



**Workforce Alliance LWDB Program Operations and  
Performance Committee Meeting Agenda**

Thursday, September 1, 2022 • 11:30 a.m.

Zoom Meeting: <https://us02web.zoom.us/j/86092839900>

---

1. **Welcome and Introductions:** Robyn Heinz, Co-Chair (11:30)
  
2. **WIOA Adult, Dislocated Worker and Youth Program Policies: Self-Sufficient Wage Increase:** Denise Houston (11:35) (p. 2)  
*Changes to the self-sufficient wage policy for WIOA have been approved by the LWDB requiring additional language and examples for policy exceptions. The proposed additional language will be reviewed.*  
**Recommended Action: Take appropriate action.**
  
3. **WIOA Monitoring Report for Cowley College Services Contract and Kansas Department of Commerce Statewide WIOA Programs Case Management Monitoring Report:** Chad Pettera (11:45) (pp. 3-8)  
*One of the responsibilities of the Workforce Alliance (WA) Local Workforce Development Board (LWDB) is to monitor program operations; a monitoring report on the Cowley College Service Contract will be reviewed as well as WIOA programs case management monitoring conducted by the Kansas Department of Commerce.*  
**Recommended action: Take appropriate action.**
  
4. **Workforce Center Operations / One-Stop Operator:** George Marko / Tisha Cannizzo (12:15) (pp. 9-12)  
*An update will be provided on Workforce Center operations and One-Stop Operator activities.*  
**Recommended action: Receive and file.**
  
5. **Consent Agenda:** Robyn Heinz (12:30)  
*Members of the Committee may request discussion on any of the action items at the meeting or the items may be accepted as presented in a single motion.*
  - A. Meeting Minutes from July 7, 2022 (pp. 13-15)
  - B. Additions to the Eligible Training Provider List (ETP) – Programs from Butler Community College, Novacoast and Wichita State University (pp. 16-17)
  - C. Workforce Innovation Conference – October 4<sup>th</sup> and 5<sup>th</sup> in Lawrence**Recommended Action: Approve the consent agenda as presented.**
  
6. **Adjourn** (12:45)

---

*The next LWDB Program Operations and Performance Committee  
Meeting is scheduled for 11:30 a.m. on November 3, 2022*

## **Item**

Self Sufficient Wage Increase

## **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. Over the last 3 months the LWDB and various committees have analyzed various options for increasing the self-sufficient wage for Program Year 2022. The Executive Committee met on August 10, 2022 and approved an increase to the self-sufficient wage.

## **Analysis**

The self-sufficient wage for Program Year 2022, which began on July 1, is \$15.60 per hour or \$32,448 per year. The self-sufficient wage will be the same for all programs. Moving forward the self-sufficient wage will be reviewed annually in conjunction with Demand Occupations. The following exceptions are allowed to the self-sufficient wage criteria:

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

In order for a participant to be considered for one of the exceptions, staff must submit an exception request. The exception request shall have sufficient documentation attached to show the participant is eligible for one of the exceptions. The exception must be approved by two Workforce Alliance Senior Staff members.

Staff has conducted training for Workforce Center staff on the self-sufficient wage increase. Forms and other documents are currently being revised to reflect the change.

## **Supports Strategic Goal:**

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

## **Recommended Action**

Take appropriate action.

**Item**

Monitoring Reports -

**Background**

The Kansas Department of Commerce (KDC) conducted a Workforce Innovation and Opportunity Act (WIOA) program review that started in December 2021 and published a final report on May 5, 2022. WA staff have completed a monitoring review of the WIOA Program Operator Agreement with Cowley Community College on June 1, 2022.

**Analysis**

KDC issued a WIOA Monitoring Summary report on May 5, 2022. KDC conducted a review of the WIOA Case Management operations which started in December 2021. KDC's report identified no findings, but had two areas of concern, three observations and four promising practices and highlights.

**Area of Concern 1:** Regarding the notification of Equal Opportunity (EO), 29 CFR 38.36 (4) states "Provided to each participant and employee; the notice must be made part of each employee's and participant's file. It must be a part of both paper and electronic files". Commerce Regulatory Compliance Unit (CRC) observed two files that did not contain the required EEO notice.

LWDA IV Response: The local area responded by stating that "the issue has been discussed and covered with the case manager". Additionally, the local area stated "This customer originated with Trade Adjustment Assistance (TAA) and was co-enrolled with Dislocated Worker (DW) for supportive services. To reduce duplication of paperwork the TAA forms and releases are used."

Recommendation: LWDA IV should consider adding an EEO checklist box to their "Program Individualized Career Services Eligibility" form under Additional Documents Required section.

**Area of Concern 2:** LWDA IV spent 9.4% of non-administrative Youth program funding on work experiences; they did not reach the minimum spending threshold of 20% set by 20 CFR 681.590 1.

