



**Chief Elected Officials Board Meeting Agenda**

**Thursday, January 11, 2024**

**3:00 – 4:00 p.m.**

Join Zoom: <https://us02web.zoom.us/j/81545255346>

1. **Welcome and Introductions:** Commissioner Howell (3:00 pm)
2. **Workforce Alliance Board Nominations:** Keith Lawing (3:05)  
*As directed by the Workforce Innovation and Opportunity Act (WIOA), The CEOB appoints members to the Local Workforce Development Board.*  
  
***Recommended Action:** Approve nominations to the Workforce Alliance Local Workforce Development Board.*
3. **One-Stop Operator Request for Proposals (RFP):** Chad Pettera (3:15)  
*The current contract with Eckerd Connects to provide one-stop operator services for the WA expires June 30, 2024, and the WA is conducting a procurement process consistent with WIOA regulations.*  
  
***Recommended action:** Take appropriate action*
4. **Consent Agenda:** Keith Lawing (3:30)
  - Workforce Alliance Budget Update
  - Chief Elected Officials Board (CEOB) Appointments
  - 2024 CEOB Meeting Schedule
  - Approval of Minutes from June 27, 2023 and October 12, 2023 meetings  
***Recommended Action:** Approve the Consent agenda as presented*
5. **Adjourn:** Commissioner Howell (3:45)

**The next CEOB Meeting is scheduled for April 11, 2024, 3:00 pm.**

**Item:**

Workforce Alliance Local Workforce Development Board Nominations

**Background:**

As directed by the Workforce Innovation and Opportunity Act (WIOA), the CEOB appoints members to the Workforce Alliance Local Workforce Development Board (LWDB). Attached to this report is a nomination letter from the Wichita Regional Chamber of Commerce for two private sector members. Also attached is a list of current Board members and their terms. Below is a summary of the required membership structure of the Local Workforce Boards under WIOA.

The LWDB will be comprised of the following:

- 51% Representatives from private sector who are owners of businesses, chief executive or operating officers of businesses, and other business executives with policymaking or hiring authority, and represent businesses, including small business or organizations representing businesses with employment opportunities that provide that, at a minimum, include: high-quality, work-relevant training and development in high demand industry sectors or occupations in the local area.
- 20% Labor Representatives from local labor federations in local areas where employees are represented by labor organizations. Additionally, will include a representative from a joint labor-management apprenticeship program in the local area who shall be a labor organization representative or training director.
- At least one representative from each of the following partners:
  - Adult Education (WIOA Title II)
  - Higher Education
  - Wagner Peyser (WIOA Title III)
  - Vocational Rehabilitation (WIOA Title IV)
  - Economic Development
- Additional members can be appointed as appropriate/needed by the CEOB and can include:
  - Community Based Organizations
  - Philanthropic Organizations
  - Governmental Organizations Representing Transportation or Housing

**Analysis:**

Generally, appointments to the Workforce Alliance Board are made in the spring for terms that begin on July 1. However, the following individuals are nominated for membership to the LWDB to replace a vacancy by Melissa Musgrave, and for a new member from Schafer Architecture.

- Jessica Istas, Bombardier, U.S. Strategy and Community Relations Director (term expires June 30, 2025)
- Scott Stiles, Schafer Architecture, Director of Business Development (new position, term will expire June 30, 2027)

**Recommended Action:** *Approve appointments and changes to the Local Workforce Development Board.*



January 9, 2024

Commissioner Jim Howell  
Chief Elected Officials Board  
300 W. Douglas, Suite 850  
Wichita KS 67202

Re: Workforce Alliance Local Workforce Development Board Appointments

Dear Commissioner Howell,

The Wichita Regional Chamber of Commerce places in nomination for appointment to the Workforce Alliance Local Workforce Development Board (LWDB) for Local Area IV, from business and industry the following persons:

- Scott Stiles, Schaefer Architecture
- Jessica Istas, Bombardier

The skills and background of these individuals will complement and enhance the work of the LWDB, and will be an asset to the Workforce Alliance of South Central Kansas.

