providers or intermediaries.

**Analysis:**

The Workforce Alliance is part of the NAWB SNAP E&T cohort. 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 Workforce Innovation and Opportunity Act (WIOA) funds, the goal would be to connect those on public assistance to quality employment at higher rates than the system currently in place. Similar strategies led by the Workforce Alliance have been successful in serving Justice Involved Individuals, low wage workers and out of school youth. The attached slides provide summary 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 at the state level, along with programs managed by local governments in the region.

This initiative is in line with all of the 2020-2022 Strategic Goals adopted by the Workforce Alliance last year.

**Recommended Action:**

*Receive and file.*

# WORKFORCE + SNAP E&T

COMMUNITY *of* PRACTICE

# The Project Team



**Project Management  
& Grant Oversight**



**SeattleJobs  
Initiative**

**SNAP E&T  
TA Content**



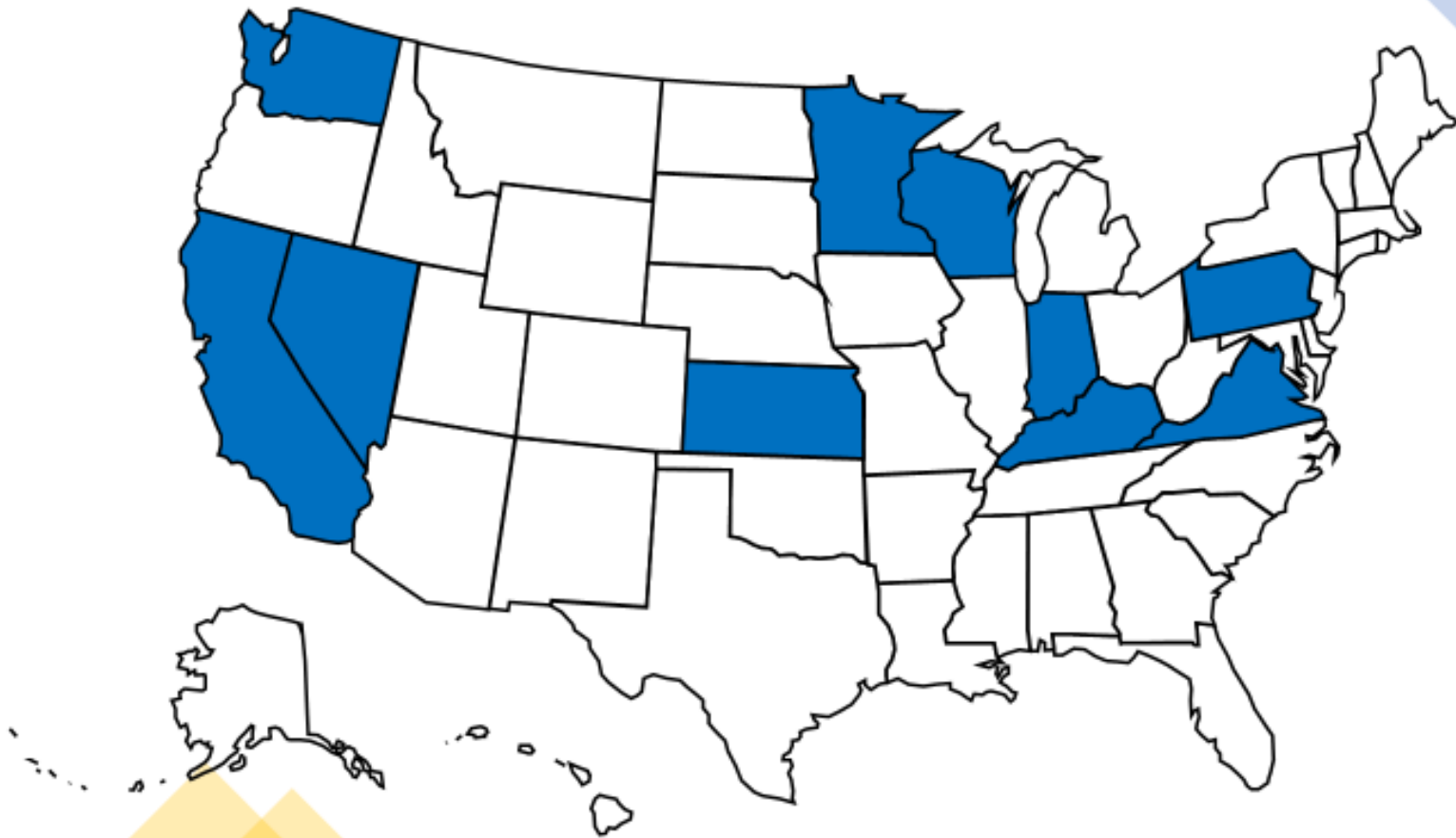
**Quality & Impact  
TA Content**

# Our Cohort

Organization	City	State
<a href="#"><u>KentuckianaWorks</u></a>	Louisville	Kentucky
<a href="#"><u>Philadelphia Works</u></a>	Philadelphia	Pennsylvania
<a href="#"><u>New River/Mount Rogers Workforce Development Board</u></a>	Radford	Virginia
<a href="#"><u>Employ Milwaukee, Inc.</u></a>	Milwaukee	Wisconsin
<a href="#"><u>Stanislaus County Workforce Development</u></a>	Modesto	California
<a href="#"><u>Southwest Minnesota Private Industry Council, Inc.</u></a>	Marshall	Minnesota
<a href="#"><u>Workforce Alliance</u></a>	Wichita	Kansas
<a href="#"><u>Western Virginia Workforce Development Board</u></a>	Roanoke	Virginia
<a href="#"><u>EmployIndy</u></a>	Indianapolis	Indiana
<a href="#"><u>Workforce Connections</u></a>	Las Vegas	Nevada
<a href="#"><u>Northwest Wisconsin Workforce Investment Board</u></a>	Ashland	Wisconsin
<a href="#"><u>Fox Valley Workforce Development Board</u></a>	Neenah	Wisconsin
<a href="#"><u>Partner4Work</u></a>	Pittsburgh	Pennsylvania
<a href="#"><u>Workforce Southwest Washington</u></a>	Vancouver	Washington
<a href="#"><u>Pacific Mountain WDC</u></a>	Tumwater	Washington

*Clickable links!*

# Our Cohort



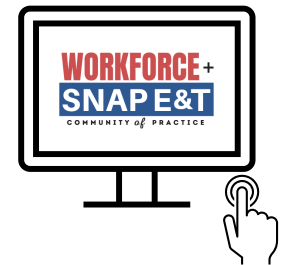
# SNAP E&T National Partnership Grant

In September, 2020, USDA provided more than \$6.7 million in **SNAP E&T National Partnership Grants** to help four national non-profit organizations expand program capacity to serve SNAP participants, by:

- Organizing and convening conferences or meetings with network members or affiliates;
- Developing peer-to-peer learning and networking opportunities or platforms;
- Developing materials such as toolkits, checklists, and curriculum;
- Sharing best practices through webinars or site visits; and
- Providing professional development opportunities for member or affiliate staff.

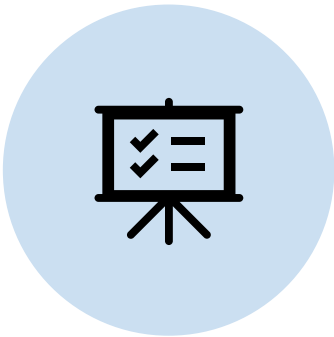
## National Partnership Grantees

- American Public Human Services Association (APHSA)
- Goodwill Industries International (GII)
- Roberts Enterprise Development Fund (REDF)



# Workforce + SNAP E&T Strategies

## Community of Practice



**Technical assistance** provided to the broader workforce system through the co-creation of workshops and webinars with industry leaders.