LWDA IV Response: "The WA has just completed a monitoring review of the youth program and is working on a corrective action plan to increase enrollments and work experience activity. Due to COVID and shutdowns, it was difficult to get youth work experiences. Work Experience spending in the current year has increased and we are currently exceeding the 20% requirement in the current year. The WA has also held some youth funds for Program Year 2020 (PY20) back to use for Work Experience, to increase the work experience % spend of those funds."

Recommendation: No recommendation at this time. CRC is satisfied LWDA IV is working on an action plan to increase youth enrollment and work experience activity. The U.S. Department of Labor (USDOL) Employment and Training Administration acknowledges the tremendous impact that COVID-19 is having on all states and local areas' abilities to implement the WIOA program, in particular, to provide work experiences in person at a workplace.

**Observation 1:** CRC observed four of the ten Individualized Service Strategy (ISS) forms did not have information in the Barriers and the Services area which highlight how the participant will achieve the listed action step.

LWDA IV Response: “Upon reviewing the ISS forms it does appear that the rationale section was not completed on the four files listed. These were all completed by the same Case Manager, the Youth Program Supervisor will provide additional training to the case manager involved and ensure all Youth case managers are completing all the sections on the ISS. Additional training with staff should resolve this issue in the future.”

**Observation 2:** CRC observed an Adult file has case notes that the participant had achieved a recognized certificate/degree but no documentation of the certificate/degree is in the file.

LWDA IV Response: “This case note was based off the transcript from WSU Tech showing the customer had completed the necessary courses for the certificate in Spring 2021. Case manager will reach out to school for official copy of certificate.”

**Observation 3:** CRC observed one Adult file in KANSASWORKS (KW) is missing case notes for the thirty- day contact/attempted contact note for multiple months before exit. CRC noted the Individual Employment Plan (IEP) signed by participants and case managers states, “Client will be required to MAINTAIN MONTHLY CONTACT WITH ASSIGNED WP.... The WP will process all paperwork in a timely manner and maintain contact with client and the training provider as needed.” In calendar year 2020, the following months had no contact/update notes for the months of February, April, June, November or December.

LWDA IV Response: “The primary program for this participant was Kansas Health Profession Opportunity Project (KHPOP) and that is where the recent contact notes with the participant are in KW. Case manager had contact with the customer in July, August, September, and October of 2020 prior to the exit date in December 2020.”

### **Promising Practices and Program Highlights**

#1 Center Industries Corporation of Wichita is a manufacturing plant that works with the Cerebral Palsy Research Foundation (CRFP) to provide full time employment with benefits for persons with disabilities. Centers Industries has a variety of jobs and environmental settings to accommodate different physical barriers and aptitudes. Since July of 2021, WA has placed five Youth participants in a work experience at Centers Industries and two have been hired on full time. A work experience at Centers Industries can be thought of as a working job interview, to see if the participant is a good fit for the company and if the company is a good fit for the participant.

#2 Trade Adjustment Assistance (TAA) Final Rule at 20 CFR 618.325, A state must co-enroll trade-affected workers who are eligible for WIOA’s dislocated worker program. Workers may choose to decline co-enrollment in WIOA. Workforce Alliance developed a co-enrollment policy in 2021 to guide staff on how to integrate services per United States Department of Labor (USDOL) Training and Employment Guidance No. 04-20.

#3 LWDA IV had a 93% expenditure rate of non-administrative youth program funding spent on Out-of-School (OSY) target group.

#4 LWDA IV provides regular staff training for effective communication with persons with disabilities.

Cowley Community College WIOA Program Monitoring: WA staff conducted a monitoring of the WIOA Program Operator Agreement with Cowley Community College (CCC) on June 1, 2022.

Findings identified during the review along with the responses are as follows:

**Finding #1:** Co-branding of materials is not in compliance with the requirements of the Local Plan and the contract

- a) **Response:** CCC will meet with communications staff of WA to get an understanding of the co-branding requirements and expectations. New materials will be submitted by CCC to WA for review before publication until requirements are understood.

**Resolution:** A meeting was held on August 19, 2022 to highlight areas of opportunity both on flyers and the CCC website. CCC is transitioning to a new website so changes will be implemented now and when the site migrates to the new platform. CCC staff will seek approval from WA communications staff prior to send any flyers out in the future.

**Finding #2-** It appears that no program eligibilities have been completed by CCC staff, which is not in accordance with the contract; only two program eligibilities were able to be identified by the Monitor for the time period of the contract, and these were referred to and completed by WA staff

- a) **Response:** Schedule CCC staff to work out of the Wichita Workforce Center once per month for more practice and to ensure consistent customer interactions.

**Resolution:** CCC staff will work from the Wichita office every second Tuesday of the month starting September 13, 2022.

- b) **Response:** Communicate more thoroughly applicable staff meetings and trainings to grow the knowledge of CCC staff and enhance services to the Cowley County community.

