



Chief Elected Officials Board
December 19, 2018
Wichita Workforce Center - Earhart Room
2021 N. Amidon Suite 1100, Wichita, Ks, 67203
2:00 - 3:00p.m.

If you are unable to attend in person a conference line will be available:

Wichita Call in #: 316-771-6790

Outside of Wichita #: 855-353-1808

- 1. Welcome and Introductions:** Mayor Jeff Longwell (2:00pm)
- 2. Approval of Minutes from Chief Elected Official Meeting from May 23, 2018:** Mayor Jeff Longwell (pp. 3-5) (2:05pm)
Recommended action: approve the minutes from the May 23, 2018, Chief Elected Officials Board Meeting
- 3. Update CEOB Agreement: Keith Lawing** (pp. 6-10) (2:10 pm)
The current CEOB agreements were completed in 2016. Some of the regulations have changed and it is time to review/update the current agreement in place to reflect current regulations.
Recommended Action: approve proposed CEOB agreement
- 4. PY 2018 Local Area IV WIOA Budget Update:** Chad Pettera (pg. 11) (2:25pm)
Staff will present an overview of the PY 2018 Local Area IV WIOA Budget including new grants for Dislocated Worker and Registered Apprenticeship.
Recommended action: receive and file
- 5. Local Workforce Development Board Nominations and Appointments:** Marla Canfield (pp.12-14)(2:30pm)
CEOB will receive nominations for the LWDB.
Recommended Action: make appointments to the Local Workforce Development Board
- 6. A WIOA Memorandum of Understanding (MOU) – Infrastructure Cost Sharing:** Chad Pettera (pp. 15-17) (2:35pm)
Infrastructure Cost Sharing MOU were approved by the One-Stop Advisory Council (OSAC) at its August 2, 2018 meeting and approved by the Executive Committee on August 8, 2018.
Recommended Action: approve the MOU and authorize the board chair to execute the new MOU.
- 7. Project Reports:** (2:45pm)
 - **Youth Employment Project (YEP) 2018 Update:** Amanda Duncan (pg.18)
Staff will provide a detailed report of outcomes to date for the 2018 Youth Employment Project.
Recommended Action: receive and file

- **KAMP Update:** Amanda Duncan (pp.19-20)
Staff will provide a detailed report of outcomes to date for KAMP.
Recommended Action: receive and file
- **Workforce Alliance Training Report:** Amanda Duncan (pp.21-32)
Summary of training report for fall of 2018.
Recommended Action: receive and file

8. Adjourn: Keith Lawing (3:00pm)

Chief Elected Officials Board
May 23, 2018
Wichita Workforce Center Jabara Room
2:30- 3:30p.m.

1. Welcome and Introductions

The meeting to was called to order and introductions were done.

2. Approval of Minutes from Chief Elected Official Meeting from October 25, 2017

Approval of Minutes from the October 25,2017 Chief Elected Officials Board Meeting.

Commissioner Wilt, Cowley County (Commissioner Howell, Sedgwick County) moved to approve the minutes from the October 25, 2017, Chief Elected Officials Board Meeting. Motion adopted.

3. PY 2018 Local Area IV WIOA Budget Update

Keith Lawing presented an overview of the PY 2018 Local Area IV WIOA Budget. The budgets include a breakdown between WIOA (LWDB budget) and non-WIOA Funding and combined totals.

WIOA estimated allocations for PY18 are now known for the Kansas Local Workforce Development Areas. Staff has estimated carry over funds and new or continued funding for other programs and prepared a proposed budget.

Funding for the WIOA programs at the federal level will have an \$80-million-dollar increase for PY18. Funding for the individual programs for Adult is \$8.39 billion, Dislocated Worker \$1.251 billion, and Youth \$8.96 billion.

Staff is estimating revenue for PY18 of Community Impact Funds (NON-WIOA) of \$2,978,796, or 45% of the revenue. This is down slightly from PY17 which had \$3,816,028 or 49% of the revenue. The largest of the funding is from KAMP, KHPOP, and the Apprenticeship grants. WA has 9 different funding streams supporting the Community Impact revenue in total and continues to apply and search for new funding opportunities.

The PY18 Budget is decreasing \$442,419 for next year between all funds. The largest cuts are in wages and Fringe (-\$144,844) and direct client training and services (-\$210,144). Grants awarded is also reduced, but staff has pending or known upcoming grant announcements that could reduce this cut.

Commissioner Woydziak, Butler County (Commissioner Wilt, Cowley County) moved to approve the PY 2018 Local Area WIOA Budget. Motion adopted

4. Local Workforce Development Board Nominations and Appointments

Marla Canfield presented nominations for the LWDB. The CEOB appoints members to the Local Workforce Development Board (LWDB).

Current LWBD members (those with terms expiring in 2018):

<u>PRIVATE SECTOR</u>	
Kathy Jewett, XLT Ovens, (Immediate Past Chair)	2018
Ronald Ratzlaff, Larksfield Place	2018
Gabe Schlickau, Meritrust Credit Union (Chair)	2018
<u>PARTNERS</u>	
Jennifer Anderson, Cowley College - Adult Education Program	2018
<u>LABOR</u>	
B.J. Moore, SPEEA	2018
Tony Naylor, IBEW, Local Union #271 (POP Co-Chair)	2018

John Clark (Plumbers and Pipefitters) is replacing Mike Magennis and Andrew Clark (Ironworkers) is replacing Mark Roby represent Labor.

<u>LABOR</u>	
John Clark , Plumbers and Pipefitters	2019
Andrew Clark, Ironworkers	2019

Commissioner Howell, Sedgwick County (Commissioner Woydziak, Butler County) moved to approve the appointments to the Local Workforce Development Board.

5. Youth Employment Project (YEP) 2017 Report

Katie Givens provided an overview of current YEP activities. 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. YEP is a collaboration of community partners including the Workforce Alliance of South Central Kansas, the City of Wichita, the Greater Wichita YMCA and school districts throughout the service area. These partners all have well established youth employment programs and are working together to achieve significant community impact.

6. Workforce Alliance Strategic Planning for 2018-2020

Keith Lawing presented an update on the Workforce Alliance Strategic Planning for 2018-2020. The current strategic plan was approved in June of 2015 and runs through 2017. To guide and facilitate the development of the strategic plan, a consultant is procured. The WA released a request for proposals (RFP) for strategic planning facilitation this summer and to assist in evaluating bids, the Executive Committee Chair appointed a taskforce to review and rank the proposals.

Wichita State University, Public Policy and Management Center for Strategic Planning Service provided the services of facilitation. The LWDB, Partners and stakeholders were invited to

participate in a series of 90 minute meetings focused on a specific topic. CEOB members were encouraged to participate in the sessions as well. Information was gathered from these sessions and areas of consensus were identified to assist in creating strategic priorities for the WA. At the conclusion of the planning sessions, a strategic plan was presented to the Local Workforce Development Board (LWDB) and its committees for review and approval.