Sincerely,

John Rolfe, President and CEO  
Wichita Regional Chamber of Commerce

<b>Workforce Alliance Board Members</b>	<b>Exp.</b>
Local Area IV	
<b><u>PRIVATE SECTOR</u></b>	
Rod Blackburn, Partners in Education Foundation (Youth Employment Co-Chair)	2025
Cheryl Childers, Cox Machine	2026
Ebony Clemons-Ajibolade, Evergy	2026
Michele Gifford, Textron Aviation	2026
Robyn Heinz, Vornado Air (POP Co-Chair)	2025
Kevin Hunt, Spirit AeroSystems	2026
Kathy Jewett, Human Resources Consultant	2024
Patrick Jonas, Center Industries/CPRF	2025
Kristina Langrehr, Ascension Via Christi Health	2024
Jeff Longwell, Eck Auto Group (Chair)	2025
Alana McNary, Professional Engineering Consultants	2024
Alex Munoz, Creekstone Farms	2026
Melissa Musgrave, Airbus (Immediate Past Chair)	2025
Luis Rodriguez, Method Productions	2025
John Rolfe, Wichita Regional Chamber	2025
Gabe Schlickau, CoBank	2024
<b><u>PARTNERS</u></b>	
Eric Hunt, Kansas Dept. of Children and Families	2026
Dr. Kimberly Krull, Butler Community College, Higher Education	2026
Kami Moore, Cowley College - Adult Education Program	2024
Erica Ramos, KS. Dept. of Commerce, Wagner Peyser	2025
Laura Ritterbush, Goodwill and NexStep Alliance	2024
Sally Stang, City of Wichita	2025
Sheree Utash, WSU Tech	2026
<b><u>LABOR</u></b>	
Cornell Beard, International Association of Machinists Lodge 70	2026
Andrew Chance, Iron Workers Local Union 24	2025
John Clark, Plumbers and Pipefitters	2025
Marcus Curran, Sheet Metal Workers Local Union #29	2026
Russell Kennedy, IBEW, #271	2024
B.J. Moore, SPEEA	2024
Tony Naylor, Wichita Electrical Apprenticeship Joint Training Center/IBEW (POP Co-Chair)	2024

January 11, 2024

Submitted By: Keith Lawing

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**Item****One-Stop Operator Request For Proposals (RFP)****Background**

Under the Workforce Innovation and Opportunity Act (WIOA), local workforce boards are required to conduct procurement to select a one-stop operator. Since 2017, Eckerd Connects has served in this role for Local Area IV. Consistent with WIOA regulations, the Workforce Alliance (WA) conducted a one-stop operator procurement in 2021. WA staff recommend releasing a Request for Proposals (RFP) for a one-stop operator services to begin on July 1, 2024.

**Analysis**

The current agreement for one-stop operations was initially entered into in 2021. Over the past few years the regional economy and local job market have seen dramatic changes. The Workforce Alliance Board addressed many of these issues during multiple planning sessions that led to the adoption of the 2023-2025 Strategic Plan.

In order for the Workforce Alliance Board to achieve the community impact goals in the strategic plan, WA staff are reviewing one-stop operations, agency partnerships and introducing new initiatives like SNAP E&T and Home Base Wichita. Since the one-stop operator is a key part of the success or failure of the WA Board to meet its goals, staff recommend updating the current scope of services for one-stop operations and conduct a procurement process for a new contract to begin on July 1, 2024.

A general list of one-stop operator services is below, and here is link to the final RFP. [One Stop Operator Request for Proposals December 2023 \(workforce-ks.com\)](https://workforce-ks.com/One-Stop-Operator-Request-for-Proposals-December-2023)

- Coordinate the one-stop delivery system and ensure all required services are being effectively delivered in the local area
- Ensure access to career and training services (Sub-Recipient will not provide direct client services as a part of this request)
- Provide data, information, and analysis of appropriate labor market data
- Support and establish relationships and networks with large and small employers and their intermediaries and other community based organization to boost and build the system and support the one stop
- Develop, convene, or implement industry or sector partnerships

Here is are a list of upcoming dates, deadlines and activities for the RFP process. As with past RFP practice, a task force is being appointed to review proposals and it is recommended that Council Member Jill Kuehny from Caldwell, and representing Sumner County, serve on the review task force to represent the CEOB.