**Resolution:** One-Stop Operator (OSO) has created a more robust distribution list that incorporates CCC staff for consistent communication of meetings and trainings. CCC staff will also utilize the WA intranet and saved trainings to review any topics that they did not receive prior communication about trainings they may have missed.

- c) **Response:** Continue bi-weekly Auxiliary office zoom meetings to communicate any changes, updates or needs that CCC might have.

**Resolution:** Will continue bi-weekly meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month.

- d) **Response:** Explore creative ways to engage rural jobseekers in workshops and partner for increased offerings.

**Resolution:** WA, CCC and OSO met on August 22, 2022 to strategies new ways to engage the general public as well as the employer customer. Follow up meeting to assess the success is scheduled for September 19, 2022.

- e) **Response:** Coordinate with CCC staff to enhance Workforce Center services in Cowley County and ensure that they are consistent with those offered in other Local Area IV (LAIIV) Centers.

**Resolution:** WA, CCC and OSO met on August 22, 2022 to strategies new ways to engage the general public as well as the employer customer. Follow up meeting to assess the success is scheduled for September 19, 2022.

September 1, 2022

Submitted By: Chad Pettera

---

- f) **Response:** Jointly strategize procedures for providing services in a rural area. Including but not limited to Workkeys availability and facilitation.  
**Resolution:** WA, CCC and One-Stop Operator (OSO) met on August 22, 2022 to strategize new ways to engage the general public as well as the employer customer. Follow up meeting to assess the success is scheduled for September 19, 2022. In the month of September, CCC will begin to facilitate Workkeys sessions that will be remotely proctored by the Wichita office.

**Finding 3-** It does not appear that the full scope of Workforce Center services is being offered to customers at the Cowley Workforce Center

- a) **Response:** Establish at least a bi-monthly visit schedule with CCC to provide guidance and training as needed, and to monitor operations.  
**Resolution:** Bi-Monthly meetings scheduled for the 3<sup>rd</sup> Thursday and will begin on September 15, 2022.
- b) **Response:** Continue use bi-weekly Auxiliary office zoom meetings to communicate any changes, updates or address questions that CCC might have.  
**Resolution:** Will continue bi-weekly meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month.

**Areas of concern identified in the report:**

**Area of Concern 1-** The One-Stop Operator (OSO) does not appear to be fulfilling its contractual and statutory obligations to ensure consistent service design and delivery at all locations in LAIV

- a) **Response:** WA will establish bi-monthly visits by Workforce Center leadership to establish consistency in service delivery.  
**Resolution:** Bi-monthly visits are scheduled for the 3<sup>rd</sup> Thursday and will begin on September 15, 2022.
- b) **Response:** In addition to regular meetings and visits, the WA will also facilitate discussion items addressing the challenges of providing services in rural areas. This would include establishing strategies based on best practices. This would include focus on engaging jobseekers and employers alike.  
**Resolution:** WA, CCC and OSO met on August 22, 2022 to strategize new ways to engage the general public as well as the employer customer. Follow up meeting to assess the success is scheduled for September 19, 2022.

**Area of Concern 2-** The WA has failed to ensure that the One-Stop Operator (OSO) and adequate guidance and communication is available to CCC

- a) **Response:** Establish a process for escalating issues if they are not resolved, and anything else that might be useful to establish consistent and quality services for all local Workforce Centers including creating a communication contact list for concerns by title.  
**Resolution:** Comprehensive list was provided and approved by CCC on August 24, 2022.
- b) **Response:** Communicate more thoroughly at applicable staff meetings and trainings to grow the knowledge of CCC staff and enhance services to the Cowley County community.  
**Resolution:** OSO has created a more robust distribution list that incorporates CCC staff for consistent communication of meetings and trainings. CCC staff will also utilize the WA

September 1, 2022

Submitted By: Chad Pettera

---

intranet and saved trainings to review any topics that they did not receive prior communication about.

**Area of Concern 3-** The issue with the lack of correct area access to the KW database should have been quickly identified by the WA and corrected; this further indicates a lack of adequate oversight

a) **Response** WA has submitted a request to America's Job Link Alliance (AJLA) in order to give CCC the correct access in KW.  
**Resolution:** Resolved by AJLA after the audit was conducted.

b) **Response** Establish a process for escalating issues if they are not resolved, and anything else that might be useful to establish consistent and quality services for all local Workforce Centers including creating a communication contact list for concerns by title.  
**Resolution:** Comprehensive list was provided and approved by CCC on August 24, 2022.

**Area of Concern 4-** The current outreach process for Cowley appears to need to be reviewed and updated

- a) **Response:** WA and CCC will collaborate and establish outreach strategies and messaging to jobseekers and employers to increase participation from both customer groups.  
**Resolution:** WA, CCC and OSO met on August 22, 2022 to strategize new ways to engage the general public as well as the employer customer. Follow up meeting to assess the success is scheduled for September 19, 2022.
- b) **Response:** WA and project management staff will work specifically with CCC staff on outreach strategies to connect with qualifying On-the-Job (OJT) businesses in Cowley County.  
**Resolution:** CCC has reached as of the week of August 22, 2022 to strategize plan to meet qualified companies for the One Workforce Grant.