Link to full report: <http://workforce-ks.com/wp-content/uploads/2018/05/Workforce-Alliance-Strategic-Plan-2018-2020.pdf>.

Commissioner Howell, Sedgwick County (Commissioner Woydziak, Butler County) moved to receive and file the Strategic Plan for 2018-2020.

7. Other Business

8. Adjourned at 3:30 pm.

CEOB Attendance:

Commissioner Dave Unruh, Sedgwick County	Commissioner Jim Howell, Sedgwick County
Commissioner Wayne Wilt, Cowley County	Commissioner Dan Woydziak, Butler County

Staff:

Keith Lawing	Katie Givens
Marla Canfield	

Item:

Update CEOB Agreement

Background:

The current CEOB agreements were completed in 2016. Some of the regulations have changed and it is time to review/update the current agreement in place to reflect current regulations.

Workforce Innovation and Opportunity Act of 2014 (Public Law 113-128) (WIOA) is designed to help job seekers access quality services related to employment, education and training, and supportive services to succeed and to match employers with a skilled workforce they need to compete in the global economy. The counties of Butler, Cowley, Harper, Kingman, Sedgwick and Sumner counties have been designated as the Kansas WIOA Local Area IV by the Governor of the State of Kansas. The Workforce Alliance of South Central Kansas (WA) serves as the Local Workforce Development Board (LWDB), operates the workforce centers in the region and manages the employment and training programs.

WIOA requires local governments to establish a Chief Elected Officials Board (CEOB) to oversee the operations of a local area. **The Workforce Alliance will be requesting adoption, approval of the attached agreement and appointment of elected officials to serve on the CEOB by February 1, 2019.** The CEOB functions as Grant Recipient for funds under WIOA Title I Adult, Dislocated Worker and Youth Programs for Local Area IV, and appoints members to the Local Workforce Development Board. Approximately \$3 million is allocated annually to Local Area IV. This funding is critical to serve both employers and job seekers in South Central Kansas.

The proposed CEOB agreement is attached. The changes were primary housekeeping changes including: updating the Designations descriptions (1.01 and 1.02), updating the meeting schedule (2.02), outlining role of Workforce Alliance (2.06-2.08), and adding program monitoring (3.02)

As proposed the membership of the CEOB will consist of:

- Up to two (2) members from counties of Butler, Cowley, Harper, Kingman, Sedgwick and Sumner counties. Those appointed must be an elected official (commissioner/mayor/council member) in the county which they are appointed to represent.
- Active Councils of Local Governments in Local Area IV may also appoint a member to the CEOB.

Recommended Action: approve proposed CEOB agreement

**AGREEMENT BY AND BETWEEN THE WORKFORCE ALLIANCE OF SOUTH
CENTRAL KANSAS, INC. AND THE CHIEF ELECTED OFFICIALS BOARD**

THIS AGREEMENT is by and between the Workforce Alliance of South Central Kansas, Inc. (Workforce Alliance) serving as the Local Workforce Development Board and the Chief Elected Officials Board (CEOB) for the Kansas Local Workforce Innovation and Opportunity Act (WIOA) Area IV.

WITNESSETH:

WHEREAS, pursuant to the provisions of the Workforce Innovation and Opportunity Act of 2014 (Public Law 113-128) (WIOA), the counties of Butler, Cowley, Harper, Kingman, Sedgwick and Sumner counties have been designated as the Kansas WIOA Local Area IV by the Governor of the State of Kansas and by agreements of member counties; and

NOW THEREFORE, in consideration of the promises and the mutual covenants and obligations contained herein, CEOB and Workforce Alliance do hereby agree to the following provisions as the governing principles of the partnership between them for the effective planning, coordination and implementation of the employment and training system within Local Area IV.

SECTION I. DESIGNATIONS

1.01 WIOA has designated CEOB as the Grant Recipient for Local Area IV.

1.02 CEOB has designated the Workforce Alliance as the LWDB for Local Area IV and appoints members to the Workforce Alliance in accordance with the procedures set forth in WIOA.

SECTION II. FUNCTIONS AND RESPONSIBILITIES OF CEOB

2.01 There will be no more than 15 and no fewer than seven members on the CEOB. The counties of Butler, Cowley, Harper, Kingman, Sedgwick and Sumner counties, which have been collectively designated as the Kansas Workforce Innovation and Opportunity Act Local Area IV, may each appoint up to two (2) members for the CEOB. Active Councils of Local Governments in Local Area IV may also appoint a member of the CEOB. Those appointed must be an elected official (mayor, commissioner and/or councilmember) of the county or a city within the county which they are appointed to represent. Each appointment will last 3 years consistent with the strategic planning cycle. Unless stated otherwise herein, appointments begin on July 1 and end on June 30. When vacancies arise it is up to the organization with the opening to appoint a new member. A position on the CEOB is considered vacant on the date the term expires, a member becomes ineligible, a member is removed, or a member resigns or dies. The vacancy shall be filled by the appointing county through reappointment or replacement within sixty (60) days of the creation of the vacancy.

2.02 The duties of the CEOB include attending biannual meetings in 2nd and 4th quarters of the year.. Special meetings can be called as needed. Each meeting falls under the Kansas Open Meetings Act.

2.03 The CEOB shall appoint the members of the Workforce Alliance (Local Area Workforce Development Board), hereinafter referred to as the LWDB, for the Kansas Workforce Innovation and Opportunity Act Area IV. Such appointments shall be made pursuant to the provisions of WIOA and applicable federal and state regulations.

2.04 The CEOB shall carry out the duties of the CEOB as outlined in the WIOA for Local Area IV, and the elected officials in Local Area IV who serve on the CEOB will carry out the duties as outlined in the WIOA for the CEOB.

2.05 The CEOB shall serve as Grant Recipient for grant funds under Workforce Innovation and Opportunity Act Title I Adult, Dislocated Worker and Youth Programs

2.06 The CEOB designates the Workforce Alliance a Fiscal Agent for the WIOA Funds.

2.07 The CEOB in coordination with the Workforce Alliance will select a One Stop Operator.

2.08 The CEOB designates the Workforce Alliance as a provider of Career Services. The COEB shall receive and review regularly performance and monitoring reports.

2.09 The CEOB and LWDB will certify the Comprehensive One Stop in the Local Area once every three years.

2.10 The CEOB will review all policy changes adopted by the LWDB since the last meeting.

SECTION III. FUNCTIONS AND RESPONSIBILITIES OF WORKFORCE ALLIANCE

3.01 The Workforce Alliance, shall annually develop a budget for WIOA operations that complies with the provisions of WIOA and supports the workforce priorities for the region as outlined in the Local Area Plan. The budget shall include estimates of revenues and expenditures, and shall be submitted to CEOB for review no later than 30 days prior to the start of each fiscal year. Upon request of CEOB, Workforce Alliance shall submit a detailed work plan explaining its budget.

