



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

ZOOM Only: <https://us02web.zoom.us/j/89995383419>

Wednesday, September 9, 2026 • 11:30 a.m. – 1:00 p.m.

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1. **Welcome and Introductions:** Alana McNary (11:30)
 2. **Kansas Department of Commerce Enhanced Monitoring:** Chad Pettera (11:35) (pp. 2-4)
The Local Workforce Boards in Kansas are all part of an enhanced monitoring exercise of Workforce Innovation and Opportunity Act (WIOA) operations. Staff will share list of requested documents and provide an overview of the monitoring process.
Recommended Action: Take appropriate action.
 3. **Multi-Agency Work Group to Improve Access to Skills Training:** Keith Lawing (11:50) (pp. 5-7)
An update will be provided on the WA Board request for the creation of multi-agency work group to develop recommendations for improving coordination among workforce, education, and financial aid programs and increasing access to skills training opportunities across Kansas.
Recommended Action: Appoint a Workforce Alliance Board member to co-chair work group.
 4. **Executive Session – Consultation with Legal Counsel:** Keith Lawing (12:15 p.m.)
The Executive Committee will consider a motion to recess into executive session to consult with legal counsel regarding potential legal matters. The justification for the executive session is consultation with an attorney for the organization that would be deemed privileged in the attorney-client relationship. The executive session will last no longer than 30 minutes, and the open meeting will resume using the same Zoom meeting link at 12:45 p.m. Executive Committee members, legal counsel, Keith Lawing, and Chad Pettera will participate.
Recommended Action: Approve the motion to recess into executive session and reconvene the open meeting at 12:45 p.m.
 5. **Community Impact Project Updates:** Amanda Duncan (12:45)
 - Youth Employment Project (YEP) / Jobs FORE Youth Golf Tournament (pp. 8-9)
 - Kaufmann Returning Citizen Consortium (RCC) Capacity Building Grant
 - Homeless Veterans' Reintegration Program (HVRP)
 - EPA Brownfields Grant**Recommended Action:** Take appropriate action.
 6. **Consent Agenda:** Keith Lawing (12:55)
 - A. Approval of Meeting Minutes for August 12, 2026 (pp. 10-12)
 - B. Cost Allocation Policy Revisions (pp. 13-22)
 - C. Operations & One-Stop Operator Report for July (pp. 23-29)
 - D. Program Reports - Registered Apprenticeship and Communications (pp. 30-35)**Recommended Action:** Approve the Consent Agenda as presented.
 7. **Adjourn:** Alana McNary (1:00)

The next WA Executive Committee Meeting is scheduled for Wednesday, October 14, 2026 at 11:30 a.m.

KANSASWORKS.com In Partnership with **AmericanJobCenter**

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

Item

Kansas Department of Commerce (KDC) Enhanced Monitoring

Background

WA Staff was notified in mid-August that KDC has hired Witt O'Brien's to conduct an enhanced monitoring of WIOA for all of the Kansas Local Areas. WA staff has been providing the requested pre-visit documents to Witt O'Brien's for the enhanced WIOA Monitoring. WA will provide access to the organizations electronic file system (M-Files) to Witt O'Brien's staff and WA Staff will also upload items not in M-Files to a KDC SharePoint site. WA and Witt O'Briens will have a pre-visit kick off meeting on September 11th followed up by an onsite review September 15th and 16th.

Analysis

Item #	Desc	Who	Provided
Organizational Structure and Governance			
1.1	Organizational Chart	Chad	X
1.2	LWDB Board Roster	Shirley/Chad	X
1.3	Contractors Info (Goodwill, CPRF, Youth providers, AGH, etc.)	Janet	X
1.4	MOU's Organization agreements- AGH, Bylaws, CEOB, Goodwill, Youth Providers	Janet/Chad	X
1.5	Policies	Janet	X
1.6	Board Minutes	Shirley/Chad	X
1.7	Grant Award Notices	Chad	
Financial Management and Internal Controls			
2.1	Financial Polices	Janet	X
2.2	Fiscal Controls/Procedures	Janet	X
2.3	Chart of Accounts	Chad/AGH	X
2.4	General Ledger	Chad/AGH	X
2.5	Bank Statements	Chad	X
2.6	Project Budgets	Chad	X
2.7	Audit- Most Recent	Chad	X
2.8	Monitoring/Reviews	Janet/Chad	X
2.9	Fiscal Policies	Janet	X
Cost Allocation and Shared/Braided Costs			
3.1	Cost Allocation Plan	Janet	X
3.2	Documentation Showing all Funding Sources	Chad	X
3.3	Allocation Policy	Janet	X
3.4	Supporting Documentation for Allocation Bases	Chad	X
3.5	Benefit Info	Chad	X
3.6	Braded Funding ID	Chad	X
3.7	Procedures Governing the Assignment of Expenditures Among Multiple Funding Sources	Chad	X
3.8	Documentation of Supporting Costs	Janet/Chad	X
Personnel Costs			
4.1.a	Employee Name and Title of those charged to WIOA	Chad	X
4.1 b	Employee Timesheets	Chad	After Selection
4.1.c	WIOA Program/Funding Stream	Chad	X

4.1.d	Time Logs	Chad	After Selection
4.1.e	Other Funding Streams	Chad	X
4.2	Payroll Policies	Janet	x
4.3	Compensation Support	Chad	After Selection
4.4	Timesheets	Chad	After Selection
WIOA Expenditures and Direct Participant Services			
5.1	Project Reports	Chad	X
5.2	Project Reports/Fiscal Reports	Chad	X
5.3	KS Expenditure Requirements	Chad	X
5.4	General Ledger	Chad/AGH	X
5.5	Training Polices	Janet	X
5.6	Supportive Documents		After Selection
Participant Eligibility, Enrollment, and Services			
6.1	Eligibility Policies	Janet	X
6.2	Eligibility Forms/Procedures	Janet	X
6.3	Priority of Service	Janet	X
6.4	Participant Roster	Janet	X
6.5	Funding Source Determination/Case Files	Janet	After Selection
6.7	Co Enrollment Policies/Procedures	Janet	X
6.8	Documentation regarding co-enrollment rates if maintained		After Selection
6.8	Participant Files		After Selection
Service Delivery and Program Operations			
7.1	Description of WIOA Service Model	Janet	X
7.2	List of Organizations providing WIOA Services	Janet	X
7.3	Case Management/SS Policies Procedures	Janet	X
7.4	Staff Determine Appropriate Funding Source/Case Files	Janet	After Selection
7.5	Report Showing the # of Individuals Receiving WIOA Funded Services	Janet	X
7.6	Reports or other documentation Comparing WIOA-Funded Service Activity with Services Funded Through Other Workforce Programs, Where Available	Chad	X
7.7	Referral Policies	Janet	X
7.8	Performance Reports	Janet	X
Contracts, Procurement, and Subawards			
8.1	Procurement Policies	Janet	X
8.2	WIOA Contracts- List	Janet	X
8.3	Procurement selection Documentation	Chad	X
8.4	Copies of Awards	Chad	X
8.5	Monitoring of Subawards	Janet	X
8.6	Supportive Invoices	Chad	After Selection
Performance, Data Quality, and Reporting			
9.1	WIOA Data Entry Policies	Janet	X
9.2	Internal QA on Participant Performance/Case Files	Janet	After Selection
9.3	WIOA Performance Reports	Janet	X

9.4	Fiscal Reports	Chad	X
9.5	Documentation Reconciling Reported Financial Information to the Accounting System/General Ledger	Chad/AGH	X
9.6	Data Validation Reports		
9.7	Procedures for Documenting Participant Characterizes, Barriers, Service, Outcomes	Janet	X
9.8	Data Quality Issues and Actions		
Prior Monitoring and Corrective Actions			
10.1	Federal/State Monitoring reports	Janet	X
10.2	Response to Monitoring Reports	Janet	X
10.3	Corrective Action Plans (CAPS)	Janet	X
10.4	Closure of Prior CAPS	None	N/A
10.5	Closure of Prior CAPS	None	N/A
10.6	Unresolved Findings	None	N/A
10.7	Internal Reviews or Corrective Actions Initiated by Board	Janet	X
Prior Monitoring and Corrective Actions			
11.1	List of Key Staff	Chad	X
11.2	Primary Contact Who Will Coordinate Document Requests	Chad/Janet	X
11.3	List of Known Compliance Fiscal etc. Issues		
11.4	Any Other Fiscal Documents		

Recommended Action

Receive and File.

Kansas Workforce Education & Skills Training Cross-System Leadership Group

Local Workforce Board-Led Framework DISCUSSION DRAFT

Purpose

The Kansas Workforce Education & Skills Training Cross-System Leadership Group will be a locally driven, statewide collaboration led jointly by Kansas' three Local Workforce Development Boards (LWDBs) and their Chief Elected Officials Boards (CEOBs). Its purpose is to develop practical recommendations to improve coordination among workforce, education, financial aid, human services, and employer partners and increase access to skills training that leads to quality employment, career advancement, job growth, and economic expansion across Kansas.

The Leadership Group will focus on better aligning existing resources, reducing duplication, improving customer navigation, strengthening local and state partnerships, and identifying issues that can be addressed through local action as well as those requiring cooperation from state agencies or statewide systems. The intent is to strengthen the KANSASWORKS network from the local level up, while inviting state partners to participate in areas where their programs, policies, and resources intersect with local service delivery.

Formation and Shared Leadership

The Leadership Group should consist of approximately 11-13 members and not exceed 15. Rather than being convened by a single state agency, the effort will be jointly sponsored by the three Kansas LWDBs, with leadership intentionally shared among the boards and local elected officials.

- **Two Employer Co-Chairs:** Two of the LWDBs will each nominate an employer/business member from their boards to serve as Co-Chairs, reinforcing that the work remains employer-led and demand-driven.
- **Lead Staff Facilitator:** The third LWDB will designate the lead staff facilitator to organize meetings, guide the work plan, and keep the group focused on the December deliverable. Administrative support will be shared among the three LWDBs.
- **LWDB Leadership Team:** The executive directors/senior leaders of all three LWDBs will support the Co-Chairs and facilitator and coordinate outreach to system partners.
- **CEOB Engagement:** Each LWDB will engage its Chief Elected Officials Board and identify local elected official representation or participation. CEOB members bring the perspective of local government, regional economic development, and WIOA governance and fiscal accountability, including the potential responsibility of participating local governments for repayment of disallowed WIOA costs.
- **Partner Invitations:** The Co-Chairs and LWDB leadership team will jointly invite key state and system partners to designate representatives or participate as technical advisors, creating broad ownership without requiring any single agency to sponsor or control the effort.

