



Workforce Alliance (WA) Local Workforce Development Board (LWDB)

Executive Committee Meeting Agenda

Evergy Connect Center - 111 Ellis South

OR

Zoom: <https://us02web.zoom.us/j/84885225483>

Wednesday, September 13, 2023

11:30 a.m. – 1:00 p.m.

-
1. **Welcome and Introductions:** Jeff Longwell (11:30)
 2. **Evergy Connect Center Partnership:** Don Sherman, Evergy (11:35)
An update on the WA's partnership with Evergy on the Customer Connect Center (CCC) will be provided. The CCC was created to provide a face-to-face customer experience and educate customers on a suite of energy efficiency products.
 3. **Policy Revisions - Subrecipient Monitoring and Limited English Proficiency:** Chad Pettera (11:50) (pp. 2)
Proposed changes to Workforce Alliance policy will be reviewed for approval.
Recommended Action: Approve changes to the Monitoring and Limited English Proficiency Policy.
 4. **Workforce Innovation and Opportunity Act (WIOA) Career Services Agreement:** Chad Pettera (12:00)
(pp. 3-7)
Proposed agreement for Workforce Alliance to continue to provide Career Services will be presented for review and approval.
Recommended Action: Approve the WIOA Career Services Agreement and authorize the necessary signatures from the Local Workforce Development Board (LWDB).
 5. **Workforce Alliance Project Updates:** Keith Lawing (12:15)
Updates on the Roadtrip Nation, Home Base Wichita and SNAP Education and Training projects will be provided.
Recommended Action: Take appropriate action.
 6. **Consent Agenda:** Keith Lawing (12:30)
 - A. Approval of Meeting Minutes for June 14, 2023 (pp. 8-10)
 - B. Program Year 2023 Budget Update (p. 11)
 - C. On-the-Job (OJT) Contracts (pp. 12-19)
 - D. Workforce Innovation and Opportunity Act (WIOA) Youth Contract Amendment - Cerebral Palsy Research Foundation (CPRF) (p. 20)
 - E. Amendments to Sub-Recipient Contracts (p. 21-22)**Recommended Action:** Approve the Consent Agenda as presented.
 7. **Adjourn:** Jeff Longwell (1:00)

The next LWDB Executive Committee Meeting is scheduled for Wednesday, October 11, 2023 at 11:30 a.m.

Item

Policy Revisions Due to Monitoring Activities and Reviews

Background

The Kansas Department of Commerce (KDC) reviewed WA's Subrecipient Monitoring Policy and WA is updating its Limited English Proficiency Policy based on guidance received during a training event supported by the office of Civil Rights and Equal Employment Opportunity Commission (EEOC).

Analysis

Monitoring Policy

KDC reviewed WA's Monitoring Policy as part of the Fiscal and Administrative Review issued in June 2023 and is requiring some changes to WA's policy. Additions to the policy include:

- 1- Monitoring activities shall follow the USDOL's Core Monitoring Guide
- 2- WA will contract out some monitoring activities for strengthened controls and firewalls
- 3- WA will monitor Subrecipients as necessary
 - a. Review fiscal and performance reports
 - b. Conduct follow up on monitoring reports
 - c. Issue management decisions for audit finding(s) that pertain to a WA awarded agreement

Limited English Proficiency Policy

Office of Civil Rights and EEOC has released new guidance that allows staff to provide interpretation services for customers. Previously staff were not allowed to assist with interpretation unless they were a certified interpreter; beyond basic help and guidance. This policy revision will allow staff to assist limited English proficiency customers with interpretation as long as the staff member is comfortable. The AJC's will still have Language Line services and staff are encouraged to use Language Line with customers.

Recommended Action

Approve changes to the Monitoring and Limited English Proficiency Policy.

Item

Workforce Innovation and Opportunity Act (WIOA) Career Services Agreement

Background

The Workforce Alliance (WA) has been a provider of career services since 2009 after drastic funding cuts in the federal Workforce Investment Act allocations to Local Area IV. With the passage of the Workforce Innovation and Opportunity Act (WIOA), for WA to continue to be the provider of career services, firewalls and conflicts of interests had to be implemented through an agreement agreed to by the WA, Chief Elected Officials Board (CEOB), and the Governor of Kansas. In September 2021, during a WIOA Key Provisions Review by the US Department of Labor (USDOL), it was determined WA was not in compliance and a new agreement would need to be implemented.