3.02 The Workforce Alliance shall contract with an independent program monitor to review WIOA and One Stop Services. The monitoring review shall report on the activities and ensure program activities are meeting the program requirements established by WIOA. Reports shall be issued twice a year to the LWDB and CEOB.

SECTION IV. FINANCIAL ARRANGEMENT

4.01 WIOA Funds allocated to the grant receipt will be used by the LWDB in accordance with WIOA rules and regulations. Any services funded through this process shall be held to all requirements and performance standards, including standards of cost and price reasonableness, specified by the WIOA and all other applicable federal and state laws and regulations.

4.02 Liability to repay amounts from funds received under WIOA that are legally determined to be a misappropriation of funds received by Local Area IV due to: 1) willful disregard of WIOA and accompanying rules and regulations, 2) gross negligence, or 3) failure to observe accepted standards of administration (referred to as an "audit exception" or an "administrative finding"), and which are not payments for services provided to the resident of a specific county, shall be paid for by contributions from each County. The amount of contributions required from each county in such an event shall be based on the percentage of the total number of clients serviced in each county in the previous year in comparison with the total number of clients served in Local Area IV as a whole.

4.03 Workforce Alliance will secure Director/Officer bonding and insurance, including errors and omissions insurance, as well as any other insurance deemed appropriate. To the extent applicable, this insurance coverage shall indemnify and hold harmless each County and Council of Local Governments within Local Area IV, including for repayment liability under Section 4.02 of this Agreement.

SECTION V. MODIFICATION OR TERMINATION OF AGREEMENT

5.01 This Agreement may be modified from time to time by mutual written agreement that is executed by Workforce Alliance and CEOB.

5.02 Neither party shall be liable for any delay in or inability to perform its obligations hereunder if immediate notice is given and if the delay or inability to perform is due to any event beyond the reasonable control of such party such as but not limited to acts of God, fire, flood, storm, explosion, riot, war or strike or any other circumstance of a like or different nature.

5.03 This Agreement shall be governed by the laws of the State of Kansas as to interpretation and performance.

5.04 In any case of an inconsistency between any provision of this Agreement and any provision or section of an applicable Federal, State or County rule, regulation or law, then the applicable Federal, State, or County rule, regulation or law shall supersede and control the conflicting provision of this Agreement.

5.04 If any provision of this Agreement shall be declared illegal, void or unenforceable, the other provisions shall remain in full force and effect.

5.05 This Agreement shall remain in effect until terminated by either of the parties upon thirty (30) day written notice to the other party.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers, respectively, on this _____ day of _____, 2018.

Chairman
Local Area IV Workforce Development Board
Workforce Alliance of South Central Kansas

Chief Elected Officials Board for the Kansas
Local Workforce Innovation and
Opportunity Act

Workforce Alliance Consolidated Budget PY18

July 2018 - June 2019

Expenditures Through 11/30/2018

Category	WIOA			Community Impact Funds			Consolidated			
	November	YTD	% Budget	Budget	November	YTD	% Budget	November	YTD	% Budget
	Expenditures	Expenditures	Remaining		Expenditures	Expenditures	Remaining	Expenditures	Expenditures	Remaining
Wages	\$ 1,352,690	\$ 525,676	61%	\$ 815,604	\$ 67,671	\$ 536,215	34%	\$ 229,361	\$ 1,061,891	51%
Fringe	\$ 417,986	\$ 139,558	67%	\$ 205,012	\$ 13,810	\$ 137,083	33%	\$ 50,521	\$ 276,641	56%
Facilities	\$ 236,556	\$ 123,946	48%	\$ 131,470	\$ 18,248	\$ 109,425	17%	\$ 58,344	\$ 233,371	37%
Contract/Pro Fees	\$ 330,143	\$ 92,879	72%	\$ 121,213	\$ 2,604	\$ 95,302	21%	\$ 24,648	\$ 188,181	58%
Supplies/Equipment	\$ 56,599	\$ 4,044	93%	\$ 27,531	\$ 1,792	\$ 14,586	47%	\$ 3,668	\$ 18,630	78%
Outreach/Cap Building	\$ 42,356	\$ 22,607	47%	\$ 42,444	\$ 4,437	\$ 34,867	18%	\$ 9,063	\$ 57,474	32%
Travel/Conferences	\$ 39,832	\$ 18,890	53%	\$ 43,363	\$ 1,538	\$ 25,387	41%	\$ 7,953	\$ 44,277	47%
Grants Awarded	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ 4,000	#DIV/0!	\$ -	\$ 4,000	#DIV/0!
Staff Development	\$ 14,624	\$ 10,046	31%	\$ 513	\$ 138	\$ 9,849	-1820%	\$ 453	\$ 19,895	-31%
Misc	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Work Experience	\$ 893,255	\$ 295,357	67%	\$ 281,000	\$ -	\$ 18,215	94%	\$ 49,129	\$ 313,572	73%
On The Job Training	\$ 125,000	\$ -	0%	\$ 231,000	\$ -	\$ 110,083	52%	\$ -	\$ 110,083	69%
Incentives	\$ 11,500	\$ 2,600	77%	\$ 22,500	\$ 505	\$ 1,680	80%	\$ 680	\$ 4,280	87%
Occupational Training	\$ 498,385	\$ 96,815	81%	\$ 1,401,337	\$ 59,803	\$ 280,804	80%	\$ 72,449	\$ 377,619	80%
Supportive Services	\$ 89,489	\$ 29,645	67%	\$ 388,784	\$ 3,365	\$ 27,773	93%	\$ 7,467	\$ 57,418	88%
Total	\$ 4,108,415	\$ 1,362,063	67%	\$ 3,711,771	\$ 173,911	\$ 1,405,269	62%	\$ 513,736	\$ 2,767,332	65%

Analysis

Budget: The PY18 budget with expenditures through the end of the November 2018. The budget includes a breakdown between WIOA (LWDB budget) and non-WIOA Funding (Community Impact Funds) and combined totals.

The PY18 budget allocates 47% on direct client spending including classroom training, work experience, on-the-job training and supportive services. Through November 30, 2018, direct client spending for WIOA is \$424,417, CIF \$438,555 for a total of \$862,972 which equates to 31% of total expenditures. The budget has 61% remaining which is slightly better than expected.

Wages and Fringe are low in CIF funds, a budget modification for KAMP is in process with U.S. Department of Labor to adjust to reflect case load counts and the allocation plan.

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:

CEOB appointment of the Local Workforce Development Board (LWDB)

Background:

The CEOB appoints members to the Local Workforce Development Board (LWDB) for the Kansas Workforce Investment Area IV. The appointments shall be made pursuant to the provisions of WIOA and applicable federal and state regulations. New member recommendations include Peter Bodyk, representing Vocational Rehabilitation replacing Michael Donnelly, KS Dept. of Children and Families; and Todd Conklin, COO, Via Christi/Ascension nominated for Business/Private/Health Care replacing Ronald Ratzlaff from Larksfield Place.