Guiding Principles

- Employer-led and responsive to local and regional labor market demand.
- Locally driven with shared statewide ownership among the three LWDBs and CEOBs.
- Customer-centered, with a focus on economic mobility and access to quality employment.
- Focused on collaboration, alignment, and better use of existing resources.
- Practical, data-informed, and oriented toward recommendations that can be implemented.

Role of the Leadership Group

The Leadership Group will serve as a cross-system forum for local workforce leaders, elected officials, employers, and partner organizations to identify barriers and develop recommendations. It will not administer programs or supersede the statutory authority of participating agencies. The group should distinguish between improvements that can be implemented locally through KANSASWORKS, One-Stop Committees, Local Plans, MOUs, co-enrollment, and integrated service delivery, and issues that require coordination or action by state agencies and statewide partners.

Focused Charge

- Identify the most significant barriers that prevent Kansans from efficiently accessing and combining workforce, education, financial aid, and supportive-service resources.
- Recommend practical strategies to improve referrals, co-enrollment, resource braiding, customer navigation, and alignment of training investments across programs.
- Identify actions the three LWDBs and their partners can implement locally, along with a limited set of issues that require engagement or action by state agencies or statewide systems.
- Produce a concise set of recommendations and an implementation roadmap that can inform Local Plans, One-Stop partnerships, state workforce discussions, and transition priorities for state leadership in 2027.

Membership Framework

Core Leadership and Local Representation

- Two employer/business Co-Chairs nominated by participating LWDB Boards.
- Lead staff facilitator designated by the third LWDB, with shared administrative support from all three LWDBs.
- Representation from all three Kansas LWDBs.
- Local elected official/CEOB representation, with an emphasis on geographic balance and WIOA governance responsibility.

Cross-System Partners

- Kansas Department of Commerce
- Kansas Department for Children and Families
- Kansas Board of Regents
- Kansas State Department of Education
- Kansas Department of Corrections
- Level Up Kansas Executive Director

Additional Employer / System Representation

- One to two additional employers or business leaders may be invited as needed to ensure industry and geographic diversity while keeping the core group within the 11-13 member target.

Technical Advisors - As Needed

The Co-Chairs may invite subject matter experts from the Kansas Department of Labor, K-12 and postsecondary education, Adult Education, Career & Technical Education, Vocational Rehabilitation, KANSASWORKS Workforce Centers, Registered Apprenticeship, economic development organizations, financial aid programs, industry associations, and community organizations when their expertise is relevant to a specific topic. Technical advisors would not need to serve as standing members.

Timeline and Deliverable

- August 2026 - Confirm support from the three LWDBs and CEOBs; identify Co-Chairs, facilitator, and initial membership.
- September 2026 - Convene the Leadership Group; review the Kansas Skills Training Funding Inventory and identify priority coordination barriers.
- October 2026 - Develop local and cross-system strategies for funding alignment, referrals, co-enrollment, customer navigation, and employer engagement.
- November 2026 - Review and refine a focused set of recommendations and implementation priorities.
- December 15, 2026 - Complete a concise summary report with findings, recommended local actions, issues requiring state/system engagement, and an implementation roadmap that can inform 2027 planning and leadership transitions.

Desired Outcomes

- A shared agenda among Kansas' three LWDBs and local elected officials for improving access to skills training.
- Stronger coordination among KANSASWORKS, education, financial aid, human services, and employer partners.
- Clearer distinction between actions that can be implemented locally and barriers requiring state-level cooperation.
- Better use of existing public and private resources to connect more Kansans to credentials, skills, and quality jobs.
- A practical product that can be used by local boards, state partners, and incoming state leadership to support workforce participation and economic growth.

Item

2026 Jobs FORE Youth Golf Tournament

Background

Since 2013, the Workforce Alliance has coordinated a golf tournament every year to raise funds for youth employment services and programs. Last year, over \$25,000 was raised to support youth internships and work experiences in South Central Kansas.

Analysis

The 14th annual Jobs FORE Youth Golf Tournament presented by Meritrust Credit Union is scheduled for Monday, September 14th at Willowbend Golf Club.

The following is a list of sponsors and team registrations:

Presenting Sponsor		Sponsorship Level
Meritrust		\$3,000.00
<i>Total</i>		\$3,000.00
Registration Sponsor		Sponsorship Level
Envision		\$2,000.00
<i>Total</i>		\$2,000.00
Event Sponsors (\$1,750)		Sponsorship Level
AGH		\$1,750.00
Boeing Wichita		\$1,750.00
CPRF		\$1,750.00
Elite CDL		\$1,750.00
KWCH (In-Kind)		-
NECA		\$1,750.00
NextEra Energy		\$1,750.00
Plumbers & Pipefitters		\$1,750.00
Rusty Eck (In-Kind)		-
<i>Total</i>		\$12,250.00
Prize Donations		
Milwaukee Tool	Issa Group	
NextEra Energy	WSU	
Beverage Cart Sponsors		Sponsorship Level
Forvis Mazars		\$1,000.00
<i>Total</i>		\$1,000.00
Hole Sponsors		Sponsorship Level
Adam Jones Law Firm		\$250.00
Bombardier		\$200.00
Credit Union of America		\$250.00
IMA *		\$200.00
KLC		\$250.00

PEC *	\$200.00
Manpower *	\$200.00
NIAR *	\$200.00
Sheet Metal Workers *	\$200.00
South Central Building Trades Council *	\$200.00
Textron Aviation *	\$200.00
WMA	\$250.00
<i>Total</i>	<i>\$2,600.00</i>
Total Sponsorships	\$20,850.00

Team Registrations

Airxcel # 1	\$850.00
Airxcel # 2	\$850.00
Bombardier - Defense #1	\$850.00
Bombardier - Defense #2	\$850.00
Bombardier #3	\$850.00
Bombardier #4 *	\$800.00
Center Industries	\$850.00
Dondlinger Construction	\$850.00
Goodwill	\$850.00
IBEW #1	\$850.00
IBEW #2	\$850.00
IBEW #3	\$850.00
IBEW #4	\$850.00
IBEW #5	\$850.00
IMA *	\$800.00
Manpower *	\$800.00
NIAR #1 *	\$800.00
NIAR #2	\$850.00
PEC *	\$800.00
Pyxis	\$850.00
Remediation Contractors	\$850.00
Sheet Metal Workers *	\$800.00
TEC Systems	\$850.00
Textron Aviation *	\$800.00
South Central Building Trades Council *	\$800.00
Vermillion	\$850.00
<i>Total Team Registrations</i>	<i>\$21,700.00</i>
GRAND TOTAL	\$42,550.00

* Package Hole/Team Sponsorships

Recommended Action

Receive and file.



Workforce Alliance Local Workforce Development Board (LWDB)

Executive Committee Meeting Minutes

August 12, 2026 – 11:30 AM

The Workforce Alliance (WA) Executive Committee met at the Wichita Workforce Center, 2021 N. Amidon and virtually via Zoom on August 12, 2026. Board Chair Alana McNary welcomed attendees and called the meeting to order.

1. Multi-Agency Work Group to Improve Access to Skills Training

An update was provided on the WA Board request for the creation of multi-agency work group to develop recommendations for improving coordination among workforce, education, and financial aid programs and increasing access to skills training opportunities across Kansas.

- Feedback from Commerce leadership suggest the issue may be more appropriately addressed at the local level rather than through state involvement.
- Concern was expressed that limiting conversations to individual local areas would create duplication for state agencies and reduce statewide coordination.
- A recommendation was presented to move forward with the original vision by:
 - Inviting the other two Kansas workforce boards to participate as equal partners.
 - Creating a collaborative planning process among all three workforce boards.
 - Including state agencies, education providers, workforce system partners, and State Workforce Board members who wish to participate.
- The ultimate goal is to improve access to skills training programs and workforce development opportunities beyond traditional funding streams.
 - A report or blueprint could be developed by late fall that would define effective workforce system practices, identify opportunities for improvement and serve as a resource for incoming state leadership and legislators.

Discussion:

- Concerns were raised about potential future state workforce restructuring, including the possibility of moving to a single statewide workforce delivery model.
- Need to proactively shape the future workforce system rather than react to future policy changes.
- Several partners and stakeholders have already expressed interest in participating, including representatives from DCF, adult education, and other workforce-related organizations.
- Staff to contact the other two Kansas workforce boards and invite them to participate in the collaborative planning process.
- WA staff to extend invitations to State Workforce Board members, DCF representatives, KBOR representatives, adult education providers and additional workforce partners interested in participating.
- Planning group to work toward producing a workforce system report/blueprint by October-December.
- Members agreed the potential benefits outweigh the concerns, particularly if more individuals can access training and employment opportunities.
- Workforce needs in healthcare, manufacturing, and other high-demand sectors were highlighted as drivers for the initiative.
- The Committee discussed strategies to interact and increase awareness with local, state and federal policy makers on employment and skills education programming and WA outcomes and community impact. Strategies will continue to be researched and discussed.

2. **Workforce Alliance Committee Assignments / Revenue Generation**

- WA Committees and their memberships were reviewed to formalize committee assignments and evaluate areas where additional participation is needed.
 - Executive Committee membership size and representation.
 - Program Operations & Performance (POP) Committee needs additional members to serve; some candidates need to be identified.
- Chair Alana McNary appointed Toni Porter, Jobs for America's Graduates - Kansas (JAG-K), to the WA Youth Employment Committee.
- Future Fundraising and Revenue Generation Strategies Discussion
 - A potential partnership with Gilley's was discussed at the last Revenue Generation Task Force Committee meeting as an opportunity for future fundraising events and community engagement. Gilley's had previously supported workforce efforts, including serving as a title sponsor for last year's golf tournament.
 - Committee members generally supported exploring the opportunity further.
 - Gilley's leadership will be contacted to discuss possible fundraising and partnership opportunities.
 - Revenue Generation Task Force to evaluate event-based fundraising concepts and bring recommendations to a future meeting. The next Revenue Generation Task Force meeting will be scheduled soon.