**Quarterly Webinars & Events**

## Resource Development



Relevant **tools and resources** made available for NAWB members and the broader workforce system

## Cohort of WDBs



**Targeted technical assistance and coaching** to a select number of workforce boards that participate in the cohort program

**April 2021 – October 2021**



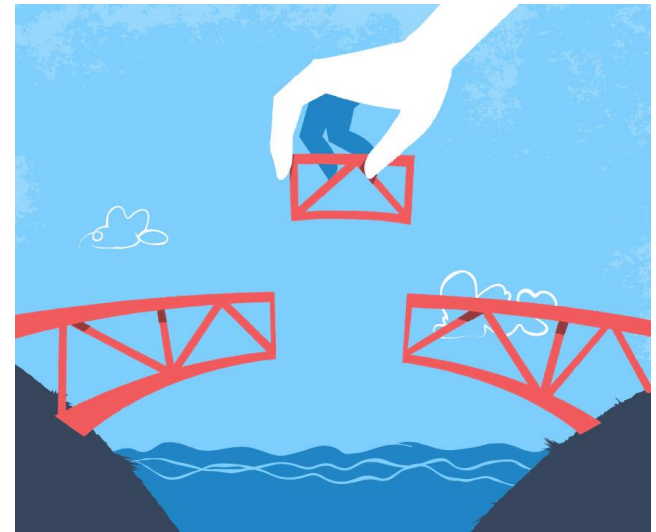
# SNAP E&T Overview

- ▶ SNAP E&T is overseen by the FNS Office of Employment and Training (OET)
- ▶ All States are required to operate SNAP E&T programs and must submit an annual SNAP E&T Plan in August
- ▶ States have considerable flexibility in designing E&T programs in order to meet the needs of participants and employers
- ▶ State E&T Plans identify intermediaries, third-party partners, projected service numbers, budgets & components offered



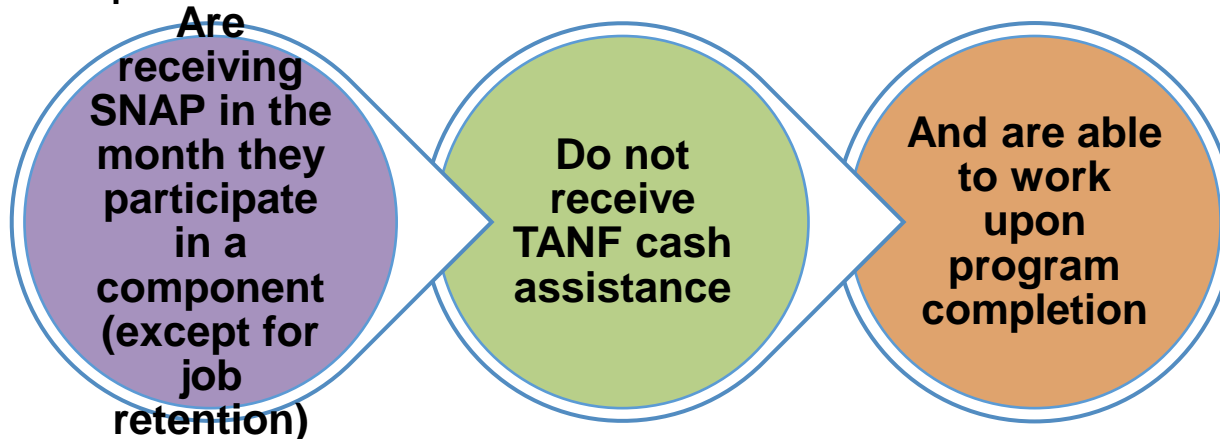
# SNAP E&T Role

- ▶ The role of SNAP E&T, when done right, is to bridge between SNAP (and SNAP eligibility) and the statewide workforce development system.
- ▶ The two systems otherwise lack alignment and don't have the mechanisms to function together. In this way, SNAP E&T adds value to both systems



# Who Is Eligible for SNAP E&T?

- ▶ SNAP recipients who:



- ▶ The SNAP agency enrolls all SNAP participants in E&T
- ▶ SNAP and SNAP E&T do not have participation time limits
- ▶ States can operate mandatory or voluntary programs



# What SNAP E&T Supports



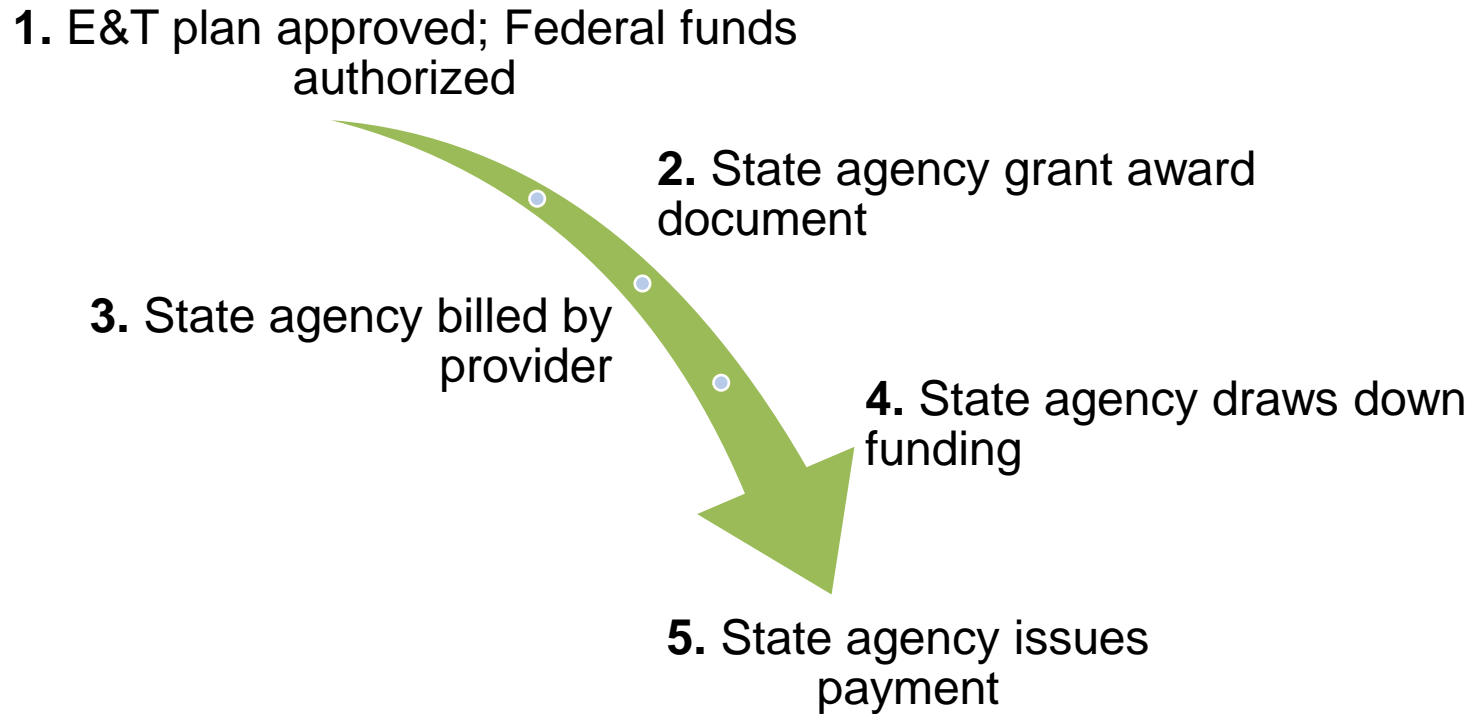
# SNAP E&T Funding



- ▶ ET100% Funding (formula based)
- ▶ 50% Reimbursement Funds (Program Administration and Participant Reimbursements)
  - ▶ Non-Federal
  - ▶ Non-Federally Matched
  - ▶ CDBG Funds only Exception



# How Funding Flows



# Workforce Development Boards (WDBs) and SNAP E&T

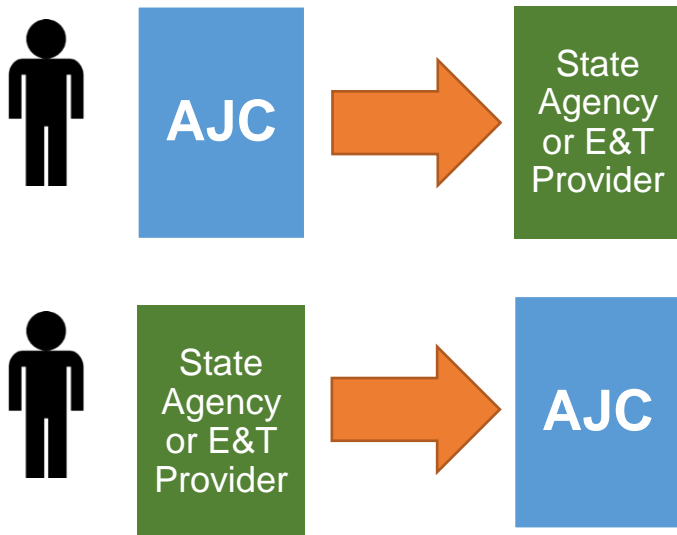
## WDBs can assume the following roles:

- ▶ Referral partner
- ▶ Jointly serve and co-enroll participants (WIOA/SNAP E&T)
- ▶ Contracted to serve in intermediary role
- ▶ Contracted to provide services

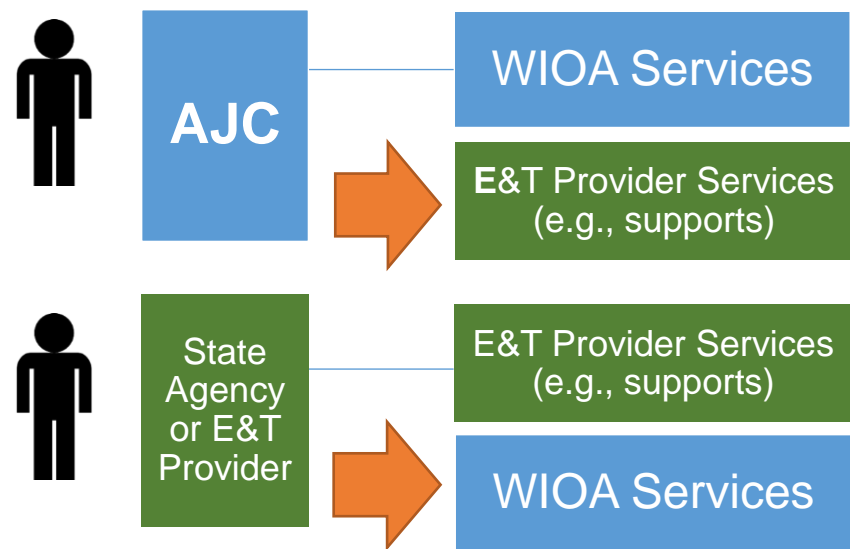


# WDB Non-Contracted SNAP E&T Roles

## Referral Partner



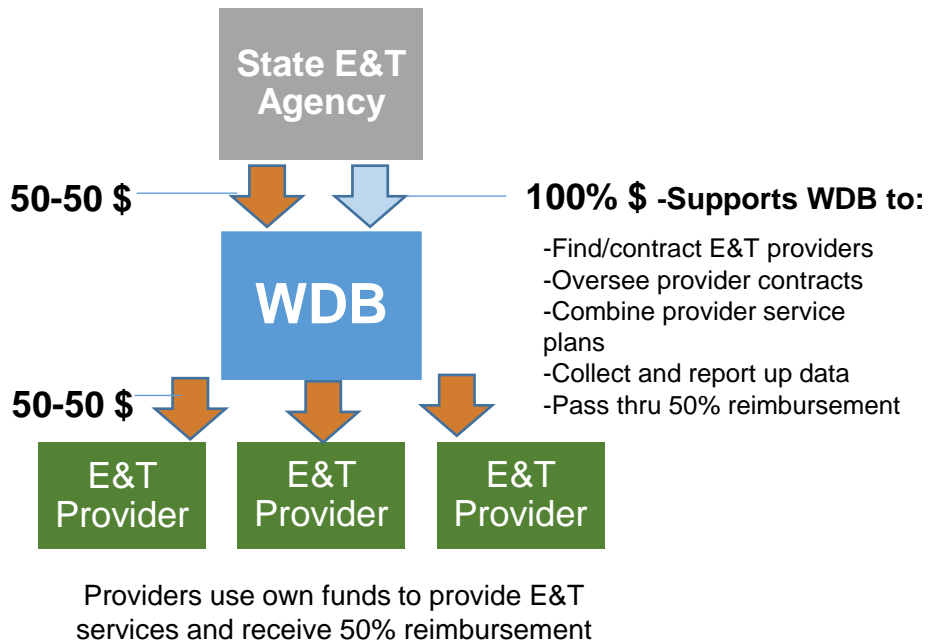
## Co-Enrollment/Joint Service



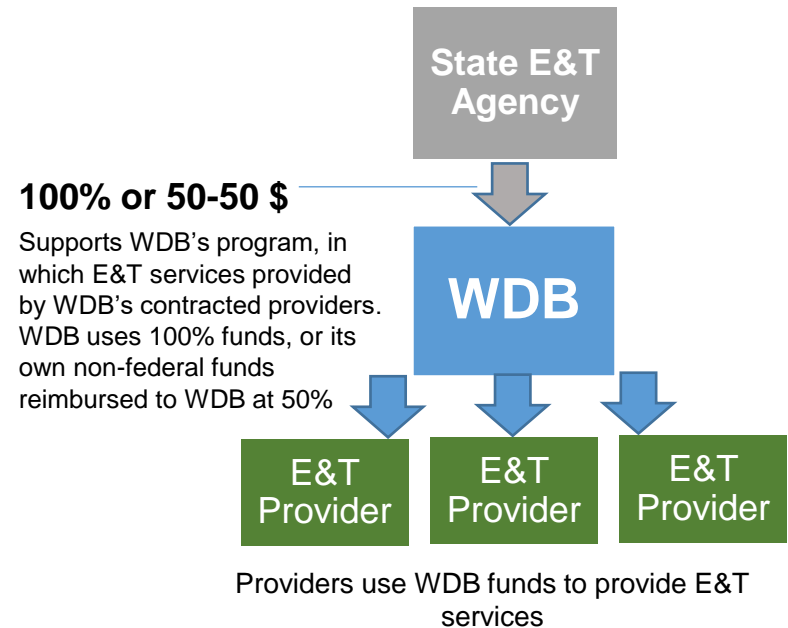


# WDB Contracted SNAP E&T Roles

## Intermediary - Administrative

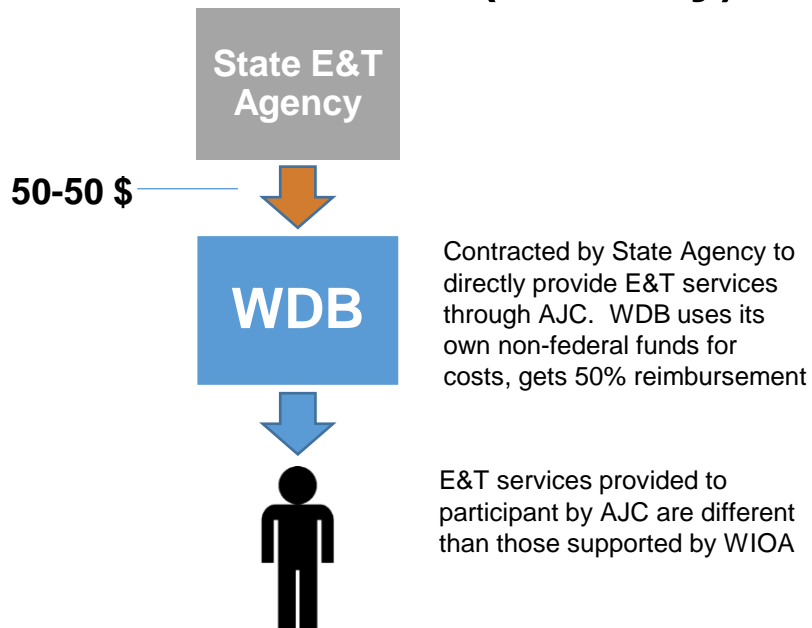


## Intermediary - Program

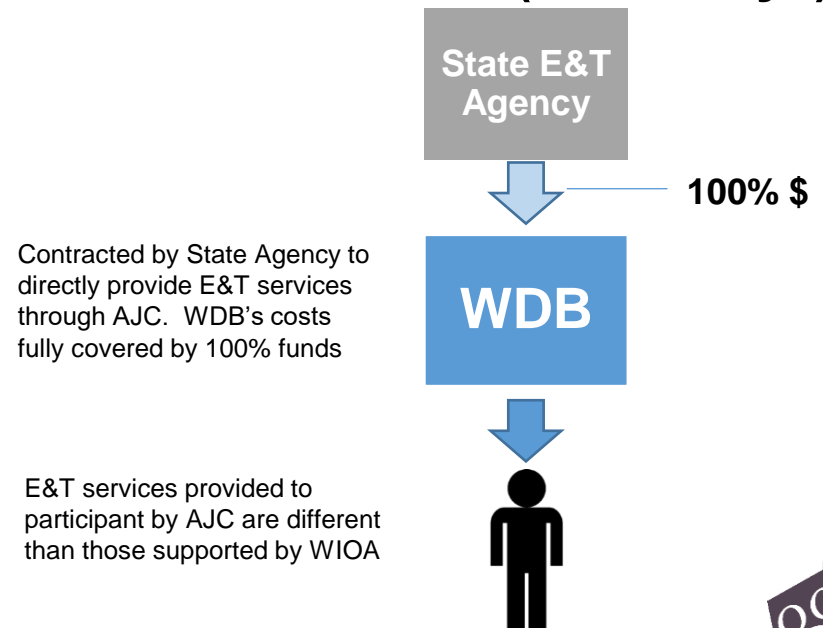


# WDB Contracted SNAP E&T Roles

## Service Provider (3<sup>rd</sup> Party)



## Service Provider ("2<sup>nd</sup> Party")



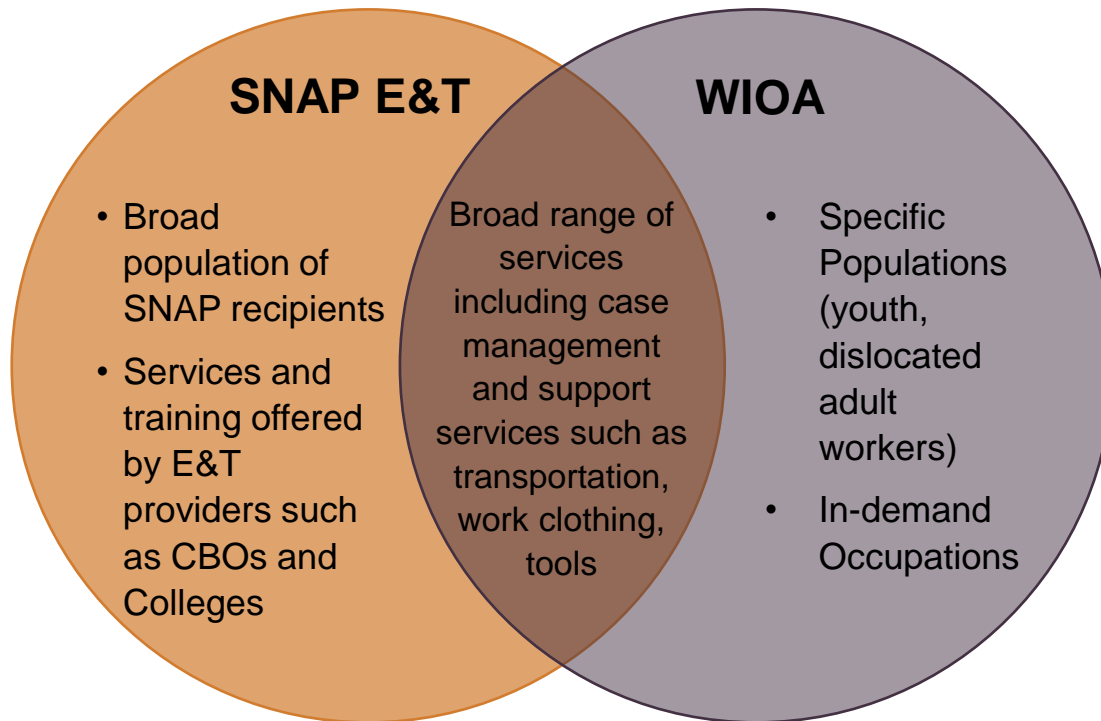
# WIOA & SNAP E&T Alignment Opportunities

**Even if State workforce system/WDBs are not utilizing E&T funds, there are opportunities for:**

- ▶ State-level strategic alignment of WIOA and SNAP E&T
  - ▶ State Workforce Plan (Combined or Unified)
  - ▶ Career Pathways as a framework
- ▶ System of education and cross-referral
  - ▶ Common assessment
- ▶ Common data system and/or data-sharing



# Combining SNAP E&T & WIOA



# WDB & SNAP E&T Partnership Examples

- ▶ WDACS, LA County  
Administrative Intermediary
- ▶ WorkSystems, Oregon  
Program Intermediary
- ▶ Career Link, Pennsylvania  
Service Provider “Second party”



# 2021 Jobs FORE Youth Golf Tournament

Thursday • September 30, 2021

Hidden Lakes Golf Course  
6020 Greenwich Road, Derby



## KICK OFF THE FALL SEASON . . .

. . . and provide a work experience opportunity for a young person!!



### DID YOU KNOW?

- The Youth Employment Project (YEP) assists young adults with resume creation, job search assistance and interview preparation as well as education on employer expectations, customer service and financial literacy.
- The goal for 2021 is to place 500 youth in a first job or work experience opportunity with employers throughout the region.
- Studies show that youth participants in a structured work experience opportunity or summer internship have higher graduation rates, post secondary enrollments and greater lifetime earnings.

Please help us create a work experience or first job opportunity for a deserving young person.

The Workforce Alliance helps match local youth with employers in structured work experiences. The Jobs FORE Youth Tournament helps fund these valuable connections.

Sponsorship and Team Registration Form on reverse or visit the event page for registration: <https://workforce-ks.com/communityoutreach/jobsforeyouth/>

For more information please contact Shirley Lindhorst at  
[slindhorst@workforce-ks.com](mailto:slindhorst@workforce-ks.com) or 316-771-6604

# 2021 Jobs FORE Youth GOLF TOURNAMENT SPONSORSHIP / TEAM REGISTRATION FORM



**Kick off the fall season and provide a work experience opportunity for a youth!**  
**Thursday, September 30, 2021 at Hidden Lakes Golf Course in Derby**  
**11:30 Lunch/12:30 Tee Off**

- ♦ To be invoiced / pay by check, please indicate your level of sponsorship commitment and return this form to [slindhorst@workforce-ks.com](mailto:slindhorst@workforce-ks.com) or the address below by Friday, September 17, 2021
- ♦ To sponsor/register and pay online go to: <https://workforce-ks.com/communityoutreach/jobsforeyouth/> All sponsorships will receive acknowledgement at the tournament and be recognized on the event website.

