

# **WORKFORCE CENTERS**

of South Central Kansas

## **KANSASWORKS.COM**

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

Join Zoom Meeting: <https://us02web.zoom.us/j/84713884504>

Wednesday, September 8, 2021 • 11:30 a.m. – 1:00 p.m.

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1. **Welcome and Introductions:** Melissa Musgrave (11:30)
2. **Helping Youth Prepare for Employment (HYPE) / Youth Employment Project (YEP)**  
**Update:** Keith Lawing (11:35) (pp. 2-12)  
*The outcomes from YEP and Camp HYPE for 2021 will be presented for review and discussion.*  
**Recommended action:** Take appropriate action.
3. **Project Development Report:** Keith Lawing (11:50) (pp. 13-30)  
*The Workforce Alliance is involved in a number of proposed initiatives to support economic recovery efforts in the region.*  
**Recommended action:** Receive and file.
4. **Virtual Job Fair Demonstration:** Mary Mann (12:05)  
*At the beginning of the COVID crisis the state of Kansas procured a virtual job fair tool. A new product was procured this year with enhanced features and it is now available to serve employers.*  
**Recommended action:** Receive and file.
5. **Workforce Alliance (WA) 2020-2022 Strategic Plan Implementation Update:** Keith Lawing (12:25)  
*An update on the implementation of the 2020-2022 WA strategic goals will be provided.*  
**Recommended action:** Take appropriate action.
6. **Consent Agenda and Committee Reports:** Melissa Musgrave (12:30)
  - A. Approval of Meeting Minutes for June 9, 2021 (pp. 31-34)
  - B. Regional Labor Market Report (pp. 35-45)
  - C. Workforce Center Operations / One-Stop Operator Report (pp. 46-49)
  - D. Additions to the Eligible Training Provider (ETP) List from Butler Community College and WSU Tech (pp. 50-51)
  - E. Third Party Monitoring Report (pp. 52-64)**Recommended Action:** Approve the consent agenda as presented
7. **Adjourn:** Melissa Musgrave (12:45)

*The next LWDB Executive Committee Meeting is scheduled for  
Wednesday, October 13, 2021 at 11:30 a.m.*



**2021 Youth Employment Project**  
Final Report  
September 2021

The Youth Employment Project (YEP) is an initiative to assist young adults in finding a first job or work experience opportunity. Services through YEP include assistance in resume creation, job search, preparing for interviews as well as education on soft skills, customer service and financial literacy.

In 2021, the Helping Youth Prepare for Employment (HYPE), a Youth Employment Network, continued its collaboration of community partners including the Workforce Alliance of South-Central Kansas, the City of Wichita, the Greater Wichita YMCA and USD 259. These partners all have well established youth employment programs and work together to achieve significant community impact. The outcomes from YEP are shared with HYPE partners for a total community impact measure.



Due to restrictions as a result of COVID-19, modifications were required to the original 2020 HYPE work plan. All the goals and expectations for 2021 could not be met as a number of employers were unable to provide a first job or work experience opportunity for most HYPE participants. However, the HYPE partners persevered and did provide a positive impact on many youth and equipping them with tools and awareness to help with academic success and long term career goals.

The model of Camp HYPE piloted for 14-15 year old's in 2020 was expanded to include high school students. A series of career workshops were offered to youth that have a least completed their freshman year of high school and have not yet graduated.

### **Participants**

The 2021 YEP served 2,802 young adults and engaged 69 employers, a 6.87% decrease in total youth and 42% decrease in employers engaged compared to 2020 totals.

## **Outreach**

Outreach sessions were conducted with 20 schools in 14 districts covering 6 counties. Outreach sessions were also held with community partners. In total 45 young adults attended an outreach session, a decrease compared to 2020 totals, which is attributed to remote learning due to COVID-19, as multiple on campus sessions were cancelled.

## **Youth Essential Skills Certificate and Workshops**

The Youth Essential Skills Certificate (ESC) was created to help address the issue of “soft skills” or work ethic. The curriculum includes workplace etiquette, customer service, money handling and financial literacy. Young adults earned an electronic badge through the Accredible system for each workshop they attended, and were awarded the ESC credential if they completed the entire series of YEP workshops. The ESC Workshop series was offered 12 times from January through July 2021, a 42.85% decrease in number of workshops compared to 2020; 159 participants attended YEP Workshops and 477 badges awarded for workshop participation. In total, 159 participants earned a Youth Essential Skills Certificates.

## **Camp HYPE**

The camp sessions focused on soft skill development, career awareness, workplace technology, academic goals and financial literacy. The participants were expected to treat this as an actual job and were required to submit an application. A cash stipend of \$120 was earned for meeting the goals of punctuality, participation and positive attitude during the camps.

A total of five Camp HYPEs were held at the Wichita Workforce Center. The camps were limited to 20 participants. All of the camps were themed and funded by local employers; Trade Skills Camp (WEJATC & Local 441), FlagshipKansas.Tech, Healthcare (Ascension Via Christa), Spirit AeroSystems Camp, & Textron Aviation Camp. Each camp averaged 10 students and a total of 55 completed the camps, earning their Essential Skills Certificates. USD 259 provided four externs, who supported all of the camps.

Freddy’s provided lunch to all of the students and staff the last day of Technology Camp. Lane Enterprises provided lunch to all students and staff the last day of Trade Skills, Healthcare, Textron Aviation, and Spirit AeroSystems Camps.

The following companies/individuals visited the camps and spoke about leadership, jobs and careers:

**FlagshipKansas.Tech** – Ashley Schiedeman

**Novacoast**

**Underground Vaults & Systems**

**NetApp**

**Freddy’s Frozen Custard & Steakburgers** – Chris Williams

**Wichita Electrical Joint Apprenticeship & Training Center** - Tony Naylor & Jay Thomas

**Local 441 Plumbers & Pipefitters** – Chris Neel

**Ascension Via Christi** - Lindsey Brittain, Allan Thomas, Susan Willey, Mike Veasart, Keisha Humphries, Amber Jorges-Landers, Abbey Cotter, Jenifer Phelps, Matthew Tyler, Cody Rodriguez, and Richard Allenbach

**Textron Aviation** - Colin Thomas, Jamie Haden, Heather Meyer, Caroline Nichols, Lauren Howell, Lucas burk, Brittany Felder, and Ryan Lynch

**Spirit AeroSystems** - Cindy Hoover, Jake Williams, Dawn Stock, and Brian Black

### **DollarWi\$e**

DollarWi\$e is a financial education initiative sponsored by the United States Conference of Mayors, offered to cities across America that have made a commitment to increasing access to financial education for young adults; Wichita has participated since 2009. Due to COVID-19, DollarWi\$e was postponed until 2022.

### **YEP Job Fairs**

A total of 5 job fairs were held for 2021, attended by 682 job seekers and 69 employers.

### **Job Placements**

The final outcomes for YEP 2021 includes 808 job placements with 110 employers. A list of participating employers is attached. The majority of job placements were tailored as needed by the employer and included temporary and part-time jobs. Most wages were directly funded by the employer, and some participants found employment outside of the program after completing a workshop and self-reported their jobs. The City of Wichita, The Way to Work Program, had 148 job placements with 47 employers. Greater Wichita YMCA, Job Prep Program, had 49 placements with 25 employers.

### YEP 2021 Goals and Outcomes at a Glance

Measure	2021 YTD	2021 Goal	2020 Actual
Total Young Adults Served	1918	1,000	3,009
Workshop Participation	159	200	658
Badges Awarded	477	600	1,974
ESC Certificates Earned	159	200	658
Total Employment	975	500	391
Participating Employers	73	100	119
Job Fairs	5	5	5
Job Fair Attendance by Young Adults	682	500	1,278
Job Fair Attendance by Employers	50	50	110
Outreach Sessions	6	5	38
School Engaged	20 schools in 14 districts	15 schools in 7 districts	15 schools in 7 districts
Counties Engaged	6	6	6

### 2021 HYPE Employment Outcomes

Employment Type	Total
WIOA	12
Pre-ETS	2
YEP Employer Funded	377
YEP Subsidized	55
The Way to Work (City of Wichita)	148
Job Prep (YMCA)	49
Youth Self-Reported	402
<b>Total</b>	<b>1,005</b>

## **2021 YEP Employer Participation**

A total of 110 employers hired young adults through YEP 2021, including six employers who provided a placement site for youth that was subsidized through agency funds. In addition, six community agencies partnered to support the program. This is a 151.72% increase compared to the number of companies that hired from the program in 2020 due to COVID-19.

### **Employer Sponsors (Direct Hire or Financial Sponsors)**

All City barbershop	FlagshipKansas.Tech
Ascension Via Christi	Greater Wichita YMCA
Bank of America	Local 441 Plumber's & Pipefitters
Butler Community College	Spirit AeroSystems
Circle High School	Textron Aviation
City of Wichita	WEJATC
Exploration Place	Wind Surge

### **Employer Partners (Agency Subsidized Placement)**

Center Industries  
Cerebral Palsy Research Foundation  
Dillon's  
Envision  
Great Plains Industries  
Wichita Workforce Center

### **Supporting Community Partners**

Envision	Lane Enterprises
Freddy's	The Urban League of Kansas
Harper County Transition to Career Program	WSU Haysville

### **Self-Reported Employers of YEP Participants**

All Star Sports	Chic-Fil-A	Dog N Shake
All Star Adventures	Chili's	Dustrol
Atwoods	Chipotle	El Dorado State Park
Back Alley Pizza	Church's Chicken	El Dorado Truecare
Baskin Robbins	City of El Dorado	Pharmacy
BD's Mongolian Grill	City of Towanda	Emperor's Japanese Grill
Bel Aire City Pool	City of Wichita	Exploration Place
Bradford Memorial Library	Core Physical Therapy	Fazoli's
Braum's	Cricket Wireless	Firehouse Subs
Burger King	Dairy Queen	Five Below
Café Maurice	Dave and Buster's	Freddy's
Charlie's Car Wash	Deano's Grill & Tapworks	Fredo's
Cheddar's Scratch Kitchen	Dillon's	Freezing moo

Gambino's Pizza  
Genesis Health Club  
GNC (Towne East)  
Goodwill  
Great Beginnings Boutique  
Greater Wichita YMCA  
Gupton Pet Care Center  
Hamptons  
Hobby Lobby  
IHOP  
Il Vicino  
Jason's Deli  
Jimmy John's  
Kentuck Fried Chicken  
Kwik Shop  
Leeker's Family Foods  
Los Coco's  
Marietta Farm  
Marriott  
Martin interconnect  
Services  
McDonalds  
Meddy's  
Meter Engineer's

Moe's Grill  
Moxie's  
Olive Garden  
On the Edge Auto  
Detailing  
Orscheln's  
Outback Steakhouse  
Papa Murphy's  
Popeye's  
Quiktrip  
Red Rooster Reception  
Hall  
Salon Aspire  
Schlotzsky's  
Seneca Bowl  
Sonic  
Spangles  
SpaRenity Nails & Organics  
Spears Restaurant & Pie  
Shop  
Starbucks  
Stearman Airfield Bar &  
Grill  
Stryker Sports Complex

Taco Bell  
Taco Tico  
Tequilas Mexican  
Restaurant  
Texas Roadhouse  
The Graphic Tee  
The Greater Wichita  
Partnership  
Terradyne Country Club  
Texas Roadhouse  
Thunderbird Grill  
Village Inn  
Vintage Stock  
Walmart  
Walter's Pumpkin Patch  
Welch's Cleaners  
Wendy's  
Wesley Medical Center  
Wichita Country Club  
Wichita Sports Forum

### Workforce Alliance YEP 2021 Participant Demographics

In 2021, 554 of the 1,918 young adults who participated in YEP through the Workforce Alliance formally registered for the program. Data has been compiled on those participants and is listed below:

Age	Participants	Percentage
14	80	14.4%
15	154	27.8%
16	143	25.8%
17	112	20.2%
18	48	8.7%
19	14	2.5%
20	1	.18%
23	1	.18%
24	1	.18%

Gender	Participants	Percentage
Female	290	52.3%
Male	251	45.3%
Prefer not to Answer	13	2.3%

Race	Participants	Percentage
American Indian or Alaska Native	22	3.9%
Asian or Asian Americas	23	4.2%
Black or African American	178	32.1%
Ethnic Hispanic or Latino	145	26.2%
More than One Race	35	6.3%
Native Hawaiian or Pacific Islander	3	0.54%
Not Identified or Prefer not to Answer	13	2.34%
White or Caucasian	235	42.4%



YEP Participant Residence by Zip Code		
Zip Code	Participants	Percentage
67207	29	5.2%
67003	30	5.4%
67217	30	5.6%
67212	28	5.1%
67205	7	1.3%
67216	26	4.7%
67218	22	4%
67208	31	5.6%
67203	32	5.8%
67214	40	7.2%
67226	37	3.23%
67060	28	2.44%
67204	28	5.1%
67037	25	2.18%
67211	22	4%
67220	17	1.48%
67213	21	3.8%
67219	21	1.83%
67206	16	1.39%
67209	16	1.39%
67235	21	1.83%
67002	18	1.57%
All Other*	101	18.2%

Yep Participants by County		
County	Participants	Percentage
Barber	2	0.17%
Butler	120	10.48%
Cowley	8	0.69%
Elk	1	0.08%
Harper	27	2.35%
Harvey	9	0.78%
Kingman	35	3.05%
Leavenworth	1	0.08%
Marion	1	0.08%
McPherson	1	0.08%
Montgomery	2	0.17%
Pratt	2	0.17%
Sedgwick	929	89.13%
Sumner	1	0.08%
Wyandotte	1	0.08%
Out of State	5	0.43%

\*All Other includes zip codes with less than 1% of total participants, including 67025, 67110, 67114, 67215, 67013, 67152, 67202, 67147, 67120, 67228, 67004, 67005, 67010, 67026, 67039, 67108, 67146, 66842, 67030, 67052, 67133, 67135, 67149, 20019, 20841, 30314, 55927, 64133, 64804, 66027, 66102, 66203, 66207, 67001, 67017, 67019, 67023, 67053, 67062, 67067, 67117, 67119, 67140, 67144, 67156, 67157, 67201, 67227, 67316, 67349, 73717, 76060

#### YEP Participant Previous Participation History

Participation	Participants	Percentage
First Time YEP Participant in 2020	433	78.2%
Returning YEP Participant	22	4%
Previous Participant with HYPE Partner	10	2%

#### YEP Participant Barriers to Employment

Barrier*	Participants	Percentage
Have never been employed or limited work history	275	50%
Family receives Free/Reduced Lunch	228	41.2%
Family receives Supplemental Nutrition Assistance Program (SNAP)	61	11%
Need assistance to access transportation	53	4.62%
Disability	25	4.5%
Family receives Social Security Disability Income (SSDI)	29	5.2%
Foster Child	21	3.8%
Family receives Temporary Assistance for Needy Families (TANF)	15	2.7%
Pregnant or Parenting Teen	8	1.4%
Juvenile Justice Involved	4	0.7%
High School Drop Out	5	0.9%
Homeless	2	0.4%
Substance Abuse	8	1.4%

\*Participants could select more than one barrier to employment, if applicable. On average, there were 1.37 barriers to employment per participant.