- December 19, 2023 RFP released to the Public
- January 9, 2024 RFP Questions must be submitted for the Pre-Bid Conference by 10 a.m.
- January 12 Pre-Bid Conference Held via
- January 17 Responses published to written questions
- February 2 Proposals due at 9 a.m.

\*Staff review of minimum requirements begins

January 11, 2024

Submitted By: Keith Lawing

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- February 6                      Proposals distributed to Task Force
- February 8                      Proposal Presentations/ Task Force Meets
- March 13                        Task Force Presents to Local Workforce Development Board – Executive Committee
- April 11                         Task Force Presents to Chief Elected Officials Board
- April 24                         Task Force Presents to Local Workforce Development Board
- July 1                             New Contract in Place

**Recommended Action**

*Affirm Council Member Kuehny to serve on the task force to review the proposals.*

Workforce Alliance Consolidated Budget PY23

July 2023 - June 2024

Expenditures Through 11/30/2023													
WIOA					Community Impact Funds					Consolidated			
Category	Budget	November	YTD	% Budget	Budget	November	YTD	% Budget	Budget	November	YTD	% Budget	Budget
		Expenditures	Expenditures	Remaining		Expenditures	Expenditures	Remaining		Expenditures	Expenditures	Remaining	
Wages	\$ 1,978,521	\$ 112,439	\$ 577,007	71%	\$ 1,744,000	\$ 170,128	\$ 822,076	53%	\$ 3,722,521	\$ 282,567	\$ 1,399,083	62%	
Fringe	\$ 465,593	\$ 25,405	\$ 132,149	72%	\$ 432,966	\$ 31,369	\$ 173,672	60%	\$ 898,559	\$ 56,774	\$ 305,821	66%	
Facilities	\$ 274,601	\$ 45,768	\$ 160,998	41%	\$ 145,450	\$ 18,904	\$ 87,323	40%	\$ 420,051	\$ 64,672	\$ 248,321	41%	
Contract/Pro Fees	\$ 174,983	\$ 17,916	\$ 38,094	78%	\$ 184,451	\$ 14,661	\$ 115,875	37%	\$ 359,434	\$ 32,577	\$ 153,969	57%	
Supplies/Equipment	\$ 56,330	\$ 12,956	\$ 13,169	77%	\$ 44,285	\$ 1,745	\$ 7,020	84%	\$ 100,615	\$ 14,701	\$ 20,189	80%	
IT	\$ 251,899	\$ 13,463	\$ 39,738	84%	\$ 43,500	\$ 3,110	\$ 22,383		\$ 295,399	\$ 16,573	\$ 62,121	79%	
Outreach/Cap Building	\$ 50,330	\$ -	\$ 6,014	88%	\$ 102,498	\$ 1,506	\$ 80,191	22%	\$ 152,828	\$ 1,506	\$ 86,205	44%	
Travel/Conferences	\$ 55,603	\$ 7,231	\$ 22,660	59%	\$ 33,243	\$ 941	\$ 14,823	55%	\$ 88,845	\$ 8,172	\$ 37,483	58%	
Grants Awarded	\$ 118,536	\$ 13,438	\$ 59,434	50%	\$ 153,000	\$ -	\$ 40,755	73%	\$ 271,536	\$ 13,438	\$ 100,189	63%	
Staff Development	\$ 20,950	\$ -	\$ 922	96%	\$ 23,950	\$ -	\$ 1,317	95%	\$ 44,900	\$ -	\$ 2,239	95%	
Indirect	\$ -	\$ 11,267	\$ 79,749	#DIV/0!	\$ -	\$ (11,267)	\$ (79,749)	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	
Misc/Dep/Int	\$ -			0%	\$ 27,050	\$ -	\$ 14,739	46%	\$ 27,050	\$ -	\$ 14,739	46%	
Work Experience	\$ 818,752	\$ 73,590	\$ 459,522	44%	\$ 475,350	\$ 6,000	\$ 176,386	63%	\$ 1,294,102	\$ 79,590	\$ 635,908	51%	
On The Job Training	\$ -	\$ -	\$ -		\$ 579,803	\$ 11,083	\$ 47,698	92%	\$ 579,803	\$ 11,083	\$ 47,698	92%	
Incentives	\$ 2,000	\$ 200	\$ 273	86%	\$ 242,000	\$ 50	\$ 21,325		\$ 244,000	\$ 250	\$ 21,598	91%	
Occupational Training	\$ 127,294	\$ 7,104	\$ 30,103	76%	\$ 1,353,383	\$ 241,169	\$ 559,615	59%	\$ 1,480,677	\$ 248,273	\$ 589,718	60%	
Supportive Services	\$ 111,346	\$ 8,897	\$ 36,677	67%	\$ 365,000	\$ 16,247	\$ 82,523	77%	\$ 476,346	\$ 25,144	\$ 119,200	75%	
Total	\$ 4,506,737	\$ 349,674	\$ 1,656,509	63%	\$ 5,949,928	\$ 505,646	\$ 2,187,972	63%	\$ 10,456,665	\$ 855,320	\$ 3,844,481	63%	