Analysis

WA worked with the Kansas Department of Commerce (KDC) to develop an agreement to implement firewalls and mediate conflicts of interest to allow WA to continue to be a provider of WIOA Title I Career Services. WA was under the impression that the career services agreement that was developed by WA and the KDC was reviewed by USDOL. WA was notified in the Fall of 2022 that USDOL had not reviewed the agreement and in fact was requesting some changes to the agreement. The LWDB and CEOB approved the new agreement, it was provided to DOL, and they want one more change to the document and add an org chart as an attachment. The agreement has two additions, to paragraph one to add:

This agreement authorizes the LWDB staffing entity, Workforce Alliance, to also serve as the WIOA Title I career service provider in the AJCs. Note that 20 CFR 679.410 states that the Local WDB may act as a provider of career services only with the agreement of the CEO and the Governor/Governor's designee. This agreement also includes an organizational chart that demonstrates the separation within WA between who is providing LWDB support versus who is providing WIOA Title career services.

And to the Conflicts of Interest, Firewalls, and Internal Controls bullet b.

As reflected in the organization chart, the staff managing and/or providing WIOA Title I services are separate from those performing LWDB functions. In addition, WA recognizes that the LWDB function of conducting monitoring must be contracted out to a neutral third party. See Monitoring section below.

An updated career services agreement with the changes highlighted is enclosed.

Recommended Action:

Approve the WIOA Career Services Agreement and authorize the necessary signatures from the Local Workforce Development Board (LWDB).

WIOA Career Services Agreement for KS LA IV

This is an agreement between the Workforce Alliance of South Central Kansas (WA) serving as the Local Workforce Development Board (LWDB) for Kansas Local Area IV (LAIV), the Chief Elected Officials Board (CEOB) for LAIV, and the State of Kansas. ~~for the provision of allowing the LWDB to provide Career Services.~~ This agreement authorizes the LWDB staffing entity, Workforce Alliance, to also serve as the WIOA Title I career service provider in the AJCs. Note that 20 CFR 679.410 states that the Local WDB may act as a provider of career services only with the agreement of the CEO and the Governor/Governor's designee. This agreement also includes an organizational chart that demonstrates the separation within WA between who is providing LWDB support versus who is providing WIOA Title career services. The LWDB employees a President and Chief Executive Officer that has the responsibility for the day-to-day administration of the Workforce Innovation and Opportunity Act in LAIV.

This agreement outlines WA's the duties/responsibilities required to serve as the Career Services Provider and will be continually reviewed/monitored for compliance with the duties outlined below. This signed agreement is effective January 1, 2021 and will be reviewed annually at the by the LWDB and CEOB. Any revisions will result in a modification of this agreement signed by all parties.

CONFLICTS OF INTEREST, FIREWALLS AND INTERNAL CONTROLS

For the purpose of this agreement, the following applies:

- a) Conflict of Interest – Every board member must sign the Conflict of Interest and Code of Conduct Policy form. All employees must sign the Personnel, Code of Conduct and Business Ethics Handbook Acknowledgement page that states they have read the handbook and agree to comply with the policies contained within the document.
- b) Firewall – As reflected in the organization chart, the staff managing and/or providing WIOA Title I services are separate from those performing LWDB functions. In addition, WA recognizes that the LWDB function of conducting monitoring must be contracted out to a neutral third party. See Monitoring section below. The One Stop Operator which is a separate entity procured and contracted with by the LWDB and CEOB and is responsible for the operations and of the One Stop Center (American's Job Center or AJC) coordination of the delivery of Career Services and has functional supervision duties of staff delivering Career Services. The One Stop Operator ensures Career Services are delivered as defined by WIOA. The One Stop Operator reports on activity and performance to the LWDB and CEOB at each scheduled meeting. The WA Director of Integrated Services formally supervises the American Job Center WIOA Title I staff responsible for implementing Basic Career Services and the WA Director of Training and Policy formally supervises WA staff providing Individualized Career Services that involve case management services for WIOA Title I
- c) Internal Control -To the extent possible, WA segregates duties within the provision of Career Services. WA Workforce Professionals conduct eligibility determinations for Adult and Dislocated Worker programs; which is then reviewed and approved or denied by a WA supervisor. WA

and Kansas Department of Commerce LAIV Regional Operations Manager all work together under the direction of the One Stop Operator to oversee and coordinate all American Job Center staff who provide Career Services

SERVICES, DUTIES AND RESPONSIBILITIES

The One Stop Operator oversees and directs the coordination for the provision of career services in a blended model utilizing American's Job Center staff. The One Stop Operator also coordinates the provision of applicable partner services to avoid duplication and redundancy, but not to the sole benefit of achieving a single partner's program objectives.