3. **Community Impact Project Updates**

Youth Employment Project (YEP) and Jobs FORE Youth Golf Tournament

- Camp HYPE (Helping Youth Prepare for Employment)
 - Students participated in workplace tours and career exploration experiences.
 - Additional camps scheduled this summer included a Technology / Finance Camp, Boeing Camp, Textron Camp and McConnell Air Force Base Camp.
 - WA staff have intentionally increased partnerships that support foster youth participation.
- Jobs FORE Youth Golf Tournament, September 14th at Willowbend – Event funds support YEP.
 - Sponsorship progress includes Meritrust Credit Union the Presenting Sponsor and Envision the Registration Sponsor. Sponsorships and team registration opportunities remain.
 - Outreach efforts continue with employers and workforce partners throughout the region; committee members were encouraged to participate and promote within their networks.
- Kaufmann Returning Citizen Consortium (RCC) Planning Grant - The coalition received a capacity-building award to support continued development and implementation strategies. Coalition partners will pursue multiple funding opportunities to advance project goals.
- Homeless Veterans' Reintegration Program (HVRP)
 - Outreach strategies are being revised to better reach eligible veterans to includes those considered at-risk (facing housing instability) rather than currently unhoused.
- EPA Brownfields Grant
 - New participants continue entering training programs toward environmental related career fields. Program completion and employment outcomes remain on target.
- Child Care Employer Convening
 - The WA has been working with Child Start on a series of convenings focused on employer-supported child care models, state and federal tax incentives and Tri-Share child care strategies and workforce participation impacts.
 - The goal of the upcoming convening is to gather employer feedback, develop consensus around potential policy recommendations and identify priorities for future legislative discussions.

Report was received and filed.

4. **Consent Agenda**

Approval of meeting minutes for July 8, 2026, Workforce Center operations / one-stop operator update for June and WA program reports for Fair Chance, Registered Apprenticeship and Communications were presented to the Committee for review and/or approval.

Kathy Jewett (Tony Naylor) moved to approve the Consent Agenda as presented. Motion adopted.

Adjournment

The meeting was adjourned at 12:24 PM.

Attendees:

LWDB Executive Committee Members

Cheryl Childers via Zoom
Michele Gifford via Zoom
Kathy Jewett
Pat Jonas
Alana McNary, Chair
Alex Munoz via Zoom
Tony Naylor
Luis Rodriguez via Zoom
Chip Schellhorn via Zoom

Staff/Guests

Marcy Aycock
Amanda Duncan
Denise Houston
Keith Lawing
Shirley Lindhorst
Chad Pettera
Erica Ramos. Kansas Dept. of Commerce

Item

Cost Allocation Policy Revisions

Background

The WA's Cost Allocation Policy has not been revised since implemented in 2023.

Analysis

WA staff has reviewed the Cost Allocation Plan to update for changes in personnel and update how indirect and direct charges are allocated based on the type of expense.

The WA Finance Committee reviewed and approved the changes at its meeting on August 24th.

Recommended Action

Approve the Cost Allocation Policy Changes.

Workforce Alliance of South Central Kansas, Inc.
Statement of Compliance with 2 CFR 200.430(a)(1)(2) & (3)

Each staff member will maintain time and effort documentation through timesheets that document actual work time that reflects the program/grant of work benefiting from the effort. Timesheets track hours worked by programs/grants daily during a two-week period. Timesheets are signed by each employee and are submitted every two weeks for review by their supervisor. If the supervisor approves the timesheet, the supervisor approves and signs it and sends it to Human Resources for review, processing, and approval by the Chief Operations Officer and the President and CEO. Once the payroll is approved, it is sent to our contracted payroll provider for review and approval for processing. If the vendor approves the payroll, it is processed for payment. Staff will also track leave time, whether it is either paid or unpaid leave. Employees submit request(s) for use of leave time to their supervisor through a leave request document. If the leave time is approved and taken, those leave documents are also submitted with their timesheets to ensure accurate tracking of leave benefits.

COST POLICY STATEMENT
Workforce Alliance of South Central Kansas, Inc.
(Workforce Alliance)
300 W Douglas, Suite 850, Wichita, KS 67202
316-771-6600

I. General Accounting Policies

- A. Is a Non-Profit 501(c)3 Organization
- B. Basis of Accounting - Accrual Basis
- C. Fiscal Period - July 1 through June 30
- D. Allocation Basis for Individual Cost Elements - Direct Allocation Basis
- E. Indirect Cost Rate Allocation Base – Direct Allocation Method
- F. Workforce Alliance of South Central Kansas, Inc. maintains adequate internal controls to ensure that no cost is charged both directly and indirectly to Federal contracts or grants, except as described below in specific situations.
- G. Workforce Alliance of South Central Kansas, Inc. outsources its accounting functions, and the CPA firm uses Sage 100 with modifications for its accounting system.
- H. Workforce Alliance of South-Central Kansas, Inc. accumulates all indirect costs and revenues in accounts titled, "Indirect Cost-Expense" and "Indirect Cost-Revenue" respectively. If the Indirect Cost-Expenses/Revenue is associated with a cost limited item, such as WIOA Administration, those costs will be categorized as such to identify and track those costs for compliance.

II. Description of Cost Allocation Methodology

A. Salaries and Wages

- a. Direct Costs- The majority of Workforce Alliance's employees direct charge their salaries and wage costs since their work is specifically identifiable to specific grants, contracts, or other activities of the organization, such as providing specific grant funded services or conducting fund raising.

~~b. Indirect Costs- The following staff charge 100% of their salary and wage costs indirectly:~~

- ~~i. IT Manager~~
- ~~ii. Help Desk Support~~
- ~~iii. Facilities Coordinator~~

~~e.b.~~ Mixed Charges- The following employees may charge their salary or wage costs both direct and indirectly:

- i. President and CEO
- ii. VP/Chief Operating Officer
- iii. VP/Business Development Officer
- iv. Fiscal Controller

~~v. IT Manager~~ ~~HR Specialist~~

~~v.vi.~~ ~~Facilities Coordinator~~

vi-vii. Digital Media Specialist

The distinction between direct and indirect is primarily based on functions performed. For example, when the positions shown are performing functions that are necessary and beneficial to all programs and hard to identify, they are indirect. When functions are specific to one or more similar programs, they are direct because they do not benefit all programs.

If a program has specific cost limits for administrative services, those activities and limits will be tracked to ensure compliance.

Auditable labor distribution reports which reflect the actual activities of employees are maintained to support the mix of direct/indirect charges. The time records are certified by the President and CEO or his designee.

B. Fringe Benefits

Workforce Alliance contributes to the following fringe benefits for its employees:

- a. Unemployment insurance- Is filed and paid to the State of Kansas at rates established by the State of Kansas based on the organization's state balance and usage. Workforce Alliance's accounting system tracks fringe benefit costs by individual employee and charges those costs directly or indirectly in the same manner as salary and wage costs are recorded.
- b. Workers' compensation- Is paid directly to The Hartford based on premiums calculated according to past history of claims. Costs are charged direct or indirect based on the past month's labor charges.
- c. FICA- is a federal payroll tax that is split by each employee's labor charges and submitted biweekly electronically to the IRS.
- d. Health/Dental Insurance- The organization contributes to the health and dental insurance costs of each employee. Those costs are allocated in the same manner as their benefit withholdings during the previous month.
- e. AD&D/Life Insurance- The organization pays for each employee to have a \$25,000 in AD&D/Life Insurance policy. Those costs will be pro-rated based on the direct/indirect labor hours charged to the benefiting programs during the previous month.
- f. Matching Contributions to retirement plan- The organization provides a retirement contribution match of up to 3% of the employee's contribution (unless otherwise specified in an employment contract). Those costs will be pro-rated based on the direct/indirect labor hours charged to the payroll period of the match contribution.
- g. Health Membership- The organization provides a match for a health membership to the local YMCA as a benefit and to help reduce health

care costs. The cost of the health membership is allocated direct and indirect based on the previous month's labor hours.

Treatment of Paid Absences- Paid Time Off, Long Term Sick Leave, Bereavement Leave and Holiday Pay are considered part of the wage and salary costs and are allocated in the same percentages as the individual's direct costs recorded during the same time period as the occurrence of the paid absence. Workforce Alliance's accounting system records paid absences as direct or indirect when used during a payroll period.

C. Rent

- a. Rent will be considered a direct or indirect cost depending on the function performed by the occupied space. Direct rent costs will be allocated by using square footage and direct labor hours of the employees occupying the space during the previous month. Indirect rent costs will be space used by the employees charging to indirect costs. The costs for indirect space will be charged to the indirect cost pool.
- b. The Workforce Alliance does sublet to other program partners; those costs are direct charged. Those reimbursements for rent will be posted as direct expense reduction.

D. Building Enhancement

Building Enhancement will be considered an indirect cost unless a specific program(s) benefits from the enhancement. If specific program(s) benefit from the expenditure, the cost will be allocated based on the labor hours charged to those programs during the previous month.

E. Security

Security is provided at one location in Wichita Kansas. Those costs will be considered a direct or indirect cost and allocated on the same basis as rent cost.

F. Utilities

Electricity, natural gas, trash, sewer, water, phone and data, when not included in a lease, is allocated as direct or indirect based on the location and is allocated on the same basis as rent.

G. Insurance

Officers and directors, general liability, and other insurance (other than employee benefits) is classified as an indirect cost.

H. Office Supplies

- a. To the maximum extent possible, office supplies and materials are directly charged to the contract/grant which uses the supplies or materials. If more than one program benefits, the costs will be pro-rated based on the direct labor hours charged to the benefiting programs during the previous month.
- b. Supplies for which benefit is hard to establish, or used by staff who are engaged in indirect activities, will be charged on an indirect basis.

I. Office Equipment

To the maximum extent possible, office equipment costs are directly charged to the contract/grant which uses the equipment or materials. If more than one program benefits, the costs will be pro-rated based on the labor hours charged to the benefiting programs during the previous month. Office equipment which benefits all programs, or used by staff who are engaged in indirect activities, will be charged on an indirect basis.

J. Postage

- a. To the maximum extent possible, postage costs are directly charged to the contract/grant which uses the postage. If more than one program benefits, the costs will be pro-rated based on the labor hours charged to the benefiting programs during the previous month.
- b. Postage which benefits all programs, or used by staff who are engaged in indirect activities, will be charged on an indirect basis.

K. Dues and Subscriptions

- a. To the maximum extent possible, dues and subscriptions are directly charged to the contracts/grants which use or benefit from the item. If more than one program benefits, the costs will be pro-rated based on the labor hours charged to the benefiting programs during the previous month.
- b. Dues or Subscriptions which benefit all programs, or used by staff who are engaged in indirect activities, will be charged on an indirect basis.

L. IT Supplies

- a. To the maximum extent possible, IT supplies are directly charged to the contracts/grants which use or benefit from the item. If more than one contract/grant benefits, the costs will be pro-rated based on the labor hours charged to the benefiting programs during the previous month.