- ☐ **Event Sponsor: \$1,000** (Incl. Team Registration: \$360 value, see below) Logo on website & at event
- ☐ **Beverage Cart Sponsor: \$500** - Logo displayed on website and on beverage cart
- ☐ **Prize Sponsor: \$500** - Logo displayed on website & prize table
- ☐ **Hole Sponsor: \$250** - Logo displayed on website & hole sign at tee box
- ☐ **Team Registration: \$360** - 18 hole green fees, cart, lunch, contests, 2 beverage tickets, gift and unlimited driving range access - Shotgun begins at 12:30 pm (Included with Event Sponsorship)  
Team Members: (1) \_\_\_\_\_ (2) \_\_\_\_\_  
(3) \_\_\_\_\_ (4) \_\_\_\_\_
- ☐ I would be interested in providing or sponsoring a work experience opportunity for a youth.

## Contact Information:

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
E-Mail



- ☐ Check enclosed: Payable to Workforce Alliance, 300 W. Douglas, Suite 850, Wichita KS 67202
- ☐ Please invoice my organization at the address above    ☐ Tax deductible receipt requested

*The Workforce Alliance of South Central Kansas, Inc. is a 501(c)(3) organization and all donations may be tax deductible.*

# WORKFORCE CENTERS

of South Central Kansas

## KANSASWORKS.COM

Local Workforce Development Board (LWDB)

Executive Committee Meeting Minutes

May 12, 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.

2. **Workforce Innovation & Opportunity Act (WIOA) Program Updates**

Performance reports for WIOA programs for the first three quarters of Program Year 2020 (PY20) were reviewed with the Committee. The program year ends June 30, 2021 and staff will have until mid-August to complete data entry before the final report is sent to the Kansas Department of Labor. Some of the sanctions are currently not met, which is expected due to the pandemic and its effect on the economy and unemployment. However, most of the measures that are not currently being met are close to meeting the sanction level and should increase as more data is entered. An issue with the updating of KansasWorks prevented staff from having access to the Measurable Skills Gain data needed to complete performance reports; this problem has been corrected and staff are in the process of entering this data. All performance metrics were negotiated and developed prior to the start of the pandemic. At the end of the year, there may be a potential for the state to renegotiate standards due to the pandemic and run a statistical adjustment model at the end of the program year to look at the barriers of the customers served and the economic issues in the area and that could lower the sanction levels from where they were originally set. Staff feel that in regard to performance throughout the program year, after all data is entered that standards will be met and no corrective action plans are anticipated or will be required. Schlickau asked if there are any metrics that staff feel should have been directly addressed. Staff are confident considering the circumstances that services were provided at a high level to customers. One issue is the entered employment rate; there are a great many open jobs available however, unemployment remains high largely due to several factors driven by the COVID crisis from health concerns, lack of childcare options and the high number of individuals continuing to receive unemployment benefits. The WA has been looking at deliberate ways to address this disconnect and get customers connected to employment.