<i>New Appointment Recommendations</i>		<i>Exp.</i>
<i>Representing Vocational Rehabilitation</i>	Peter Bodyk, Kansas Rehabilitation Services	2020
<i>Representing Business/Private Sector/ Health Care</i>	Todd Conklin, Via Christi/Ascension	2021
<i>Local Workforce Development Board Members (LWDB)</i>		<i>Exp.</i>
<i>Representing Business/Private Sector</i>	Gabe Schlickau, Meritrust Credit Union (Chair)	2021
<i>Representing Business/Private Sector</i>	Jennifer Hughes, Global Partner Solutions (Vice Chair, Finance Chair)	2019
<i>Representing Business/Private Sector</i>	Rod Blackburn, Blackburn Properties LLC/Partners in Education Foundation	2019
<i>Representing Business/Private Sector</i>	Kathy Jewett, XLT Ovens, (Immediate Past Chair)	2021
<i>Representing Business/Private Sector</i>	Robyn Heinz, Vornado Air (POP Co-chair)	2019
<i>Representing Business/Private Sector</i>	Robert Giesen, B&B Electric Motor Co.	2020
<i>Representing Business/Private Sector/Aerospace</i>	Michele Gifford, Textron Aviation	2020
<i>Representing Business/Private Sector</i>	Laura Hands, Koch	2020
<i>Representing Business/Private Sector</i>	Ebony Clemons-Ajibolade, Westar	2020
<i>Representing Business/Private Sector</i>	Patrick Jonas, Center Industries/CPRF	2019
<i>Representing Business/Private Sector</i>	Matt Peterson, Cargill	2020
<i>Representing Business/Private Sector</i>	Gary Plummer, Wichita Regional Chamber	2020
<i>Representing Business/Private Sector/Advanced Manufacturing</i>	Suzanne Scott, Spirit AeroSystems	2020
<i>Representing Business/Private Sector</i>	John Weber, Asisted Living Locators	2020
<i>Industry Consultant Health Care</i>	Gay Kimble	2020
<i>Representing Labor</i>	Sean Anderson, Sheet MetalWorkers Local Union 29	2020

<i>Representing Labor</i>	Andrew Chance, Iron Workers Local Union 24	2019
<i>Representing Labor</i>	John Clark, Plumbers and Pipefitters	2019
<i>Representing Labor</i>	Dan Hink, Painters District Council #3	2019
<i>Representing Labor</i>	B.J. Moore, SPEEA	2021
<i>Representing Labor</i>	Tony Naylor, IBEW, Local Union #271 (POP Co-Chair)	2021
<i>Representing Economic Development</i>	Dave Alfaro, Butler County Economic Development	2020
<i>Representing Higher Education</i>	Jennifer Anderson, Cowley College - Adult Education	2021
<i>Representing Economic Development</i>	Kerri Falletti, Cowley First, Economic Development	2020
<i>Wagner Peyser</i>	Erica Ramos, KS. Dept. of Commerce	2019
<i>Representing Higher Education</i>	Dr. Kimberly Krull, Butler Community College	2020
<i>Representing Higher Education</i>	Sheree Utash, WSU Tech	2020

Recommended action: make appointments to the Local Workforce Development Board.

December 7, 2018

Mayor Jeff Longwell
City of Wichita
Chief Elected Officials Board
300 W. Douglas, Suite 850
Wichita KS 67202

Dear Mayor Longwell,

The Chamber places in nomination for membership on the Local Workforce Development Board (LWDB) for Local Area IV, Mr. Todd Conklin, Chief Operating Officer with Via Christi Health, a member from the private sector representing the health care business and industry cluster.

The skills and background of Mr. Conklin and his organization will complement and enhance the work of the LWDB, and will be an asset to the Workforce Alliance of South Central Kansas.

Sincerely,



Gary Plummer
President and CEO
Wichita Regional Chamber of Commerce

Item:

WIOA Memorandum of Understanding

Background:

The current WIOA Memorandum of Understanding (MOU) was established in 2015. Over the past year the infrastructure cost sharing has been a major focus of the One Stop Advisory Committee (OSAC) and the committee recommended reviewing and updating the MOU to ensure full compliance with WIOA. Infrastructure Cost Sharing MOU were approved by the One-Stop Advisory Council (OSAC) at its August 2, 2018 meeting and approved by the Executive Committee on August 8, 2018.

Analysis:

The current MOU provides standards and instruction for partner responsibilities under WIOA Section 121(b) which includes:

1. Availability of Career Services
2. Services to Employers
3. Method of referral between One-Stop partners
4. Partner Responsibilities
5. Methods to ensure job seekers with barriers have access to services
6. Infrastructure and other cost sharing
7. Continuous improvement and duration the MOU

Memorandum of Understanding Review

The current MOU provides standards and instruction for partner responsibilities under WIOA Section 121(b) which includes; availability of Career Services, Method of referral between One-Stop partners, Methods to ensure job seekers with barriers are have access to services, Cost sharing, and the duration the MOU.

Cost Sharing Update

Staff have met and worked on establishing some baseline costs for the identified in-kind services and will continue to work with partners on the delivery of in-kind costs. The menu of in-kind services and baseline costs developed include.

Available In-Kind Services

In-kind Services that offset costs for co-located partners will be available to partners to contribute through the year to cover their share of infrastructure costs. Base costs of services are as follows.

- A. Resource Room Services:
 - a. Customer Check In/Reception: \$35 hour
 - b. One on One Service with Customers: \$50 hour

- B. Workshop Facilitation: \$400
- C. Workshop/Curriculum Development: Partner Cost of Development to be negotiated prior to development
- D. System Training for Staff: \$500
- E. Proctoring a WorkReady Testing Session at an America’s Job Center: \$100/session
- F. Proctoring a WorkReady Test at a partner location: To be negotiated prior to event and based on locations costs
- G. Business Services (Job Fair Staffing, etc): \$50 per staff per hour for events coordinated by co-located partner. Job Fair hosting at partner or other location, costs will be negotiated with partner based on partner’s costs.
- H. Outreach Events Staffing: \$25 per hour per staff member, must promote the system not just the partners program(s)
- I. Purchasing of Outreach Materials and providing them to System Partners: Cost of materials
- J. Access Point: Computer, equipment, and any supplies will be at partner’s costs. Use of the space will be allocated a cost based by per participant served and will be negotiated based on serves provided.
- K. Supplies and Equipment: Cost of items. Any training provided will be negotiated prior to delivery of training.
- L. Other items will be negotiated prior to delivery.

Budget

Below is a budget for the Infrastructure Costs; it is not final as some partners have not supplied participant counts.