Basic Career Services (Title I)-Provided by AJC staff

- Eligibility Determination
- Outreach, Intake, Orientation
- Initial assessment of skill levels & supportive service needs
- Job search assistance (self-directed and staff assisted)
- Placement assistance
- Career counseling
- Providing information on in-demand sectors, occupations, or nontraditional employment
- Provision of referrals and associated coordination of activities with other programs and services
- Provision of workforce and labor market employment statistics information
- Provision of information on job vacancies
- Provision of information on job skills necessary to fill vacancies
- Provision of information on local demand occupations, with earnings, skills requirements, and opportunities for advancement for those jobs
- Provision of performance and program cost information for providers of education and training
- Provision of information on local performance
- Provision of information on availability of supportive services or assistance
- Referral to supportive services
- Provision of information and meaningful assistance filing for UI
- Assistance establishing eligibility for financial aid

Individualized Career Services (Title I)-Provided by AJC Staff

- Comprehensive and specialized assessments (diagnostic testing, assessment tools, in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals).
- Development of an individualized employment plan:
 - Employment Goals
 - Achievement Objectives
 - Services need to achieve goals
- Group and/or individual counseling and mentoring
- Career planning and case management

- Short-term pre-vocational services (learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, professional conduct, etc.
- Internships/Work Experiences, linked to careers.
- Workforce preparation activities (basic academic skills, critical thinking skills, digital literacy skills, self-management skills, working with others, utilizing resources, preparing for transition into and completion of PSE, training or employment.
- Financial literacy services
- Out-of-area job search and relocation assistance
- English language acquisition and integration into education/training programs

Follow-up Services (Title I)-Provided by AJC Staff

- Provided as appropriate placed into unsubsidized employment for up to 12 months after the first day of employment and involves counseling about the workplace.

MONITORING

- Provision of WIOA Title I career services is monitored bi-annually by independent third party procured by the LWDB and the CEOB. The LWDB and CEOB receive the reports issued from the independent contracted monitor.
- Monitoring reviews conducted by the Kansas Department of Commerce Workforce Compliance and Oversight (WCO).
- All career services delivered through the comprehensive AJC are also reviewed during the One-Stop Certification process every three years.
- Monitoring and audit reports are reviewed at LWDB and CEOB meetings.
- The One Stop Operator issues reports on the delivery services to the LWDB and CEOB on a regular basis. A reporting template has been developed and includes items such as traffic, services provided, updates on partners, assessments conducted, and other items the LWDB and/or CEOB request.
- Performance reports are delivered to the LWDB and CEOB for discussion and review at their regularly scheduled meetings.

CEOB RESPONSIBILITIES

- Serve as grant recipient and assume fiscal liability for grant funds for WIOA Title I adult, dislocated worker and youth activities; as well as other such appropriate federal workforce funds as may be awarded.
- Approve budgets for carrying out the responsibilities of the LWDB.
- Appoint members to LWDB.
- Review program oversight and evaluation through different monitoring and reporting

- provided and act to address any deficiencies.
- Review Policies approved by the LWBD. In

partnership with the LWDB:

- Participate in the development of the Regional and Local Area Plan.
- Conduct oversight of One-Stop delivery system, youth activities, and employment and training activities.
- Select One-Stop operator(s) and eligible service providers and oversee compliance and continued improvement (may subsequently terminate these for cause).
- Agree on Memorandums of Understanding between the Local Board and the Workforce Development Partners in LAIV
- Negotiate and reach agreement on performance standards and any additional local performance measures.
- Certify the Comprehensive and affiliate One Stop American's Job Center) every three years.

In partnership with the Governor of Kansas:

- Agree on whether the LWDB may serve as the Provider of Career Services.
- Provide technical assistance and recommend best practices in service delivery.
- Negotiate waiver requests as needed.

SIGNATURES

WORKFORCE CENTERS
of South Central Kansas
KANSASWORKS.COM

Workforce Alliance Local Workforce Development Board (LWDB)
Wichita Workforce Center - 2021 N. Amidon, Suite 1100
Executive Committee Meeting Minutes
June 14, 2023 – 11:30 AM

1. Welcome and Introductions

The Workforce Alliance (WA) LWDB Executive Committee assembled in-person and via ZOOM. Chair Melissa Musgrave welcomed Committee members, asked for self-introductions and called the meeting to order. Lawing announced that Matt Peterson, Cargill will be leaving the board when his term ends on June 30th. Peterson has served on the board since 2017. Lawing also announced that this was the last meeting to be chaired by Melissa Musgrave, Airbus as her term as chair ends June 30th. She will remain on the board and the executive committee. Both were thanked for their service and presented with a gift.