The WA has received notice of its annual WIOA funding allocations for Program Year 2021 (PY21), which begins July 1, 2021. The WA will be receiving an increase in funding of over \$1.1 million. This is the first increase in many years with significant increases going to the Adult and Youth programs. Staff are preparing a budget proposal for PY21, the LWDB Finance Committee will meet later this month to review and approve a budget that will be presented to the Executive Committee and Chief Elected Officials Board (CEOB) for approval in June.

*Reports were received and filed.*

3. **Demand Occupations List for Program Year 2021 (PY21)**

An annual function of the Workforce Alliance (WA) Local Workforce Development Board (LWDB) is to review and update the Demand Occupations List for Local Area I (LAIV). The proposed list for PY21 that begins July 1, 2021 was provided to the Committee as well as materials to assist members with this assignment, which included the Eligible Training Provider List, Training Report and Career Maps. Staff has researched current labor market trends, surveyed staff, employers, Board members, and reviewed regional initiatives to determine occupations in demand in LAIV. 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 several suggestions on occupations to add. Those suggestions were evaluated when making the recommendation of additions to the list. Programs proposed for addition include Construction Technology/Trades/Laborer, Data Scientists, Bioengineers/Biomedical Engineers, Fire Science/Firefighter, and Substance Abuse Counselors. All of the proposed programs



for addition show projected growth in the next ten years in Kansas and a median hourly wage in Kansas above the LAIV self-sufficient wage. Programs for proposed removal include Inspection, Instrumentation, and Retail Salesperson. The Retail Salesperson was specifically related to youth program participants as the youth contractor who was providing that training is no longer providing it. Inspection and Instrumentation are showing a projected decline over the next ten years and no participants have enrolled in training in these areas. For PY21, staff recommends adding Construction Technology/Trades/Laborer, Data Scientists, Bioengineers/Biomedical Engineers, Fire Science/Firefighter, and Substance Abuse Counselors and recommends removing Inspection, Instrumentation, and Retail Salesperson. Staff recommends all other occupations remain on the list. There are some manufacturing occupations on the list that are declining in growth such as avionics, composites, heat treatment equipment setters, etc. Staff question with the continued decline of these occupations, if they should remain on the list. Keith Lawing asked for feedback from Committee members that represent the manufacturing sector if they see a continued demand for those manufacturing occupations. Committee members Hughes, Williams and Gifford agreed that these occupations are in demand and will continue to be.

*Jennifer Hughes (Kathy Jewett) moved to approve the Demand Occupation List for Program Year 2021. Motion adopted.*

**4. Workforce Alliance Work Based Learning On-the-Job Training Contracts**

Bombardier and Keycentrix have submitted work-based learning training requests to the WA.

Bombardier is proposing to use Kansas Advanced Manufacturing Program (KAMP) grant funds for layoff aversion strategy incumbent worker training through the end of this year. Bombardier recently issued a WARN notice to lay off 400 workers beginning next week. They have an opportunity to move 40 employees to other positions within their facility based on their need for maintenance, repair and overhaul (MRO) work, safety and testing. The training would cost \$3,000 per person. The U.S. Department of Labor has approved the use of the KAMP grant for layoff aversion strategies. Typically, when a company requests work-based learning fund they cannot have active layoffs, this is still the case for new hire and on-the-job training, however since this is a layoff aversion strategy the WA would like to provide this assistance through the end of this year.

Keycentrix, a local pharmaceutical software development company, is interested in providing internal training for their software developers, database developers and quality assurance analysts using One Workforce grant funds over two years. They are looking to train 23 individuals beginning in June at a cost of \$6,000 per person.

Jeff Longwell asked that if there are any guidelines regarding Bombardier not retaining those workers for a certain length of time and if there is a claw back provision in the contract if there were to be future layoffs. Staff responded that no provision is in place; however, the proposed contract is for seven months and any subsequent contract would be vetted for poor retention or completion rates before approval. If the WA does monitor the participants and if staff become aware of a large number of individuals that are not being retained or not successfully completing training, future enrollments can be halted. Staff feel that the training will make the workers more marketable in the Wichita community and they would retain certifications and licenses they obtain. Staff will be closely tracking outcomes and can provide monthly updates to committee members.

*Jeff Longwell (Melissa Musgrave) moved to authorize the President and CEO to enter into training project agreements. Longwell's motion included direction for staff to track and monitor outcomes and retention. Motion adopted.*

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

The Workforce Alliance is participating in a cohort of workforce boards with the National Association of Workforce Boards (NAWB) to explore becoming a SNAP (Food Stamp program) E&T provider,

# **WORKFORCE CENTERS**

of South Central Kansas

## **KANSASWORKS.COM**

which includes education and training resources. Currently, the Kansas Department of Children and Families (DCF) is the exclusive operator of the program in the state. The NAWB cohort provides an opportunity for other local non-profit organizations to become providers. The WA would apply to DCF to become a provider. As part of the application process, the WA would commit local funding and would receive a match of those funds from the state and federal government to provide education and training opportunities to individuals that receive SNAP assistance. Other workforce boards such as Portland, Oregon; Spokane, Washington and Austin, Texas are providers. There are different ways to provide these services. Funds could be provided directly to the WA and then the WA could subcontract with another non-profit organization that would then provide the education and training services. Becoming a provider is consistent with the WA's strategic plan goal regarding bringing in additional resources to the community and is a great opportunity for the WA to assist the community by providing additional funds to pay for training that can result in obtaining higher skilled, higher demand jobs for a particular population receiving public assistance; this would perhaps result in better employment and eliminate the need for them to remain on public assistance. Initially, no additional staff will be needed. If the WA were to become a provider, the WA would go to local funders, City of Wichita, Sedgwick County, Community Foundation, United Way, etc. to target funds to assist those individuals receiving SNAP assistance. Pat Jonas stated that Center Industries participated in SNAP E&T opportunities and had a very successful experience and will share additional information with WA staff. The cohort is meeting monthly to learn more and staff will continue to update the Committee on progress and any possible required action.

*Report was received and filed.*

### **6. 2021 Jobs FORE Youth Golf Tournament**

The 9th annual Jobs FORE Youth Golf Tournament is scheduled for Thursday, September 30, 2021 at Hidden Lakes Golf Course in Derby. Meritrust Credit Union has agreed to be the tournament sponsor for the third straight year. A list of sponsors and teams that have committed so far this year and a list of sponsors and teams from last year were provided to the Committee for review. KWCH will be a sponsor and promote the event and the Wichita Wind Surge is a possible in-kind sponsor as they were last year. Committee members were encouraged to be a sponsor and increase awareness about the tournament. Staff have reached out to past and prospective sponsors and will continue to promote the event. Melissa Musgrave said that she will be discussing participation with Airbus board members and can provide some swag bags for the event.

*Report was received and filed.*

### **7. 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. An update was provided on communication and outreach as well as the WA's continued partnership with KWCH on the Building You program. Committee members were asked to contact staff if they would like have jobs featured on the KWCH program. The WA is continuing its partnership with the Greater Wichita Partnership's Get Trained. Get Paid (GTGP) campaign. The second phase of GTGP has begun and is focusing on making employers and job seekers aware of available training programs in the Health Care, Technology and Manufacturing sectors.

*Report was received and filed.*

### **8. Consent Agenda and Committee Reports**

Approval of meeting minutes for March 10, 2021 and special meeting on March 30, 2021, Program Year 2020 (PY20) budget update, Regional Economic Impact report, Workforce Center Operations

# WORKFORCE CENTERS

of South Central Kansas

## KANSASWORKS.COM

/ One-Stop Operator report and proposed policy revisions were presented to the Committee for review and approval.