PY 17 WIOA America's Job Center Infrastructure and Other Costs Budget by Partner							
Partner	Rent	Security	U/S/C	Technology	Operations	Annual Total	Monthly Total
American Indian Council	\$5,542	\$548	\$1,483	\$61	\$828	\$8,461	\$705
Flint Hills Job Corps	\$8,053	\$792	\$2,158	\$136	\$1,187	\$12,326	\$1,027
Kansas Department of Commerce	\$160,244	\$14,857	\$43,773	\$13,997	\$19,902	\$252,772	\$21,064
Allied Health Training#	\$9,963	\$993	\$2,658		\$1,524	\$15,138	\$1,261

Workforce Alliance	\$223,330	\$16,375	\$111,185	\$2,743	\$24,559	\$378,192	\$31,516
SER- Local	\$18	\$1	\$5	\$8	\$-	\$32	\$3
SER- National	\$197	\$12	\$59	\$92	\$-	\$361	\$30
Kansas Dept. of Labor	\$30,668	\$1,920	\$9,226	\$14,247	\$-	\$56,062	\$4,672
Butler Community College	\$961	\$60	\$289	\$446	\$-	\$1,756	\$146
Cowley Community College	\$331	\$21	\$100	\$154	\$-	\$605	\$50
WATC/Goodwill	\$1,419	\$89	\$427	\$659	\$-	\$2,594	\$216
Kansas Dept. of Child/Fam	\$4,850	\$304	\$1,459	\$2,253	\$-	\$8,866	\$739
City of Wichita	\$439	\$27	\$132	\$204	\$-	\$802	\$67
Mid-KS Comm. Action Program	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Totals	\$446,014	\$36,000	\$172,954	\$35,000	\$48,000	\$737,968	\$61,497
*Not final, some partner participant counts are estimates #Allied Health moved out 3/30/2018, cost sharing will cease							

In-kind Services Provided Year to Date

SER- Staff Training 9/29/2017

Butler Community College- Language Barriers Staff Training 10/9/2017

City of Wichita – Public information session for SayYES and CHAMPS – 6/8/18

NexStep – WorkKeys

Cowley College - WorkKeys

Recommended Action: approve the MOU and authorize the board chair to execute the new MOU.

Item:

2018 Youth Employment Project (YEP) Report

Background:

The Youth Employment Project (YEP) is an opportunity 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. YEP is a collaboration of community partners including the Workforce Alliance of South Central Kansas, the City of Wichita, the Greater Wichita YMCA and school districts throughout the service area. These partners all have well-established youth employment programs and are working together to achieve significant community impact.

The final report on the 2018 YEP outcomes is available at <http://workforce-ks.com/wp-content/uploads/2015/05/5B.1-2018-Youth-Employment-Project-FINAL-Report.pdf>. Highlights include:

- 1,791 youth participants
- 1,630 Credly badges awarded to participants
- Six job fairs with 80 employers and attended by 529 young adults
- 687 job placements, 447 directly paid by employers

The YEP Work Team is meeting to start planning for 2019. Funding support for a marketing and outreach strategy is anticipated from the City of Wichita, Sedgwick County and Bank of America. Members of the work team include:

- Keith Lawing, Workforce Alliance
- Amanda Duncan, Workforce Alliance
- Becky Tuttle, YMCA
- Tyrone Baker, YMCA
- Laura Barker, USD 259
- Jim Means, USD 259
- Donte Martin, City of Wichita,
- Michelle Rucker, City of Wichita
- Katie Givens, WSU

Planning for 2019 includes: rebranding of the program, a targeted outreach plan, and a pilot project to serve 14-15 year olds interested in employment.

Recommended Action: receive and file

Item:

KAMP Update

Background:

In 2017, the Employment and Training Administration, U.S. Department of Labor awarded approximately \$100 million in grant funds for the America’s Promise program. Under this program, South Central Kansas was awarded \$5.9 million to serve 1070 participants for manufacturing occupations from July 1, 2017 to Dec 30, 2020 through the Kansas Advanced Manufacturing Promise (KAMP) grant. KAMP involves a broad partnership with industry, education and government, with initial partners including multiple employers, the Greater Wichita Partnership, Wichita Area Technical College (WATC), Wichita State University, Hutchinson Community College, and the Kansas Department of Commerce. The KAMP Grant is based on earn-and-learn training strategies. It is employer driven and there are funds to support three types of training projects: occupational skills training for new hires; on the job training; and incumbent worker training.

Analysis:

For the grant to date, 342 participants have completed the eligibility process, and 333 participants began training. A total of 260 individuals have successfully completed training and earned a credential, and 243 have entered employment, with 186 exits processed.

A Breakdown of participating employers by county and number of participants is below:

Employer	County	Participants
Avcon Industries	Harvey	2
Cox Machine	Sedgwick and Harper	15
Galaxy Technologies	Cowley	5
Jr Custom Metal	Sedgwick	9
Spirit AeroSystems	Sedgwick	278
Union Tank Car	Butler	24

A breakdown of Participant County of Residence is below:

County	Participants
Butler	33
Chautauqua	1
Cowley	9
Ellsworth	1
Geary	1
Greenwood	1
Harper	1

Harvey	6
Johnson	1
Kingman	2
Neosho	1
Osage	1
Pottawatomie	1
Reno	6
Sedgwick	260
Sumner	8

Recommended Action: receive and file

Item:

Workforce Alliance Training Report

Background:

Attached is a Workforce Centers Training Report for fall of 2018 that includes information on enrollments, training program occupations and funding streams for current participants of workforce center programs for our Local Area.

Highlights include 455 current training participants, over 200 enrollments for Registered Apprenticeship training programs and 146 participants in healthcare programs. The Workforce Alliance has leveraged resources from 10 different funding streams to support the individuals currently enrolled in skills training programs.

Recommended Action: receive and file

Workforce Centers 2018 Training Report October 10, 2018

The goal of the Workforce Alliance Local Workforce Development Board is to leverage resources and align services to increase the community impact of the annual Federal allocation from WIOA. At the direction of the LWDB, staff and Workforce Center partners seek opportunities to secure grants and collaborate on training projects to bring more funding to the region. The result is job seekers in Local Area IV have access to a number of different employment and training programs.

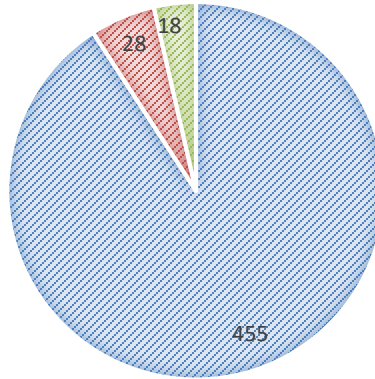
Below are graphs reporting current statistics by sectors, training providers, occupations, leveraged funds, and expended funds for training programs administered through the Workforce Centers of South Central Kansas which include:

- WIOA Adult
- WIOA Dislocated Worker
- WIOA Youth
- Kansas Health Professions Opportunity Project (KHPOP)
- Disability Employment Initiative (DEI)
- Generating Opportunities to Attain Lifelong Success (GOALS)
- Pell Grants
- Trade Adjustment Assistance (TAA)
- Kansas Advanced Manufacturing Program (KAMP)
- United Way Healthcare

Graphs include active, completed, and participants waiting to begin training by demand occupations.