#### YEP Participant Employment Area of Interest\*

Industry**	Participants	Percentage
Banking or Finance	138	25%
Clerical or /Office	131	23.6%
Construction	68	12.3%
Customer Service or Retail	220	40%
Food Service or Hospitality	173	31.2%
Healthcare	207	37.4%
Information Technology	162	29.2%
Janitorial or Maintenance	87	15.7%
Manufacturing	93	16.8%
Other	110	20%

\*Participants could select more than one area of interest if applicable. On average, there were 3.4 areas of interest per participant.

\*\*Participants could write-in industries not listed. Those received include the following in descending order, and account for less than 1% of participants per industry: Accounting, Aeronautical Engineering, Agriculture, Athletics, Business, Communications, Cosmetology, Criminal Justice, Digital Marketing, Early Childhood Development, Education, Film Making, Game Design, Graphic Design, Human Resources, Military, Photography, Psychology, Robotics, Social Work, Welding, and Zoology.

**YEP Participants School Education Level Data**

<b>School Status</b>	<b>Participants</b>	<b>Percentage</b>
Attending College	13	2.3%
Attending High School	506	91.3%
Not Attending School	35	6.3%

**Participation by High School**

<b>School</b>	<b>Participants</b>	<b>Percentage</b>
Wichita Southeast	40	7.2%
Wichita North	77	14%
Wichita East	37	7%
Wichita Heights	22	4%
Wichita South	39	7%
Wichita West	26	5%
Wichita Northwest	36	6.5%
Goddard	10	1.8%
Other*	364	31.79%

Other high schools, which represent less than 1% of the total per school include the following in descending order: Valley Center, Goddard Eisenhower, Newton, Oxford Jr/ Sr High, Wellington, Andover Central, Circle, El Dorado, Andover, Cheney, Flinthills, Trinity Academy, Andale, Argonia, Belle Plaine, Central of Burden, Douglass, Eureka, Haysville Leavenworth, Rose Hill, Sunrise Christian Academy, Baxter Springs, Bluestem, Clearwater, Salina Central, Sedgwick, The Independent School, Wichita Alternative, Winfield, Alva High School, Chester Lewis, Derby, Garden Plain, Goddard Academy, Gordon Parks, Kapaun, Heritage Academy, Hesston, Homeschool, Kansas State School for the Blind, Raytown, Remington, Shawnee Mission North, Smokey Valley Virtual Charter School, South Haven, Sowers Alternative, Triton, Udall, Bishop Carroll, West Elk, Maize, Northeast, Maize South, Mulvane

**Participation by College**

<b>School</b>	<b>Participants</b>	<b>Percentage</b>
Butler Community College	1	.2%
WSU Tech	2	.4%

### **YEP Participant Feedback**

A follow-up survey was emailed to all Workforce Alliance YEP participants with a valid email address, including those who attended YEP outreach sessions, workshops and job fairs. 21 surveys were completed. Comments are below and overall feedback was very positive. All comments received are below:

- YEP taught me how to do a good interview.
- Nothing bad. I liked it.
- I had a great experience with the workshop that was held at the Workforce Center. It was helpful.
- I wasn't aware this existed. You should try to make yourself known through either teachers or mentors.
- I learned how to properly shake someone's hand.
- I recommend this program because it's great to learn about this stuff.
- This program was helpful in helping me decide what I want to do as a career.
- One thing I learned is that you have to make a good impression because you can never make up for it.
- I learned making eye contact and having a firm handshake is important.

## **Item**

### **Project Development Report**

## **Background**

The long-standing operational philosophy of the Workforce Alliance (WA) is to leverage funds and align services to have community impact beyond the annual allocation of federal funds from the Workforce Innovation and Opportunity Act (WIOA). Over the last 15 years, over \$30 million of funds have been generated from employment and skills training projects above and beyond annual WIOA allocations. Of the current budget, nearly 42 percent is from WIOA, and the remaining made up from other funding streams.

## **Analysis**

To address economic recovery due to the COVID pandemic, the federal government is releasing a number of funding opportunities to support employment and training strategies. There are also a few the projects that WA staff are analyzing and determining how they could be best pursued as part of a regional economic recovery strategy. A summary of these are below.

### *ARPA Funded Project*

Under the American Rescue Plan Act (ARPA), the state of Kansas and a number of local governments were provided funding to help support the economic recovery from the job losses in 2020 and 2021 due to the COVID crisis. A coalition of community partners are collaborating to develop an employment and skills training model to identify investments from local and state ARPA funds that can have a meaningful impact. The goal is to leverage resources and align services to promote immediate hiring opportunities and to accelerate completion of targeted and short-term skills training programs to help job seekers connect to well-paying careers.

A Discussion Draft is attached that was shared with partners and is being used as the starting point for developing a formal proposal to submit for funding support. The basic concept is to locate gaps that exist in current employment and skills training programs serving persons with multiple barriers to employment, limited work history or transitioning to a new employment sector following a lay-off. It is an employer driven model with a direct line of site from work-readiness activities and short-term skills training programs to employment opportunities. Having significant employer engagement will be required for a plan like this to be successful.

### *Build Back Better / Good Jobs Challenge*

The Federal Government released grant opportunities through the United State Economic Development Administration (EDA). The WA is part of a coalition of organizations including the Greater Wichita Partnership, WSU, City of Wichita and others developing plans to apply for these grants to help support infrastructure projects and create skills training programs to meet anticipated employment needs. The application for Build Back Better is due in October, and the Good Jobs Challenge grant is due in January. More to come on these possible projects.

### *SNAP E&T*

The Workforce Alliance is part of the National Association of Workforce Boards (NAWB) SNAP E&T learning cohort. The goal is to determine by the end of calendar year 2021 the opportunities and options to expand operations into SNAP E&T. There are multiple models for LWDBs to be

directly engaged in providing employment and training services to individuals receiving SNAP benefits. By leveraging Workforce Innovation and Opportunity Act (WIOA) funds, the goal would be to connect those on public assistance to employment requiring skills training or targeted pre-employment services. Similar strategies led by the Workforce Alliance have been successful in serving Justice Involved Individuals, low wage workers and out of school youth.

The WA was assigned a site coach from the Seattle Jobs Initiative to provide technical assistance, and a meeting with leadership from the Department of Children and Families is being scheduled. Conversations have also been initiated with local partners about SNAP E&T and the response has been very positive.

#### Road Trip Nation (RTN)

RTN is a nonprofit organization that humanizes career exploration through story and empowers individuals to connect their interests to fulfilling lives and careers. They seek out inspiring individuals who have built lives around what they love, then share their stories in award-winning documentaries on PBS and through an online archive featuring thousands of conversations about struggle and success. RTN also provides a framework for how to navigate the career journey, with programs and courses, career discovery resources, live events, and a New York Times bestselling career guide, “Roadmap.” Along the way, they have benefited from world-class partnerships with great nonprofits, mission driven corporations, foundations, and people who believe in empowering career seekers to define their own roads in life. The first road trip was in 2001, guided by the question of how to build a life doing what you love and that has developed a single mission: to create a movement of people empowered to define their own roads.

RTN is interested in doing a project in the Wichita area, and WA staff along with officials from USD 259, the Kansas Department of Commerce and Wichita State University are in conversation about the attached project proposal. The key elements that would be used for a Kansas / Wichita region project emerged from the examples below.

- A South Central Kansas version of the [Indiana Roadtrip \(State of Change\)](#) public television documentary
- A South Central Kansas version of the [Chicago Cook County Community Hub](#)

Beyond the one hour documentary that would air on PBS in 2023, the benefits and additional tools that would be created include the following.

- Roadtrip **documentary** creates nationwide attention on the great work being done, the opportunities that exist and the opportunities that will exist in South Central Kansas/the State of Kansas.
- **Content from the documentary and content from the additional interviews** will be produced prior to the documentary will create close to **100 short-form videos (30-120 seconds)** that can be repurposed by all parties involved, whether the purpose is to draw attention to Kansas, specific industries or specific types of individuals (e.g., born and raised in Kansas, moved to Kansas for their career, left Kansas and came back ... in addition to a diverse cross-section of races, industries, educational backgrounds, etc.).

September 8, 2021

Submitted By: Keith Lawing

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- All of the newly produced content + **relevant content from RTN's current interview archive** will be integrated with **Kansas-specific resources** for those defining the next steps in their education, career and life journeys to create a brand new **Digital Community Hub**. The hub can connect and help drive traffic to other digital tools, so it can be designed in a way that does not cannibalize traffic away from good work already being done.
- Also integrated into the Community Hub is the Roadtrip Nation Experience (RTNE) that will allow **K12 students to conduct interviews locally**, which will produce leader profiles and videos, some of which may be highlighted on the Community Hub.

#### Registered Apprenticeship Expansion

Lieutenant Governor David Toland appointed a work group of state leaders to develop recommendations to expand the use of Registered Apprenticeship in Kansas to address the skill need of employers and align with the Framework for Growth. The primary goal is to strategically expand Registered Apprenticeship (RA) programs in Kansas while helping business meet their talent needs.

The RA Work Group met June 10, 23, and July 14. The meetings were facilitated by Mike Beene, Kansas Department of Commerce, and Keith Lawing, Workforce Alliance of South Central Kansas (WA). The work group included WA board members, Michele Gifford, Textron Aviation; Tony Naylor, Wichita Electrical Training Center and Dr. Sheree Utash, WSU Tech. A series of recommendations were submitted to the Lieutenant Governor that included increased funding to support staffing, marketing, and employer incentives. The report is attached.

#### **Strategic Goals Supported**

This activity supports the following Strategic goals of the Local Workforce Development Board:

- Meet or exceed the negotiated performance of WIOA Title I programs to maximize community impact
- Enhance youth employment opportunities by expanding partnerships with businesses, schools and other community organizations
- Increase the awareness of workforce programs and services throughout South Central Kansas
- Expand the community impact of the Workforce Alliance through higher levels of board member participation
- Continue to increase non-WIOA funding
- Proactively approach the employment and skills training challenges and opportunities of the future with energy and planning today

#### **Recommended Action**

*Take appropriate action.*

**Employment Based Short Term Skills Training Model**  
**Discussion Document 8/9/21**  
**Working Title: Coalition for Employment and Skills Training (CEST)**  
**Prepared by Keith Lawing, Workforce Alliance of South Central Kansas**

To help the Wichita regional economy recover from the job losses in 2020 and 2021 due to the COVID crisis and the Boeing 737 Max production pause, a coalition of community partners developed an employment and skills training model to identify investments from local and state ARPA funds that can have a meaningful impact. The goal is to leverage resources and align services to promote immediate hiring opportunities and to accelerate completion of targeted and short term skills training programs to help job seekers connect to well-paying careers.

The basic design of the Coalition for Employment and Skills Training (CEST) proposal is to locate gaps that exist in current employment and skills training programs serving persons with multiple barriers to employment, limited work history or transitioning to a new employment sector following a lay-off. It is an employer driven model with a direct line of site from work-readiness activities and short term skills training programs to employment opportunities. Having significant employer engagement will be required for this plan to be successful.

*Target Audience of Job Seekers:*

- Under-employed / low wage workers
- High School Students and Recent graduates (primarily Seniors)
- 19-24 year old-opportunity youth<sup>1</sup>
- Public assistance recipients
- Laid off workers
- Justice Involved Individuals

*Target Audience of Employers:*

Through a sector strategy, recruit businesses from key employment sectors with similar hiring needs and related skills requirements that offer jobs with family sustaining wages and benefits like healthcare and paid leave. Create multi-employer partnerships or consortiums of business (recommended no fewer than 3 or greater than 10) to develop short term training models that will offer work readiness, industry recognized credentials, or academic certificates required / needed for employment. The employer partners agree to guarantee job interviews to all those that complete the training program. (Not a guaranteed job!)

*Example Employment Sectors and Jobs-*

- Hospitality and Retail- servers, cooks, front line customer service, call centers
- Manufacturing- sheet metal assembly, machining, tooling
- Tech companies- coders, programmers, cyber security
- Construction companies- OSHA, CDL, NCCER certificates
- Healthcare- entry level jobs that require certifications
- Public safety- police, fire, EMT,

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<sup>1</sup> Define Opportunity Youth in this context



*Leveraging Resources and Aligning Services Through Coordinated Community Partners:*

In order to effectively access existing resources and services in the Wichita region to maximize ARPA investments, multiple organizations will be invited / eligible to be part of CEST. The ARPA funds could be used to create a network of Community Navigators imbedded at key community based organizations that would work together in a coordinated fashion to get job seekers and employers connected for both direct hiring to fill immediate job openings, but also to provide short term skills training required for employment opportunities with businesses in key industry sectors. Not every CEST partner would need an imbedded Community Navigator, but though the network of Community Navigators a variety of services and tools can be leveraged into the CEST model.

Possible CEST Partners:

- Community Based Organizations
  - Workforce Alliance
  - Child Start Inc.
  - Empower Evergreen
  - Kansas Nonprofit Chamber
  - NexStep Alliance (Goodwill Industries)
  - United Way of the Plains
  - Urban League of Kansas
- Education Institutions
  - Butler Community College
  - Cowley Community College
  - Friends University
  - Newman University
  - Wichita State University
  - WSU Tech
- Local and State Government:
  - City of Wichita
  - Sedgwick County
  - REAP
  - State of Kansas
    - Department of Commerce
    - Department of Children and Families
    - Department of Labor
- Other Partners
  - Chambers of Commerce
  - Greater Wichita Area Partnership
  - SBA (Wayne Bell)

*Community Navigator Model*

Establish a network of Community Navigators to conduct outreach, awareness and recruitment to connect individuals to this model of employment and skills training resources. The community partners could apply for funds to embed a Community Navigator at their location, either on staff or as “loaned” staff. The Community Navigators would operate under a similar job description or assignment, but focused to support individual job seekers or employers. The network of Community Navigators could also have slightly different roles in term of pre-employment and post job placement.

The Community Navigator strategy is one of the “gaps” in the current employment and training system in the community that could be funded through ARPA resources.