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

The WA is developing a pilot SNAP (AKA food stamps) E&T project in partnership with the Department of Children and Families (DCF), the United States Department of Agriculture (USDA) and key partners including Goodwill/NexStep Alliance, City of Wichita, Sedgwick County and Cerebral Palsy Research Foundation (CPRF). Eric Hunt and Lisa Strunk, KS Dept. of Children and Families were in attendance to answer technical questions and assist in the discussion. This project allows the WA to provide services to another population and DCF to expand on their services. Organizations can use non-Federal funding for allowable SNAP E&T services and supports, which are then eligible for a 50 percent reimbursement through the State’s SNAP E&T program. One of the key advantages to becoming a SNAP E&T Intermediary is the ability to generate local matching funds to increase the number of persons that can be served. The initial phase of the pilot project with the WA serving as a SNAP E&T Provider would begin on July 1st and end September 30th. This will allow time to determine if the initial structure works or if changes are needed. The WA and DCF will receive assistance and support from USDA on administration and operations and work with the identified key partners to evolve to an Intermediary 50/50 model after October 1, 2023. A summary of the project design and proposed agreement with DCF was presented. The pilot would only serve customers in Sedgwick County initially. The WA will receive \$50,000 in funding for initial operations as a SNAP E&T Provider. Longwell asked if there were benchmarks that participants had to meet to retain benefits and if the WA would be responsible for tracking and reporting them. Strunk replied that there are benchmarks; WA staff will report hours to DCF and DCF staff are responsible for making determinations as to whether requirements are met. Jennifer Baysinger with Senator Marshall’s office noted that the state recently changed the age requirement maximum from 49 to 59 and asked if this pertains to this project. DCF is in the process of making adjustments to this change and it will be factored into this model. This model is the first of its kind in the state and if successful, could be used as a model to expand to other parts of the state. The board will receive updates on the project as it progresses
Jeff Longwell (Matt Peterson) moved to approve an agreement with DCF to implement a SNAP E&T pilot project. Motion adopted.

3. Program Year 2022 (PY22) Budget Review and Program Year 2023 (PY23) Budget Presentation

The budget for the current program year was reviewed and the proposed budget for PY23 was presented. The LWDB Finance Committee reviewed the proposed budget at its meeting on May 31st; members approved its recommendation to the Executive Committee and Chief Elected Officials Board. Federal funding under WIOA has decreased for the State of Kansas; allocations are based on a formula made up of economic factors. A list of non-WIOA funding was reviewed with the Committee; these funds will augment the budget from various funding sources, which are then leveraged into operations and assist in supporting WIOA outcomes. The PY22 budget through the 3rd quarter was reviewed. The status of the

budget is sitting well, with 44% of the budget remaining. Funds can be carried over for two years and are always needed because of the timing of receiving annual allocations. There will be \$400,000 increase in the budget for next year, which some of the non-WIOA funding will cover. There is flexibility to move funds between the WIOA Adult and Dislocated Worker (DW) programs as needed and due to less demand for DW; some funds are being removed to the Adult program side.

Michele Gifford (Matt Peterson) moved to approve the proposed budget and recommend adoption to the Chief Elected Officials Board (CEOB), with authorization for staff to make adjustment once final carry over funding is known. Motion adopted.

4. 2023-2025 Workforce Alliance Strategic Plan Report

The Executive Committee were given the opportunity to review and comment on the draft strategic plan in advance of the full Board meeting in July. The planning process was initiated last fall, which included roundtable discussions with subject matter experts. A draft of the plan was reviewed at the last board meeting in April. The last plan was rather broad and after individual conversations and those had during the planning roundtables there was an agreement about the need to be more narrowed and focused. There are now three high level goals with specific tactical focuses within each goal. The first goal is to Exceed Workforce Innovation and Opportunity Act (WIOA) Performance Goals in Program and One-Stop Operations with a tactical focus on WIOA Title I, Senior Community Employment Service Program (SCSEP) and Integrated Service Delivery Model (how workforce enters are operated in partnership with Kansas Department of Commerce and mandated partners). The second goal is to Leverage Resources and Align Services to Create Community Impact Beyond Annual WIOA Allocations with a tactical focus on generating non-WIOA funds, developing creative and innovative partnerships and continuing to improve on the strategic communication plan (outreach to community to increase awareness of programs, services and resources available). The third goal is to Support Youth Employment and Career Awareness through work-based learning and applied learning models with a tactical focus on the Youth Employment Project (YEP) / Helping Youth Prepare for Employment (HYPE), the Work-Based Learning (WBL) project and Roadtrip Nation. This information will be presented at the next full board meeting in July for adoption. The plan will be a guidepost for the work of the WA for the next few years.

