



**Workforce Alliance (WA) Executive Committee
Meeting Agenda**

ZOOM ONLY: <https://us02web.zoom.us/j/88439007322>

Wednesday, August 14, 2024 • 11:30 a.m. – Noon

1. **Welcome and Introductions:** Jeff Longwell (11:30)
2. **WIOA Adult, Dislocated Worker and Youth Program Policies: Self-Sufficient Wage Standard:** Janet Sutton (11:35) (p. 2)
The Workforce Innovation and Opportunity Act (WIOA) tasks the Local Workforce Development Board (LWDB) with setting an economic self-sufficiency standard for the local area.
Recommended Action: Approve the 3.5% wage increase bringing the self-sufficient wage to \$16.15/hour or \$33,592.00/year.
3. **Workforce Alliance Project Updates:** Keith Lawing (11:45)
Staff will provide some updates on several strategic initiatives.
Recommended Action: Take appropriate action.
4. **Consent Agenda:** Keith Lawing (11:50)
The action items in the following reports have been reviewed, discussed and acted upon at the Committee level. Members of the Committee may request discussion on any of the action items at the meeting or the reports may be accepted as presented in a single motion. Some of these items were presented to the Board for approval at their meeting on July 24, 2024. Lacking a quorum, the members that were present voted to recommend approval of the items to the Board at the next meeting.
 - A. Approval of Meeting Minutes for June 12, 2024 (pp. 3-6)
 - B. A-133 Audit Firm Procurement (p. 7)
 - C. Youth Contract Amendment - Allied Health Operations Report (p. 8)
 - D. Additions to the Eligible Training Provider List - Butler Community College and Allied Health (pp. 9-10)
 - E. On-the-Job Training (OJT) Contract: TEC Systems Group and USIC, LLC (pp. 11-12)**Recommended Action:** Approve the Consent Agenda as presented.
5. **Adjourn:** Jeff Longwell (12:00)

The next WA Executive Committee Meeting is scheduled for Wednesday, September 11, 2024 at 11:30



The Workforce Alliance is the Local Workforce Development Board for Local Area IV

August 14, 2024

Submitted By: Janet Sutton

Item

Self Sufficient Wage Standard

Background

The Workforce Innovation and Opportunity Act (WIOA) tasks the Local Workforce Development Board (LWDB) with setting an economic self-sufficiency standard for the local area. The Workforce Alliance determined last year the self-sufficient wage would be reviewed annually with the Demand Occupations. The WA Executive Committee and the Program Operations and Performance Committee (POP) Committee reviewed the data summarized below and requested additional data documenting the impact raising the wage may have on Occupational Skills Training, On-the-Job Training, and Incumbent Worker Training projects funded by the Workforce Alliance.

Analysis

The self-sufficient wage for Local Area IV (LAIIV) is currently \$15.60 for all programs. According to the MIT Living Wage calculator, the self-sufficient wage in the Wichita Metro Statistical Area for 2024 is \$19.31/hour or \$40,164.80/ year, an increase of \$3.71 per hour. Such a large increase in a single year will affect WA operations and eligibility for WIOA funded training projects.

After discussion at the Executive Committee meeting, staff is recommending raising the self-sufficient wage by 3.5%, or 55 cents per hour, to \$16.15 per hour or \$33,592.00 per year. This increase represents the Consumer Price Index increase between March 2023 and March 2024, and would have a limited impact on Demand Occupations and On-the-Job Training and Incumbent Worker wage requirements.

The following exceptions are allowed to the self-sufficient wage criteria and staff recommends keeping the exceptions:

- Training for justice involved individuals that includes a transitional job/work experience strategy or a career ladder that would result in a self-sufficient wage
- Training for persons with disabilities that includes a transitional job/work experience strategy or a career ladder that would result in a self-sufficient wage
- Training resulting in a career ladder in which the trainee would reach or exceed the self-sufficient wage within six months

The Program Operation and Performance Committee and Executive Committee have reviewed reports and data for this item at their meetings on May 2, 2024 and June 13, 2024 respective; no action was taken and staff were asked to perform additional research in regard to how change would impact eligible training offerings. This recommendation was emailed to members of both committees on July 11, 2024 for review and comment.

Recommended Action

Approve the 3.5% wage increase bringing the self-sufficient wage to \$16.15/hour or \$33,592.00/year.