- Community Navigators (pre-employment)- Conduct direct and extensive outreach to the targeted group of job seekers and leverage relationships and resources to help guide or “navigate” person through the enrollment process to obtain employment and or skills training.
- Career Navigators (post job placement)- Providing personal connections, guidance and mentoring to persons with multiple barriers to employment and or limited or poor work history for post job placement support.
- Small Business Navigators- Assist and guide small businesses to be in a position to hire from the CEST model, and to also connect with other resources to help grow the business and expand jobs. These Navigators could also coordinate employers for the cohort training described below. Other examples of resources that could be made more available to help grow small businesses: SBA programs, Kansas Department of Commerce resources, WOTC, Workforce Alliance job posting and applicant screening etc....

#### *CEST Operational Model:*

The CEST model will have both a direct hire strategy for job seekers that need immediate employment, and a skills training option for those needing a credential or certificate for a specific job opportunity. To be eligible for job placement services, or to be selected to be part of a skills training program, all participants will be required to attend a pre-employment work readiness workshop. This will help demonstrate a commitment to employment and provide “soft-skills” training that employers often cite as a reason for turnover in new hires.

One of the “gaps” in the current employment and training system is soft skills workshops, and this is an element of the CEST model that could be funded through ARPA resources.

#### *Work Readiness Assessment for All Participants:*

- Provide multiple day (2-3 days) workshop option to help overcome employment barriers, basic employability skills and the ability to earn a Work Readiness Certificate that employers will recognize
- Cash stipend for completion (\$100, \$250?)
- Receive job placement assistance (Have group of employers willing to hire from a low skilled applicant pool)
- Eligible for ARPA funded Cohort skills training, OJT, Subsidized job placements, WIOA when applicable or other grant funded training projects

#### *Customized Cohort Training Model:*

- 3-6 employers with similar skills requirements and employment needs
- Design training needed to obtain entry level positions at minimum of \$15 per hour, plus benefits
- Competitively bid for skills training to local education institution (Max 6 weeks, and ability to earn academic credit and or industry recognized credential)
- Recruit and screen candidates, goal is to have 15-20 participants per cohort
- Job interviews guaranteed for all that complete training, additional job search assistance and placement support available if needed for participants

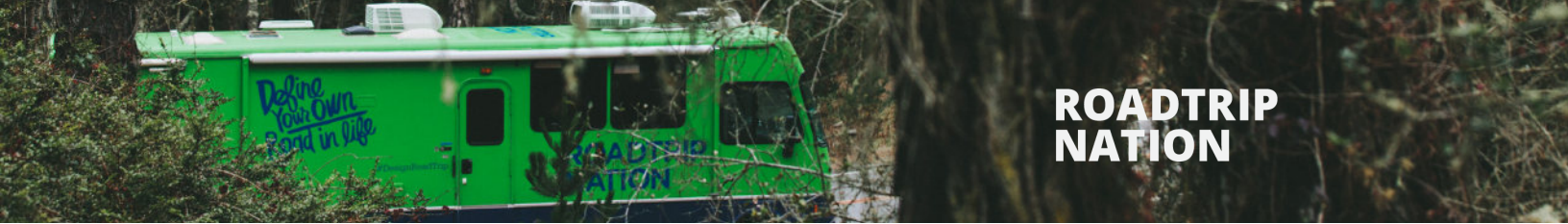
CEST Projected Cost:

- Based on past practice, the per participant cost for the CEST model is \$9,000. Example: 100 participants would be \$900,000 (includes cost of training, participant incentives, staff time and administrative support)

Direct ARPA Investment Request to support the CEST model??

Amount of funds to be leveraged into the CEST model?

DRAFT



**ROADTRIP  
NATION**

# ROADTRIP NATION + WORKFORCE ALLIANCE OF SOUTH CENTRAL KANSAS FUTURE OF THE WICHITA WORKFORCE

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Today's worker is navigating an uncertain path, unlike any we've seen for generations.

- 85% of jobs that will exist in 2030 haven't been invented yet. Workers can't afford to stop learning after high school, or even college. Instead, they must develop a lifelong approach to learning that enables them to grow with the changing workforce.
- COVID-19 has accelerated trends toward automation, remote work and a contract-based or "gig-economy." Additionally, industries most affected by the pandemic — office support, food service, customer service — may see long-term displacement, resulting in the need to reskill workers for new careers in fields that require advanced education or training.
- And in urban epicenters, like Wichita, the challenges and opportunities of serving diverse populations (culturally, socially, economically) require unique sets of strategies and tactics informed by a Diversity, Equity and Inclusion lens.



**WORKFORCE CENTERS**  
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In Partnership with **AmericanJobCenter**



**ROADTRIP  
NATION**

In partnership with the **Workforce Alliance of South Central Kansas (Workforce Alliance)**, Roadtrip Nation (RTN) seeks to transform the current narrative around the future of work, shifting from fear and uncertainty to empowerment, innovation and hope for the opportunities that lie ahead.

The Workforce Alliance is a leader in helping Kansans access the training and educational opportunities necessary to succeed in the modern workforce, with a proven track record of helping local workers upskill in fields like advanced manufacturing, transportation and information technology to successfully compete in the labor market. Its subject matter expertise and vast network of on-the-ground partners, combined with RTN's proven storytelling and production capabilities, will fuel a career exploration project aimed at bolstering Wichita's place in the national economy, while growing and retaining homegrown talent and businesses.

## PHASE I: FUTURE OF THE WICHITA WORKFORCE DIGITAL COMMUNITY HUB

RTN and the Workforce Alliance will collaborate to develop and compile media assets, relevant resources and a consistent digital presence to help aspiring workers in South Central Kansas navigate the uncertainty of our current and future workforce. RTN will build a *Future of the Wichita Workforce Digital Community Hub* designed to leverage engaging stories from those who have found unique ways to overcome hurdles and find career success throughout various industries in South Central Kansas.

Available to all who utilize the Workforce Alliance's services, the dynamic stories and resources highlighted through the Digital Community Hub will support workers in transforming challenges into opportunities. The combination of high-quality video production, targeted resources and a platform for leaders and jobseekers to share their own stories will provide greater opportunities for individuals — especially those from underrepresented backgrounds — to understand their professional options in South Central Kansas and/or their industry of interest.



## Measurable Impact

### EPIC Evaluation

A study conducted by the Education Policy Improvement Center (EPIC) on Roadtrip Nation's video-based curriculum, supported in part by the William and Flora Hewlett Foundation, revealed two key insights about student impact. First, participating students demonstrated a significant increase in self-efficacy, and second, they demonstrated a concrete increase in GPA. The full report can be found [here](#).

### Stanford's John W. Gardner Center Study

In addition, a study conducted by the John W. Gardner Center for Youth and their Communities at Stanford University found that Roadtrip Nation content, "opened students' eyes to futures they had not known about, or considered possible." The study was conducted in six San Jose Unified District schools as part of the district's Plus initiative, which offers programs focused on helping students explore career paths and recover credits as they work toward high school graduation. The full report can be found [here](#).

Elements of the Digital Community Hub will include:

- **Thematic RTN Interview Videos** – The Digital Community Hub will feature a curated collection of videos – including highlights, full interviews and topic-specific advice – from the local market and from industries important to the target audience (ex: manufacturing, information technology, aviation). Video assets can also be leveraged through the Workforce Alliance's partnership with KWCH12, raising awareness of career and educational pathways to workers through South Central Kansas.
- **Virtual Video Production: Wichita Leaders** – The RTN video production team will conduct virtual interviews with five Wichita leaders, selected with guidance from the Workforce Alliance, which will produce a minimum of 20 short-form videos that will be integrated into the Digital Community Hub. These powerful conversations will explore topics such as:
  - The impact of technology and automation on the next generation of jobs.
  - Current skills and education gaps for jobs of the future and the emerging/alternative pathways to gain skills: apprenticeships, workplace training, certification programs, credentials and various forms of accessible post-secondary education (ex: Wichita State University's ISME program).
  - The importance of developing social and emotional learning skills or "soft skills," such as interpersonal communication, emotional intelligence, active/lifelong learning, judgment, decision making, leadership, cultural intelligence, change management, ability to deal with complexity and ambiguity, problem solving, critical thinking, innovation and creativity — all critical to success in the workplace.
  - Navigating systemic barriers to employment, including housing, healthcare, transportation and childcare.
- **Day-in-the-Life Video Segments** – RTN has close to 200 videos of leaders taking the audience through their typical day and what their on-the-job experience is like, providing a virtual alternative to in-person job shadowing opportunities. This virtual opportunity is especially important in the midst of the pandemic, and also provides critical access and education for job seekers from disadvantaged backgrounds who simply do not have the capacity to either take on, or travel to, unpaid internships.
- **Documentary Films** – Select RTN-produced films focusing on themes like Opportunity Youth, Diversity in Tech, Women in Science, the Skilled Trades, DREAMers and Adults Making Career Pivots.

**Roadtrip Nation Experience (RTNE) Project Module + Student-Produced Interviews** – RTN will release a work-based project experience on the Digital Community Hub for mentors/educators to help students develop the skills necessary to navigate authentic career exploration. Included with RTNE will be a guide for uploading student-produced video projects, from which RTN may select content for promotion on the Digital Community Hub. The newly released RTNE can be found [here](#).

- **Resource Tiles** – Resource tiles inspire and point users to activities they can pursue to learn more about workforce opportunities that align with their interests. RTN will customize up to eight resource tiles for integration into the Digital Community Hub, based on guidance from the Workforce Alliance and its partners.
- **Share Your Road Integration** – RTN's Share Your Road platform will be integrated into the Digital Community Hub, ensuring a customized call to action for leaders in the region to share their stories.

A recent example of a Digital Community Hub, built for the Chicago Cook County Workforce Board, can be found [here](#).





# ROADTRIP NATION

## PHASE II: WICHITA ROADTRIP + DOCUMENTARY

As a second phase to this partnership, Roadtrip Nation proposes the development of a Wichita Roadtrip (official title TBD), designed to highlight the unique career opportunities across the region that often go unnoticed by young adults and those at career pivot points. Wichita has a rich history in the aviation industry, as well as in entrepreneurship, most notably as the founding city of Pizza Hut and Rent-A-Center. Through the eyes of three young adults who will travel across the region interviewing a unique collection of leaders from different backgrounds, Roadtrip Nation will tell the stories of the industries, careers and individuals that have built and will continue to build the Wichita workforce.

The final result of the project will be a public television documentary that will be aired nationally in 40-60 million households, as well as 50+ short-form video assets that can be integrated into the Wichita Workforce Digital Community Hub and made available to workforce-focused partners across the region.

We will execute a process that selects roadtrippers and leaders who represent a collection of backgrounds that match the communities we seek to serve. Roadtrip Nation defines diverse populations as (but is not limited to) individuals identifying as Black, Latinx, Asian, Pacific Islander, Indigenous, members of the LGBTQIA community and people living with disabilities.

Aspects of the Roadtrip will include:

**Roadtripper Recruiting** – RTN will launch a digital application to recruit applicants. In addition, RTN and participating partners will conduct promotional activities and outreach to encourage applicants to apply.

**Roadtrip Microsite** – To serve as a resource, marketing tool and landing page, RTN will build and launch a microsite dedicated to the Roadtrip, featuring dynamic elements that evolve throughout the partnership phases. Examples of features include: introducing the selected roadtripper team, showcasing the content once filmed and edited, partner logo attribution and links to associated resources.

**Trip Building and Content Production** – RTN will work with the selected team to plan their route, coach them in how to conduct the interviews and coordinate other factors necessary for managing the trip. In addition, an RTN camera crew will be along for the ride to mentor the roadtrippers, help facilitate the experience and capture high-definition footage to be produced for online, classroom and television purposes.

**Content Distribution** – Roadtrip Nation will then disseminate the content from this experience through a variety of channels, including RTN's public television reach (40-60 million households per project) and RTN's education partnerships (14 million students annually).

- **Public Television** – One-hour special will be released to public television stations nationally, with expected reach of 40-60 million households, based on RTN's 15 seasons of broadcasts.
- **PSAT and SAT Score Report** – College Board's Career Finder exploration tool, powered by Roadtrip Nation content and resources, reaches 6 million+ students annually through the PSAT and SAT Score Report.
- **Naviance** – Half of America's high school guidance counselors will have access to the content through their Career Exploration platform.
- **AVID** – Targeting first-generation college students, AVID leverages RTN content as part of its weekly focus on career exploration.
- **Boys & Girls Clubs of America** – All 4,000+ Clubs, reaching over 4 million young people annually, will have access to the video assets produced from this partnership.
- **Social Media** – RTN's budding partnership with YouTube Learning, as well as its traditional social media channels
- **PBS Learning Media** – Content can be packaged for use as an additional resource for PBS Learning Media users.