- b. IT Supplies for which the benefit is hard to identify, or used by staff who are engaged in indirect activities, will be charged on an indirect basis.

M. IT Licenses

- a. IT licenses that are for end users will be charged directly to contracts/grants based on the labor hours charged to the benefiting program during the previous month.

~~b. IT Licenses that are for servers will be charged on an indirect basis.~~

~~e.b.~~ IT Licenses for which the benefit is hard to identify, or used by staff who are engaged in indirect activities, will be charged on an direct/indirect mix basis based on labor hours.

N. IT Contracts

- a. IT Contracts that are for end users will be charged directly to contracts/grants based on the labor hours charged to the benefiting program during the previous month.

~~b. IT Contracts that are for servers will be charged on an indirect basis.~~

~~e.b.~~ IT Contracts for which the benefit is hard to identify, or used by staff who are engaged in indirect activities, will be charged on an direct/indirect mix basis based on labor hours.

O. Conferences

Conference attendance will be charged as either a direct or indirect cost depending on the purpose of the trip. If more than one program benefits from the conference attendance, the costs will be shared by the direct labor hours using an average of the past direct charges of the employee.

Example- If the President/CEO travels to attend a conference regarding a specific program, that specific program will be charged the cost. If the Vice President/COO travels to a Fiscal Training Conference that benefits all programs, those costs will be an indirect cost.

P. Job Fairs

Job Fairs will be hosted by specific programs and will be charged to those programs hosting the events. If more than one program benefits, the costs will be pro-rated based on the labor hours charged to the benefiting programs during the previous month.

Q. Meeting Expenses

- a. To the maximum extent possible, meetings expenses are directly charged to the contract/program which benefits from the function. If more than one program benefits, the costs will be pro-rated based on the labor hours charged to the benefiting programs during the previous month.
- b. Meeting Expenses which benefit all programs, or hosted by staff who are engaged in indirect activities, will be charged on an indirect basis.

R. Outreach Expenses

- a. To the maximum extent possible, outreach expenses are directly charged to the contract/grant which benefits from the outreach. If more than one program benefits, the costs will be pro-rated based on the labor hours charged to the benefiting programs.
- b. Outreach expenses which benefit all programs will be charged on an indirect basis.

S. Staff Development

- a. To the maximum extent possible, staff development expenses are directly charged to the contract/grant which benefits from the activity or the staff wage allocation methodology. If more than one program benefits, the costs will be pro-rated based on the labor hours charged to the benefiting programs during the previous month.
- b. Staff development expenses which benefit all programs will be charged on an indirect basis.
- c. Staff development expenses that are for an employee that charges to indirect costs will be considered an indirect cost.

T. Travel

- a. Travel will be charged as either a direct or indirect cost depending on the purpose of the trip and the staff member.
 - i. Example- The President travels to attend a conference regarding a specific program, that specific program will be charged the cost.
 - ii. Example- A staff member travels to meet with a program participant, the travel costs will be charged to the program in which the participant participates.
 - iii. Example- The Fiscal Specialist travels to conduct inventory, those travel costs will be allocated as indirect due to the employee's wage allocations for that function.

U. Contract Services

- a. To the maximum extent possible, contract expenses are directly charged to the contract/grant which benefits from the service. If more than one program benefits, the costs will be pro-rated based on the labor hours charged to the benefiting programs.

- b. Contract Services, such as Legal Fees/CPA Costs/Audit Costs/etc., will be charged as indirect costs. If a program has specific requirements, such as an administration cost limit for these services, the administration costs will also be tracked to ensure compliance with any limits that may be applicable.
- c. Leases for office equipment will be allocated directly to the contract/grant which benefits from this equipment based on labor hours charged to the benefiting programs.
- d. Monitoring Services are charged to the programs being monitored based on the past month's labor hours charged to the benefiting programs.
- e. Website costs are charged indirectly, unless a webpage exists for a specific purpose/contract. Website costs that specifically benefit one program will be charged directly to the benefiting program.
- f. Other contract services costs are charged indirectly, unless the services benefit a program directly, then the costs are allocated directly based on the past month's direct labor hours.

V. Subrecipient Grants Awarded

- a. Subrecipient grants awarded to support a specific grant(s) will be directly charged to those specific contract/grants(s). If more than one program benefits from the grant award, an allocation method will be determined that adequately and fairly shares the costs based on a cost benefit analysis of the specific subgrant.

W. Miscellaneous

- a. To the maximum extent possible, miscellaneous expenses are directly charged to the contract/grant which benefits from the activity or the staff wage allocation methodology. If more than one program benefits, the costs will be pro-rated based on the labor hours charged to the benefiting programs during the previous month.
- b. Miscellaneous expenses which benefit all programs will be charged on an indirect basis.

X. Depreciation

The costs of capital items purchased with direct federal funds cannot be depreciated for indirect costs recovery purposes.

Y. Interest

Allowable Interest costs, as defined in 2 CFP 200.449, will be indirect costs unless not all programs benefit from the activities causing the interest expense. If the charge is direct, it will be allocated based on direct payroll hours of the contract/grant during the previous month.

Z. Program Participant Services

The costs of activities performed primarily as a service to program participant services will be classified as direct costs. Those activities include:

- i. Incumbent Worker Training
- ii. On the Job Training
- iii. Incentives
- iv. Occupational Education and Training
- v. Work Experience
- vi. Supportive Services (day care, housing assistance, mileage reimbursement, etc.)
- vii. Tutoring
- viii. Counseling
- ix. Leadership Development
- x. Customized Training
- xi. Assessments
- xii. Alternative Secondary School

AA. Unallowable Costs

The Workforce Alliance recognizes that unallowable costs, as defined in 2 CFR 200, Subpart E, cannot be charged to Federal Awards and has internal controls in place to ensure that this is followed. Examples of unallowable costs are:

- i. Advertising and public relations
- ii. Alcoholic beverages
- iii. Capital expenditures
- iv. Defense claims by or against the Federal Government
- v. Interest, as defined in 2 CFR 200.449
- vi. Fund raising

Signature: _____

Date: _____

Title: _____

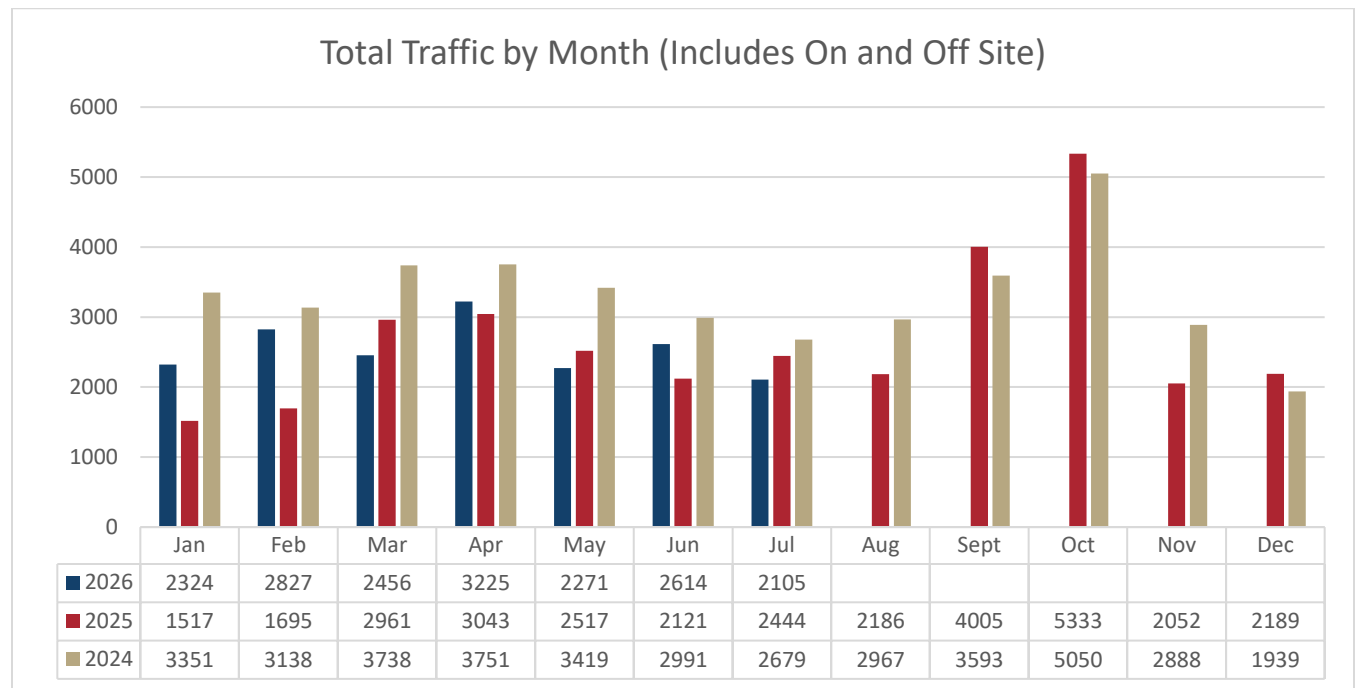
Workforce Alliance of South Central Kansas, Inc.
300 W Douglas, Suite 850
Wichita, KS 67202