**Area of Concern 5-** Clarification is needed from the State on how calls are to be handled to ensure the consistency of services to customers

- a) **Response:** Clarification will be provided by the Department of Commerce as to the handling of calls statewide so that there is more consistency with messaging and services provided to customers across the state.  
**Resolution:** Guidance provided on August 17, 2022 from State Operations Director.

**Area of Concern 6-** Clear written guidance for expectations and reporting requirements appears to be lacking.

- a) **Response:** CCC will follow reporting guidelines that have been made clear on how to submit monthly reports. If further clarification is needed, CCC will reach out to WA.
- b) **Response:** WA will create a reporting template along with reporting timelines and reporting contact list to be shared with CCC to support consistent messaging and reporting in board meetings.  
**Resolution:** OSO and Director of Integrated Employment services provided a new template and guidance on August 25, 2022.

September 1, 2022

Submitted By: Chad Pettera

---

**Area of Concern 7-** General communication and coordination between CCC and WA require improvement

- a) **Response:** Through bi-weekly zoom meetings and bi-monthly in-person visits and with specified process for escalating issues will enhance the communication and collaboration between CCC and the WA.

**Resolution:** Will continue bi-weekly meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month.

**Recommended Action**

Take appropriate action



**Item**

Workforce Centers Operations Update

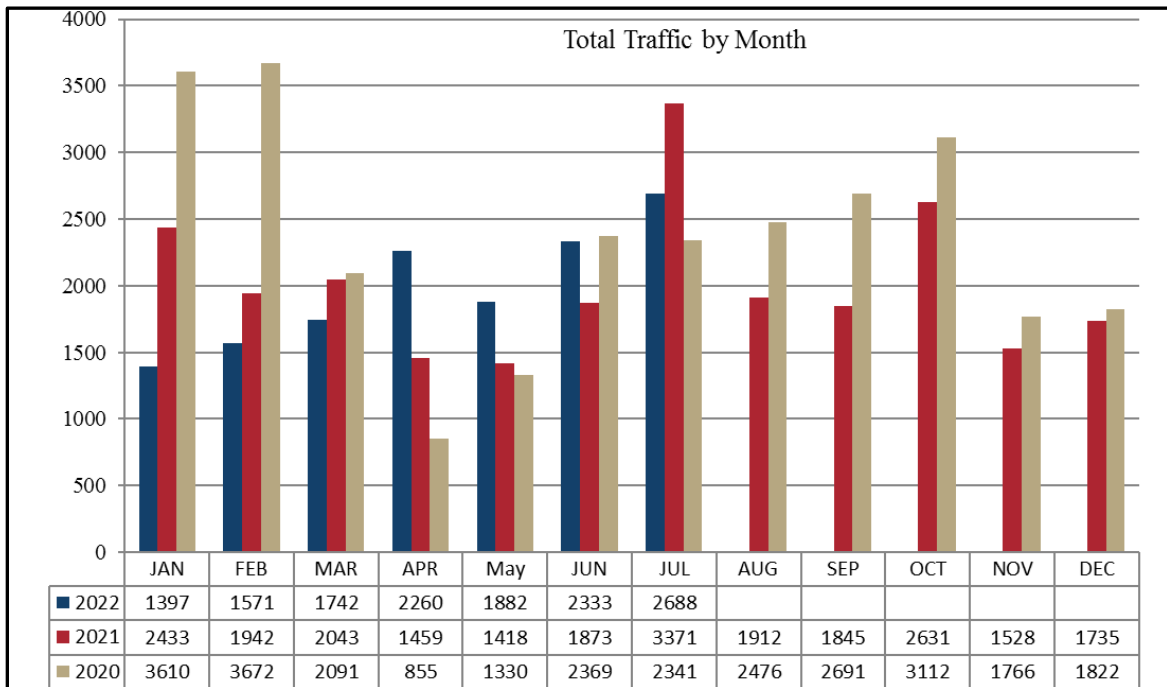
**Background**

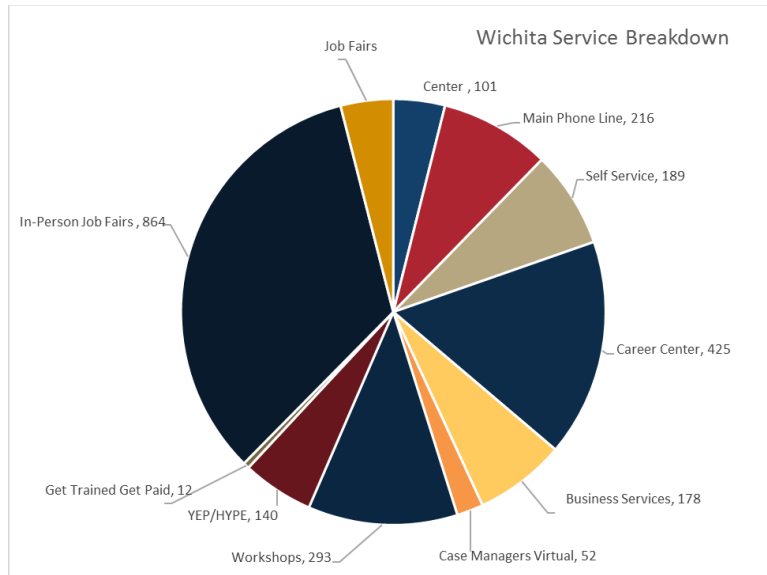
Operating Hours:

- Monday–Thursday 8 am–5 pm, virtually on Friday 8 am–noon
  - Wichita Workforce Center
  - Butler Workforce Center (El Dorado)
  - Sumner Workforce Center (Wellington)
- Monday-Friday 8 am-5 pm
  - Cowley Workforce Center (Cowley College, Ark City)

**Total Customer Traffic**

Across all Centers, there were 2,688 individuals served in July. The bar graph below illustrates how traffic has changed monthly since January 2020, followed by the pie chart that articulates how customers are engaging in services and programs within the Wichita office.





### Job Seeker Services

As Career Center staff met to help job seekers with resumes, mock interviews, job search activities and assisted with unemployment insurance questions, they also provided assistance in the following areas.

- received six referrals from outside organizations
- worked 19 KansasWorks chat sessions, each in 4-hour periods
- presented the *Attitude Determines Altitude* workshop at St. Anthony’s Family Shelter
- helped lead a presentation on a Kansas Leadership Center concept for an all-staff meeting