**On-Air Series Credit** – Partners will be provided with on-air credit before and after each broadcast featuring this content, distributed to up to 40-60 million households. *The creation of the documentary will be done consistently with the APT Funding Guidelines and APT Credit Guidelines.*

## TIMELINE

### Q3/Q4 2021

- Partnership development discussions and initial strategy planning
- Wichita Leader identification for virtual interviews

### Q1 2022

- Wichita Leader interview coordination, production
- Wichita Leader interview post-production
- Community Hub wireframe
- Community Hub resource integration
- Community Hub Share Your Road integration
- Integration of Wichita Leader interview videos into Community Hub
- Launch of Workforce Digital Community Hub

### Q2 2022

- Promotion of Community Hub
- RTN training and support for Community Hub users and facilitators
- Roadtrip Documentary Creative Brief and Roadtripper Application development
- Roadtrip Application launch
- Roadtripper selection

### Q3 2022

- Promotion of Community Hub
- RTN training and support for Community Hub users and facilitators
- Roadtrip Leader (interviewee) identification
- Wichita Roadtrip execution

### Q4 2022

- Promotion of Community Hub
- RTN training and support for Community Hub users and facilitators
- Wichita Roadtrip Post-Production

### Q1 2023

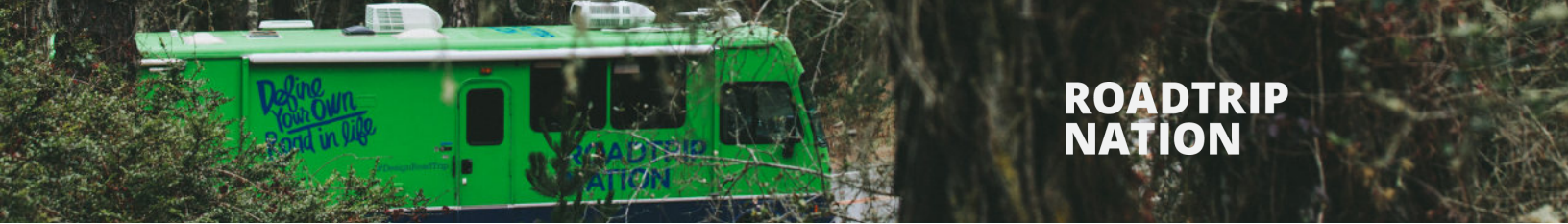
- Wichita Roadtrip Post-Production
- Wichita Documentary release and promotion
- Wichita Roadtrip Documentary airs on Public Television (timing subject to change)

### Q2/Q3 2023

- Wichita Documentary promotion
- Wichita Documentary Launch Event

*Timeline assumes a confirmed partnership by September 30, 2021. Timing of partnership deliverables subject to change.*





## BUDGET

FUTURE OF THE WICHITA WORKFORCE	YEAR 1	YEAR 2
<b>PHASE I: Virtual Video Production, Student Interview Projects + Digital Community Hub</b> <ul style="list-style-type: none"> <li>Aggregation and post-production of existing RTN video content</li> <li>Pre-production, filming and post-production of Wichita Leader Videos</li> <li>RTNE and Student Interview Project guidance, support and content integration</li> <li>Online development and integration of crowdsourced Share Your Road platform</li> <li>Online development of the Future of the Wichita Workforce Digital Community Hub</li> <li>Content management and database tagging</li> <li>Project management</li> </ul>	\$265,000	----
<b>PHASE II: Wichita Roadtrip + Documentary</b> <ul style="list-style-type: none"> <li>Pre-production (roadtripper selection, leader identification, Roadtrip planning)</li> <li>Production (filming, editing, on-the-road expenses)</li> <li>Post-Production (editing of documentary and short-form, educational content)</li> <li>Distribution (public television release, integration into RTN education network)</li> </ul>	\$100,000	\$300,000
	\$365,000	\$300,000





## ABOUT ROADTRIP NATION

Roadtrip Nation (RTN) is an Emmy Award winning media and career guidance non-profit, whose mission is to empower people to define their own roads in life. Each year, Roadtrip Nation selects socially relevant topics upon which to focus its narrative-based storytelling projects. Content from these "Roadtrips" is then disseminated across a wide range of education and media channels to inspire the next generation with a more inclusive view of the future of work. Core to RTN's education model is the RTN Interview Archive, a database of 8,000+ video assets showcasing the career stories of a diverse set of individuals from all walks of life. Each Roadtrip fuels new stories for this database, in addition to creating documentary content for PBS and other digital distribution channels. Past projects include:

### [Diversity in Computer Science Roadtrip](#)

In partnership with the National Science Foundation

### [First-Generation College Student Roadtrip](#)

In partnership with Michelle Obama & ACT

### [Women in STEM Roadtrip](#)

In partnership with AT&T Foundation



Current projects scheduled for 2021 include the ***Formerly Incarcerated Roadtrip*** with the Chan Zuckerberg Initiative, the ***Future of Health Care Roadtrip*** with Blue Shield of California and the ***Public Service Roadtrip*** with Corporation for Public Broadcasting.



## **The Kansas Registered Apprenticeship/Work Based Learning Expansion Initiative**

Lieutenant Governor David Toland appointed a work group of state leaders to develop recommendations to expand **the use of Registered Apprenticeship in Kansas to address the skill need of employers and align with the Framework for Growth**. The primary goal is to strategically expand Registered Apprenticeship (RA) programs in Kansas while helping business meet their talent needs.

The RA Work Group met June 10, 23, and July 14. The meetings were facilitated by Mike Beene, Kansas Department of Commerce, and Keith Lawing, Workforce Alliance of South Central Kansas. A list of Work Group members is below:

- Erin Christensen, KC Tech Council
- Alan Cobb, Kansas Chamber
- Ray Frederick, Technical Education Authority, Kansas Board of Regents
- Mike Gibson, Kansas AGC
- Michele Gifford, Textron Aviation
- Alise Martiny, Kansas Apprenticeship Council, Greater KC Building and Construction Trades Council
- John Nave, Kansas State AFL-CIO
- Tony Naylor, Kansas Apprenticeship Council, Wichita Electrical Joint Apprenticeship & Training Committee
- Scott Schneider, Kansas Restaurant Association
- Carrie Sower, Kansas Apprenticeship Council, The Atchison Child Care Association
- Dr. Sheree Utash, President, WSU Tech

After reviewing the structure in Kansas, available resources and best practices, the RA Work Group recommends the following strategies and actions to develop an employer driven model to expand the use of RA in the State. The proposed model will require dedicated funding. For the project to have a visible impact, a three-year time frame is suggested, with the goal of generating outcomes that demonstrate a return on investment, and lead to sustainable funding.

The RA Work Group was not directed to identify funding or request specific resources as part of its assignment. It is clearly understood funding is needed to implement the recommendations and during the meetings several funding sources were discussed that included the state budget, federal ARPA support, and the Economic Development Initiative Fund. However, the RA Work Group recognizes that allocating any funds is a decision by the Governor and Legislature.

### **Work Group Recommendations**

- **Increase staffing resources and enhance technology tools (EST: \$700,000 per year)**
  - Create a multi-agency team of subject matter experts to serve as “Navigators” and provide concierge services to employers as they set up and maintain RA Programs
  - The Kansas Department of Commerce in partnership with the states five Local Workforce Development Boards will collaborate and leverage staff support and align resources to provide the equivalent of seven Full Time Employees (FTE) to support RA expansion.
    - State Director of Internships and Apprenticeship
    - State Manager of Kansas Registered Apprenticeship Program
    - Regional RA Navigators

- Local Area I (Western Kansas)
  - Local Area II (Topeka region)
  - Local Area III (Kansas City region)
  - Local Area IV (Wichita region)
  - Local Area V (South East Kansas)
- Roles of Navigator
  - Meet with and provide employers direct one on one service
  - Support outreach and marketing strategies
  - Convene stakeholders, employers from like industries
  - Support the registration and implementation of RA programs
  - Serve as administrative leaders of programs to reduce workload for employers
  - Expand Employer Opportunities
  - Serve as a Liaison between Business/Intermediary and Training Providers
  - Common Position Description and Consistent Goals and Outcomes
- **Develop and implement a robust and effective Marketing & Communication Plan to increase awareness among both employers and job seekers/students (EST: \$50,000 per year)**
  - Graphic based, professional, materials and presentations
  - Main Audiences
    - Business Development staff, and local economic development officials
    - Employers, Industry Associations, Chambers of Commerce
    - Job Seekers, Students, families, and influencers (teachers, counselors etc.)
  - Elected Officials\* Leverage Partner Resources to supplement effective outreach strategies – Associations, Labor Organizations, Training Partners and Local Workforce Development Boards.
- **Create an Incentive Program to encourage employers to develop RA programs (EST: \$1,500,000 per year)**
  - Small Company Incentives
    - Kansas employers with 50 employees or less may be granted \$5,000 per RA for their first two RAs to help offset cost associated with developing or maintaining a program if using a Kansas public higher education institution for at least 50% of classroom instruction
    - Up to 200 apprenticeships supported a year
    - Employer may get support for up to two years
    - Employer provides a 25% match, can be in-kind or leveraged resources to support successful completion by employees of RA program
  - Mid-Sized Company Incentives
    - Kansas employers with 51-250 employees may be granted \$1,500 per RA for their first five RAs to help offset cost associated with developing or maintaining a program if using a Kansas public higher education institution for at least 50% of classroom instruction
    - Up to 200 RAs supported a year
    - Employer may get support for up to two years
    - Employer provides a 25% match, can be in-kind or leveraged resources to support successful completion by employees of RA program

- Larger Company Incentives
  - Kansas employers with more than 251 employees may be granted \$1,000 per RA for their first 10 RA's to help offset cost associated with developing or maintaining a program if using a Kansas public higher education institution for at least 50% of classroom instruction
  - Up to 200 RAs supported a year
  - Employer may get support for up to two years
- **RA Intermediary development grants for multi-employer consortiums (EST: \$500,000 per year)**
  - Entities seeking start-up funding to become a RA Intermediary must coordinate with the Kansas Office of Apprenticeship and the designated regional RA Navigator to apply for funding to facilitate regional industry cluster consortiums which direct degree and non-degree offerings in support of skill needs including RA classroom instruction required by industry
  - Examples of possible RA Intermediary
    - Employer association
    - Labor organizations
    - Chambers of Commerce
    - Education Institutions
    - Local Workforce Boards
  - Activities supported by grant funds
    - Required equipment, faculty training, material purchases, sponsor costs, and related classroom instruction
    - Administration – RA program sponsorship
    - Encourages leveraging WIOA funds wherever possible
    - Employer(s) provides a 25% match, can be in-kind or leveraged resources to support successful completion by employees of RA program
- **Expand the use of the following**
  - Pre-Apprenticeship Program
    - The purpose of a pre-apprenticeship program is to train individuals for entry into an established RA. A quality pre- apprenticeship will assist in exposing participants to local, state, and national apprenticeship programs and provides direct assistance to participants applying to those programs
    - Opportunity to gain entry level skills leading to an industry recognized credential for in demand industries
    - Offers pre-employment base line training to help prepare for direct entry into a recognized RA program
      - i. Designed in Collaboration with a RA Program Sponsor (employer/consortium)
    - Focus Pre-RA programs on skills common to multiple employment sectors that regionally identify high demand skills
      - i. Construction, Trades, Energy
      - ii. Manufacturing, Agriculture
      - iii. IT, Computer Networking, Cybersecurity certifications should be part of program regardless of focus of pre-apprenticeship skills focus
      - iv. Healthcare
      - v. Hospitality

- vi. Logistics
  - vii. Other Emerging Kansas Industries
- Training can be delivered online
  - Contracted to private firm for delivery may be considered
  - Possible partnership with KDOC for pre-release training within correctional facilities
  - Leverage Excel in CTE Courses
    - i. Develop articulation agreements that allow the individual to earn advanced credit/placement for skills and competencies already acquired
- Youth Apprenticeships (YA) to Align with Work Based Learning (WBL) Pilot Project
  - Local employers hire high school juniors and seniors for a one- or two-year apprenticeship style placement that earns academic credit.
  - Designed in Collaboration with a RA Program Sponsor (employer/consortium)
- YA and WBL to RA Bridge Program
  - Work with employers to build a pipeline of talent by encouraging the offering of an RA to YA upon high school graduation
  - Allows some of the instruction and hour of on-the-job training apply to RA
  - Designed in Collaboration with a RA Program Sponsor (employer/consortium)
- **Identify Financial Support to Leverage Funds and Align Services to Sustain RA Expansion Strategies (EST: \$3,000,000)**
  - Federal Funds
    - Workforce Innovation and Opportunity Act (WIOA)
      - Incentivize Local Areas for leveraging WIOA funds to expand RA
    - TAA
    - DCF operations (TANF/SNAP/VR)
    - Perkins grants
  - Targeted Grants from USDOL
    - Utilize RA as a training strategy for future competitive grant applications

Estimated budget to support the proposed Kansas RA Expansion Model

Strategy	Annual Cost	3 Year Total
Increased Staffing and Enhanced Technology	\$700,000	\$2,100,000
Marketing and Communications	\$50,000	\$150,000
Employer Incentives	\$1,500,000	\$4,500,000
Intermediary Grants	\$500,000	\$1,500,000
<b>Total New Investment</b>	<b>\$2,750,000</b>	<b>\$8,250,000</b>
<i>*Leveraged Existing Funds</i>	<i>\$3,500,000</i>	<i>\$10,500,000</i>
<b>Total Investment + Leverage</b>	<b>\$6,250,000</b>	<b>\$18,750,000</b>

\* Leverage to include partner marketing and outreach support, employers and training funds from the LWDBs, and training funds from other state agencies.

Consequence DRAFT Statement/Section

For Kansas Business to thrive in today's economy, finding and retaining the best employees is vital. This is especially challenging when too few workers are available to replace the baby boomers now departing the workforce (statement about % leaving the state for jobs)

Registered Apprenticeship can play an important role in helping Kansas Employers and Communities bridge the gap between employment and education. Additionally, employers have the luxury of “growing their own talent” and train in the skills that are most important to them.

The RA Work Group agrees that a direct investment of \$8.25 million over three years along with over \$10 million of leveraged funds will create outcomes to grow the state economy, help grow jobs for Kansas employers, and empower workers and families in Kansas.

**“Dollar for dollar, no workforce training method packs as much punch as apprenticeship. On average, employers realize an average return on investment of \$1.47 for every \$1 invested. Additionally, every \$1 invested in apprenticeships leads to a public return of approximately \$28 in benefits” From [Return on Investment \(ROI\) — National Apprenticeship](#)**

# WORKFORCE CENTERS

of South Central Kansas

## KANSASWORKS.COM

### Local Workforce Development Board (LWDB)

#### Executive Committee Meeting Minutes

June 9, 2021 – 11:30 AM

#### 1. Welcome and Introductions

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

#### 2. Fiscal Year 2021 (FY21) Budget Presentation

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

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

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

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

# WORKFORCE CENTERS

of South Central Kansas

## KANSASWORKS.COM

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

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

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

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

*Report was received and filed.*

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

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



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

*Report was received and filed.*

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

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

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

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

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

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

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

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

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

### 7. Other Discussion / Announcements

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

### 8. Adjournment

The meeting was adjourned at 12:47 PM.