TRAINING STATISTICS 10/2018

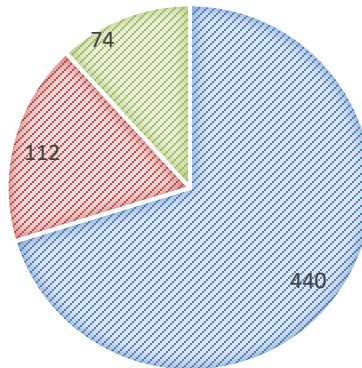
■ Active, In-Training ■ Completed Last Quarter ■ Waiting to Begin



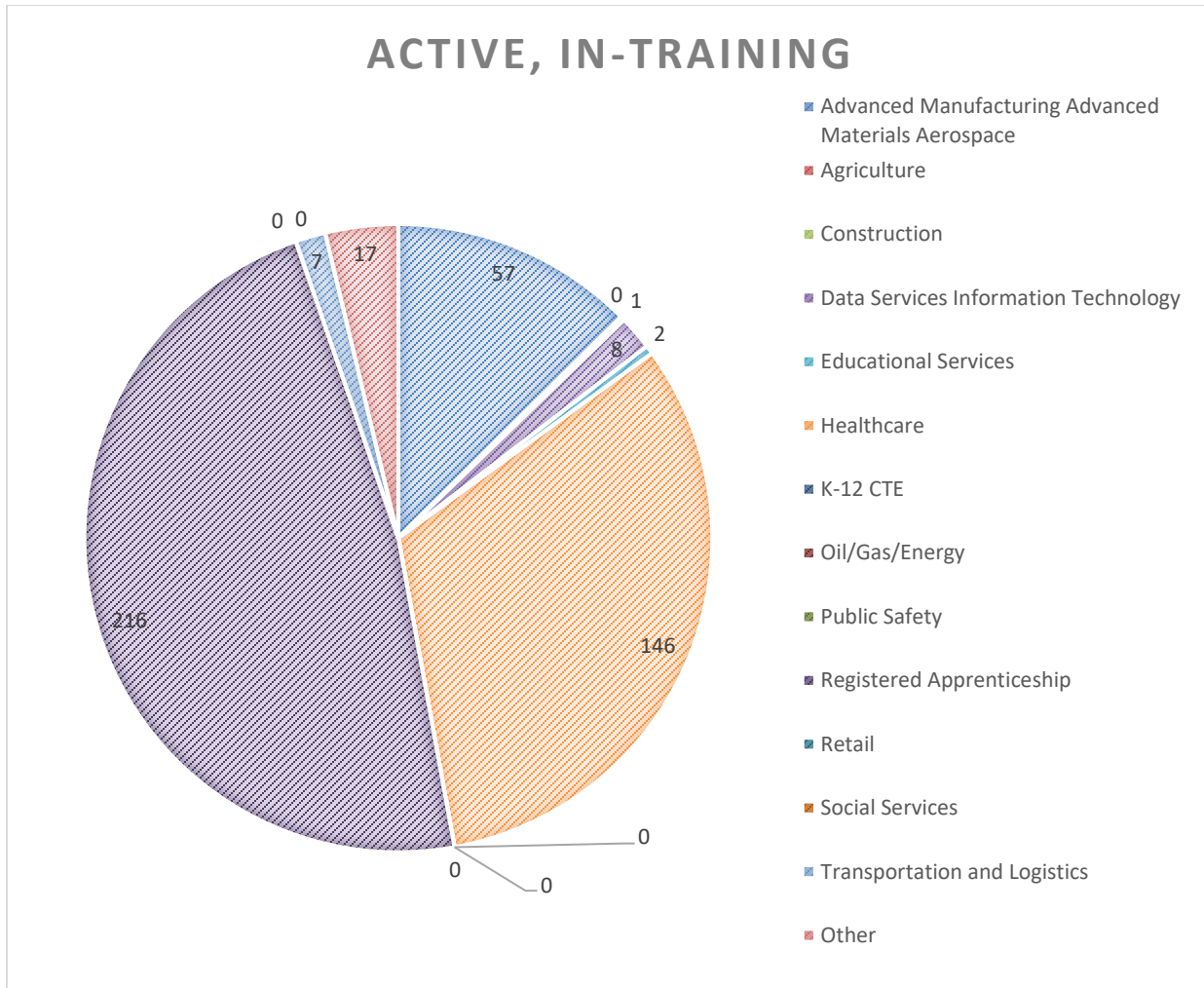
Training Statistics	
Active, In-Training	455
Completed Last Quarter 7/18 through 9/18	28
Waiting to Begin 10/18 through 12/18	18