- helped cover the front desk
- one staff member trained to become a proctor for the WorkKeys assessment.

Job Seeker Services	Wichita	Butler
# Walk In Customers	85	52
# Phone Appointments	134	17
# Zoom Appointments	20	0
# In Person Appointments	367	
<b># Customers Booked</b>	<b>606</b>	
<b>Total Customers Served</b>	<b>443</b>	<b>69</b>

Workforce Center	# Job Seekers Served						
	Jan	Feb	Mar	Apr	May	June	July
Wichita	270	209	407	345	390	410	433
Butler	89	80	77	89	184	79	69
Cowley	9	20	18	24	8	37	14
Sumner	3	10	20	9	6	5	11
Corrections	4	17	22	18	54	43	30
McConnell	4	9	16	19	29	30	27

### Workshops

YouTube workshops remain strong with 154 unique users and 344 total views. With over 70 workshops recorded, there are many options. Below is a list of the most frequently watch YouTube videos followed by attendance data on live workshops facilitated at the Wichita Workforce Center.

<b>2022 Top Viewed Workshop Videos</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>
Total Views	496	410	534	441	312	470	344
Attitude Determines Altitude	43	67	57	90	66	45	36
WorkKeys NCRC (National Career Readiness Certificate)	51	35	54	40	27	33	39
Creating a Resume Using Templates	41	31	14	4	5	30	11
Introduction to the Workforce Center and Services	30	29	41	34	50	31	34
Overcoming Ageism	16	13	22	11	13	17	10
Starting Off Right - Job Search Success		15	8	17	12	13	6
Onet Online and Career Pathways					12	23	9
How to Manage Your Worth By Creating Value				12	11	13	10

<b>In House Workshops</b>	<b>July Registered</b>	<b>July Attended</b>	<b>2022 Attended</b>
Basic Computers 101	11	5	26
Basic Computers 102	8	6	36
Intro to Word	11	9	48
Intro to Excel	8	4	42
Online Applications 101	15	8	21
Resumes Start to Finish (Part 1)	3	3	17
Resumes Start to Finish (Part 2)	5	1	5
Interview Bound	5	3	11
<b>TOTAL</b>	<b>66</b>	<b>39</b>	<b>206</b>

### **One Stop Operator Update**

The One Stop Operator is involved in collaboration meetings to help coordinate services between partners located in the Workforce Center and community organizations who serve job seekers in various capacities, including unhoused and low income individuals and those struggling with mental health or substance abuse concerns. Within the Workforce Center the One Stop Operator helps lead conversations between staff with different job functions to work together to serve the needs of employers and job seekers.

The One Stop Operator also coordinates staff training that may be offered by the Department of Commerce, Workforce Alliance or through the Eckerd U learning management system.

**Business Services**

The need for employees remains high, with 632 jobs posted in KansasWorks this month, for a total of 6,141 in 2022 for Local Area IV. State-wide, there are currently 68,120 open positions, with 8,801 active resumes in KansasWorks.