Item

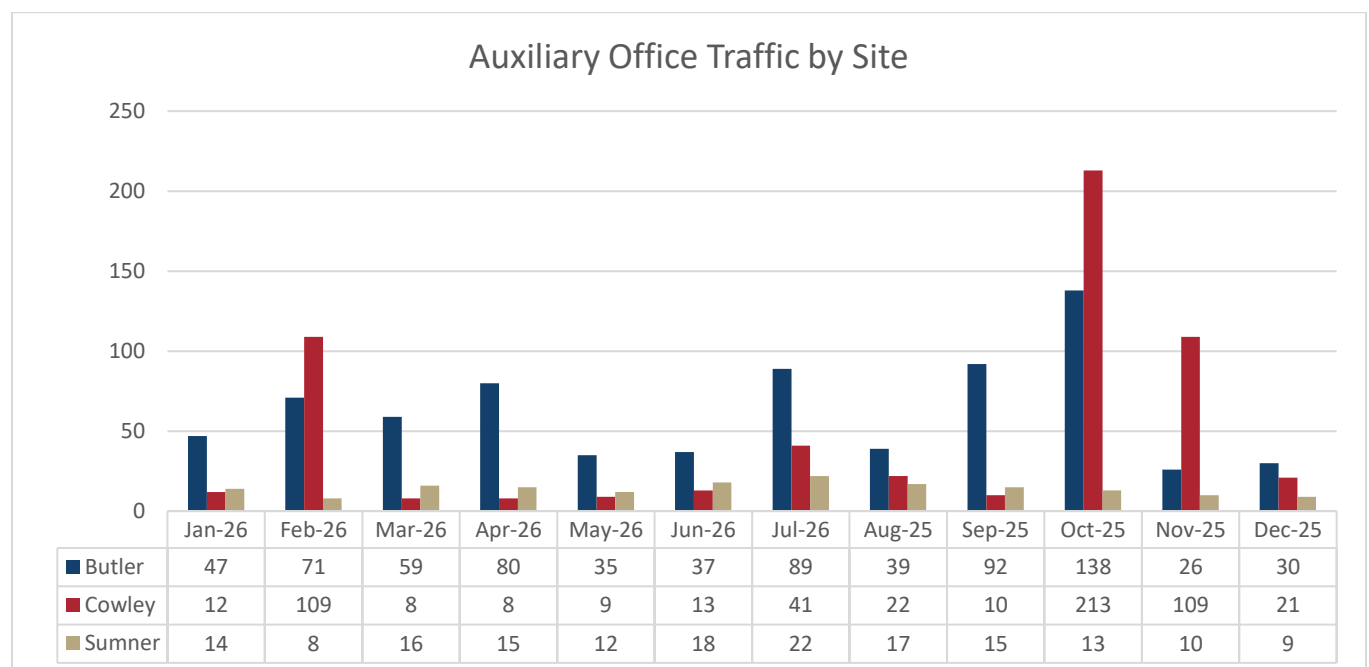
Workforce Centers Operations July 2026 Update

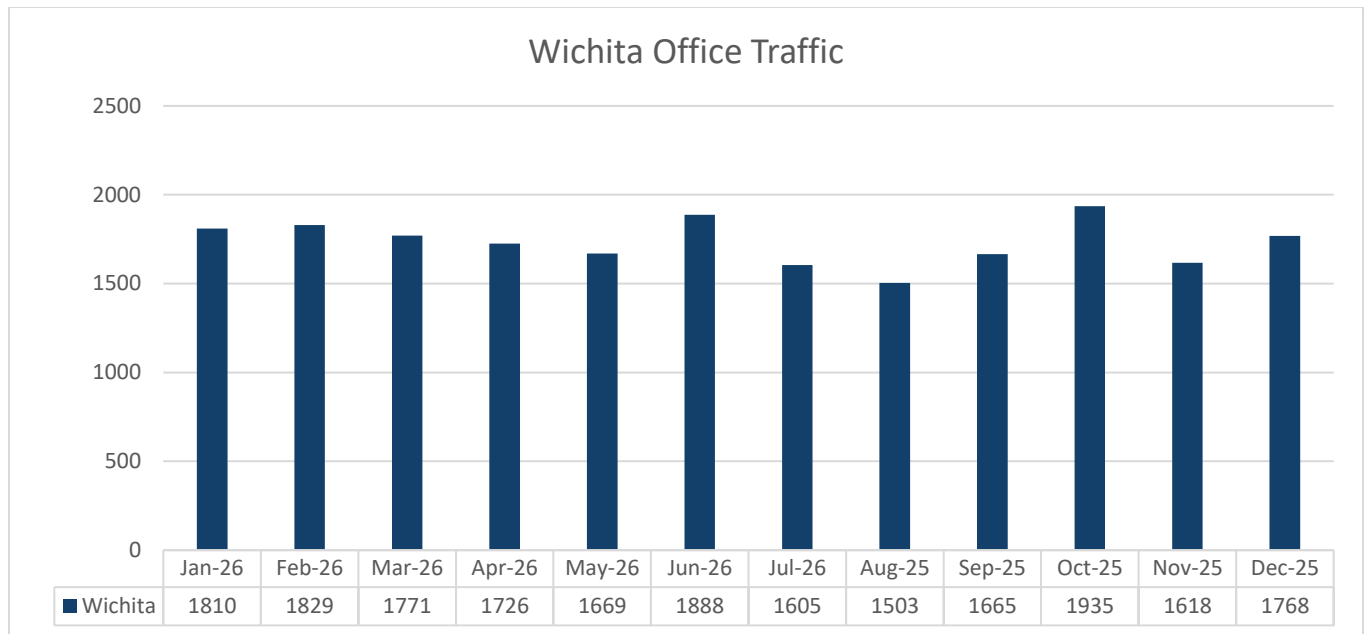
Job Seeker Traffic

The bar graph below provides a visual representation of job seeker traffic through July of 2026. Overall, job seeker engagement at all four centers is steady.



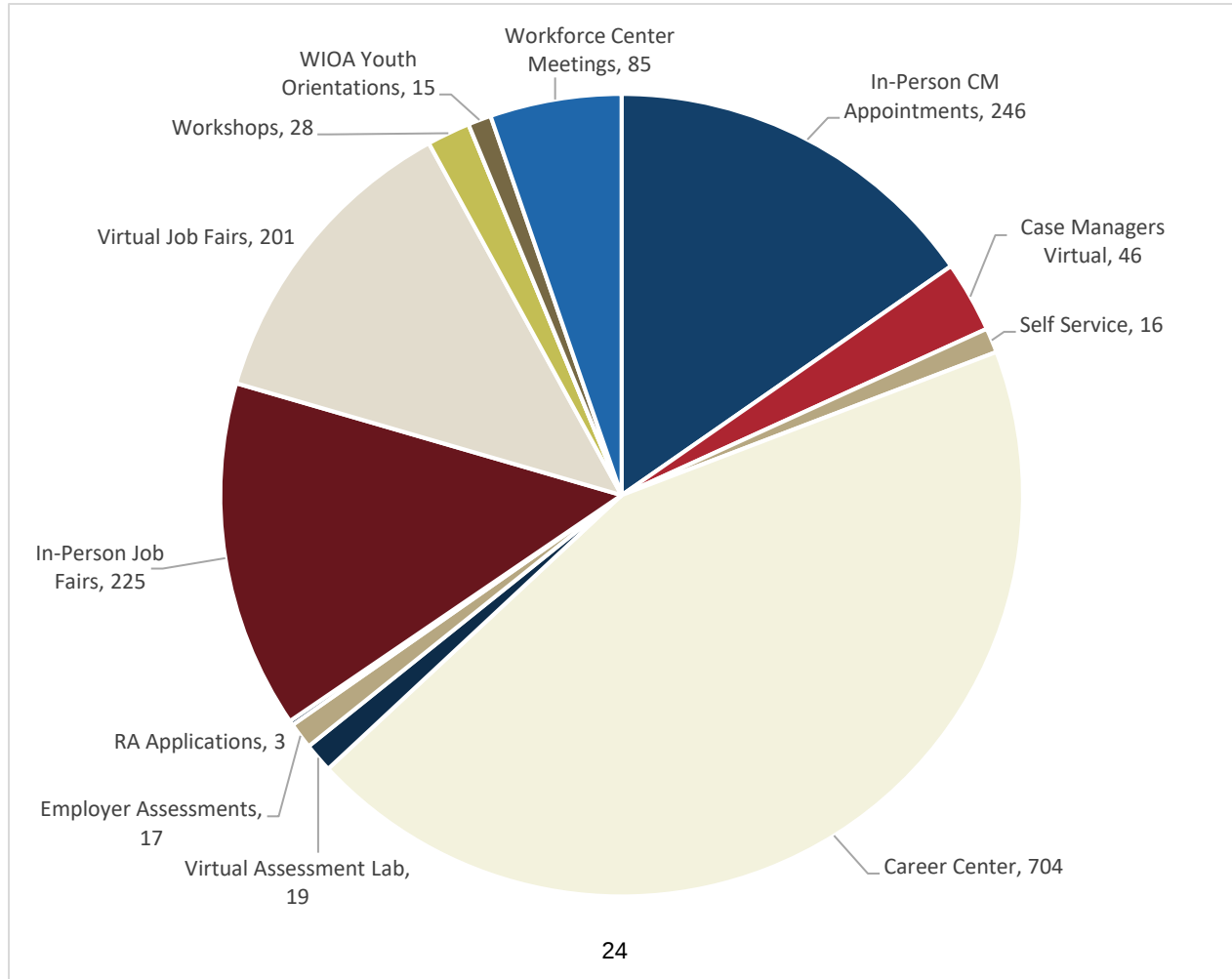
This bar graph offers a breakdown of the job seeker traffic by Auxiliary Offices in Butler, Sumner, and Cowley counties.