TRAINING STATISTICS 03/2018

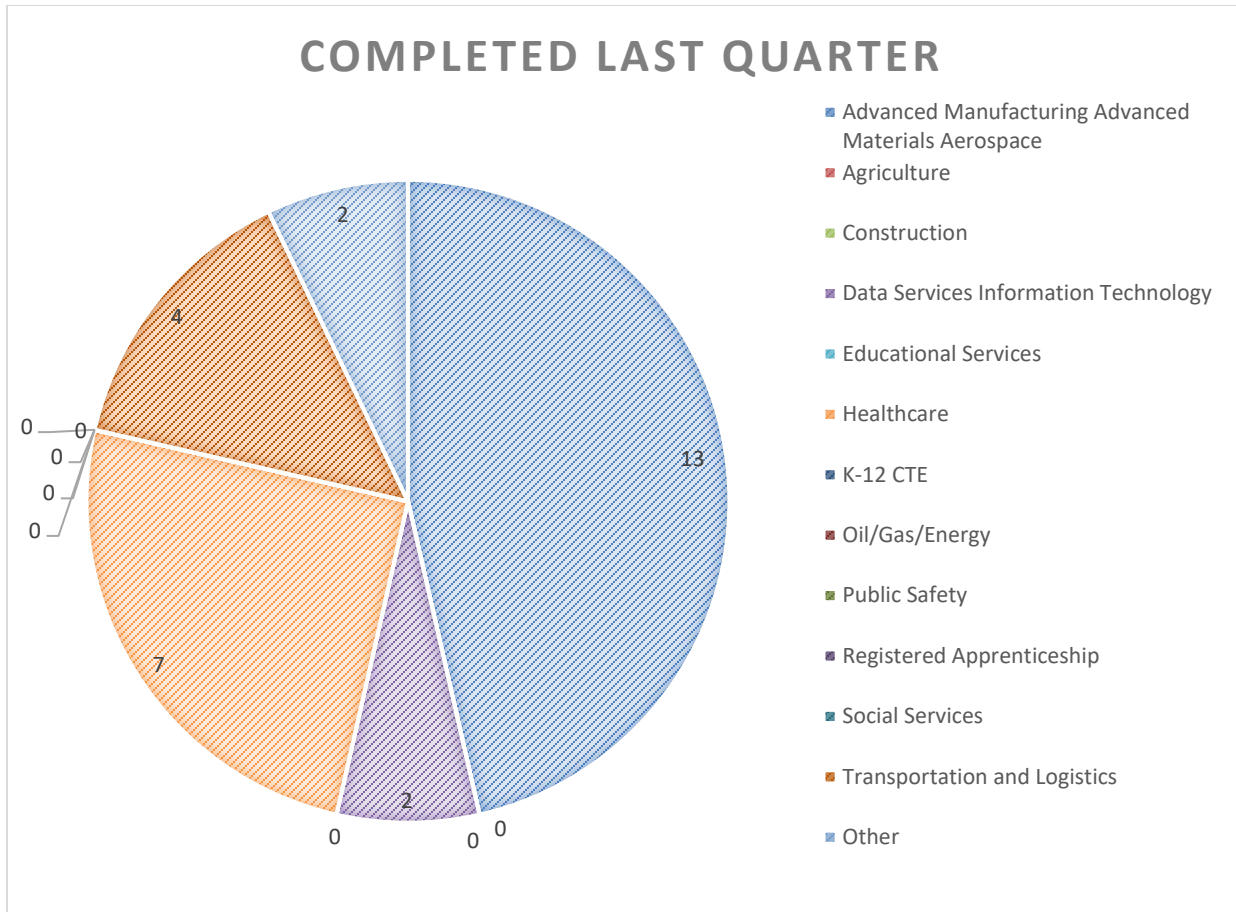
■ Active, In-Training ■ Completed Last Quarter ■ Waiting to Begin



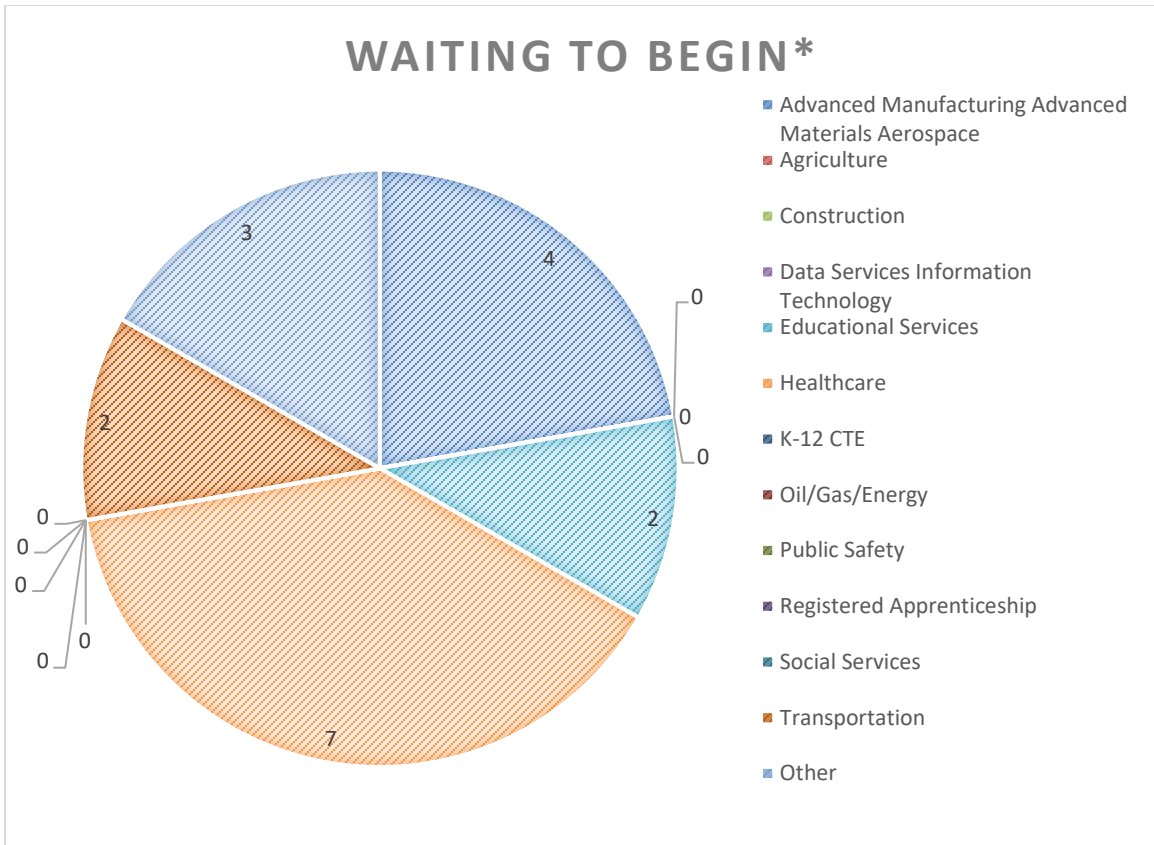
Training Statistics	
Active, In-Training	440
Completed Last Quarter 10/17 through 12/17	112
Waiting to Begin 03/18 through 05/18	74



Active, In-Training	
Advanced Manufacturing Advanced Materials Aerospace	57
Agriculture	0
Construction	1
Data Services Information Technology	8
Educational Services	2
Healthcare	146
K-12 CTE	0
Oil/Gas/Energy	0
Public Safety	0
Registered Apprenticeship	216
Retail	0
Social Services	0
Transportation and Logistics	7
*Other	17
Total	455