Workforce Alliance
Executive Committee Meeting Minutes
Wichita Workforce Center and ZOOM
June 12, 2024 – 11:30 AM

1. Welcome and Introductions

The Workforce Alliance (WA) Executive Committee met on June 12, 2024 at the Wichita Workforce Center and virtually via ZOOM. Chair Jeff Longwell welcomed Committee members and called the meeting to order. Lindsay McWilliams, Laura Ritterbush, Chris Stanyer and Lauren Soliday with Goodwill, the WA’s new one-stop operator, were introduced.

2. One Stop Operator Transition

An update was provided on the partnership with the WA and Goodwill Industries of Kansas for one-stop operations. Goodwill staff were present in person and via Zoom to participate in the discussion. WA, Goodwill and Kansas Department of Commerce staff met last week to discuss the partnership and One-Stop Services Integration policy. Goodwill will work to prioritize partnership collaborations, outcomes and customer experience. Goodwill has offered Title II services under WIOA (Workforce Innovation and Opportunity Act) for years and their staff feel that it is a good fit to take on this role. Lindsay McWilliams with Goodwill was introduced as the new one stop operator manager for the WA. She has been meeting with supervisors, shadowing staff and learning policies and governance. Goodwill has similar operations around the country as a one-stop operator. A possible site visit or virtual connection could be made with some of these areas for opportunities to learn. The One-Stop Operator partnership with Goodwill will be formally announced and acknowledged in September or October in conjunction with the Wichita Workforce Center’s 10 year anniversary at its current location.

Report was received and filed.

3. Workforce Center Services One Stop Services Integration Policy

With the WA finalizing the partnership agreement for One Stop Operator services with Goodwill, staff felt it was a good time to update the Local Area IV (LAIIV) Workforce Center Services One Stop Services Integration Policy. This is not a new policy as the WA has operated in an integrated service model for many years; therefore, these are updates to that policy. The policy addresses the overlapping duties and responsibilities across the various workforce programs that operate out of the workforce center and strives for them to function together as a more singular unit. This policy lays out that process and includes some language that addresses levels of responsibilities and the supervisory partnerships. The organization needs to continue to evolve how services are delivered so ideally, this policy provides staff the ability to continue to do that. The draft policy was sent to Committee members prior to the meeting for review and comment. The draft was shared with all WA Workforce Center staff and community partners and posted through all WA social media tools. The WA accepted public comments on the policy from May 9, 2024 to June 10, 2024; no comments were received.

Michele Gifford (Scott Stiles) moved to approve the Local Area IV Workforce Centers One Stop Services Integration Policy and recommend for WA Board and CEOB for adoption. Motion adopted.

4. Workforce Alliance Operating Contract Approvals

An agreement for monitoring services and contract extensions for leases and WIOA Youth program providers was presented and reviewed by Chad Pettera. Contract extensions include leases for the Wichita and Butler Workforce Centers, WIOA Youth program providers (Allied Health Career Training, Butler Community College, CPRF, Heartland Welding Academy, Pyxis, Whiteline CDL Training, Wichita



Technical Institute, WSU Tech, Amber DiNapoli Counseling, 160 Driving Academy) as well as WIOA program monitoring by Regier, Carr, and Monroe, LLP. Longwell asked if there is room at the Wichita Workforce Center for expansion and if it is needed. Lawing responded that staff do not see the need for additional space in the immediate future.

Kathy Jewett (Tony Naylor) moved to authorize the contract extensions as presented. Pat Jonas, CPRF abstained from the vote. Motion adopted.

5. WIOA Adult, Dislocated Worker and Youth Program Policies: Self-Sufficient Wage Review

WIOA tasks the Board with setting an economic self-sufficiency standard for the Local Area and the WA determined that the self-sufficient wage would be reviewed annually with the Demand Occupations. The Program Operations and Performance Committee (POP) Committee reviewed information provided by staff at its meeting on May 2, 2024. The standard is based on the MIT Living Wage index for the Wichita Metro Statistical Area, which has increased significantly since last year from \$15.60 an hour to \$19.31. Increasing the wage standard to this level could result in some training programs not being eligible for WIOA funding. Additional data was requested regarding the impact raising the wage may have on Occupational Skills Training, On-the-Job Training, and Incumbent Worker Training projects funded by the WA. Options for a smaller percentage increases were discussed and staff gathered data at the direction of the POP Committee for presentation to the Executive Committee that shows results to programs based on wage standard increases of 3.5%, 5% and 10%.