The Workforce Center began serving customers in-person on May 3<sup>rd</sup>. Current hours of operation are Monday through Thursday from 8:00 a.m. to 5:00 p.m.; on Friday's staff work virtually and attend trainings and meetings. Customers can still be assisted virtually. Traffic has been slow so far and staff are working on ways to promote the fact that the center has reopened for in-person assistance. A couple of in-person workshops are scheduled on basic computer skills are scheduled. For the second straight month, the Business Services team has posted over 900 jobs; employers have a very large need for employees. The Cowley center has been seeing customers for the past couple of months and hosted an in-person job fair.

The Regional Economic Impact report shows that Sedgwick County continues to have the highest unemployment rate in the state. The WA is continually trying to find ways to address the disconnect between the high unemployment rate and employers' high demand for employees; this is expected to improve with recently reinstituted job search requirements to receive unemployment benefits.

Staff requested approval on a new policy regarding co-enrollment of Trade Adjustment Assistance and Dislocated Worker customers and some proposed revisions to existing policies (priority of service, limited English proficiency and adult/dislocated worker/ youth supportive services).

*Tony Naylor (Michele Gifford) moved to approve the Consent Agenda as presented. Motion adopted.*

### 9. Other Discussion / Announcements

Governor Laura Kelly and Lt. Governor David Toland visited the Workforce Center in April and had an engaging roundtable discussion with a variety of employers in the community regarding workforce issues in the region. Lt. Governor Toland has a specific interest in registered apprenticeship and in the productivity and usage of KansasWorks.com. Lawing and Schlickau have followed up with the lieutenant governor on these issues and Lawing has been asked to co-chair a work group to discuss ways to engage more employers and job seekers in registered apprenticeship programs as well as expand legacy programs in the state. WA staff were also asked to bring KansasWorks.com customers together to provide feedback on how to improve it and make it more useful.

### 10. Adjournment

The meeting was adjourned at 12:52 PM.

#### Attendees:

##### LWDB Executive Committee Members

Rod Blackburn  
Michele Gifford  
Jennifer Hughes  
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  
Chad Pettera  
Laura Rainwater  
Erica Ramos  
Tisha Cannizzo Eckerd Connects  
Greg Butler, Cowley College  
Jennie Heersche, Cowley College



2. Rapid Response for Layoffs/Furloughs

- No WARN Notices were received in the month of May.
- Rapid Response Meeting was held on 5/17/21 for Bombardier. Meetings will continue through 2021 for the duration of the WARN.
- Scofield Hatchett Body Shop closed their two Wichita locations as of 5/31/2021. There were 35 impacted employees, packets were provided.
- Penny's Caravan closed their Wichita restaurant on 5/30/2021. There were 10 impacted employees, packets were provided

June 9, 2021

Submitted By: George Marko

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**Item****Workforce Centers Operations Update****Background**

Since February 22<sup>nd</sup>, the Workforce Centers slowly transitioned back into the office. Starting in the month of March the centers implemented a phased approach to increase access to resources provided by the workforce centers. This phased approach included limited in-person services that started the week of March 8<sup>th</sup>. Those services included bringing back Tech time on Tuesdays and Thursdays from Noon to 4 pm and currently increasing availability again as of April 19<sup>th</sup> to Monday-Thursday 10 am to 4pm. The final phase of the centers reopening plan will be starting the week of May 3<sup>rd</sup> in which the workforce centers would be fully open for in-person and/or virtual services. Increased services to customers would be additional Workkeys sessions, in-person workshops, one on one career services, and full access to our business services lab for skill assessments and employer applications. Staff working from the office will continue to be COVID tested on a weekly basis to maintain a healthy work environment unless they have been fully vaccinated. The workforce centers will continue customer health screenings and temperature checks as well as enforcing mask requirements and social distancing throughout the facilities.

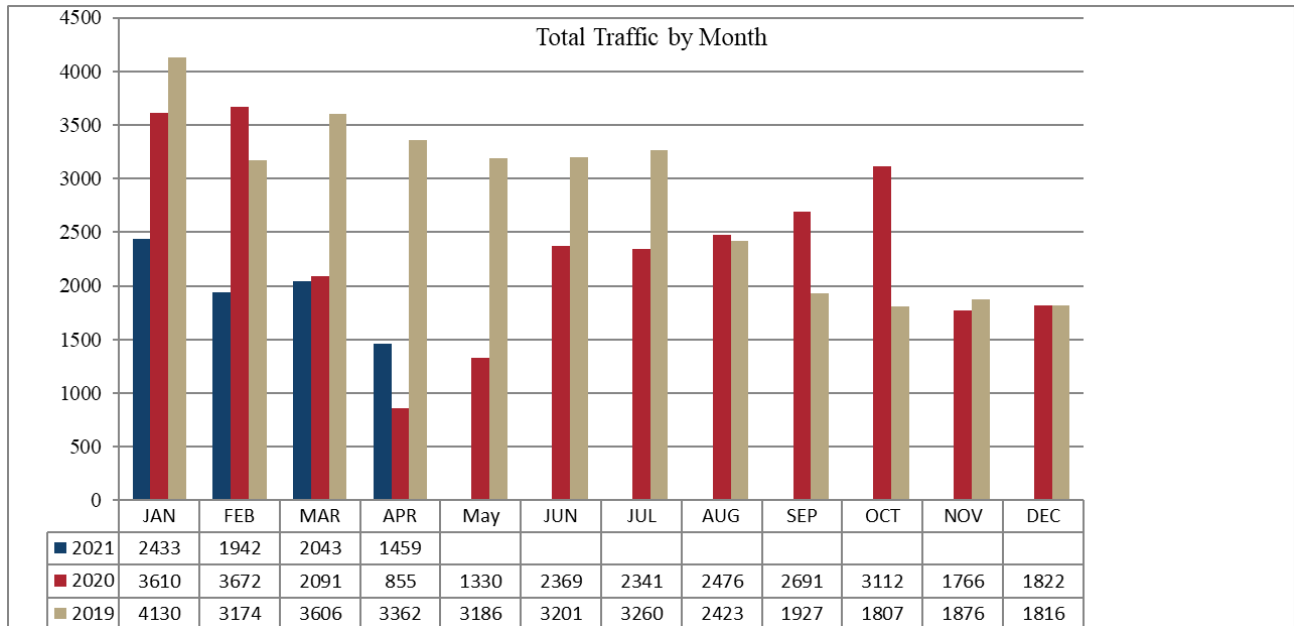
Throughout the month of April, the Career Center continued to see an increase in requests for in person services. The majority of these requests were for resume assistance and online application assistance and came from individuals who did not have access to a computer/internet and/or did not have the skills to complete the tasks on their own. The career center has been meeting with customers virtually first to assess needs due to COVID but if it is apparent during the scheduling process that an in-person appointment is more appropriate, an in-person appointment is scheduled right away. Wait times for appointments have been minimal and the career center has been able to see them either same day or the very next day in most instances. The career center staff have been able to utilize the language line for a Vietnamese speaker as well as an ASL speaker this past month which has made jobseeker contact very user friendly and beneficial.

Cowley College started in-person service on February 19<sup>th</sup>, over the last two plus months representatives have worked with 26 jobseekers and have connected with 20 employers in the area. In this timeframe Cowley College also hosted a hiring event for Western Industries focusing on production positions targeting both students and available workforce in the area. The results of the event, two jobseekers, highlight the challenge of engaging individuals that are interested in open positions. The Workforce Center and Cowley College are committed to working together to strengthen social media campaigns as the Cowley workforce professional will be actively recruiting customers to use the space and apply for any open positions. The Workforce Center and Cowley College will be working together to establish goals and an ongoing report mechanism over the next month. The space is located at Cowley College Galle-Johnson Hall, 125 S. 2<sup>nd</sup> in Arkansas City, KS.