#### Attendees:

##### LWDB Executive Committee Members

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

##### Staff/Guests

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

# 10 COUNTY REGIONAL LABOR MARKET DATE

January 2020 - July 2021

Month	Labor Force	Employment	Unemployment	Unemployment Rate	Ongoing UI Claims	New UI Claims
Jan-20	388,942	374,826	14,116	3.6%	1,952	not available
Feb-20	393,321	378,819	14,492	3.7%	2,515	not available
Mar-20	392,895	380,545	12,353	3.1%	3,057	22,826
Apr-20	409,271	342,127	66,641	16.3%	33,812	12,175
May-20	402,572	350,435	52,087	12.9%	31,759	3,526
Jun-20	397,447	357,185	39,562	10.0%	28,984	3,428
Jul-20	402,291	362,389	40,912	10.2%	26,804	3,693
Aug-20	394,105	356,909	37,376	9.5%	20,923	4,359
Sep-20	387,157	358,563	28,594	7.4%	16,675	4,690
Oct-20	397,708	372,580	25,308	6.4%	13,732	5,232
Nov-20	400,506	373,236	27,271	6.8%	13,057	5,396
Dec-20	389,238	373,307	15,931	4.1%	19,728	8,408
Jan-21	393,477	367,427	25,050	6.4%	4,375	4,164
Feb-21	393,461	370,038	23,423	6.0%	5,115	1,092
Mar-21	393,447	373,962	19,455	4.9%	8,804	1,077
Apr-21	390,508	372,865	17,679	4.5%	2,337	634
May-21	392,566	347,951	18,705	4.8%	2,825	543
Jun-21	390,293	368,752	21,541	5.5%	2,536	442
Jul-21	396,786	371,463	23,323	5.9%	2,047	613

<b>Labor Force</b>	Persons 16 years and older who are either working or actively looking for work. It excludes active-duty military personnel and the institutionalized population, such as prison inmates.
<b>Employment</b>	Persons 16 years and over in the civilian noninstitutional population who, during the reference week, (a) did any work at all (at least 1 hour) as paid employees; worked in their own business, profession, or on their own farm, or worked 15 hours or more as unpaid workers in an enterprise operated by a member of the family; and (b) all those who were not working but who had jobs or businesses from which they were temporarily absent because of vacation, illness, bad weather, childcare problems, maternity or paternity leave, labor-management dispute, job training, or other family or personal reasons, whether or not they were paid for the time off or were seeking other jobs. Each employed person is counted only once, even if he or she holds more than one job. Excluded are persons whose only activity consisted of work around their own house (painting, repairing, or own home housework) or volunteer work for religious, charitable, and other organizations.
<b>Unemployment</b>	Persons aged 16 years and older who had no employment during the reference week, were available for work, except for temporary illness, and had made specific efforts to find employment sometime during the 4-week period ending with the reference week. Persons who were waiting to be recalled to a job from which they had been laid off need not have been looking for work to be classified as unemployed.
<b>Unemployment Rate</b>	The number unemployed as a percent of the labor force.
<b>Ongoing UI Claims</b>	The number of unique individual claimants living in Kansas receiving regular UI payment, including workshare, reported for the last week of the month or most current data available
<b>New UI Claims</b>	The number of new unique initial claims for claimants living in Kansas, including those on workshare reported for the last week of the month or most current data available

<b>Sources</b>
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<https://klic.dol.ks.gov/gsipub/index.asp?docid=756>

<https://public.tableau.com/profile/kdol#!/vizhome/KansasLaborForceUnemploymentRatesbyCounty/KansasLaborForceUnemploymentRates>

# BUTLER COUNTY LABOR MARKET DATE

January 2020 - July 2021

Month	Labor Force	Employment	Unemployment	Unemployment Rate	Ongoing UI Claims	New UI Claims
Jan-20	32,722	31,599	1,163	3.6%	115	not available
Feb-20	33,025	31,904	1,121	3.4%	150	not available
Mar-20	32,811	31,839	972	3.0%	227	1,961
Apr-20	33,259	28,435	4,824	14.5%	2,506	1,065
May-20	32,900	29,232	3,668	11.1%	2,239	214
Jun-20	32,513	29,781	2,732	8.4%	2,132	223
Jul-20	32,876	30,155	2,721	8.3%	1,642	199
Aug-20	32,306	29,825	2,481	7.7%	1,386	291
Sep-20	31,819	29,902	1,917	6.0%	1,133	319
Oct-20	32,847	31,100	1,747	5.3%	986	407
Nov-20	33,084	31,186	1,898	5.7%	974	456
Dec-20	32,441	31,193	1,248	3.8%	1,666	623
Jan-21	32,859	30,914	1,945	5.9%	330	322
Feb-21	32,612	30,984	1,628	5.0%	377	75
Mar-21	32,748	31,374	1,374	4.2%	583	81
Apr-21	32,455	31,234	1,221	3.8%	187	41
May-21	32,656	31,356	1,300	4.0%	206	36
Jun-21	32,998	31,446	1,552	4.7%	194	29
Jul-21	32,992	31,336	1,656	5.0%	143	27

<b>Labor Force</b>	Persons 16 years and older who are either working or actively looking for work. It excludes active-duty military personnel and the institutionalized population, such as prison inmates.
<b>Employment</b>	Persons 16 years and over in the civilian noninstitutional population who, during the reference week, (a) did any work at all (at least 1 hour) as paid employees; worked in their own business, profession, or on their own farm, or worked 15 hours or more as unpaid workers in an enterprise operated by a member of the family; and (b) all those who were not working but who had jobs or businesses from which they were temporarily absent because of vacation, illness, bad weather, childcare problems, maternity or paternity leave, labor-management dispute, job training, or other family or personal reasons, whether or not they were paid for the time off or were seeking other jobs. Each employed person is counted only once, even if he or she holds more than one job. Excluded are persons whose only activity consisted of work around their own house (painting, repairing, or own home housework) or volunteer work for religious, charitable, and other organizations.
<b>Unemployment</b>	Persons aged 16 years and older who had no employment during the reference week, were available for work, except for temporary illness, and had made specific efforts to find employment sometime during the 4-week period ending with the reference week. Persons who were waiting to be recalled to a job from which they had been laid off need not have been looking for work to be classified as unemployed.
<b>Unemployment Rate</b>	The number unemployed as a percent of the labor force.
<b>Ongoing UI Claims</b>	The number of unique individual claimants living in Kansas receiving regular UI payment, including workshare, reported for the last week of the month or most current data available
<b>New UI Claims</b>	The number of new unique initial claims for claimants living in Kansas, including those on workshare reported for the last week of the month or most current data available

## COWLEY COUNTY LABOR MARKET DATE

## January 2020 - July 2021

[illegible]

# HARPER COUNTY LABOR MARKET DATE

January 2020 - July 2021

Month	Labor Force	Employment	Unemployment	Unemployment Rate	Ongoing UI Claims	New UI Claims
Jan-20	2,987	2,905	82	2.7%	7	
Feb-20	2,988	2,913	75	2.5%	18	
Mar-20	3,006	2,933	73	2.4%	14	39
Apr-20	2,812	2,643	169	6.0%	74	30
May-20	2,858	2,685	173	6.1%	91	8
Jun-20	2,768	2,614	154	5.6%	101	7
Jul-20	2,694	2,523	171	6.3%	98	19
Aug-20	2,687	2,512	175	6.5%	82	24
Sep-20	2,651	2,519	132	5.0%	56	13
Oct-20	2831	2701	130	4.6%	66	34
Nov-20	2,850	2,716	134	4.7%	52	41
Dec-20	2,805	2,710	95	3.4%	115	60
Jan-21	2,970	2,766	204	6.9%	16	25
Feb-21	2,881	2,770	111	3.9%	11	6
Mar-21	2,887	2,795	92	3.2%	30	4
Apr-21	2,821	2,741	80	2.8%	6	2
May-21	2,920	2,737	83	2.8%	8	1
Jun-21	2,861	2,756	105	3.7%	8	2
Jul-21	2,744	2,627	117	4.3%	6	1

<b>Labor Force</b>	Persons 16 years and older who are either working or actively looking for work. It excludes active-duty military personnel and the institutionalized population, such as prison inmates.
<b>Employment</b>	Persons 16 years and over in the civilian noninstitutional population who, during the reference week, (a) did any work at all (at least 1 hour) as paid employees; worked in their own business, profession, or on their own farm, or worked 15 hours or more as unpaid workers in an enterprise operated by a member of the family; and (b) all those who were not working but who had jobs or businesses from which they were temporarily absent because of vacation, illness, bad weather, childcare problems, maternity or paternity leave, labor-management dispute, job training, or other family or personal reasons, whether or not they were paid for the time off or were seeking other jobs. Each employed person is counted only once, even if he or she holds more than one job. Excluded are persons whose only activity consisted of work around their own house (painting, repairing, or own home housework) or volunteer work for religious, charitable, and other organizations.
<b>Unemployment</b>	Persons aged 16 years and older who had no employment during the reference week, were available for work, except for temporary illness, and had made specific efforts to find employment sometime during the 4-week period ending with the reference week. Persons who were waiting to be recalled to a job from which they had been laid off need not have been looking for work to be classified as unemployed.
<b>Unemployment Rate</b>	The number unemployed as a percent of the labor force.
<b>Ongoing UI Claims</b>	The number of unique individual claimants living in Kansas receiving regular UI payment, including workshare, reported for the last week of the month or most current data available
<b>New UI Claims</b>	The number of new unique initial claims for claimants living in Kansas, including those on workshare reported for the last week of the month or most current data available

# HARVEY COUNTY LABOR MARKET DATE

January 2020 - July 2021

Month	Labor Force	Employment	Unemployment	Unemployment Rate	Ongoing UI Claims	New UI Claims
Jan-20	17,082	16,541	541	3.2%	60	
Feb-20	17,272	16,732	540	3.1%	68	
Mar-20	17,158	16,694	464	2.7%	65	499
Apr-20	16,779	14,902	1,877	11.2%	928	316
May-20	16,772	15,346	1,426	8.5%	745	61
Jun-20	16,724	15,636	1,088	6.5%	621	119
Jul-20	17,085	16,823	1,262	7.4%	749	161
Aug-20	16,719	15,672	1,047	6.3%	544	129
Sep-20	16,458	15,703	755	4.6%	439	142
Oct-20	17098	16342	756	4.4%	370	240
Nov-20	17,298	16,386	913	5.3%	438	262
Dec-20	16,950	16,382	568	3.4%	768	303
Jan-21	17,072	16,301	771	4.5%	97	176
Feb-21	17,012	16,332	680	4.0%	132	46
Mar-21	17,110	16,523	587	3.4%	306	21
Apr-21	16,942	16,473	505	3.0%	72	14
May-21	17,088	16,530	558	3.3%	71	10
Jun-21	17,272	16,582	690	4.0%	64	19
Jul-21	17,369	16,534	835	4.8%	66	19

<b>Labor Force</b>	Persons 16 years and older who are either working or actively looking for work. It excludes active-duty military personnel and the institutionalized population, such as prison inmates.
<b>Employment</b>	Persons 16 years and over in the civilian noninstitutional population who, during the reference week, (a) did any work at all (at least 1 hour) as paid employees; worked in their own business, profession, or on their own farm, or worked 15 hours or more as unpaid workers in an enterprise operated by a member of the family; and (b) all those who were not working but who had jobs or businesses from which they were temporarily absent because of vacation, illness, bad weather, childcare problems, maternity or paternity leave, labor-management dispute, job training, or other family or personal reasons, whether or not they were paid for the time off or were seeking other jobs. Each employed person is counted only once, even if he or she holds more than one job. Excluded are persons whose only activity consisted of work around their own house (painting, repairing, or own home housework) or volunteer work for religious, charitable, and other organizations.
<b>Unemployment</b>	Persons aged 16 years and older who had no employment during the reference week, were available for work, except for temporary illness, and had made specific efforts to find employment sometime during the 4-week period ending with the reference week. Persons who were waiting to be recalled to a job from which they had been laid off need not have been looking for work to be classified as unemployed.
<b>Unemployment Rate</b>	The number unemployed as a percent of the labor force.
<b>Ongoing UI Claims</b>	The number of unique individual claimants living in Kansas receiving regular UI payment, including workshare, reported for the last week of the month or most current data available
<b>New UI Claims</b>	The number of new unique initial claims for claimants living in Kansas, including those on workshare reported for the last week of the month or most current data available

# KINGMAN COUNTY LABOR MARKET DATE

January 2020 - July 2021

Month	Labor Force	Employment	Unemployment	Unemployment Rate	Ongoing UI Claims	New UI Claims
Jan-20	3,432	3,305	119	3.5%	17	
Feb-20	3,462	3,353	109	3.1%	24	
Mar-20	3,434	3,342	92	2.7%	24	112
Apr-20	3,286	2,968	318	9.7%	168	62
May-20	3,362	3,111	251	7.5%	156	19
Jun-20	3,376	3,177	199	5.9%	145	19
Jul-20	3,433	3,190	243	7.1%	159	22
Aug-20	3,431	3,220	211	6.1%	122	29
Sep-20	3,366	3,212	154	4.6%	86	49
Oct-20	3512	3357	155	4.4%	83	45
Nov-20	3,550	3,367	183	5.2%	89	60
Dec-20	3,477	3,342	135	3.9%	178	98
Jan-21	3,408	3,220	188	5.5%	30	46
Feb-21	3,354	3,214	140	4.2%	43	9
Mar-21	3,340	3,213	127	3.8%	63	4
Apr-21	3,266	3,170	96	2.9%	25	5
May-21	3,356	3,247	109	3.2%	29	9
Jun-21	3,423	3,288	135	3.9%	32	11
Jul-21	3,446	3,289	157	4.6%	24	5

<b>Labor Force</b>	Persons 16 years and older who are either working or actively looking for work. It excludes active-duty military personnel and the institutionalized population, such as prison inmates.
<b>Employment</b>	Persons 16 years and over in the civilian noninstitutional population who, during the reference week, (a) did any work at all (at least 1 hour) as paid employees; worked in their own business, profession, or on their own farm, or worked 15 hours or more as unpaid workers in an enterprise operated by a member of the family; and (b) all those who were not working but who had jobs or businesses from which they were temporarily absent because of vacation, illness, bad weather, childcare problems, maternity or paternity leave, labor-management dispute, job training, or other family or personal reasons, whether or not they were paid for the time off or were seeking other jobs. Each employed person is counted only once, even if he or she holds more than one job. Excluded are persons whose only activity consisted of work around their own house (painting, repairing, or own home housework) or volunteer work for religious, charitable, and other organizations.
<b>Unemployment</b>	Persons aged 16 years and older who had no employment during the reference week, were available for work, except for temporary illness, and had made specific efforts to find employment sometime during the 4-week period ending with the reference week. Persons who were waiting to be recalled to a job from which they had been laid off need not have been looking for work to be classified as unemployed.
<b>Unemployment Rate</b>	The number unemployed as a percent of the labor force.
<b>Ongoing UI Claims</b>	The number of unique individual claimants living in Kansas receiving regular UI payment, including workshare, reported for the last week of the month or most current data available
<b>New UI Claims</b>	The number of new unique initial claims for claimants living in Kansas, including those on workshare reported for the last week of the month or most current data available