If the standard were changed to match the index the following Demand Occupations would be removed: Composite Fabrication & Repair, Industrial Maintenance Technician, Machine Tool Operator-Metal & Plastic, Tooling, Construction Technology/Trades/Laborer, Acute Coding/Medical Billing, Certified Medication Aide, Medical Assistant, Pharmacy Technician/Pharmacy Aide and Fire Science/Firefighters. If the standard was is increased by 10%, 5%, or 3.5%, only Certified Medication Aide would be removed, but under the current policy it possible that staff could provide an exception if a customer was interested in this training program. Of the 129 in on-the-job training (OJT) from January 1, 2022 to May 9, 2024, the number that would not meet the wage requirement for starting OJT wages would be 68 if increased to \$19.31 an hour, 28 if increased by 10% and 17 if increased by 5% or 3.5% an hour. The policy does provide for career laddering for the wage if it can be attained in six months. Of the 238 in incumbent worker training from January 1, 2022 to May 9, 2024, the number that would not meet the anticipated wage at training completion would be 33 if increased to \$19.31 an hour, 16 by 10%, 9 by 5% and 8 if increased by 3.5%.

Chair Longwell was concerned about raising the wage at this time due to the potential loss of training that could be provided. Committee members acknowledged that an increase probably needs to be made; however, raising the wage to the full amount is too much at one time. Staff acknowledge that there is interest to keep wages up with inflation and to push employers to keep pace. Staff will do more research and analysis through labor market analytics and other sources. Lawing suggested that the Committee direct staff to research the impact of a 3.5% increase and provide that information and a recommendation to the POP and Executive Committees in advance of the board meeting on July 24th for action to be taken at that time.

No action was taken on this item. Staff are preparing more information to present to the Committee.

6. Program Year 2024 (PY24) Budget Presentation

The Finance Committee reviewed the budget at its meeting on May 28, 2024 and recommended approval to the LWDB and the Chief Elected Officials Board (CEOB).

Chad Pettera provided a review of the current budget for the program year ending 2023 (PY23) through the end of April; 29% of the budget remains for the rest of the budget year ending June 30th. Pettera



highlighted the Outreach and Capacity Building line item in the non-WIOA funding budget, which is overspent mainly due to a payment to Roadtrip Nation that was billed late; staff are not concerned as there is ample funding remaining overall. All items are in line with what staff would expect for this time period year to date and on track to carryover funds into next year.

Pettera presented the proposed PY24 budget, which includes all current funding streams WIOA (Adult, Dislocated Worker (DW) and Youth programs) and non-WIOA funds. WA received its planning allocation for WIOA programs for the program/fiscal year that starts July 1, 2024. Funding for the WIOA Title I programs at the federal level remains fairly steady with a decrease of approximately .7% mostly due to decrease in funding for the DW program. The State received a decrease of 8% to 9%, which is an ongoing trend. The WA is receiving the largest cut of all the local areas of about \$360,000 a decrease of about 9%. The WA does not rely on WIOA funding alone and a review was provided on other revenue sources that the WA has through grants and other funding sources. There will be carryover dollars of about \$968,000 available and with WIOA funds and other revenue sources approximately \$9.6 million revenue for next year. The PY23 expenditures for the organization are decreasing next year mainly due to a decrease in wages and education and training costs (primarily due to the loss of the Midwest Urban Strategies DW and Pathways Home grants). The budget allocates 62% for operations and overhead and 38% direct client expenses such as work experiences, on-the-job training, incentives, education and training, and supportive services.

Supplemental information was provided to the Committee on funding that has been paid to training providers, educational partners, registered apprenticeships, supportive services and employers for training over the years.

Scott Stiles (Michele Gifford) moved to recommend approval of proposed Program Year 2024 (PY24) budget to the WA Board and CEOB and direct staff to make adjustments to include final carry over. Motion Adopted.

7. **2024 Community Impact Projects**

The Bank of America presented the WA with a check for \$30,000 to help support the YEP Program. The presentation was made at the Wichita Workforce Center and Mayor Wu was in attendance. Amanda Duncan presented an update on YEP activities. The HYPE career camps are currently underway and many have signed up for camps during the summer. Five interns are working with the WA this summer in partnership through the City of Wichita's Way to Work program.