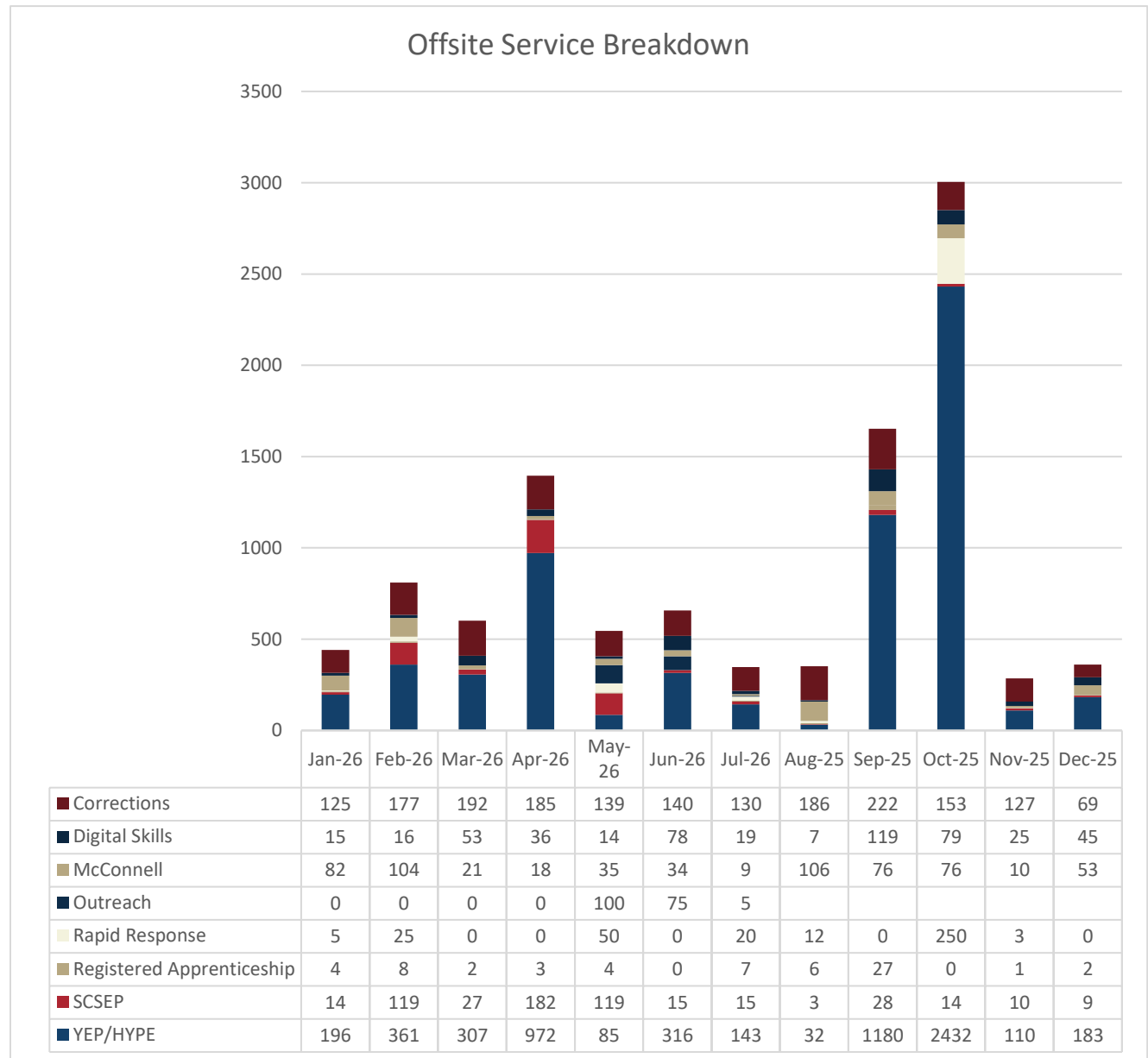


Job Seeker Services

This pie chart offers a breakdown of the comprehensive job seeker services provided by the Comprehensive One Stop Center, the Wichita Workforce Center.



This graph offers a breakdown of the comprehensive offsite services provided.

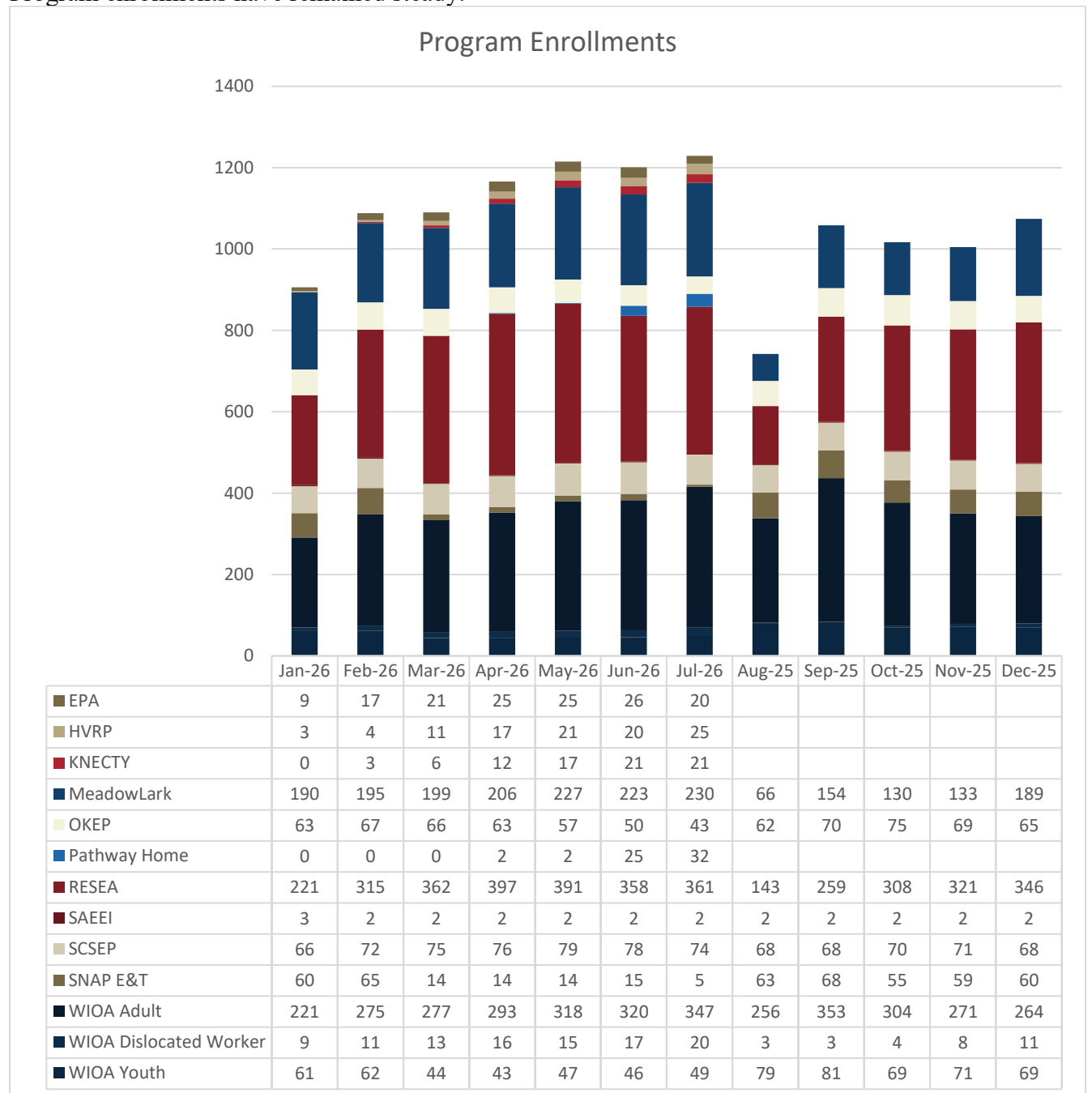


Throughout the last year, the Career Services staff has maintained a vital role in delivering comprehensive support to job seekers. Their unwavering commitment extends to helping job seekers craft effective resumes, conduct mock interviews, navigate job searches, address barriers to employment, and promptly respond to inquiries related to unemployment insurance.

In addition to conducting one-on-one appointments, the dedicated Workforce Center staff actively engages with customers through various avenues. This proactive approach encompasses returning calls from individuals receiving unemployment benefits, orchestrating group activities both within and beyond the Workforce Center premises, and providing timely responses to inquiries via the KansasWorks chat platform. This diversified approach underlines the center's dedication to delivering comprehensive and easily accessible support to job seekers.

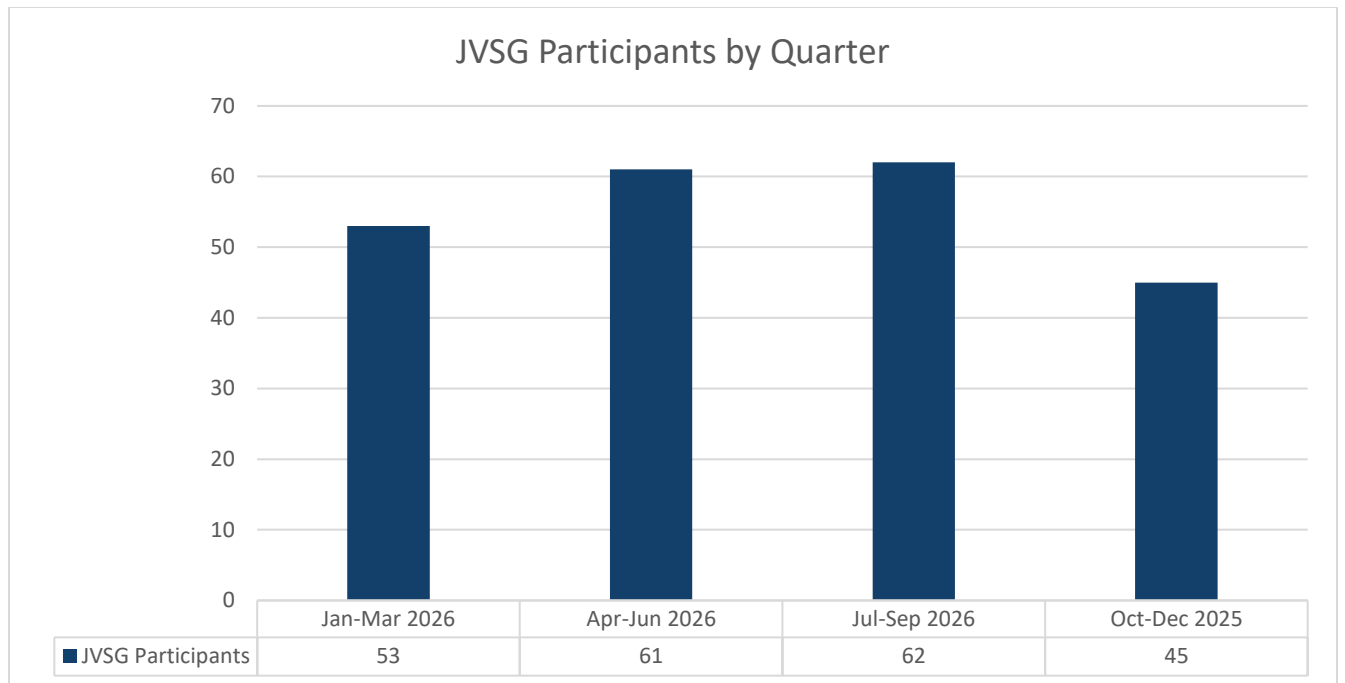
Program Enrollments

Program enrollments have remained steady.