Report was received and filed.

5. Brookings Institution Growth Intermediary Opportunity

Brookings Metro and the Center for Economic Inclusion are launching a Growth Intermediary Practitioner Network in 2023. It is an 18-month collaborative learning network that seeks to inform and learn from the work of Growth Intermediaries in eight regions. A group of workforce board leaders around the nation have been working with Brookings over the years; the organization has an interest in employment and training policy and models and how they affect regional economies. The WA can apply to be one of these growth intermediaries and if accepted, would receive \$100,000 of funding support, technical assistance and tools to assist in developing strategies on how resources can be better utilized to actively engage the community. This region lags peer communities in wages, employment participation, diversity and this opportunity would try to improve and build on work already being done in these areas. Some WSU staff have been consulted and they are supportive of the WA's application. It is in line with work being done with the Wichita Regional Chamber and the Greater Wichita Partnership (GWP). If selected to be one of the eight regions, the WA would dedicate staff to lead and implement. The timeframe to complete the application is the second week in July and staff are confident that a strong application can be submitted. Gifford asked if it was known if the GWP or Chamber were applying. Staff will consult with these organizations and WSU on who should take the lead on the application and if it is better for those organizations to be the lead applicant, the WA would support their application. There is no cost to the WA other than staff time; the \$100,000 stipend would pay for the time commitment involved, support staff, meeting expenses, research, travel to support those operations; this commitment would not take away

from the WA’s existing budget. At this time, it is not anticipated that any staff will need to be hired. Committee members were supportive the application. Staff will determine if application will be made and keep the Committee informed as updates occur.

6. Consent Agenda

Approval of meeting minutes for May 10, 2023, review of the Program Year 2021 tax return and A-133 Audit, revised cost allocation plan policy, lease amendment for the Butler Workforce Center space in El Dorado and an On-the-Job (OJT) contract for Global Aviation Technologies were presented to the committee for review and/or approval.

Tony Naylor (Matt Peterson) moved to approve the Consent Agenda as presented. Motion adopted.

7. Announcements

Wichita has been selected to host a site visit from the National Fund and Harvard researchers on behalf of the WalMart Foundation in regard to career navigation. The purpose is to assist Walmart in making decisions on where to invest funds. This visit is in line with WA strategic plan goals. The visit would take place the first week of August and a \$5,000 stipend will be awarded to offset the cost of the visit. The visit could lead to the WA receiving additional funds from the National Fund and WalMart Foundation.

8. Adjournment

The meeting was adjourned at 12:40 PM.

Attendees:

LWDB Executive Committee Members

Michele Gifford
Kathy Jewett
Pat Jonas via Zoom
Jeff Longwell
Melissa Musgrave via Zoom
Matt Peterson
Amy Williams via Zoom

Staff/Guests

Katie Dawes via Zoom
Amanda Duncan via Zoom
Denise Houston
Keith Lawing
Shirley Lindhorst
Mary Mann
Jennifer Baysinger, Senator Roger Marshall’s Office
Eric Hunt, KS Dept. of Children and Families
Erica Ramos, LWDB
Lisa Strunk, KS Dept. of Children and Families
Lucretia Taylor, Intl. Rescue Committee