Analysis

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

The PY23 budget allocates 39% on direct client spending including classroom training, work experience, on-the-job training and supportive services. The direct client spending is at 37% throught the month of November. The budget has 63% remaining.

Strategic Goals Supported

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

- Expand Youth Employment Opportunities to help develop the workforce of the future
- Strengthen relationships with WIOA partners, community organizations and educational/training institutions to leverage resources and align services through the one-stop workforce centers (American Job Centers)
- Create and implement a more effective and comprehensive communication plan to increase public awareness about employment and training services, and skills needed for current and future careers in South Central Kansas
- Generate revenue to increase community impact of WIOA and Workforce Centers

Recommended Action

Receive and file.

**Item**

Chief Elected Officials Board (CEOB) Appointments

**Background**

The CEOB Agreement requires appointments for CEOB Members for full compliance with WIOA for state and federal monitoring requirements.

**Analysis**

The current CEOB agreement requires members to officially be appointed by the elected body that is participating in the CEOB agreement. The CEOB agreement is from 2021 and runs through 2026. Given the agreement is two years old, WA is requesting all CEOB members provide new resolutions/appointment letters for all current members to maintain compliance with WIOA rules. WA has a resolution template available for CEOB appointments if that would be helpful let WA staff know and we can provide that document.

**Recommended Action**

Request Updated Appointments to the CEOB for Local Area IV to comply with federal guidelines.





**Chief Elected Officials Board Meeting Schedule**

Join Zoom: <https://us02web.zoom.us/j/81545255346>

<b>Thursday, January 11, 2024</b>	<b>3:00 – 4:00 PM</b>
<b>Thursday, April 11, 2024</b>	<b>3:00 – 4:00 PM</b>
<b>Thursday, July 11, 2024</b>	<b>3:00 – 4:00 PM</b>
<b>Thursday, October 10, 2024</b>	<b>3:00 – 4:00 PM</b>



**Chief Elected Officials Board  
Meeting Minutes  
Tuesday, June 27, 2023  
2:00 - 3:00 p.m.**

**1. Welcome and Introductions:**

Commissioner Howell (Sedgwick County) call the meeting to order at 2:14pm.

**2. Local Workforce Development Board (LWDB) Nominations:**

- Keith stated it was time to appointment and reappointment members to the Local Workforce Development Board. There are 10 individuals to appoint or reappoint.
  - These appointments consist of representatives from the private sector, labor organizations, educational partners, and other community partners or groups.
  - The majority of appointments must be nominated from the private sector and supported by the Wichita Chamber of Commerce.
- Cheryl Childers and Kevin Hunt are the only two new appointments, the other eight are reappointments.
- Koch and Cargill appointments are leaving the board, but could have reappointments for the September meeting.

***ACTION TAKEN:*** Commissioner Howell (Sedgwick County) moved to approved the appointments and changes to the Local Workforce Development Board. Commissioner Baty (Sedgwick County) seconded the motion. Motion passed unanimously.

**3. CEOB Member Appointments:**

- The existing CEOB Agreement runs through June 2026, but new CEOB representatives need to be appointed every two-years.
- Existing representatives can continue to serve, but new resolutions need to be submitted.
- Resolutions for each jurisdiction's two appointments should be submitted within the next couple months.