# MARION COUNTY LABOR MARKET DATE

January 2020 - July 2021

Month	Labor Force	Employment	Unemployment	Unemployment Rate	Ongoing UI Claims	New UI Claims
Jan-20	5,871	5,707	166	2.8%	16	
Feb-20	5,920	5,765	155	2.6%	12	
Mar-20	6,135	5,985	153	2.5%	25	110
Apr-20	5,847	5,400	477	8.2%	216	74
May-20	6,017	5,664	353	5.9%	183	25
Jun-20	6,127	5,844	283	4.6%	157	18
Jul-20	6,077	5,727	350	5.8%	204	33
Aug-20	6,011	5,716	295	4.9%	123	40
Sep-20	6,062	5,842	220	3.6%	101	43
Oct-20	6,125	5,904	221	3.6%	90	74
Nov-20	6,248	5,968	280	4.5%	106	85
Dec-20	6,084	5,909	175	2.9%	189	91
Jan-21	5,838	5,592	246	4.2%	31	58
Feb-21	5,809	5,620	189	3.3%	42	7
Mar-21	5,741	5,580	161	2.8%	78	2
Apr-21	5,804	5,656	148	2.5%	24	8
May-21	5,978	5,812	166	2.8%	28	3
Jun-21	6,121	5,903	218	3.6%	23	2
Jul-21	6,067	5,803	264	4.4%	21	8

<b>Labor Force</b>	Persons 16 years and older who are either working or actively looking for work. It excludes active-duty military personnel and the institutionalized population, such as prison inmates.
<b>Employment</b>	Persons 16 years and over in the civilian noninstitutional population who, during the reference week, (a) did any work at all (at least 1 hour) as paid employees; worked in their own business, profession, or on their own farm, or worked 15 hours or more as unpaid workers in an enterprise operated by a member of the family; and (b) all those who were not working but who had jobs or businesses from which they were temporarily absent because of vacation, illness, bad weather, childcare problems, maternity or paternity leave, labor-management dispute, job training, or other family or personal reasons, whether or not they were paid for the time off or were seeking other jobs. Each employed person is counted only once, even if he or she holds more than one job. Excluded are persons whose only activity consisted of work around their own house (painting, repairing, or own home housework) or volunteer work for religious, charitable, and other organizations.
<b>Unemployment</b>	Persons aged 16 years and older who had no employment during the reference week, were available for work, except for temporary illness, and had made specific efforts to find employment sometime during the 4-week period ending with the reference week. Persons who were waiting to be recalled to a job from which they had been laid off need not have been looking for work to be classified as unemployed.
<b>Unemployment Rate</b>	The number unemployed as a percent of the labor force.
<b>Ongoing UI Claims</b>	The number of unique individual claimants living in Kansas receiving regular UI payment, including workshare, reported for the last week of the month or most current data available
<b>New UI Claims</b>	The number of new unique initial claims for claimants living in Kansas, including those on workshare reported for the last week of the month or most current data available

# **MCPHERSON COUNTY LABOR MARKET DATE**

**January 2020 - July 2021**

<b>Month</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment</b>	<b>Unemployment Rate</b>	<b>Ongoing UI Claims</b>	<b>New UI Claims</b>
Jan-20	17,054	16,642	412	2.4%	41	
Feb-20	17,212	16,804	408	2.4%	47	
Mar-20	17,611	17,252	359	2.0%	56	290
Apr-20	17,599	16,071	995	5.7%	443	311
May-20	17,166	16,265	901	5.2%	585	62
Jun-20	17,540	16,844	696	4.0%	536	53
Jul-20	17,686	16,914	782	4.4%	484	77
Aug-20	17,599	16,906	693	3.9%	281	112
Sep-20	17,261	16,709	552	3.2%	243	123
Oct-20	17805	17420	565	3.2%	246	171
Nov-20	17,919	17,242	677	3.8%	314	198
Dec-20	17,725	17,245	480	2.7%	178	98
Jan-21	17,548	16,874	674	3.8%	162	67
Feb-21	17,513	17,029	484	2.8%	73	22
Mar-21	17,437	17,006	431	2.5%	176	14
Apr-21	17,123	16,738	385	2.2%	41	14
May-21	17,128	16,735	393	2.3%	48	25
Jun-21	17,434	16,919	515	3.0%	48	7
Jul-21	17,486	16,895	591	3.4%	37	10

<b>Labor Force</b>	Persons 16 years and older who are either working or actively looking for work. It excludes active-duty military personnel and the institutionalized population, such as prison inmates.
<b>Employment</b>	Persons 16 years and over in the civilian noninstitutional population who, during the reference week, (a) did any work at all (at least 1 hour) as paid employees; worked in their own business, profession, or on their own farm, or worked 15 hours or more as unpaid workers in an enterprise operated by a member of the family; and (b) all those who were not working but who had jobs or businesses from which they were temporarily absent because of vacation, illness, bad weather, childcare problems, maternity or paternity leave, labor-management dispute, job training, or other family or personal reasons, whether or not they were paid for the time off or were seeking other jobs. Each employed person is counted only once, even if he or she holds more than one job. Excluded are persons whose only activity consisted of work around their own house (painting, repairing, or own home housework) or volunteer work for religious, charitable, and other organizations.
<b>Unemployment</b>	Persons aged 16 years and older who had no employment during the reference week, were available for work, except for temporary illness, and had made specific efforts to find employment sometime during the 4-week period ending with the reference week. Persons who were waiting to be recalled to a job from which they had been laid off need not have been looking for work to be classified as unemployed.
<b>Unemployment Rate</b>	The number unemployed as a percent of the labor force.
<b>Ongoing UI Claims</b>	The number of unique individual claimants living in Kansas receiving regular UI payment, including workshare, reported for the last week of the month or most current data available
<b>New UI Claims</b>	The number of new unique initial claims for claimants living in Kansas, including those on workshare reported for the last week of the month or most current data available

# RENO COUNTY LABOR MARKET DATE

January 2020 - July 2021

Month	Labor Force	Employment	Unemployment	Unemployment Rate	Ongoing UI Claims	New UI Claims
Jan-20	29,380	28,383	997	3.4%	114	
Feb-20	29,665	28,686	969	3.3%	132	
Mar-20	30,738	29,890	848	2.8%	117	865
Apr-20	30,782	27,649	3,133	10.2%	1,479	698
May-20	30,459	27,977	2,482	8.1%	1,354	188
Jun-20	30,942	28,514	1,978	6.4%	1,210	160
Jul-20	30,757	28,598	2,159	7.0%	1,281	194
Aug-20	29,744	27,783	1,961	6.6%	816	384
Sep-20	30,298	28,721	1,577	5.2%	773	324
Oct-20	30,970	29,515	1,455	4.7%	573	370
Nov-20	31,283	29,611	1,672	5.3%	673	469
Dec-20	30,612	29,515	1,097	3.6%	1,233	504
Jan-21	29,399	27,969	1,430	4.9%	205	299
Feb-21	29,645	28,347	1,298	4.4%	231	45
Mar-21	29,375	28,250	1,125	3.8%	452	36
Apr-21	29,627	28,667	960	3.2%	97	32
May-21	29,712	2,863	1,039	3.5%	128	28
Jun-21	30,214	28,933	1,281	4.2%	117	28
Jul-21	30,136	26,721	1,415	4.7%	105	155

<b>Labor Force</b>	Persons 16 years and older who are either working or actively looking for work. It excludes active-duty military personnel and the institutionalized population, such as prison inmates.
<b>Employment</b>	Persons 16 years and over in the civilian noninstitutional population who, during the reference week, (a) did any work at all (at least 1 hour) as paid employees; worked in their own business, profession, or on their own farm, or worked 15 hours or more as unpaid workers in an enterprise operated by a member of the family; and (b) all those who were not working but who had jobs or businesses from which they were temporarily absent because of vacation, illness, bad weather, childcare problems, maternity or paternity leave, labor-management dispute, job training, or other family or personal reasons, whether or not they were paid for the time off or were seeking other jobs. Each employed person is counted only once, even if he or she holds more than one job. Excluded are persons whose only activity consisted of work around their own house (painting, repairing, or own home housework) or volunteer work for religious, charitable, and other organizations.
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<b>Unemployment Rate</b>	The number unemployed as a percent of the labor force.
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# SEDGWICK COUNTY LABOR MARKET DATE

January 2020 - July 2021

Month	Labor Force	Employment	Unemployment	Unemployment Rate	Ongoing UI Claims	New UI Claims
Jan-20	253,382	243,656	9,726	3.8%	1,473	not available
Feb-20	256,380	246,239	10,141	4.0%	1,937	not available
Mar-20	254,263	245,749	8,514	3.3%	2,324	17,967
Apr-20	270,060	219,653	50,407	18.7%	25,678	8,737
May-20	264,806	225,227	39,529	14.9%	24,408	2,776
Jun-20	259,175	229,396	29,799	11.5%	22,257	2,601
Jul-20	263,046	232,572	30,474	11.6%	20,494	2,732
Aug-20	257,390	229,348	28,042	10.9%	16,233	3,094
Sep-20	251,462	230,032	21,430	8.5%	12,832	3,446
Oct-20	257,794	239,173	18,621	7.2%	10,409	3,454
Nov-20	259,417	239,795	19,622	7.6%	9,559	3,431
Dec-20	251,242	240,154	11,088	4.4%	13,984	6,121
Jan-21	256,932	237,765	18,167	7.1%	3,234	2,851
Feb-21	256,842	239,444	17,398	6.8%	3,896	734
Mar-21	257,172	242,846	14,296	5.6%	6,542	872
Apr-21	255,202	242,047	13,155	5.2%	1,755	486
May-21	256,278	242,424	13,854	5.4%	2,156	395
Jun-21	258,513	242,677	15,836	6.1%	1,940	308
Jul-21	258,550	241,790	16,760	6.5%	1,534	360

<b>Labor Force</b>	Persons 16 years and older who are either working or actively looking for work. It excludes active-duty military personnel and the institutionalized population, such as prison inmates.
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## Sources

<https://public.tableau.com/profile/kdol#!vizhome/KansasLaborForceUnemploymentRatesbyCounty/KansasLaborForceUnemploymentRates>

# SUMNER COUNTY LABOR MARKET DATE

January 2020 - July 2021

Month	Labor Force	Employment	Unemployment	Unemployment Rate	Ongoing UI Claims	New UI Claims
Jan-20	10,923	10,552	372	3.4%	46	
Feb-20	11,068	10,671	397	3.6%	69	
Mar-20	11,007	10,649	358	3.3%	120	637
Apr-20	11,502	9,493	2,009	17.5%	1,160	467
May-20	11,305	9,809	1,496	13.2%	1,055	84
Jun-20	11,175	10,010	1,165	10.4%	967	134
Jul-20	11,426	10,098	1,328	11.6%	958	134
Aug-20	11,183	10,067	1,116	10.0%	747	116
Sep-20	10,940	10,091	849	7.8%	563	110
Oct-20	11,220	10,495	725	6.5%	472	165
Nov-20	11,346	10,532	814	7.2%	456	193
Dec-20	10,941	10,495	446	4.1%	722	240
Jan-21	10,945	10,285	660	6.0%	144	171
Feb-21	10,996	10,297	699	6.4%	160	26
Mar-21	10,956	10,380	576	5.3%	299	18
Apr-21	10,803	10,308	495	4.6%	58	16
May-21	10,920	10,405	515	4.7%	68	16
Jun-21	11,106	10,492	614	5.5%	56	25
Jul-21	11,119	10,453	666	6.0%	60	16

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## Item

### Workforce Centers Operations Update

## Background

The My Reemployment Program (MRP) continued during the month of July to increase foot and phone traffic at all Workforce Centers. The Wichita Workforce Center staff are serving local customers, in person and by phone, as well as supporting the state-wide efforts to work the MRP email inbox and staffing the KansasWorks chat. When a customer is unable to upload a resume to their KansasWorks account or submit their Job Search Plan independently, they reach out to their local workforce center for help.

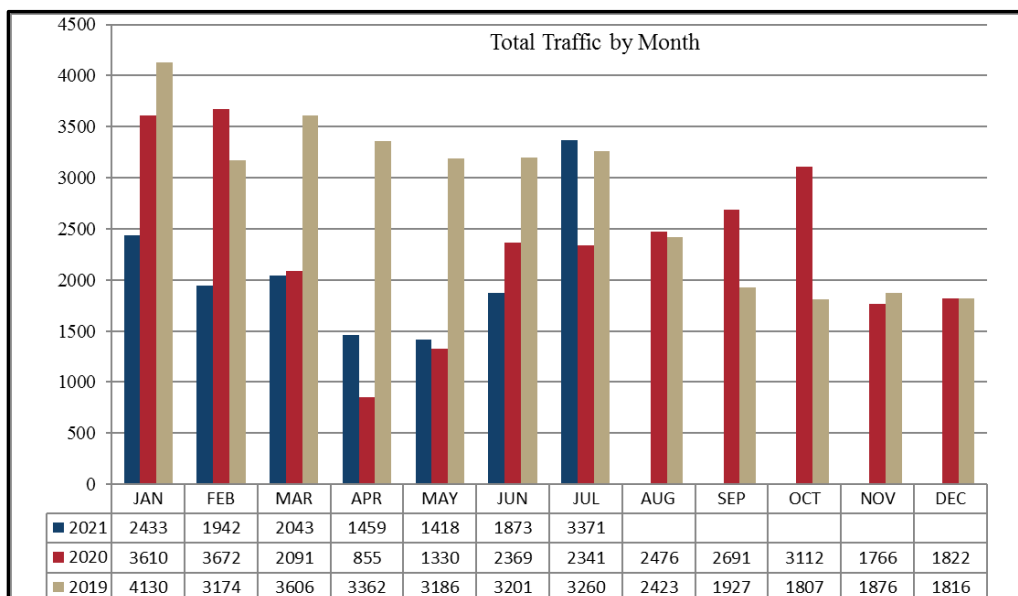
**State-wide** - there were 2,692 new MRP enrollments and 13,603 customer emails. Five Wichita Workforce Center staff assisted with processing documents in the MRP inbox and 96 hours were logged covering KansasWorks chat shifts.

**Local Area IV** - At the Wichita Workforce Center, group orientations were offered Monday through Thursday at 10 am and 2 pm. Customers were able to complete their Job Search Plan in the Public Access Computers (PAC) area and submit their completed documents to the front desk staff. A total of 232 customers' MRP documents were processed from front desk drop offs and group orientations during the month of July. These numbers are in addition to the customers who were assisted through one on one appointments and those that were processed through the MRP email inbox.