Workforce Alliance Consolidated Budget PY23

July 2023 - June 2024

Expenditures Through 7/31/2023

Category	WIOA					Community Impact Funds				Consolidated			
	Budget	July Expenditures	YTD Expenditures	% Budget Remaining		Budget	July Expenditures	YTD Expenditures	% Budget Remaining	Budget	July Expenditures	YTD Expenditures	% Budget Remaining
Wages	\$ 1,978,521	\$ 115,916	\$ 115,916	94%		\$ 1,744,000	\$ 159,891	\$ 159,891	91%	\$ 3,722,521	\$ 275,807	\$ 275,807	93%
Fringe	\$ 465,593	\$ 26,399	\$ 26,399	94%		\$ 432,966	\$ 38,023	\$ 38,023	91%	\$ 898,559	\$ 64,422	\$ 64,422	93%
Facilities	\$ 274,601	\$ 70,068	\$ 70,068	74%		\$ 145,450	\$ 15,218	\$ 15,218	90%	\$ 420,051	\$ 85,286	\$ 85,286	80%
Contract/Pro Fees	\$ 174,983	\$ 15,287	\$ 12,800	93%		\$ 184,451	\$ 10,207	\$ 3,961	98%	\$ 359,434	\$ 25,494	\$ 16,761	95%
Supplies/Equipment	\$ 56,330	\$ 2,568	\$ 2,568	95%		\$ 44,285	\$ 10,235	\$ 5,863	87%	\$ 100,615	\$ 12,803	\$ 8,431	92%
IT	\$ 251,899	\$ 2,487	\$ 2,487	99%		\$ 43,500	\$ 6,246	\$ 6,246		\$ 295,399	\$ 8,733	\$ 8,733	97%
Outreach/Cap Building	\$ 50,330	\$ (1,413)	\$ (1,413)	103%		\$ 102,498	\$ 21,385	\$ 21,385	79%	\$ 152,828	\$ 19,972	\$ 19,972	87%
Travel/Conferences	\$ 55,603	\$ 3,175	\$ 3,175	94%		\$ 33,243	\$ 541	\$ 541	98%	\$ 88,845	\$ 3,716	\$ 3,716	96%
Grants Awarded	\$ 118,536	\$ 3,497	\$ 3,497	97%		\$ 153,000	\$ -	\$ -	100%	\$ 271,536	\$ 3,497	\$ 3,497	99%
Staff Development	\$ 20,950	\$ 177	\$ 177	99%		\$ 23,950	\$ (95)	\$ (95)	100%	\$ 44,900	\$ 82	\$ 82	100%
Indirect	\$ -	\$ 12,952	\$ 12,952										
Misc/Dep/Int	\$ -			0%		\$ 27,050	\$ -	\$ -	100%	\$ 27,050	\$ -	\$ -	100%
Work Experience	\$ 818,752	\$ 101,133	\$ 101,133	88%		\$ 475,350	\$ (21,119)	\$ (21,119)	104%	\$ 1,294,102	\$ 80,014	\$ 80,014	94%
On The Job Training	\$ -	\$ -	\$ -			\$ 579,803	\$ 5,916	\$ 5,916	99%	\$ 579,803	\$ 5,916	\$ 5,916	99%
Incentives	\$ 2,000	\$ (127)	\$ (127)	106%		\$ 242,000	\$ 4,675	\$ 4,675		\$ 244,000	\$ 4,548	\$ 4,548	98%
Occupational Training	\$ 127,294	\$ 877	\$ 877	99%		\$ 1,353,383	\$ 93,285	\$ 93,285	93%	\$ 1,480,677	\$ 94,162	\$ 94,162	94%
Supportive Services	\$ 111,346	\$ 2,489	\$ 2,489	98%		\$ 365,000	\$ 9,038	\$ 9,038	98%	\$ 476,346	\$ 11,527	\$ 11,527	98%
Total	\$ 4,506,737	\$ 355,485	\$ 352,998	92%		\$ 5,949,928	\$ 353,446	\$ 342,828	94%	\$ 10,456,665	\$ 708,931	\$ 695,826	93%

Analysis

Budget: The PY23 budget with expenditures through the end of the July 2023. The budget includes a breakdown between WIOA (LWDB budget) and non-WIOA Funding (Community Impact Funds) and combined totals.

The PY23 budget allocates 39% on direct client spending including classroom training, work experience, on-the-job training and supportive services. The direct client spending is at 28% through the month of July. The budget has 93% remaining after one month of the fiscal year.

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

Receive and file.