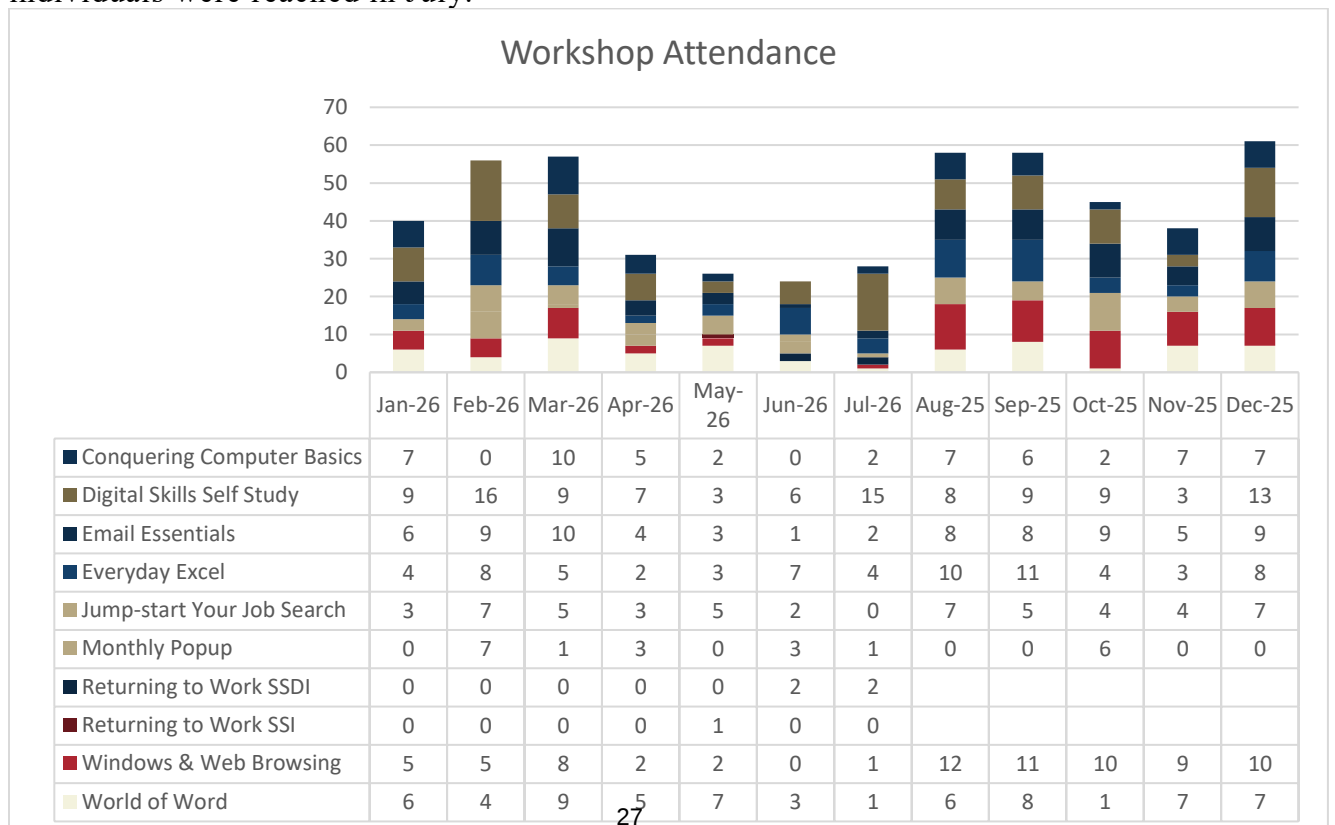
Program Enrollment Glossary

- EPA=EPA Brownfields Job Training Program
- HVRP=Homeless Veterans Reintegration Program
- KNECTY=Kansas Network for Employment and Career Transition for Youth
- MeadowLARK= Leading Apprenticeship Results in Kansas
- OKEP=Older Kansans Employment Program
- RESEA= Reemployment Services and Eligibility Assessment
- SAEEI= State Apprenticeship Equity, Expansion, and Innovation
- SCSEP= Senior Community Service Employment Program
- SNAP E&T= Supplement Nutrition Assistance Program Employment and Training
- WIOA= Workforce Innovation and Opportunity Act



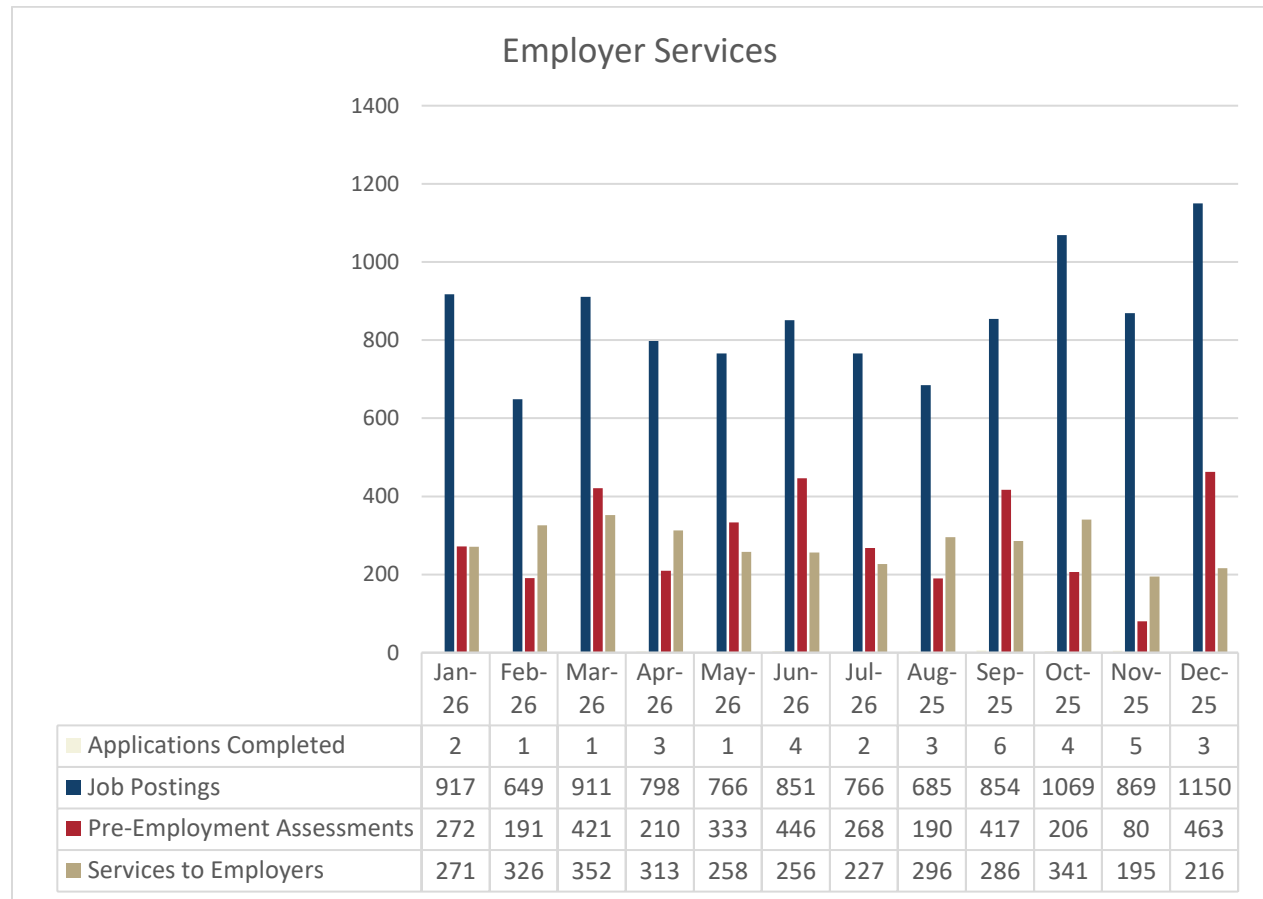
Community Outreach & Workshops

In July, WA staff delivered 10 digital skills workshops and training sessions, with 26 individuals participating in hands-on instruction. Online learning activity included five new enrollments and 12 course completions during the month. Staff also participated in two outreach events, connecting an additional 13 individuals with information about available digital skills services and resources. Across training and outreach activities, 39 individuals were reached in July.



Employer Services Overview

July saw a decrease of 10% in job postings compared to June. There were 766 total job postings across the 6-county radius. On a statewide level, there were 35,539 active positions available for job seekers to browse. Additionally, the system recorded a pool of 10,609 resumes for employers to consider during their recruitment efforts.



Job Fairs

In July, the Workforce Center hosted two in person job fairs in partnership with 8 employers, bringing in 217 job seekers across both events. Additionally, 10 employers from our local area participated in the statewide virtual job fair, where 191 unique job seekers visited the local area employer booths.

One Stop Operator Report

July saw continued growth by the One Stop Operations staff, Angela Slattery. Activities for the month included:

- One Workforce 101 session with 11 individuals attending. Sessions will continue to occur monthly.
- Outreached to three community-based organizations and provided information on accessing services at the Workforce Centers
- Provided one Goodwill voucher to customers who recently released from incarceration
- Participated in a Kansas Leadership Center training

September 9, 2026

Submitted By: Angela Slattery and Denise Houston

- Provided resources and information about the Workforce Centers to individuals referred from Level Up Kansas
- Reviewed Customer Satisfaction data and reached out to customers who indicated they did not have a good experience
- Continued training on how to complete the Operations Report
- Provided support to the Front Desk by assisting at busy times and when gaps in staffing occurred

Recommended Action

Receive and File.



Registered Apprenticeship Report

As of 8/31/2026

LAIV Registered Apprenticeship Information

A strategic priority for the Workforce Alliance (WA) is to expand the use of Registered Apprenticeship (RA), both in traditional fields and for new and emerging occupations. The 'earn and learn' model benefits both employers and job seekers.

The WA is an approved intermediary under the Meadowlark Grant, with 26 approved programs and 20 employers: CDH, Inc., Don Hattan Dealerships, UV&S, Cox Machine, ISG Tech, F&H Insulation, Child Start, Bailey's Learning Academy, Design One, Yingling Aviation, CMJ Manufacturing, Inc., and Little Kings and Queens Daycare, Rainbows United, Miracle Home Care, Kiddy Kollege, Rusty Eck Ford, Goodwill Industries, Azara Home Health, Greater Wichita YMCA, and JDR Painting, Inc.