July was a big month for job fairs. The Wichita Workforce Center hosted Creekstone, First Student and Textron all in the same week. Textron brought 830 job seekers through the Workforce Center and, to date over 400 individuals have been hired, with more offers still being made. Creekstone and First Student brought lower in job seeker participation but both companies were happy with the quality of applicants. A state-wide virtual job fair was also held in July. 34 local employers (142 state-wide) and 69 local job seekers (334 state-wide) participated in that event. With the need for employees remaining high, the Wichita Workforce Center will return to regular multi-employer job fairs to be held every other week, beginning September 8.

Organizations who requested WorkReady! certificates in July included Plumbers & Pipefitters Local 441, Sheet Metal-Local 29, Spirit, Textron and individuals involved in the RESEA and TAA programs.

---

**WorkReady! Certificates**  
*July Certificates Awarded - 251*  
*Award Rate – 82.6%*

*2022 Certificates Awarded – 797*  
*Award Rate – 88.2%*

---

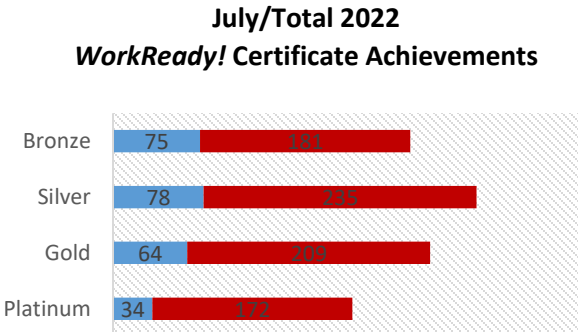
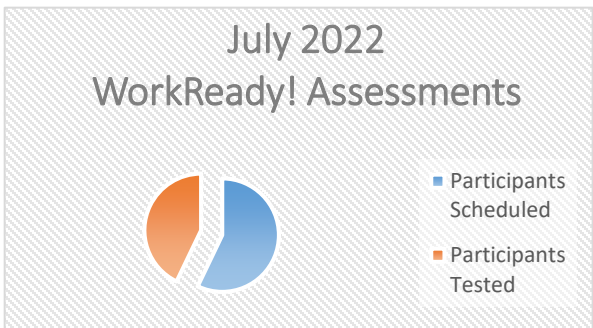


---

**WorkReady! Testing**  
*July Testing Sessions - 17*  
*Attendance Rate – 75.1%*

*2022 Testing Sessions – 98*  
*Attendance Rate – 72.8%*

---



	<b>July</b>	<b>2022 Totals</b>
<i>Pre-Employment Skills Assessments Administered</i>	182	1,268
<i>Applications Completed</i>	95	540
<i>Services to Employers</i>	187	1,838
<i>Job Postings</i>	632	6,141

**Recommended Action**

*Receive and File.*

**LWDB Program Operations and Performance (POP) Committee Meeting Minutes**  
July 7, 2022

**1. Welcome and Introductions**

The Workforce Alliance (WA) Local Workforce Development Board (LWDB) Program Operations and Performance (POP) Committee assembled via Zoom. Co-Chair Tony Naylor welcomed Committee members and called the meeting to order.

**2. Workforce Innovation & Opportunity Act (WIOA) Performance for Program Year 2021 (PY21)**

An update on performance for WIOA programs for Local Area IV (LAIV) and the State for Program Year 2021 (PY21) was provided. PY21 began on July 1, 2021 and just ended on June 30, 2022. Measurable Skills Gain data continues to be entered and is expected to increase for final performance reporting due in mid-August.

The Adult Program projected fourth quarter performance is to exceed the goal for Median Earnings and Credential Rate, meet the goal for Entered Employment 2<sup>nd</sup> Quarter and Entered Employment 4<sup>th</sup> Quarter and not meet the sanction level for Measurable Skills Gain. Employment measures continue to be a struggle due to the data occurring during the pandemic time frame.

The Dislocated Worker Program projected fourth quarter performance is to exceed the goal for Entered Employment 4<sup>th</sup> Quarter and Median Earnings, meet the goal for Entered Employment 2<sup>nd</sup> Quarter and not meet the sanction level for Credential Rate and Measurable Skills Gain. Data entry does continue on those that obtained credentials.

Youth Program projected fourth quarter performance is to exceed the goal for Placement in Employment, Education, or Training 2<sup>nd</sup> Quarter, Placement in Employment, Education, or Training 4<sup>th</sup> Quarter, Median Earnings, and Credential Rate. LAIV is projected to not meet the sanction level for Measurable Skills Gain.

Wagner-Peyser projected fourth quarter performance is to exceed the goal for Median Earnings, Entered Employment 2<sup>nd</sup> Quarter, and Entered Employment 4<sup>th</sup> Quarter.

The Effectiveness in Serving Employers measure is still in baseline status. Only the Retention rate is calculated at the local level. The Employer Penetration and Repeat Business Customer rates are calculated at the State level. LAIV is very close to the State for all programs for the Retention rate.