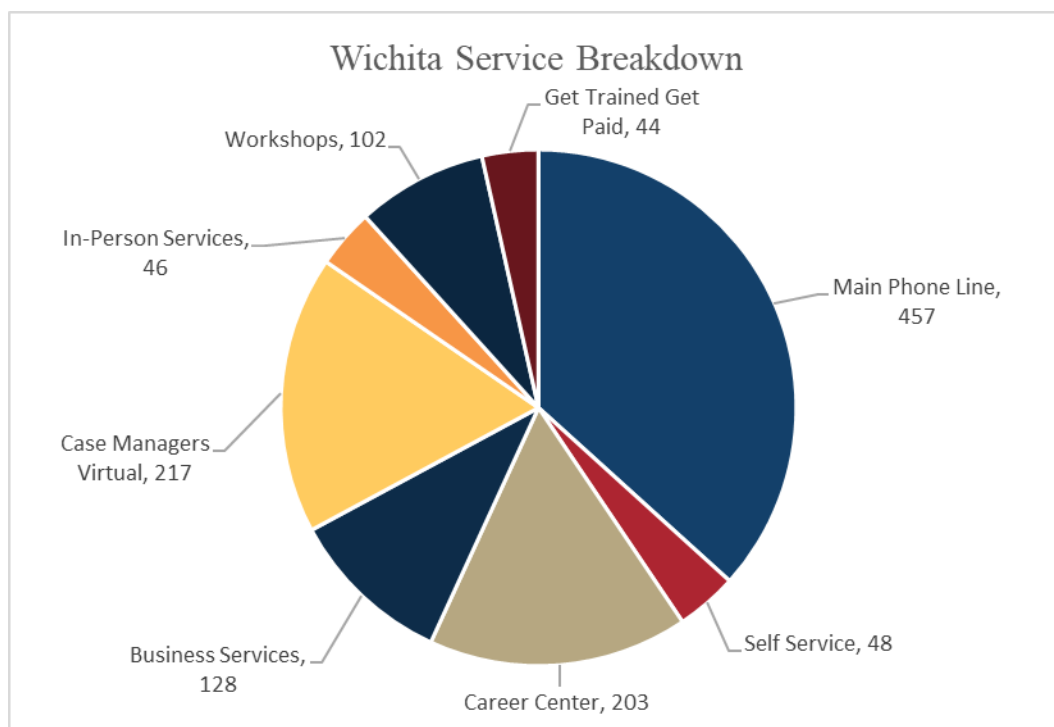
**Analysis**

The Centers saw 1,459 jobseekers for various services in the month of April. In April, the Workforce Centers connected with 457 jobseekers via the main phone line (316-771-6800). These conversations lead to 203 virtual career services provided, 217 services by case managers, 44 by the Get Trained Get Paid campaign, and 128 by business services.

### Total Customer Traffic 2021



### Wichita Service Traffic Breakdown – April 2021

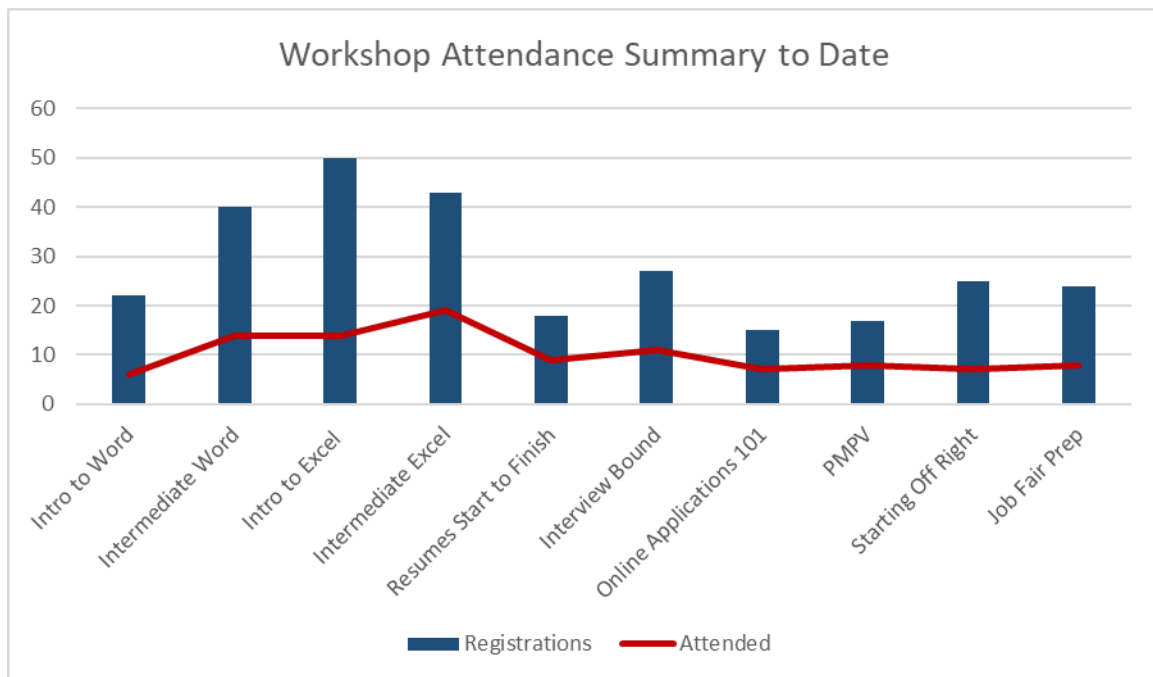


June 9, 2021

Submitted By: George Marko

### **Virtual Workshops**

In addition to a wide variety of YouTube content, the workforce centers have been hosting a series of @HOME workshops. This has given customers the ability to participate in a live manner over Zoom to learn or refresh their skills. Monthly, the workforce center has been offering ten @HOME workshops. The workforce centers have seen an increase of registrations, however there has only been a small increase in actual participation. The below chart outlines the workshops and their attendance. Beginning in May the workforce center will start with offering Basic Computers 101 & 102 in person at the Wichita center.



### **One Stop Operator Report April 2021**

Partner Collaboration meetings have restarted in a virtual format. Wichita Women's Initiative Network (WIN), has recently taken over Dress for Success so Workforce Center supervisors met with them and Episcopal Social Services, who has their Breakthrough Club for individuals with mental illness, to talk about services and ways to work together.

A staff group was formed to create a training for Workforce Center staff to be better equipped to assist job seekers with a criminal background. A pilot training was held with a small group of staff, who critiqued the training with the intention to make adjustments before offering it to the full staff. A supervisor training is being developed with sessions being offered twice a month. New sessions will be created each month until a full curriculum has been developed.

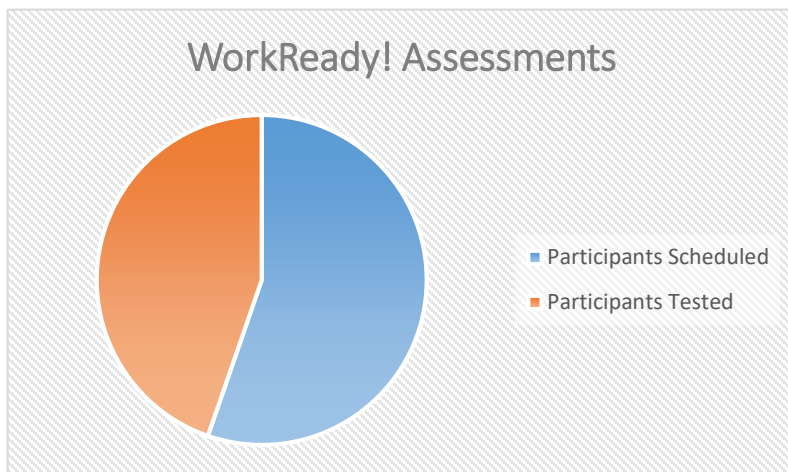
Customer satisfaction surveys are beginning to increase with traffic with about half the surveys from March 2020, with results being in the 90th percentile.



### Business Report April 2021

Employer Activity documented by the Business Services totaled over 350 employer outreach engagements. Four placements were reported during April bringing the overall documented placements for the business services to 18 in 2021. Business services has also experienced an increase in requests for Workkeys Assessments. Employers who once used the test as a condition of hire prior to COVID are now testing those employees who did not have the opportunity to test over the last year. There has also been requests from employers who had suspended hiring and are now making offers based on passing the Workkeys Assessments.

Cornejo & Sons Construction hosted an In-Person Job Fair at their location on April 30, 2021. As a result of outreach provided by the Workforce Center on social media and through the Building You Job of the Day feature on KWCH, Thursday, April 29, 2021, Cornejo & Sons had 59 attendees. They made 13 job offers. Seven offers were made for the CDL Driver position, which was the position featured. Cornejo & Sons believes the response was a direct result of both KWCH and the social media sharing of the flyer for the event.