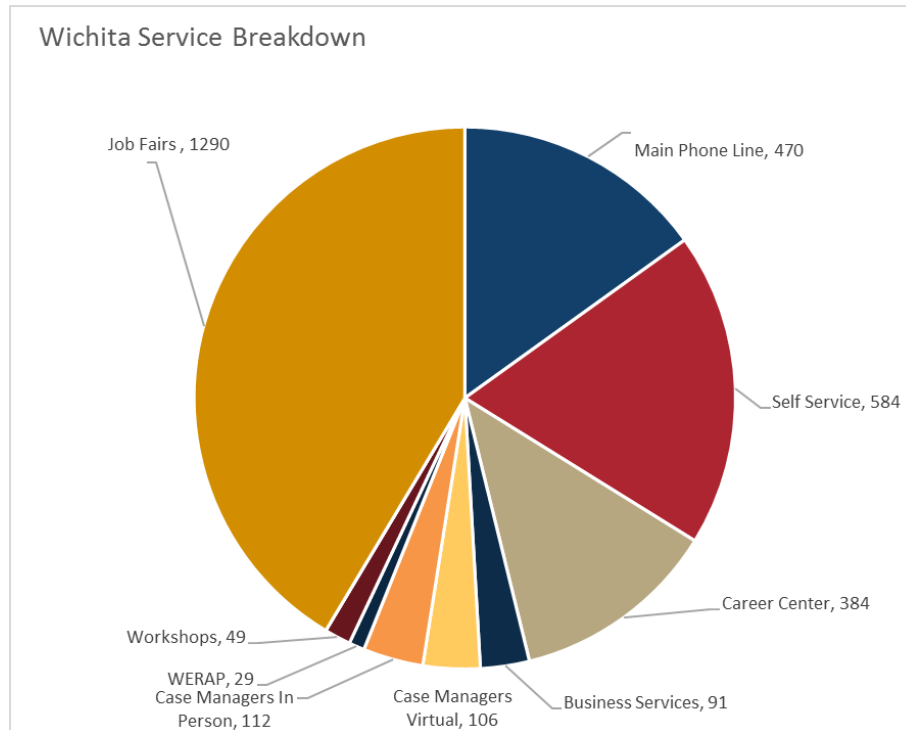
## Overall

The Workforce Centers saw 3,371 jobseekers for various services in the month of July. 70 jobseekers connected via the main phone line (316-771-6800). These conversations lead to 384 virtual and in-person career services provided, 106 virtual services by case managers, and 91 by business services.

**Total Customer Traffic 2021**

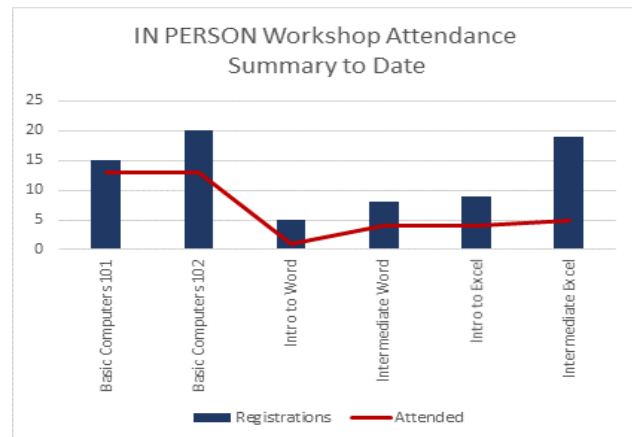
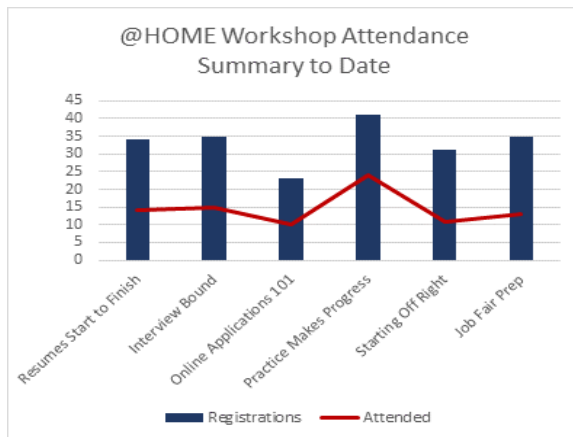


### Wichita Service Traffic Breakdown – July 2021



### Workshops

The Workforce Centers offer three options for job seekers to develop their skills through workshops; 1) prerecorded YouTube mini workshops, 2) six @HOME workshops that can be attended live by zoom and 3) six live, in person, computer workshops. Registrations for the live workshops have been good but follow through on attendance continues to be low. Below are diagrams that illustrate the registration to attendance ratio.



### One Stop Operator Report July 2021

In the month of July staff participated in weekly all Center staff meetings that included:

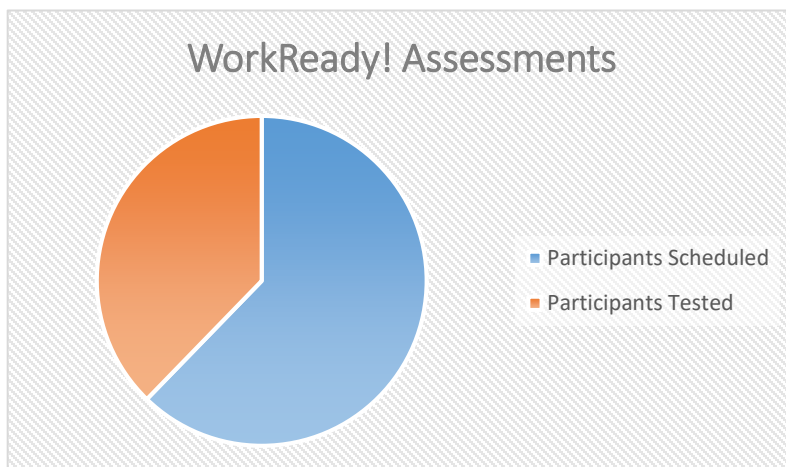
- Technology Education Training for women who have been involved with the justice system. The training is provided virtually through a grant funded program with KU and UMKC.
- Open positions with Berry Companies
- Kansas Leadership Center – practicing KLC concepts around practicing leadership from any position and exploring tough interpretations

Leaders from the Workforce Center and the Kansas Division of Children and Family (DCF) have been meeting to improve collaboration for the benefit of mutual clients. 82 staff attended a virtual joint staff meeting in July to learn about services provided by each organization. The bulk of the meeting was used for small break-out groups where staff discussed customer scenarios to practice applying services from both organizations to wrap around individual clients. The meeting was well received with staff eager to learn and collaborate more.

The One Stop Operator has been working with the Training Team to learn the Eckerd U system to offer online training to Workforce Center staff through Eckerd Connects. The team has identified a schedule of courses that have been rolled out to supervisors to complete in the first quarter. That will allow supervisors to learn the system before rolling the courses out to the remaining staff in the second and third quarters.

### Business Services Report July 2021

In addition to the 407 employer contacts documented in KansasWorks, there were an additional 708 employer contacts made who did not have a KansasWorks account. There were eight job placements with an average wage of \$16.56 along with five companies with On the Job Training (OJT) contracts, resulting in a total of 26 active placements. In July, the Workforce Center hosted seven job fairs that engaged 32 employers and 1,293 job seekers.



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

10 - Testing Sessions

60.6% - % Attendance Rate

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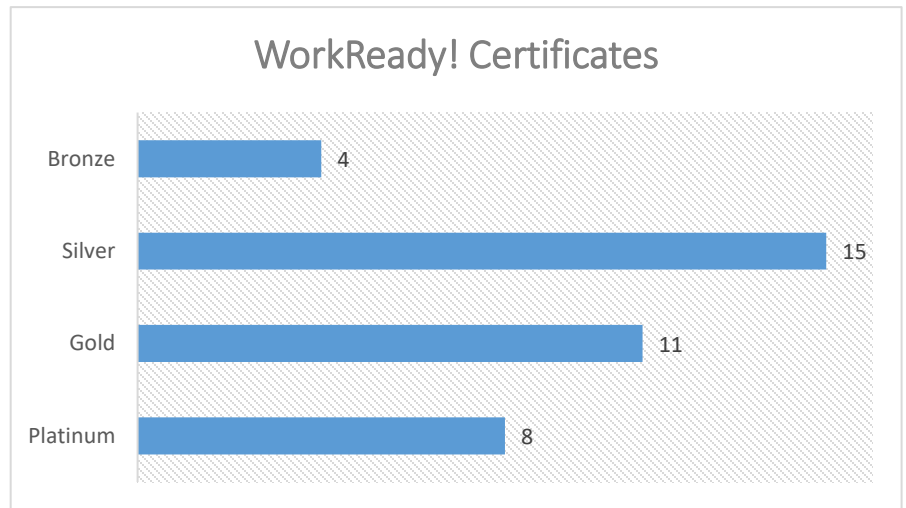
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**WorkReady! Certificates July 2021**

*38 - Certificates Awarded*

*95.0% - % Award Rate*

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*42 – Pre-Employment Skills Assessments Administered*

*44 – Applications Completed*

*407 - Services to Employers*

*709 - Job Postings*

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**Recommended Action**

*Take appropriate action.*

**Item**

Additions to the Eligible Training Provider (ETP) List

**Background**

The following additions were recently added to the Eligible Training Provider List. They were approved by the LWDB Program Operations and Performance Committee at their meeting on September 2, 2021.

**Analysis**

Initial Programs

- Butler Community College: Four initial programs
  - Culinary Arts (ACF Certificate: Sous Chef)
  - Culinary Arts (ACF Certificate: Culinarian)
  - Diesel Technology Certificate
  - Diesel Technology AAS
- WSU Tech: One initial program
  - Healthcare Administration and Management

**Supports Strategic Goals**

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

**Recommended Action**

Receive and file.

**WIOA Eligible Training Provider  
Programs Information  
September 2021**

Provider Name	Program Name	Occupation/ Industry in Area IV	Length of Training	Approximate Cost Per Credit Hour In State	Approximate Total Program Cost	Type of Attainment	\$ Per Hr.	ONET Projected Growth 2018-2028	Recommended Action
<b><i>Pending Initial Programs</i></b>									
Butler Community College	Culinary Arts (ACF Certificate: Sous Chef)	Hospitality	44 Hours	\$141.02	\$6,205.00	Certification	\$21.40	3% Growth	Approve
Butler Community College	Culinary Arts (ACF Certificate: Culinarian)	Hospitality	25 Hours	\$129.90	\$3,247.50	Certification	\$21.40	3% Growth	Approve
Butler Community College	Diesel Technology Certificate	Advanced Manufacturing/Advanced Materials/Aerospace	40 Hours	\$148.88	\$5,955.00	Certification	\$22.34	2% Growth	Approve
Butler Community College	Diesel Technology AAS	Advanced Manufacturing/Advanced Materials/Aerospace	62 Hours	\$139.52	\$8,650.00	Associates	\$22.34	2% Growth	Approve
WSUTech	Healthcare Administration and Management	Healthcare	67 Hours	\$252.27	\$16,902.00	Associates	\$42.83	11% Growth	Approve

**Item**

External Monitoring Report - Regier, Carr and Monroe, LLP (RCM)

**Background**

The Chief Elected Official Board (CEOB) and the Local Workforce Development Board (LWDB) agreed to implement an external monitoring contract to provide an additional firewall to limit potential conflicts of interest. RCM completed its third monitoring and issued its third report in July 2021.

**Analysis**

The attached report summarizes RCM procedures and what was reviewed. Below is a quick summary of the issues identified in the report. The LWDB Program Operations and Performance Committee reviewed the report at its meeting on September 2, 2021.

Self-attestation Eligibility – RCM identified two files for which Basic Career Services Eligibility (BCSE) was required but had not been completed.

Case Notes - RCM identified multiple files in which case notes were inadequate, erroneous, or missing in general.

Service Approvals – RCM identified two files where services were either approved or denied by a supervisor, but inadequate documentation was present to support these decisions.

Follow Up Activities – RCM identified eight clients who should have but did not receive any follow up. They also noted two more, but these were Business Team files and no staff follow up has traditionally been required for these.

Staff is recommending further staff training on case management and follow up services to try to eliminate these issues in the future. A refresher on BCSE is also recommended.

**Recommended Action**

Receive and file.

**Workforce Alliance of South Central Kansas, Inc.**  
**Wichita, Kansas**  
**Report on Agreed-Upon Procedures**  
**July – December 2020**



**Workforce Alliance of South Central Kansas, Inc.**  
**Wichita, Kansas**  
**Report on Agreed-Upon Procedures**  
**July – December 2020**

Independent Accountant's Report  
on Applying Agreed-Upon Procedures

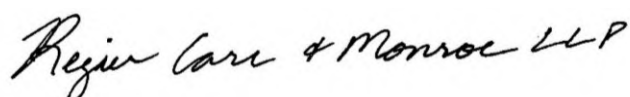
To Management  
Workforce Alliance of South Central Kansas, Inc.

We have performed the procedures enumerated in the attached supplement report, on the delivery of job seeker/participant services in accordance with the Comprehensive Monitoring Guide (CMG) Objective 1.E. for the period of July through December 2020. Workforce Alliance of South Central Kansas, Inc.'s management is responsible for the delivery of job seeker/participant services in accordance with the Comprehensive Monitoring Guide (CMG) Objective 1.E. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and associated findings are described in the attached supplement report.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the delivery of job seeker/participant services in accordance with the Comprehensive Monitoring Guide (CMG) Objective 1.E. for the six-month period ended December 31, 2020. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management of Workforce Alliance of South Central Kansas, Inc. and is not intended to be and should not be used by anyone other than these specified parties.



July 15, 2021  
Wichita, Kansas

**Supplemental to Report on Agreed Upon Procedures  
Workforce Alliance of South Central Kansas, Inc.  
Agreed Upon Procedures and Findings**

**Indicator 1.e.1: Service Delivery**

1. We read program literature to determine what services are available and relevant referral methods. Some of the more prominent information read in relation to the applicable programs included the following:
  - Training and Employment Guidance Letters (TEGL) 03-15 & 19-16
  - Career Center Services / Apprenticeship / WORKReady! Brochures & Flyers
  - Path to Employment Success Flyer
  - Levels of Service Protocol
  - Referral to Other Programs/Partner Referral Protocol
  - Tracking Partner Referrals Protocol
  - Partner Referral Guidelines
  - Basic Career Services – Business Team Referral
  - Program Quick Reference Guide
2. We inquired of program staff/case manager of how they ensure the full range of services is offered to clients.

Staff appeared knowledgeable of programs and procedures. Staff noted that most clients seeking assistance have an interest in training. She discussed the career center and the respective services offered. Staff was aware of the steps required to be referred to the adult and dislocated worker program. Staff mentioned the organization can assist clients in obtaining a GED, if needed, to be eligible for training. During basic career services interview, staff mentioned the Program Quick Reference Guide used to help assist in offering services from different programs.

3. We performed a walkthrough of the customer flow to verify that the process promotes access to the full array of services available through the grant. We determined if walkthrough procedures are consistent with personnel responses and policies and procedures.

We discussed the customer flow with a staff member for the adult and dislocated worker program. Staff was knowledgeable about the flow of the program. Staff was aware the different elements required for the each category such as priority of service, eligibility, assessments, participant service plan, supportive services, training, placement and follow up. For basic career services, staff was knowledgeable about the flow of the program and was aware of the different services offered.