Employer	Occupation	Status	Active Apprentices
Bailey's Learning Academy	Early Childhood Educator	Approved	5
CDH	Construction Craft Laborer	Approved	5
	Welder	Approved	0
Child Start	Early Childhood Educator	Approved	0
CMJ Manufacturing, Inc.	Machine Operator	Approved	0
	CNC Operator	Approved	5
Cox Machine	Router Operator	Approved	0
	Machine Operator	Approved	0
Design One	Upholsterer Technician	Approved	3
Don Hattan	Automotive Mechanic	Approved	0
	Tune Up Mechanic	Approved	6
F&H Insulation Sales and Services, Inc.	Coatings	Approved	1
	Insulation Worker	Approved	1
Goodwill Industries	Employment Training Specialist	Approved	0
Greater Wichita YMCA	Preschool Teacher (CDA)	Approved	0
	Preschool Teacher (CCC)	Approved	1
ISG Tech	Service Technician 1	Approved	0
JDR Painting, Inc.	Painter	Approved	0
Kiddy Kollege	Lead Child Care Teacher	Approved	10
Little Kings and Queens Daycare	Early Childhood Worker	Approved	0
Miracle Home Care	Certified Nursing Assistant	Approved	3
Azara Home Health			5
Rainbows United	Childcare Development Specialist	Approved	1
Rusty Eck Ford	Automotive Technician	Approved	1
UV&S	Computer Support Specialist	Approved	1
Yingling Aviation	Avionics Technician	Approved	24



Registered Apprenticeship Report
As of 8/31/2026
LAIV Registered Apprenticeship Information

Below is the status on new program activity through the WA intermediary for the month:

Employer	Occupation	Status
Prime Craftsman Homes	HVAC	In Development
Sumner-Cowley Electrical Co-Op	Power Lineman	In Development
Vermillion, Inc.	Term Tech Assembly	On Hold
Thrive Therapy of KS	Support Staff	In Development
Breakthrough Club	Program Director	In Development
Harper Industries	Painter	In Development
Curbs-Plus	Welder	In Development

The WA assists with online and in person applications for five RA programs. In August, 9 individuals engaged in the RA application process, resulting in 6 completed application, details are below:

RA Application and Prescreen Activity			
2026	Applications and Prescreens	Completed Referrals	Completion Percentage
January	3	2	66%
February	4	1	25%
March	3	1	33%
April	4	3	75%
May	2	1	50%
June	9	4	44%
July	3	2	66%
August	9	6	66%
Totals	36	22	61%

The WA works in partnership with





Communications Report
As of 9/5/26

August 2026 Feature Stories

[KWCH Newstalk: School District Hiring & Upcoming Job Fairs](#)

July 2026 Job of the Day		
Date	Job Title	Employer
8/3/2026	NDT Inspector - Level II (Weekend Shift)	Valmont Industries
8/4/2026	IT Services Technician	KanOkla Networks
8/5/2026	HVAC Burner Test Technician	Webster Combustion Technology
8/6/2026	Industrial Painter	Harper Industries, Inc.
8/7/2026	Residential Counselor	Mirror
8/10/26	Driver	EmberHope
8/11/26	Children's Behavior Interventionist (CBI)	Mental Health America of South Central Kansas
8/12/2026	School Based Clinician - 12-month Schedule - Comcare	Sedgwick County
8/13/2026	Interpreter for Deaf / Hard of Hearing	Maize USD 266
8/14/26	Parent Education Specialist	Four County Mental Health, Inc.
8/17/2026	Wastewater Process Engineer	City of Wichita
8/18/2026	FAI Inspector	B&B Airparts, Inc.
8/19/2026	Quality Inspector	Vermillion Incorporated
8/20/2026	Quality Technician	Galaxy Technologies
8/21/2026	Quality Inspector	Cox Machine, Inc.
8/24/2026	Hospice Aide (HHA)	Interim HealthCare of Wichita, Inc.
8/25/2026	Regional Manager	KETCH
8/26/2026	Behavioral Health - Integrated Care Advocate	Hunter Health Clinic
8/27/2026	Certified Nursing Assistant (CNA)	Medicalodges Wichita
8/28/2026	Concierge	Advena Living
8/31/2026	Maintenance Technician - Maintain Excellence!	Starkey, Inc.

Digital Media Report

The Workforce Alliance uses website and social media platforms to interact, inform, and educate the public on upcoming events and workforce development resources.

The digital traffic and impact numbers are broken down into the following key areas:

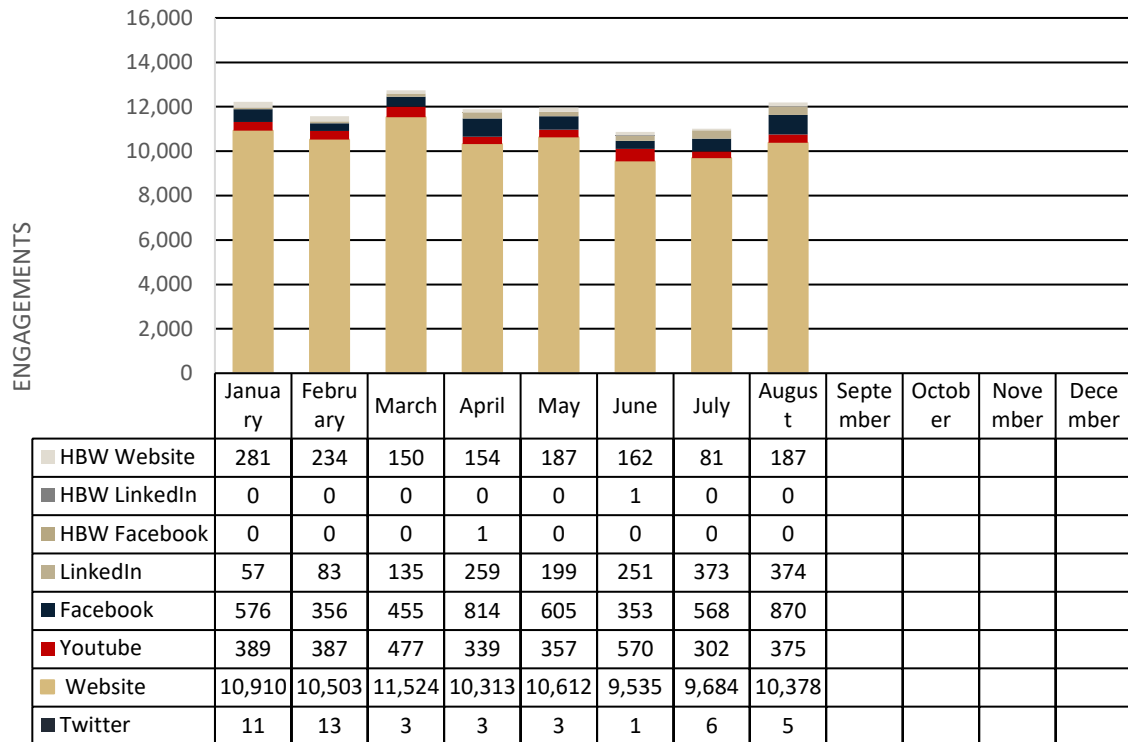
- Engagements - measures the total number of public interactions including shares, likes and comments
- Total Impressions - the number of times content is displayed to a user
- Followers – unique users who subscribe to receive updates

The data collected is from the platforms with the highest utilization:

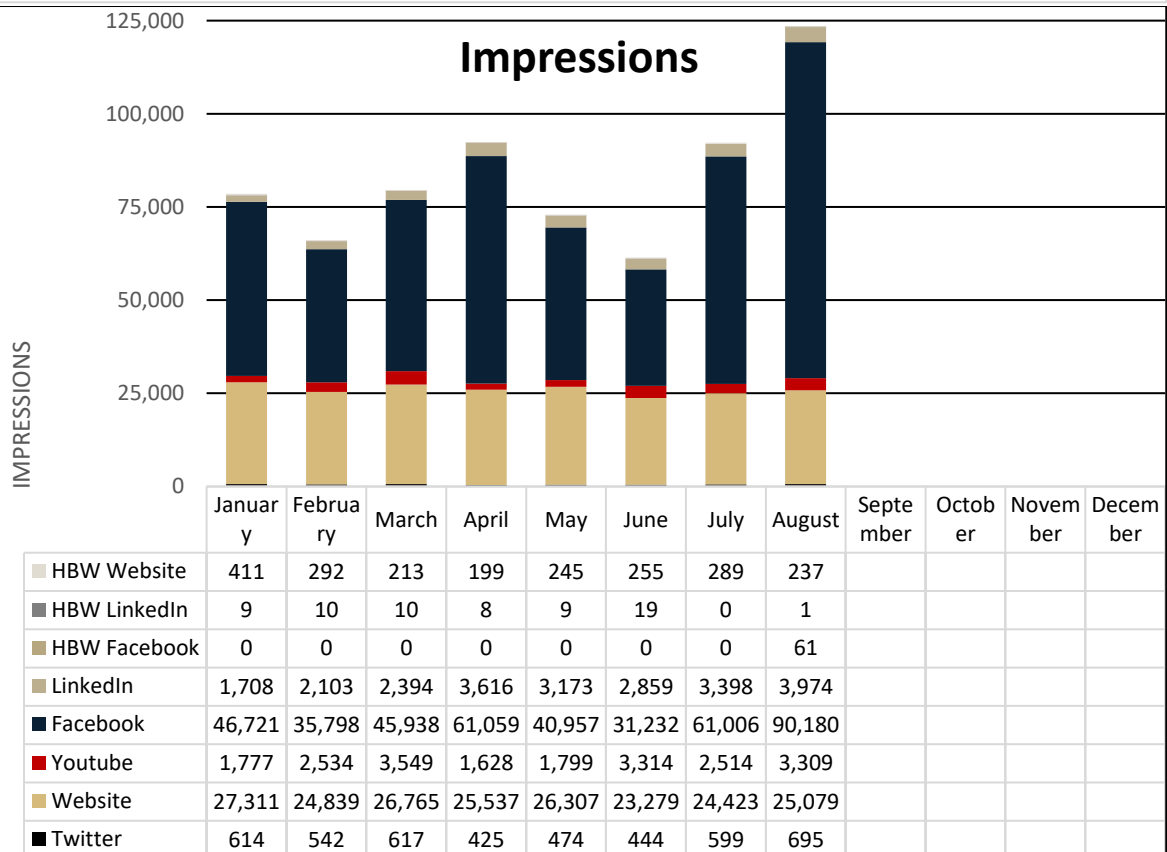
- Facebook at <https://www.facebook.com/WorkforceCenter/>
- Home Base Wichita Facebook at <https://www.facebook.com/HomeBaseWichita>
- YouTube at <https://www.youtube.com/c/Workforce-ks>
- Twitter at <https://twitter.com/workforcecenter>
- LinkedIn at <https://www.linkedin.com/workforce-centers-of-south-central-kansas/>
- Home Base Wichita LinkedIn at <https://www.linkedin.com/company/home-base-wichita/>
- Workforce Alliance Website at www.workforce-ks.com
- Home Base Wichita Website at <https://homebasewichita.com/>

The month of August saw increased engagement on all platforms except Twitter and HBW Facebook and LinkedIn. Impressions increased across all platforms except YouTube, LinkedIn, and HBW Website. Followers increased on all platforms except Twitter and all HBW platforms.

Engagements



Impressions



Followers/Subscribers