For Average Indicator Score, Local Area IV is projected to exceed the goal for Employment 2<sup>nd</sup> Quarter, Employment 4<sup>th</sup> Quarter, Credential Rate, Measurable Skills Gain and Median Earnings. For Average Program Score Local Area IV is projected to exceed the goal for the Adult and Youth programs and to meet the goal for the Dislocated Worker program. These reports show that no corrective action plans or programmatic changes will be required for LAIV for the program year.

For the Senior Community Service Employment Program (SCSEP) in LAIV, third quarter performance is projected to exceed the goal for Service to Most in Need and Employment Rate 4<sup>th</sup> Quarter and not meet the sanction level for Service Level, Community Service, Median Earnings, and Employment Rate 2<sup>nd</sup> Quarter. Fourth quarter data is not yet available.

*Report was received and filed.*

**3. WIOA Adult, Dislocated Worker and Youth Program Policies: Self-Sufficient Wage Increase**

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 self-sufficiency standard for LAIV has not been updated since 2010. The current self-sufficiency standards are \$12.02 per hour for the Adult and Youth programs and \$15.38 per hour for the Dislocated Worker program. The current standards were developed from the Average Wage performance measure under the Workforce Investment Act and no longer exists under WIOA. Staff proposes using the MIT Living Wage Calculator to set the new standard; it estimates the cost of living in a community or region based

on typical expenses and indicates that the living wage is \$15.60 per hour or \$32,448.00 per year for a single adult with no children in the Wichita Metropolitan Statistical Area.

This issue was discussed with the Executive Committee at its meeting on June 16, 2022. Concern was expressed that if the new wage level was adopted, it might have the unintended consequences of eliminating some employers from having access to some workforce center services or on-the-job training contracts if they cannot offer employment at the new wage level. Staff were asked to review some options for possible gradual implementation. Staff propose making this change for Program Year 2022 to the Dislocated Worker program and updating the self-sufficient wage to this standard incrementally over the next couple of program years for the Adult and Youth programs (13.50 per hour or \$28,080.00 in 2022, \$14.50 per hour or \$30,160.00 in 2023 and \$15.60 per hour or \$32,448.00 in 2024). Staff also propose reviewing this standard on an annual basis with the MIT Living Wage Calculator at the same time the LWDB reviews the Occupations Approved for Training/Demand Occupations List.

Committee members were asked to provide feedback; no action is required at this time. This item will likely be discussed at the full board meeting on July 27, 2022. Many felt that if the MIT data is accurate and it has been so long since the standard was updated, that incrementally increasing the standard would fail to get it to ultimately where it needs to be. It was pointed out that there is a need to be realistic about the current labor market; employers are having to raise wages to attract and retain workers. Another concern is how changing the standard would affect areas outside of just Wichita. It was asked what area the Wichita MSA includes. The area includes all counties served by Local Area IV except Cowley and Harper and includes Harvey County in Local Area I. The MIT calculator data can be obtained by county and there is a very small difference between counties. Committee members were interested in the possibility of having the ability to have exceptions for entry level positions with a career pathway progression that would eventually meet the standard.

*No action was required or taken; Committee members agreed that the proposed new standard be implemented for the Dislocated Worker program for Program Year 2022 with a possible incremental increase for the Adult and Youth programs to that level within the next year or two and that the standard be reviewed on an annual basis with the MIT Living Wage Calculator at the same time the LWDB reviews the Occupations Approved for Training/Demand Occupations List. These recommendations will be presented to the LWDB and/or Executive Committee for action.*

#### **4. Workforce Center Operations / One-Stop Operator**

An update was provided on Workforce Center operations and One-Stop Operator activities for the month of May. Data from the month of June will be available soon and it is anticipated that there will be an increase in traffic to the Workforce Center. Virtual workshops remain popular and live workshops at the Center are being offered.

Workkeys participation had been trending down, but has increased over the last month due to increased usage by employers such as Spirit AeroSystems. Kami Moore reported that adult education at Cowley College and other institutions will no longer be using Workkeys due to its high cost and many employers in the region do not know what Workkeys is or recognize it. Lawing stated that perhaps the workforce system needs to do a better job of promoting Workkeys to employers as a preemployment tool and it should be integrated into adult education programs. This topic will be discussed further with the Kansas Department of Commerce.

Interview Day was held on June 21<sup>st</sup>; Business Services representatives partnered with workforce professionals in the Center to identify some specific employers looking to hire and then actively recruited job seekers for specific positions with that employer. Job seekers had resumes reviewed, participated in mock interviews and were invited for interviews with the employers. 15 offers were made and employers provided positive feedback regarding the event to the effect that it was well worth their time and more productive than job fairs. Staff are evaluating outcomes from the event to determine

how best to move forward. Business services continue to post a high number of jobs. Workkeys testing has increased and more employers are using it as an evaluation tool. The Kansas Department of Commerce recently had Request for Proposals (RFPs) for testing platforms and Workkeys was the least expensive; a soft skills assessment may be added. Prior to the pandemic, much of the traffic to the Workforce Center was for computer usage and Internet access. Due to the pandemic, more people had to obtain their own access and are now not coming into center as much for this purpose. Staff are looking at strategies to increase traffic to the center by providing opportunities for job seekers to meet directly with employers and apprenticeship programs. There is a need to engage employers in a very deliberate way to increase traffic to workforce centers.