The grant from the City of Wichita to support Home Base Wichita (HBW) expires on June 30, and the WA is requesting a no-cost extension and proposing to return approximately 20% of the grant award since the strategy around on-the-job training was underutilized. This will take City Council action to modify the contract and the WA is working with the City and community partners to encourage approval. If the extension is not approved, the program will continue, but be more challenging. Staff are working with Sedgwick County and State of Kansas on a possible grant in 2025. Results for HBW have been good for job assistance and placement.

The WA obtained grants through its membership with Midwest Urban Strategies (MUS). These grants were overspent by MUS and staff had to find other funds to maintain staff and serve customers that had already been enrolled in training. The WA will no longer be a member of MUS. Staff are preparing information to share with the Board.

Staff are working to obtain a one year, no cost extension of the One Workforce Grant and are also working with community partners on a strategy for sustainability of the program for the future. A list of the companies served by the grant and outcomes were shared with the Committee.

Reports were received and filed.



8. Consent Agenda

Meeting minutes for May 8, 2024, Spring 2024 Skills Training Report, change to Youth Customer Incentives policy, Demand Occupation List for Program Year 2024, Operations Report and on-the-job training (OJT) contracts for Etezazi Industries, Kaman Composites and Vermillion Inc. were presented to the Committee for review and approval. A change to the Youth Customer Incentives policy is being requested to expand rewards to participants who are career ladder and gaining several credentials in succession. The goal is to further incentivize WIOA Youth participants to gain occupational credentials. *Kathy Jewett (Michele Gifford) moved to approve the Consent Agenda as presented. Motion adopted.*

9. Announcements

- Spirit AeroSystems Layoffs - 300 layoffs will occur June 20th. The WA is offering Rapid Response exit meetings and services. The WA will hold a job fair for impacted workers on June 2nd.
- ICT Child Care Entrepreneurs Summit – An employer lunch and learn is scheduled for Saturday, 7/27 from 11:30 to 1:15 at Wichita State University. The event is sponsored by the National League of Cities and the WA is a partner with the City of Wichita and Child Start Inc. The lunch and learn is designed to help employers understand best practices on supporting workers seeking child care, and to learn about employer tax credits from the State of Kansas.
- The annual Jobs FORE Youth golf tournament is scheduled for Thursday, September 19th at Hidden Lakes Golf Course. Sponsorship and registration information will be sent out to previous and prospective sponsors next week. Funds raised from the event support the WA’s Youth Employment Project (YEP).

10. Adjournment

The meeting was adjourned at 12:48 PM.

Attendees:

LWDB Executive Committee Members

Rod Blackburn via Zoom
Michele Gifford
Kathy Jewett
Pat Jonas via Zoom
Jeff Longwell
Alana McNary via Zoom
Tony Naylor
Scott Stiles

Staff/Guests

Marcy Aycock
Amanda Duncan
Denise Houston
Keith Lawing
Shirley Lindhorst
Mary Mann
Chad Pettera
Janet Sutton
Jennifer Baysinger, Senator Roger Marshall’s Office
via Zoom
Lindsay McWilliams, Goodwill (OSO)
Erica Ramos, Kansas Dept. of Commerce
Laura Ritterbush, Goodwill via Zoom
Lauren Soliday, Goodwill
Chris Stanyer, Goodwill

Item

A-133 Audit Firm Procurement

Background

The current contract for A-133 Audit services procured through Kansas Association of Workforce Boards (KAWB) expired in Program Year 2023 (PY23) and had no options to extend available.

KAWB released a joint request for proposals for A-133 Audit Services in February 2024 for services beginning with an audit of fiscal year end June 30, 2024. Only one proposal was received by the due date. KAWB decided to re-release the RFP in May and five proposals were received. Local Areas I, II, IV, and V participated in the procurement and independently evaluated the proposals. Local Areas I, II, IV and V have recommended Wipfli. Workforce Alliance's scores were:

Wipfli	50
CLA/Clifton Larson Allen	37
Thomas and Company	37
Cummins, Coffman & Schmidlein	32
SSC CPA's	32

Wipfli's cost for the Workforce Alliance would be \$140,000 for five years (if extended for the full five years) at approximately \$28,000 each year. The new contract for audit services would be for three years with two annual extensions available.

Recommended Action:

Authorize the President/CEO to engage WIPFLI for Audit services with WIPFLI for three years beginning with year end June 30, 2024.