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:	Advanced Catastrophe Technologies, LLC
Company Description:	Disaster Restoration
Location:	Wichita, Sedgwick County
Occupation(s):	Restoration Technician
Training Length:	Six months or less
Average Wage Range:	\$17.00
Benefits:	Full benefit package
Comments:	<p>ACT was founded in 2001. From day one our growth strategy has been to earn the trust of our customers one job at a time. We do this by truly listening to our clients and finding out what’s important to them. We recruit the top specialists in our industry and are passionate about creating new proactive ways to meet and exceed our clients’ needs.</p> <p>Today we have a client base of over 6,000 properties, a network of 500+ certified First Responders, and one of the largest inventories of drying equipment in the nation.</p> <p>Advance Catastrophe Technologies (ACT) is a nationwide restoration company specializing in disaster restoration. We offer health insurance, incentive pay, paid holidays, PTO and a matching 401k program.</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 **Advanced Catastrophe Technologies, 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:	Center Industries Company
Company Description:	Metals Manufacturing
Location:	Wichita, Sedgwick County
Occupation(s):	Sheetmetal Mechanics, CNC Machinist/Operators
Training Length:	Six months or less
Average Wage Range:	\$16.00 – 18.00
Benefits:	Full benefit package
Comments:	<i>"Center Industries Corporation is a diverse manufacturing entity which provides dignified employment opportunities for individuals with disabilities as members of a fully integrated work force."</i> Although overall retention rate is below the 80% threshold given on the application, the larger aircraft companies continue to recruit from Center Industries.
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 **Center Industries Company** 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:	Center Industries Corporation
Company Description:	Metals Manufacturing
Location:	Wichita, Sedgwick County
Occupation(s):	Buyer, Maintenance, General Assembly
Training Length:	Six months or less
Average Wage Range:	\$16.00 – 18.00
Benefits:	Full benefit package
Comments:	<p><i>"Center Industries Corporation is a diverse manufacturing entity which provides dignified employment opportunities for individuals with disabilities as members of a fully integrated work force."</i></p> <p>Although overall retention rate is below the 80% threshold given on the application, the larger aircraft companies continue to recruit from Center Industries. There was also a reduction in product order from DoD in 2023.</p> <p>There was also a layoff, in 2023. Not eligible for rehire.</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 **Center Industries Corporation** 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:	Cox Machine, Inc.
Company Description:	Aerospace Manufacturing
Location:	Wichita, Sedgwick County
Occupation(s):	Machinists, Assemblers, Customer Service, Part Mark/Shipping, Inspectors, Accounting, Supply Chain, IT, Internal Auditor, Estimating, Planning
Training Length:	Six months or less
Average Wage Range:	\$15.60
Benefits:	Full benefit package
Comments:	<p>Headquartered in Wichita, Kansas, Cox Machine specializes in manufacturing precision parts, components and assemblies for the Aerospace, Deep Space and Semiconductor industries. Through our capabilities, we support military and commercial aerospace customers, satellite and launch vehicle customers, and semiconductor manufacturers. They currently have 250 full time employees locally and anticipate hiring 100 more in the next two years.</p> <p>Although overall retention rate is below the 80% threshold given on the application, the overall retention rate meets WIOA Performance Measures.</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 **Cox Machine, Inc.** 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:	Harlow Aerostructures LLC
Company Description:	Repair, overhaul and exchange of aircraft instruments and fuel system components.
Location:	Wichita, Sedgwick County
Occupation(s):	Inspection, Deburr Operator, Machine Operator, Assembler-Sheet Metal
Training Length:	Approximately 3-6 months
Average Wage Range:	Entry level - \$15.60 to \$18.00
Benefits:	Full benefit package
Comments:	<p>Harlow Aerostructures LLC, located in Wichita, Kansas, has been supplying to the aerospace industry since 1954. We produce components from large bulkheads, spars, chords, stringers, to small bushings, bolts, pins and bearings.</p> <p>Current turnover rates at Harlow Aerostructures are higher than normal. Some of this is due to changes in Employee behaviors post-COVID and some of this is due to the large Aerospace Companies currently hiring. Harlow Aerostructures is continuously looking for new streams of candidates and this will help broaden their ability to hire lesser skilled workers.</p> <p>Upskilling existing employees is also being considered, but no specific plans are in place at this time.</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 **Harlow Aerostructures 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:	High Touch Technologies
Company Description:	Information Technology
Location:	Wichita, Sedgwick County
Occupation(s):	Support Technicians (all levels), Engineers, Software Developers, Sales
Training Length:	Six months or less
Average Wage Range:	\$16.00 for entry level help desk support
Benefits:	Full benefit package
Comments:	<p>High Touch Technologies is a software, technology, and communications company that provides services and support to companies across the U.S. and in four countries. As a business technology partner, we focus on making technology accessible to our clients and expanding their existing technology and communications capabilities.</p> <p>Up to this point, High Touch has used only Incumbent Worker Funds, moving into this new contract, there is a goal of 20 new hires. This provides an opportunity to use some OJT Funds.</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 **High Touch Technologies** 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:	IdeaTek
Company Description:	Fiber and Wireless Internet
Location:	Buhler, Reno County, with offices throughout Western Kansas with an office in Wichita
Occupation(s):	Splicing Technician, Fiber Technician
Training Length:	Six months or less
Average Wage Range:	\$22.00 – \$25.00
Benefits:	Full benefit package
Comments:	Headquartered in Buhler, Kan., Ideatek is a broadband service provider with the mission of “fighting for INTERNET FREEDOM™.” IdeaTek uses a unique and innovative approach to deploy scalable, long-term fiber optic infrastructures, bridging the broadband gap in rural communities. IdeaTek has long been a state and national advocate for broadband equity policy and has built nearly 4,500 miles of fiber throughout Kansas. They were recently named to Inc. 5000’s list of fastest growing companies for the seventh time.
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 **IdeaTek** 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:	Land O'Lakes, Purina Feed
Company Description:	Agribusiness/Animal Nutrition
Location:	Wichita, Sedgwick County
Occupation(s):	Machinery Maintenance Technician / Production Operator
Training Length:	Six months or less
Average Wage Range:	Starting wage for Techs is \$27.33, Operators is \$22.91
Benefits:	Full benefit package
Comments:	<p>In 1921, 320 dairy farmers met in St. Paul, Minnesota, to form the Minnesota Cooperative Creameries Association. Their idea was simple: Join together to effectively market and distribute members' dairy production across the country. Today, our four businesses (spanning the whole agricultural system!) give us a farmer-to-fork view of agriculture. Today we have a client base of over 6,000 properties, a network of 500+ certified First Responders, and one of the largest inventories of drying equipment in the nation.</p> <p>Land O'Lakes provides a broad portfolio of benefits to keep you at your best, starting on your first day at Land O'Lakes. We provide you and your family with offerings that are comprehensive, cost-effective, and meaningful.</p> <p>The Wichita location has a robust internal training program, and utilizing reimbursement grants will provide the opportunity for more of the local workforce to skill up with the new technology being utilized on site.</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 **Land O'Lakes** to OJT ETP list.