**Indicator 1.e.2: Priority of Service**

4. We read program literature to determine priority of service and how priority populations were established and obtained a listing of the priority service populations which were consistent with the policies and procedures. Some of the more prominent information read in relation to the applicable programs included the following:
  - Training and Employment Guidance Letters (TEGL) 19-16
  - Priority of Service for Veterans and Eligible Spouses Protocol
  - Priority of Service for Veterans and Eligible Spouses Policy
  - Priority of Service Policy
  - Priority of Service Supporting Documentation Protocol
  - Adult Program Priority of Service Verification Forms



**Supplemental to Report on Agreed Upon Procedures  
Workforce Alliance of South Central Kansas, Inc.  
Agreed Upon Procedures and Findings**

**Indicator 1.e.2: Priority of Service (Continued)**

5. We interviewed program staff/case manager to determine how priority service populations are served.

Staff appeared knowledgeable of programs and procedures. Both staff members were knowledgeable about the priority of services. Staff identified potential barriers and priority service criteria during intake/interview process given current requirements for the adult and dislocated worker program.

6. We calculated the percentages of the populations served below based on reports generated by the client of all participants served during July through December 2020 under the Adult and Dislocated Worker programs. Some clients meet multiple priority of services, so each priority is compared to the total served individually and not in the aggregate.

Summary for the AUP Report

Priority of Service	Adult		Dislocated Worker		Total	
	Served	% Served	Served	% Served	Served	% Served
Total Served	1100	100%	731	100%	1831	100%
Eligible Veterans	120	11%	64	9%	184	10%
Individuals with a Disability	123	11%	39	5%	162	9%
Incumbent Workers	0	0%	0	0%	0	0%
Unemployed Individuals	965	88%	717	98%	1682	92%
Employment Barriers:						
Displaced Homemakers	0	0%	0	0%	0	0%
Low-Income Individuals	504	46%	180	25%	684	37%
Older individuals	241	22%	108	15%	349	19%
Ex-offenders	145	13%	68	9%	213	12%
Homeless individuals or runaway youth	23	2%	1	0%	24	1%
Current or former foster care youth	4	0%	46	6%	50	3%
English language learners, individuals with low levels of literacy or facing substantial cultural barriers	75	7%	0	0%	75	4%
Eligible migrant and seasonal farmworkers	2	0%	2	0%	4	0%
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)	26	2%	7	1%	33	2%
Single parents (Including single pregnant women)	237	22%	99	14%	336	18%
Long-term unemployed (27 or more consecutive weeks)	172	16%	45	6%	217	12%

**Indicator 1.e.3: Eligibility**

7. We read the eligibility requirements, including the data collection requirements, outlined in the Funding Opportunity Announcement (FOA) and grant terms and conditions as well as the organization's policies and protocols related to eligibility.

8. We interviewed program staff/case manager to determine how each eligibility requirement is documented.

Staff appeared knowledgeable of programs and procedures. Staff members were knowledgeable about the requirements for each program. Client provided documents are maintained electronically unless there are conflicts of interest. We also interviewed staff in basic career services. Staff was knowledgeable when given different scenarios of when Basic Career Service Eligibility (BCSE) must be done and what services can be provided without doing BCSE.

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**Indicator 1.e.3: Eligibility (Continued)**

9. We selected a statistically relevant sample of the case management services to view participant files and verify the following:
- Required documentation has been maintained in the participant file.
  - Eligibility determination is reasonable based on the information in the participant file.
  - Eligibility is verified prior to providing services.

From the sample of 15 case files:

- Ten clients were enrolled in the adult/dislocated worker program and had the proper documentation in the participant file, eligibility was reasonable and was verified prior to providing services.
- One client only required Basic Career Service eligibility with the services provided.
- One client was enrolled under the TAA program and documents were not available for testing such as driver's license, proof of selective services or eligibility to work in the United States.
- One client came to the center interested in training in October. After eligibility was completed for the dislocated worker program, there was no contact until February 2021 when the client was re-enrolled into the program. There were no case notes stating what happened with the client.
- One client completed Basic Career Service eligibility in October and applied for an apprenticeship. There were no notes during the client's apprenticeship program or if the client completed the apprenticeship. The notes resumed in March 2021 when the client returned for additional services.
- One client had notes referring to another client so determination could not be completed if the proper services were given to the client.

We currently have no followup process for apprenticeship customers (Business Team)

**Indicator 1.e.4: Assessments**

10. We interviewed program staff/case manager to determine how each assessment is performed and the impact of the participant service plan.

Staff discussed the requirements such as my next move, resume, job search, wage information from O\*Net during the interview process. Staff did not mention requiring clients to complete a WorkKey assessment with at least a Silver or Level 4 with an 80% or higher.

11. We viewed a sample of case files and verified assessments gauge participant capacity/aptitude and identified participant skills/interests.

Of the 15 case files, 9 clients had the proper assessments and results to continue with their IEP. Six clients did not have services that required assessments to be done.

12. We viewed a sample of case files to determine if the assessment process is effective in matching participants with appropriate service options to achieve desired outcomes.

Of the 15 case files, 8 clients had the proper assessment results to achieve the desired outcomes. Six clients did not have services that required assessments to be done. One client did not have any documentation noting client's completion through Level 4 in WorkKeys.

**Indicator 1.e.5: Participant Service Plan**

13. We read program literature and determined if a service plan was created for all participants, if the service plan was updated periodically for progress, and if written procedures addressed modifications.

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**Indicator 1.e.5: Participant Service Plan (Continued)**

14. We interviewed staff/case manager to determine whether participants were involved in developing their own service plan and to what extent is the service plan is used to guide services.

Staff seemed aware of the policies/protocol that IEP's are required when clients are pursuing training opportunities. Clients are involved in the creating the IEP's during an interview process. Staff address any barriers with the clients as necessary, and IEP's must be updated at least every 6 months.

15. Interview sample of participants to determine if they participated in developing their service plan, if they are aware of their employment goals, and how the service plan can help them reach those goals.

As stated in #16 below, of the 15 sampled case files, 9 clients had an IEP completed. We attempted to contact all 9 clients by phone to ask them the questions above. Results are as follows:

- Four clients were very pleased with the services and were involved in the process of the IEP.
- Five clients did not return our call.

16. We selected a statistically relevant sample of the case management services to view participant files and verify the following:

- a. Participant service plans were included in the participant file
- b. The participant service plan reflected the needs identified through the assessment process.
- c. The assessment was discussed with the participant and was involved with developing the participant service plan.
- d. The participant service plan included both short-term and long-term goals.
- e. The goals align with the participant performance outcomes identified in the grant (i.e., employed, measurable skills gain, employment retention, credential attainment).
- f. The case notes document that there is ongoing contact between the case manager and the participant, that the participant's progress is being tracked, and that the service plan is updated when any change in circumstances, goals, or planned activities and services occurs.
- g. Any extended lapses in service are explained.

Of the 15 case files, 6 clients did not require an IEP. Eight clients satisfied all of the above criteria. One client had a completed IEP for his CDL training and items a-e listed above were documented correctly. Client file did not include case notes for monthly contact / contact attempts or explanation for lapse in service.

**Indicator 1.e.6: Supportive Services**

17. We read program literature and determined supportive services are an allowable cost and how the Organization worked with partners to provide those services. Some of the more prominent information read in relation to the applicable services included the following:

- Adult Supportive Services Policy
- Adult Needs Related Payments Policy
- Dislocated Worker Supportive Services Policy
- Dislocated Worker Needs Related Payments Policy
- Supportive Service Protocol
- Budget Creation Modification and Deobligation Protocol

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**Indicator 1.e.6: Supportive Services (Continued)**

18. We selected a statistically relevant sample of the case management services to view participant files and verify the following:
- a. Participants who need supportive services were being offered services.
  - b. Supportive services that were provided were done in accordance with FOA guidance and the grant recipient's policies and procedures.
  - c. The case notes and participant files identify the barriers that may prevent the participant from participating in and successfully completing the service plan.
  - d. Evidence that supportive services were provided in accordance with both the plan and the grant recipient's policies and procedures.

Of the 15 case files, 12 clients did not need nor received supportive services. Two clients received supportive services and items a-d listed above were followed. One client had all the required documents filled out for approvals of supportive services but there was no supervisor's signature. Per further inquiry, there was no signature due to the services being denied. It appeared the client had the appropriate paperwork but the case notes did not reflect why or when the services were denied. On the same client, the obligation/budget creation request for one-time payment had the wrong program and funding source noted; however, the services were paid by the correct program and not what was indicated on the request.

**Indicator 1.e.7: Training Services**

19. We read program literature governing training services and obtained an understanding of how the training services are determined, provided, and utilized to meet participant goals. Some of the more prominent information read in relation to the applicable services included the following:
- WIOA Work Based Training Policy
  - Adult and Dislocated Worker Training Policy
  - Adult and Dislocated Worker Transitional Jobs Policy
  - Training Protocol
20. We interviewed program staff/case manager to determine how training determinations are made.

Staff was knowledgeable of the requirements before a client enters training. If a client does not complete training, books and/or tools should be returned and partial refund of tuition should be requested, if applicable. Staff did not appear to know that a partial refund of tuition should be requested but did mention client could transfer tuition to another training at the school. Staff was knowledgeable about the maximum limits for each program.

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**Indicator 1.e.7: Training Services (Continued)**

21. We selected a statistically relevant sample of the case management services to view participant files and verify the following:
- a. Participants are involved in training program selection.
  - b. Training is appropriate for the participant to meet employment goals.
  - c. Training is being completed timely and delays are explained.

Of the 15 case files, 5 clients did not receive training services. Of the 10 clients that received training services, items a-c listed above were followed for 7 clients. The 3 exceptions are described as follows:

- One client never decided on training but the WP was continuing to follow up with client each month. Currently, the client is not attending training and no follow up has been done since March.
- One client went through the required steps for training. There were no case notes indicating whether training was completed. Case notes 3 months after his training was supposed to be complete stated he found another job and no longer wished to continue services.
- One client started training but had to miss a couple days due to health issues. No follow up with the client on completion of training after health issues were resolved.

**Indicator 1.e.8: Placement**

22. We read program literature to determine employment placement requirements and goals.
23. We interviewed program staff/case manager to determine employment placement strategy.

Staff appeared knowledgeable of programs and procedures. Staff encourage clients to look at job availability prior to training. After training, staff assist with resume tailoring and job searches for clients to obtain desired placement.

**Indicator 1.e.9: Follow-up Services**

24. We read program literature to determine the extent of follow up procedures. Some of the more prominent information read in relation to the applicable services included the following:
- WIOA Adult and Dislocated Worker Follow-up Protocol
  - Contact Protocol for Case Manage Customers
  - Closure of Services Protocol - Case Manager to Exit Specialist
25. We interviewed program staff/case manager to verify if the extent of follow up procedures is consistent with policies.

Staff interviewed knew that follow-up should occur once every 90 days for a year after training completion or employment unless a client denies follow up services.



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**Indicator 1.e.9: Follow-up Services (Continued)**

26. We selected a statistically relevant sample of the case management services to view participant files and verify documentation of the follow-up procedures is consistent with policies.

Of the 15 case files, 11 clients did not require follow up services due to in process training or services not requiring follow up. Of the 4 clients requiring following up services, 1 client was provided follow up procedures consistent with the policies. The 3 exceptions are described as follows:

- As stated in #21, one client had no documentation regarding training completion so no follow up either. The client was contacted 3 months later and noted client had found another job and no longer wished to continue services.
- One client completed training in November and no contact attempts from November 2020 to his exit date. WP did not follow up to see if he completed training or received any job offers. The exit specialist confirmed client's training completion and employment status in the exit note.
- One client completed training in October 2020. The WP followed up in November and December but not again until March when the client emailed confirming their job offer. No contact attempts by the WP after December according to the case notes.

**Basic Career Services**

27. We performed walkthroughs of procedures for basic career services by selecting a statistically relevant sample of the basic career services to view participant files and verified the following:

- a. Required documentation has been maintained in the participant file.
- b. Eligibility determination is reasonable based on the information in the participant file.
- c. Eligibility is verified prior to providing services

From the sample of 25 case files, 8 clients were not provided with services that required BCSE (Basic Career Service Eligibility). Of the 17 clients that received services that would require BCSE, items a-c were followed for 7 clients. The 10 exceptions are described as follows:

- Two client notes stated the WP helped with creating a resume and/or completing applications online. BCSE was not documented in the client's file.
- One client requested help with a resume and job application. BCSE was done prior to helping with these services. However, case notes indicate client was referred to the adult program, but no further services were documented in the case notes.
- Three clients had services listed on the WaitWhile list but no case notes indicating those services were actually provided.
- Four exceptions were found with follow ups with the clients:

- One client applied for an apprenticeship and last note says applications were submitted. Follow up on the client's apprenticeship and outcomes were not recorded.
- One client had BCSE done on his first appointment and was also going to be referred to the adult program. WP gave client necessary paperwork to complete, but WP never followed up with the client again.
- One client had BCSE completed on his first appointment and case notes indicated a follow up appointment would be scheduled for resume assistance. No further notes were available to confirm whether follow up appointment occurred.
- One client had BCSE completed timely. WP told the client to be checking his email for the next steps, but an email was not sent to the client.

There is no follow up process for Business Team clients.

Notes contradict this finding.

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**Basic Career Services (Continued)**

28. We selected a statistically relevant sample of the basic career services to view participant files and verify the following:
- a. Participant service plans were included in the participant file
  - b. The participant service plan reflected the needs identified through the assessment process.
  - c. The assessment was discussed with the participant and was involved with developing the participant service plan.
  - d. The participant service plan included both short-term and long-term goals.
  - e. The goals align with the participant performance outcomes identified in the grant (i.e., employed, measurable skills gain, employment retention, credential attainment).
  - f. The case notes document that there is ongoing contact between the case manager and the participant, that the participant's progress is being tracked, and that the service plan is updated when any change in circumstances, goals, or planned activities and services occurs.
  - g. Any extended lapses in service are explained.

Of the 25 case files, 24 clients did not require an IEP. One client satisfied all of the above criteria.

**Internal Monitor**

29. We viewed the internal monitor workpapers and reperformed certain procedures to ensure consistency with the internal monitoring reports.

Due to COVID, the internal monitor report was not available at the time our report was issued so this procedure was not performed.

**Follow up**

30. We followed up and viewed actions taken on the previous monitoring report.

Due to COVID, the internal monitor report was not available at the time our report was issued so this procedure was not performed.

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