***ACTION TAKEN:*** Information was received and filed.

**4. Workforce Innovation and Opportunity Act (WIOA) Budget for Fiscal Year 2022 and Proposed 2023:**

- WIOA funds were received mid-May and the new budget year starts July 1<sup>st</sup>.
- There was a 1.4% increase in federal WIOA funds available, but there was a decrease in funds provided to Kansas.
  - Our WA region saw the largest decrease, but received an allocation just over \$3 million.
- WA works to raise revenues through grants and other sources. There will be approximately \$6 million available from these other sources.
- WA has a total budget of nearly \$10.5 million.

- The largest change in expenditures is from wages. Wages were decided upon by the Finance Committee, in which wage comparisons have been done with other non-profits in order to be competitive.
- A line item for "IT" has been added to ensure better tracking of equipment and services to increased prices.

**ACTION TAKEN:** *Commissioner Howell (Sedgwick County) moved to approve the budget as presented, with the authorization for final adjustments once final carry over funding was known. Commissioner Wilt (Cowley County) seconded the motion. Motion passed unanimously.*

#### 5. **Workforce Alliance Agreements and Contracts:**

- Four of the Kansas Districts released an RFP to use the same auditors for a four-year period. The chosen group was WIPFLI. There is a \$10,000 price jump to allow for the inclusion of new standards and general price increases. The four districts are recommending renewing the contract.
- WA did an RFP in the fall. Paymaster with Allen, Gibbs, and Houlik was the only group to bid. They meet all of the requirements. The RFP was sent to 25 firms and widely circulated.
- The Cerebral Palsy Research Foundation (CPRF) provides services for some of the WA youth clients. There is no price increase and this will be the third contract extension. CPRF will serve 50 new clients next year.
- A One-Stop Center is located in Cowley County. This contract needs to be extended and budgeted for next year. The total amount is just over \$66,000.
- An RFP was completed by the WA for employer of record services. EOR provides payroll services. Youth Service Programs are the primary users of the EOR.
- The Butler Workforce Center in El Dorado has been at its location since 2014. The space is shared with other groups. The rent is \$4,600 monthly and a lease needs to be renewed. The lease would be good through June 30, 2024.

**ACTION TAKEN:** *Commissioner Howell (Sedgwick County) moved to authorize the agreements and contract extensions as presented. Carol Noblit (Kingman County) seconded the motion. Motion passed unanimously.*

#### 6. **2023-2025 Workforce Alliance Proposed Strategic Priorities:**

- *Workforce Center of South Central Kansas Strategic Goals for 2023-2025 have been updated.*
  - *The Local Workforce Development Board will vote to approve on July 26.*
  - *There are three main goals with tactical focus areas on how to achieve each.*
- The Road Trip Nation show trailer was shown. The Road Trip Nation video will air in September on PBS. The show features WSU students exploring potential career paths within South Central Kansas. The hope is to show the video in classrooms across the region.

**ACTION TAKEN:** *Commissioner Wilt (Cowley County) moved to authorize the agreements and contract extensions as presented. Carol Noblit (Kingman County) seconded the motion. Motion passed unanimously.*



**7. Policy Changes:**

- The Cost Allocation Plan was implemented in May. It changed how the WA allocates and tracks expenses. It primarily changed how indirect costs and labor hours are charged.
- Supportive Services Policy had made Uber an option for supportive services transportation, as long as the client meets certain requirements.
- Youth Incentive Policy will now offer WIOA Youth who complete the Road Trip Nation lessons a payment incentive.
- Occupations Approved for Training were listed in the meeting packet.
  - Commissioner Howell asked what the areas highlighted in yellow indicated. Chad explained those were areas to watch.

***ACTION TAKEN:*** Commissioner Wilt (Cowley County) moved to approve the new policy changes. Carol Noblit (Kingman County) seconded the motion. Motion passed unanimously.