*Report was received and filed.*

## **5. Consent Agenda**

Meeting minutes from May 5, 2022, additions to the Eligible Training Provider List (ETP) from Cowley College for Milling Technicians and the Training Report for Spring 2022 were presented to the Committee for review and approval. A new addition to the report is the amount of payments spent on training; since the last report the WA has spent over \$2,000,000. The number of customers in training has decreased due to the ending of the registered apprenticeship grant and the Kansas Health Professional Opportunity Project (KHPOP) grant. Staff continue to explore funding opportunities to replace these sources.

*John Clark (Robyn Heinz) moved to approve the Consent Agenda as presented. Kami Moore, Cowley College abstained from the vote. Motion adopted.*

## **6. New Business/Announcements**

- A. An LWDB Roundtable discussion on the topic of military recruitment strategy is scheduled for Wednesday, July 13<sup>th</sup> at 8:00 AM at the Workforce Center.
- B. The next meeting of the full LWDB is scheduled for Wednesday, July 27<sup>th</sup>. The WA is involved in many ongoing projects and updates will be provided.

The meeting was adjourned at 12:37.

### *Present Committee & Board Members*

Robyn Heinz, Co-Chair  
Tony Naylor, Co-Chair  
Justin Albert  
John Clark  
Kami Moore  
Alex Munoz  
Erica Ramos

### *Staff/Guests*

Denise Houston  
Keith Lawing  
Shirley Lindhorst  
George Marko  
Chad Pettera  
Tisha Cannizzo, Eckerd Connects  
Jennie Heersche, Cowley College

**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 Program

Staff recommends approving the following:

Butler Community College/Ed2Go: Three initial programs  
Certified AWS Cloud Practitioner (Voucher Included)  
Certified AWS Developer (Voucher Included)  
Certified EKG Technician (Voucher Included)

Butler Community College: Two initial programs  
Fire Science Leadership  
Welding Technology (Certificate A)

Novacoast: One initial program  
Entry Level Tech

Wichita State University: Two initial programs  
Leadership Elite  
Mini MBA

**Supports Strategic Goals**

- Meet or exceed the negotiated performance of WIOA Title I programs to maximize community impact

**Recommended Action**

Approve the initial programs as presented.



**WIOA Eligible Training Provider  
Programs Information  
September 2022**

<b>Provider Name</b>	<b>Program Name</b>	<b>Occupation/ Industry in Area IV</b>	<b>Length of Training</b>	<b>Approximate Cost Per Credit Hour In State</b>	<b>Approximate Total Program Cost</b>	<b>Type of Attainment</b>	<b>\$ Per Hr.</b>	<b>ONET Projected Growth 2018-2028</b>	<b>Recommended Action</b>
<b>Pending Initial Programs</b>									
Butler Community College/Ed2Go	Certified AWS Cloud Practitioner (Voucher Included)	Data Services/Information Technology	40 Hours	\$49.88	\$1,995.00	Certification	\$35.08	-8% Growth	Approve-While ONET shows a decline in growth over the next ten years, there are currently 163 job openings for computer programmers in KANSASWORKS in the Wichita area
Butler Community College/Ed2Go	Certified AWS Developer (Voucher Included)	Data Services/Information Technology	40 Hours	\$49.88	\$1,995.00	Certification	\$38.36	9% Growth	Approve
Butler Community College/Ed2Go	Certified EKG Technician (Voucher Included)	Healthcare	100 Hours	\$19.95	\$1,995.00	Certification	\$28.52	4% Growth	Approve
Butler Community College	Fire Science Leadership	Public Safety	16 Hours	\$130.31	\$2,085.00	Certification	\$27.77	0% Growth	Approve
Butler Community College	Welding Technology (Certificate A)	Construction	19 Hours	\$173.79	\$3,302.00	Certification	\$21.92	4% Growth	Approve
Novacoast	Entry Level Tech	Data Services/Information Technology	200 Hours	\$37.50	\$7,500.00	Certification	\$41.45	29% Growth	Approve
Wichita State University	Leadership Elite	None	24 Hours	\$95.63	\$2,295.00	Certification	\$36.83	6% Growth	Approve-While not on the current Occupations Approved for Training it could be in the future or in another Local Area in Kansas
Wichita State University	Mini MBA	None	35 Hours	\$71.29	\$2,495.00	Certification	\$36.83	6% Growth	Approve-While not on the current Occupations Approved for Training it could be in the future or in another Local Area in Kansas