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#### **WorkReady! Testing April 2021**

10 - Testing Sessions

80.9% - % Attendance Rate

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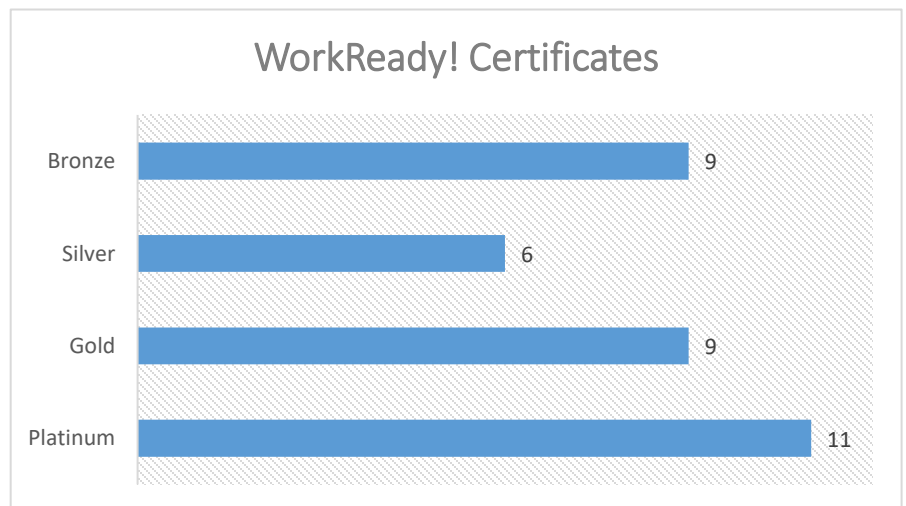
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#### **WorkReady! Certificates April 2021**

35 - Certificates Awarded

92.1% - % Award Rate

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June 9, 2021

Submitted By: George Marko

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*128 – Pre-Employment Skills Assessments Administered*

*80 – Applications Completed*

*430 - Services to Employers*

*914 - Job Postings*

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**Recommended Action**

*Receive and File.*

**Item**

Consent Agenda – Cafeteria Plan Document Amendment

**Background**

The Workforce Alliance provides employees with pre-tax savings options for benefits. The legal structure of the plans was created and maintained by Hinkle Law Firm. The Workforce Alliance is updating the current Cafeteria Plan Documents to reflect changes due to the COVID-19 Pandemic and the CARES Act passed by Congress.

**Analysis**

Hinkle Law Firm 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.

**Recommended Action**

*Authorize the Chair to sign a resolution approving the amended Cafeteria Plan Documents.*

## CERTIFICATE OF CORPORATE RESOLUTION

I do hereby certify that I am the Chairman of the Board of Workforce Alliance of South Central Kansas (the “**Corporation**”), a corporation duly organized and existing under and by virtue of the laws of the State of Kansas, and, as Chairman of the Board, I do hereby certify that at a meeting of the Board of Directors of the Corporation, duly called, held and convened according to the laws and bylaws of the Corporation, on the \_\_\_\_ day of \_\_\_\_\_, 2021, a quorum being present and voting thereon, the following Resolution was presented to the Board of Directors and approved by it; that the following is a full, true and correct copy of this Resolution as it appears on the records of the Corporation; that it has not been altered, amended or repealed and is now in full force and effect; that I am one of the duly authorized and proper officers of the Corporation to make certified copies of its records in its behalf.

**WHEREAS**, the Chairman of the Board of the Corporation has recommended that the **Workforce Alliance of South Central Kansas Cafeteria Plan** (the “**Plan**”) be temporarily amended, effective March 1, 2020, to reflect that employees who exercise a HIPAA special enrollment right under the Medical Plan may make a corresponding election change as long as the election change is made no later than *the earlier of* (A) one year plus 30 or 60 days, as applicable, after the date of the Participant’s HIPAA special enrollment event, or (B) 60 days after the end of the “**Outbreak Period**” (defined as the period from March 1, 2020 until 60 days after the end of the national state of emergency due to the COVID-19 pandemic);

**WHEREAS**, the Chairman of the Board of the Corporation has recommended that the Plan be amended, effective January 1, 2021, to allow for reimbursement of certain over-the-counter drugs as well as permitted menstrual products under the Health FSA pursuant to the CARES Act;

**WHEREAS**, the Chairman of the Board has advised that the amendments to the Plan may be made by replacement pages, with the amended pages B-3 and B-4 dated 04/21 being substituted for the corresponding pages currently within the Plan reflecting the Plan as it existed on January 1, 2021, and by adding the Special COVID-19 Plan Amendment behind the signature page; and

**WHEREAS**, having had the opportunity to review the same, the Directors deem it to be in the best interests of the Corporation to approve the amendment of the Plan as proposed and that the Corporation could make the necessary amendment by replacing certain pages of the plan documents.

**NOW THEREFORE, BE IT RESOLVED**, that, effective January 1, 2021, the amendments to the Plan shall be, and hereby are, adopted, and that the amended pages B-3 and B-4 dated 04/21 of the Plan shall be substituted for pages B-3 and B-4 of the current document, the Special COVID-19 Plan Amendment shall be placed behind the signature page, a copy of the amended pages shall be attached to and made a part of this Resolution, and that a copy of the pages being replaced shall be retained as part of the permanent records of the Corporation.

**IN WITNESS WHEREOF**, effective as of the dates indicated above, the undersigned has executed this Resolution to be filed as part of the records of the Corporation.

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Gabe Schlickau, Chairman of the Board

June 9, 2021

Submitted By: Chad Pettera

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**Item**

Contracts for Extension

**Background**

The following contracts for services expire on June 30, 2021. All have extensions available.

**Analysis**

Paymaster-

Allen, Gibbs and Houlik (AGH)- AGH provides paymaster services and the current contract has two annual extensions available. AGH provides accounting, tax, reporting and payroll services. The average cost the past twelve months was \$4,503 for a total of \$54,039. Costs are set by the service provided and invoiced monthly.

Leased Space-

The Butler Workforce Center at 524 N. Main in El Dorado is eligible for renewal. The original lease was for the period of January 2019 through June 30, 2021. The contract has periods of extension available through June 30, 2025. The cost is \$4,631 per month or \$22.84 per square foot for approximately 2,433 square feet of leased space.

Youth Contracts-

The following contracts are ending on June 30, 2021, and staff is requesting an extension to continue services for the following 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
- Wichita Technical Institute – Occupational Skills Training and Workforce Preparation

**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 CEO to extend contracts for an annual period.*

## 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:	<b>Creekstone Farms Premium Beef LLC</b>
Company Description:	Beef Production
Location:	Arkansas City, Cowley County
Occupation(s):	Bone Process Operator, Control Systems Technician, DC Systems Support Technician and Refrigeration Technician
Training Length:	Approximately 1 year
Average Wage Range:	\$16.50
Benefits:	<ul style="list-style-type: none"><li>• Medical, dental and vision insurance</li><li>• 401k plan with Company match</li></ul>
Comments:	Headquartered in Arkansas City KS, Creekstone Farms Premium Beef LLC has been in business for 18 years utilizing their state-of-the-art processing facility to deliver consistently high-quality products. Creekstone Farms is one of the few branded programs that is certified by the USDA ensuring superior products through more stringent guidelines and on-going inspections. They currently have 1127 full time employees and anticipate hiring 450 more people in the next two years.
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"/> KAMP– \$3,000 per trainee max <input checked="" type="checkbox"/> One Workforce – \$6,000 per trainee max

## Recommended Action

Approve addition of Creekstone Farms Premium Beef LLC 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:	<b>Aerospace Turbine Rotables, Inc.</b>
Company Description:	Aerospace Repair and Overhaul Service provider
Location:	Wichita, Sedgwick County
Occupation(s):	Aviation Component Mechanic-Landing Gear and Aircraft Electronics Repair Supervisor
Training Length:	Approximately 1 year
Average Wage Range:	\$16.00 - \$17.00
Benefits:	<ul style="list-style-type: none"><li>• Medical Insurance</li><li>• Dental Insurance</li><li>• Life Insurance</li><li>• Paid Time Off</li><li>• 401K</li></ul>
Comments:	Headquartered in Wichita KS, Aerospace Turbine Rotables, Inc. has been in business for 49 years and is part of the First Aviation Services group headquartered in Westport CT. The company is a global leader in providing exceptional Maintenance, Repair and Overhaul (MRO) services for a very diverse range of corporate and military aircraft. They have over 45 years of experience as an FAA and EASA certified repair station. They currently have 97 full time employees and anticipate hiring 15-20 more people in the next two years.
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"/> KAMP– \$3,000 per trainee max <input checked="" type="checkbox"/> One Workforce – \$6,000 per trainee max

## Recommended Action

Approve addition of Aerospace Turbine Rotables, Inc. to OJT ETP list.