**8. Consent Agenda:**

- A. Minutes from March 7, 2023 Meeting
- B. Workforce Alliance A-133 Audit Report for Program Year 202
- C. Workforce Alliance Tax Return for Program Year 2021
- D. Workforce Center Operations/ One-Stop Operator Report
- E. State Workforce Innovation Conference- October 2<sup>nd</sup> and 3<sup>rd</sup> in Manhattan, Kansas
  - Keith explained if anyone wished to attend the conference, the WA could cover the cost.
- F. WIOA Performance Report

***ACTION TAKEN:*** Commissioner Howell (Sedgwick County) moved to approve the consent agenda as presented. Carol Noblit (Kingman County) seconded the motion. Motion passed unanimously.

9. **Adjourn:** Commission Howell (Sedgwick County) adjourned the meeting at 3:13 pm.

**The next CEOB Meeting is schedule for Tuesday, September 19 at 2:00 pm via ZOOM**

**Attendees:**

Commissioner Wayne Wilt, Cowley County	Chad Pettera, Workforce Alliance
Vice Mayor Mike Hohiesel, Wichita	Denise Peters, Workforce Alliance
Commissioner Jim Howell, Sedgwick County	Katie Dawes, Workforce Alliance
Commissioner Ryan Baty, Sedgwick County	
Carol Noblit, Kingman County	
Keith Lawing, Workforce Alliance	



**Chief Elected Officials Board  
Meeting Minutes  
Thursday October 12, 2023  
3:00 - 3:30 p.m.**

- **Welcome and Introductions:**

Commissioner Howell (Sedgwick County) called the meeting to order at 3:15 PM

- **Workforce Innovation and Opportunity Act (WIOA) Career Services Agreement:**

- Chad Pettera stated that required modifications have been made to the Workforce Alliance agreement to continue providing Career Services.
- The changes were:
  - This agreement authorizes the LWDB staffing entity, Workforce Alliance, to also serve as the WIOA Title I career service provider in the AJCs. Note that 20 CFR 679.410 states that the Local WDB may act as a provider of career services only with the agreement of the CEO and the Governor/Governor's designee. This agreement also includes an organizational chart that demonstrates the separation within WA between who is providing LWDB support versus who is providing WIOA Title career services.
  - As reflected in the organization chart, the staff managing and/or providing WIOA Title I services are separate from those performing LWDB functions. In addition, WA recognizes that the LWDB function of conducting monitoring must be contracted out to a neutral third party. See the Monitoring section below.

***ACTION TAKEN:*** Commissioner Howell (Sedgwick County) moved to approve the changes to the Workforce Innovation and Opportunity Act (WIOA) Career Services Agreement. Mayor Greg Thompson (Winfield) seconded the motion. Motion passed unanimously.

- **Workforce Alliance Project Updates:**

- Keith reviewed the Roadtrip Nation series aired on KPTS on Tuesday, September 13<sup>th</sup>, 2023. REAP has supported this series and is organizing watch parties at local high schools.
- Keith also shared an update on the Home Base Wichita Project.
- Keith introduced the Work-Based Learning project which is a \$170,000 state-funded program that the Workforce Alliance has received to support the Work-Based Learning Intermediary Position. The Workforce Alliance is working with several school districts to help prepare youth for intermediary positions.
- The Workforce Alliance is parting with Integra to coordinate a collaborative strategy to create alignment of education and skills training to career pathways.
- Keith mentioned the MeadowLark Grant and the Registered Apprenticeship Program. The Workforce Alliance is currently working with Augusta, KS on their apprenticeship with municipal utilities. They have also developed a partnership with Cowley, Butler, and Sumner County to develop high school internships through this grant.

***ACTION TAKEN:*** Information was received and filed.

- **Minutes from June 27, 2023 Meeting:**

***ACTION TAKEN:*** Commissioner Howell (Sedgwick County) moved to approve the minutes as presented. County Clerk Carol Noblit (Kingman) seconded the motion. Motion passed unanimously.

- **Adjourn:** Commission Howell (Sedgwick County) adjourned the meeting at 3:30 p.m.

**The next CEOB Meeting is scheduled for Tuesday, December 19 at 3:00 pm via ZOOM**

**Attendees:**

Mayor Greg Thompson, Winfield	Kim Uttinger, Workforce Alliance
Chad Pettera, Workforce Alliance	
Commissioner Jim Howell, Sedgwick County	
Marcy Aycock, Workforce Alliance	
City Clerk Carol Noblit, Kingman County	
Keith Lawing, Workforce Alliance	