Item

Workforce Innovation and Opportunity Act (WIOA) Youth Contract Amendment

Background

The Workforce Alliance currently sub-contracts with Cerebral Palsy Research Foundation (CPRF) for WIOA Youth Element Services.

Analysis

CPRF submitted a request to add the ability to conduct participant outreach and be reimbursed for staff costs to conduct outreach. WA staff is recommending adding \$5,000 to the current contract period July 1, 2023 through June 30, 2024 with the clauses that outreach efforts shall be coordinated with WA staff to reduce duplication of efforts. WA will only reimburse for staff actual costs for wage and fringe.

CPRF’s current contract contains the following budget for a period of July 1, 2023 through June 30, 2024.

Case Management	\$63,208
Work Experience	\$182,000
Leadership Development	\$8,800
Follow Up	\$16,880
Literacy/Numeracy	\$14,700
Labor Market Information	\$8,200
Total	\$293,788

Recommended Action

Authorize contract amendment as presented.

Item

Amendments to Sub-Recipient Contracts

Background

Kansas Department of Commerce conducted an Administrative and Financial Review of WIOA and issued a report in June 2023 that identified our One Stop Operator Contract omitted some required sub-recipient clauses.

Analysis

WA staff reviewed all our subrecipient agreements and identified agreements with Eckerd Connects for One Stop Operator Services, Cowley College for WIOA Career Services and Cerebral Palsy Research Foundation for WIOA Youth Services as sub-recipient contracts that need amendments to add or modify any clauses within the existing contracts.

Items Identified for addition/modification

- Federal Award Identification
- Closeout Requirements
- Audit Resolution
- Risk Evaluation
- Budget Flexibility
- Return of Funds
- Program Income
- Travel (foreign and Domestic)
- Procurement Requirements
- Financial Reporting Expansion
- Architectural Barriers
- Domestic Preferences for Procurements
- Drug Free Workplace
- Flood Insurance
- Intellectual Property Rights
- Promoting Equitable Delivery of Government Benefits and Equal Opportunity
- Personally Identifiable Information
- Telecommunications Prohibition
- Veterans Priority Provisions
- Waste, Fraud and Abuse
- Whistleblower Protection
- Executive Order 12928- Historically Black Colleges and Universities and other Minority Institutions such as Hispanic Serving Institutions and Tribal Colleges and Universities
- Executive Order 13043 Increase Seat Belt Use
- Executive Order 13166 Increase Access to Persons with Limited English Proficiency
- Executive Order 13513 Federal Leadership on Reducing Text Messaging While Driving
- The Build American, Buy American Act
- Salary and Bonus Limitations
- Harassment Prohibited
- Contracting with Corporations with Felony Criminal Convictions Prohibited
- Contracting with Corporations with Unpaid Tax Liabilities Prohibited

Trafficking in Persons Prohibited
Blocking Pornography
Privacy Act
Procuring Goods Obtained Through Child Labor Prohibited
Promotion of Drug Legalization Restricted
Public Communication Requirements
Purchase of Sterile Needles or Syringes Restricted
Restrictions Against the Creation or Research of Embryos

Recommended Action

Approve amendments to the sub-recipient agreements