Item

Workforce Innovation and Opportunity Act (WIOA) Youth Contract Amendment

Background

The Workforce Alliance has an agreement with Allied Health Training Center (AHTC) for WIOA Youth Element Services in health care services occupational skills training.

Analysis

AHTC's has some occupational skills training courses that need extended past June 30, 2024. The price for some of the courses has also changed. The price changes would take effect July 24, 2024. AHTC and WA Staff is also requesting to add several programs to the youth occupational skills training options.

Course	Current Cost	New Cost 7/24/2024
Adult Care Home Operators Training	\$697	\$635
Pharmacy Tech	\$2,490	\$1,985
Restorative Aide	\$274	\$374
Medical Terminology	\$265	\$189
Home Health Aide	\$269	\$369
Certified Clinical Medical Assistant (CCMA)	\$2,897	No Change
Social Services/Activity Director	\$374	No Change

Recommended Action

Authorize contract amendment as presented.

Item

The following additions are recommended for the Eligible Training Provider List.

Background

All programs on the Eligible Training Provider List must be approved.

Analysis

Pending Initial Programs

Three programs are recommended for inclusion on the ETP list. All show projected growth in Kansas and meet the proposed self-sufficient wage of \$15.16/hour.

Recommended Action

Approve the initial programs as presented.

**WIOA Eligible Training Provider
Programs Information
July 2024**

Provider Name	Program Name	Demand Occupation/ Industry in Area IV	Length of Training	Approximate Cost Per Credit Hour In State	Approximate Total Program Cost	Type of Attainment	Avg. Wage Per Hr.	ONET Projected Growth 2020-2030	Recommended Action
<i>Pending Initial Programs</i>									
Butler Community College	Adobe Certified Professional (Vouchers Included)	Web Developer	270 hrs.	N/A	\$2,795.00	Industry Certification	\$32.24	14%	Approve
Butler Community College	Medical Coding & Billing Professional	Acute Coding/Medical Billing	560 hrs.	N/A	\$4,000.00	Industry Certification	\$20.19	3%	Approve
Allied Health Career Training	LPN	LPN	40 wks.	N/A	\$20,850.00	Industry Certification	\$26.70	6%	Approve

Item

On-the-Job Training (OJT) Contracts for the Eligible Training Provider List (ETP)

Background

1. Approval of Addition to the ETP List for OJT

The following employer has submitted an application to be added to the ETP list for OJT.

Employer:	TEC Systems Group, Inc.
Company Description:	Headquartered centrally in Wichita, Kansas, TEC Systems Group is a nationwide service company specializing in control systems integration. Since 1984 we've been providing automation engineering and enterprise integration/operational intelligence solutions to small, mid-size, and Fortune 500 companies in the industrial industry.
Location:	Wichita, Sedgwick County
Occupation(s):	Project Manager Automation Process Technology, Electrical Design Drafter, Advanced Analytics, Control Systems Engineers, Data Engineers
Training Length:	TBD
Average Wage Range:	Entry Level Wages are between \$60,000 & \$65,000 per year
Benefits:	Full benefit package
Comments:	Since the original contract started in June of 2022, TEC Systems has been reimbursed for 11 Incumbent Worker Trainings and 2 On the Job Trainings
OJT Funding Streams <i>subject to availability</i>	All Funding streams are available and appropriate based on occupation and new hire eligibility requirements.

Recommended Action

Approve **TEC Systems** to remain on the 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:	USIC, LLC
Company Description:	<p>USIC performs over 84 million locates across the U.S. annually. While the size and scope of our nationwide operations provide unparalleled efficiencies, each community we serve is protected by local technicians who call it home.</p> <p>The nation’s largest provider of public utility locating services and an emerging leader in advanced infrastructure solutions, USIC has over 12,000 highly trained and qualified technicians equipped with the most advanced technologies for protecting and maintaining critical infrastructure and ensuring public safety.</p>
Location:	Wichita, Sedgwick County
Occupation(s):	Utility Locator
Training Length:	TBD
Average Wage Range:	Entry Level Wage is \$19.00
Benefits:	Full benefit package
Comments:	<p>This job is heavily reliant on technology, and that technology has improved and changed dramatically over the last couple of years. The formal training for each new hire is 12 weeks long and includes both on the job training and course work.</p>
OJT Funding Streams <i>subject to availability</i>	All Funding streams are available and appropriate based on occupation and new hire eligibility requirements.

Recommended Action

Approve addition of **USIC, LLC** to OJT ETP list.