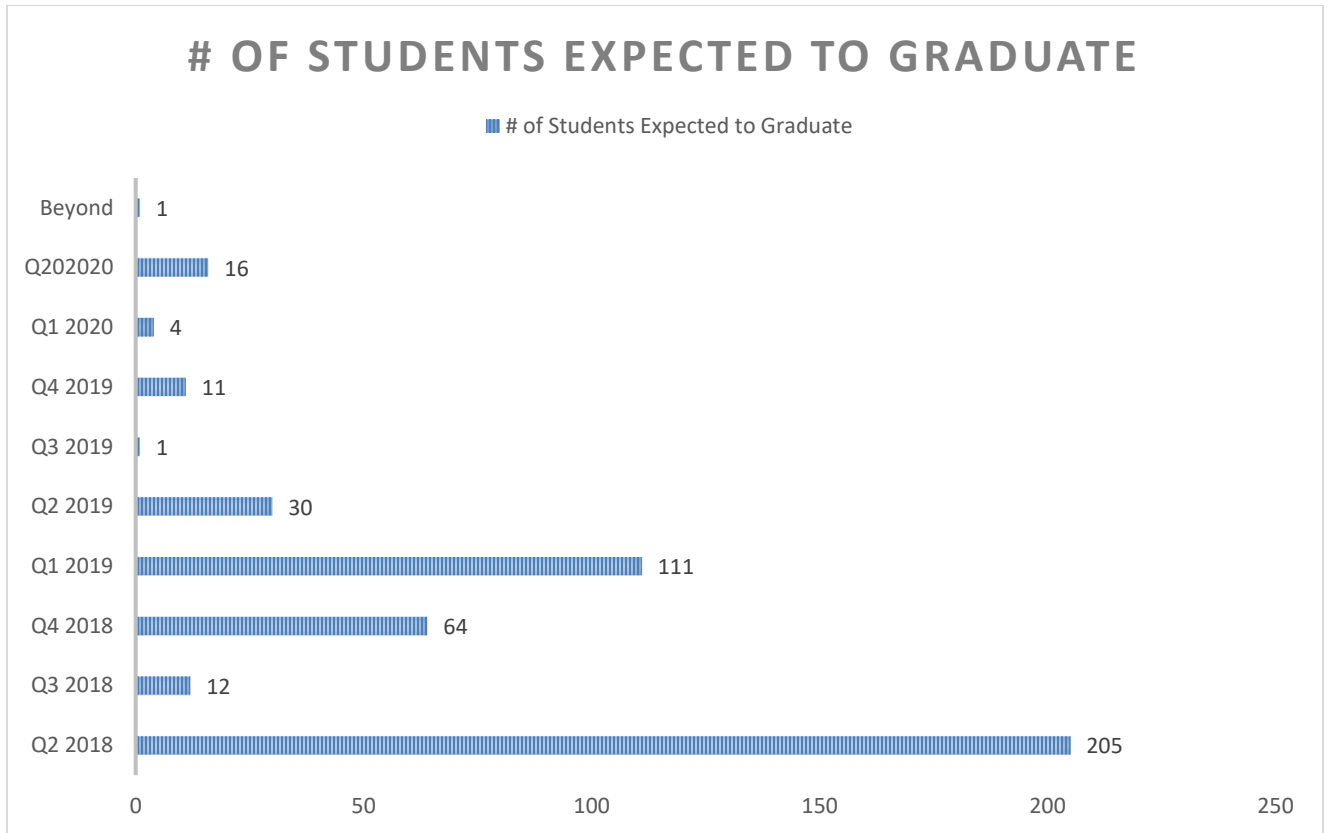


Completed Last Quarter	
Advanced Manufacturing Advanced Materials Aerospace	13
Agriculture	0
Construction	0
Data Services Information Technology	2
Educational Services	0
Healthcare	7
K-12 CTE	0
Oil/Gas/Energy	0
Public Safety	0
Registered Apprenticeship	0
Social Services	0
Transportation and Logistics	4
*Other	2
Total	28



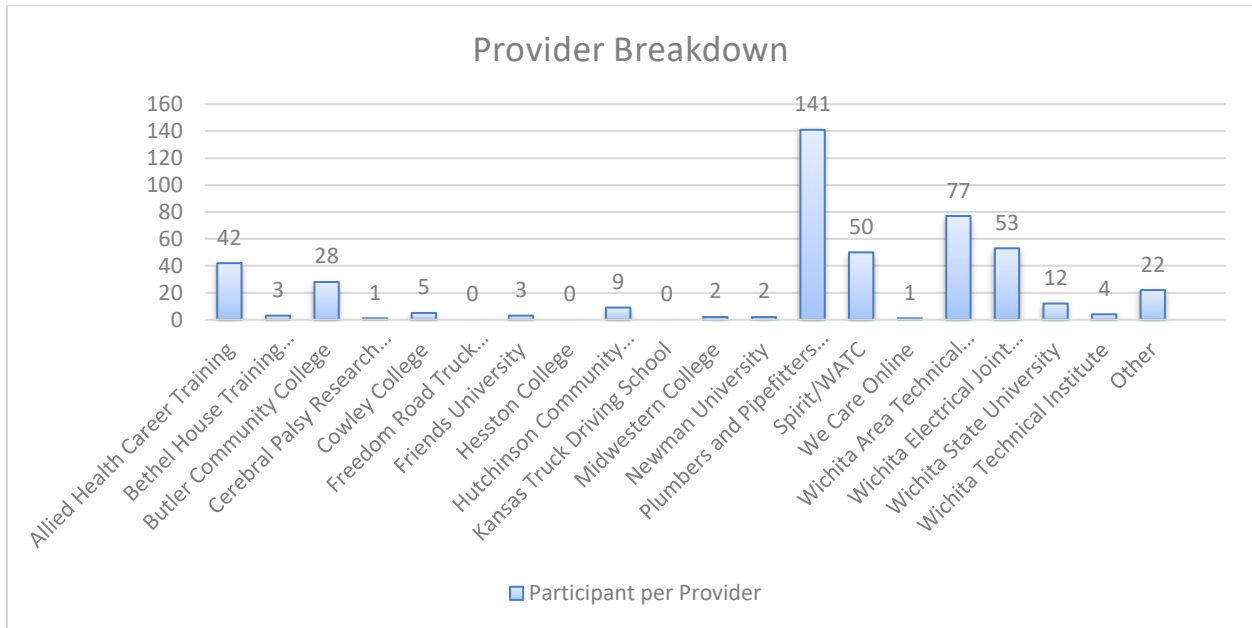
Waiting to Begin	
Advanced Manufacturing Advanced Materials Aerospace	4
Agriculture	0
Construction	0
Data Services Information Technology	2
Educational Services	0
Healthcare	7
K-12 CTE	0
Oil/Gas/Energy	0
Public Safety	0
Registered Apprenticeship	0
Social Services	0
Transportation	2
Other	3
Total	18

* Eligibility has been determined for funding support, participants are waiting on a training program to begin. Scheduled to start within the next 90 days.



	Q2 2018	Q3 2018	Q4 2018	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Beyond
Number of Students Expected to Graduate	205	12	64	111	30	1	11	4	16	1

Workforce Centers 2018 Training Report October 10, 2018



Participant Per Provider	
Allied Health Career Training	42
Bethel House Training Institute	3
Butler Community College	28
Cerebral Palsy Research Foundation of Kansas	1
Cowley Community College	5
Freedom Road Truck Driving Academy	0
Friends University	3
Hesston College	0
Hutchinson Community College	9
Kansas Truck Driving School	0
Midwestern College	2
Newman University	2
Plumbers and Pipefitters Apprenticeship Training of KS	141
Spirit/ Wichita Area Technical College	50
We Care Online	1
Wichita Area Technical College	77
Wichita Electrical Joint Apprenticeship Training Council	53
Wichita State University	12
Wichita Technical Institute	4
Other	22
Total	455

Workforce Centers 2018 Training Report October 10, 2018

Training Breakdown by Occupations

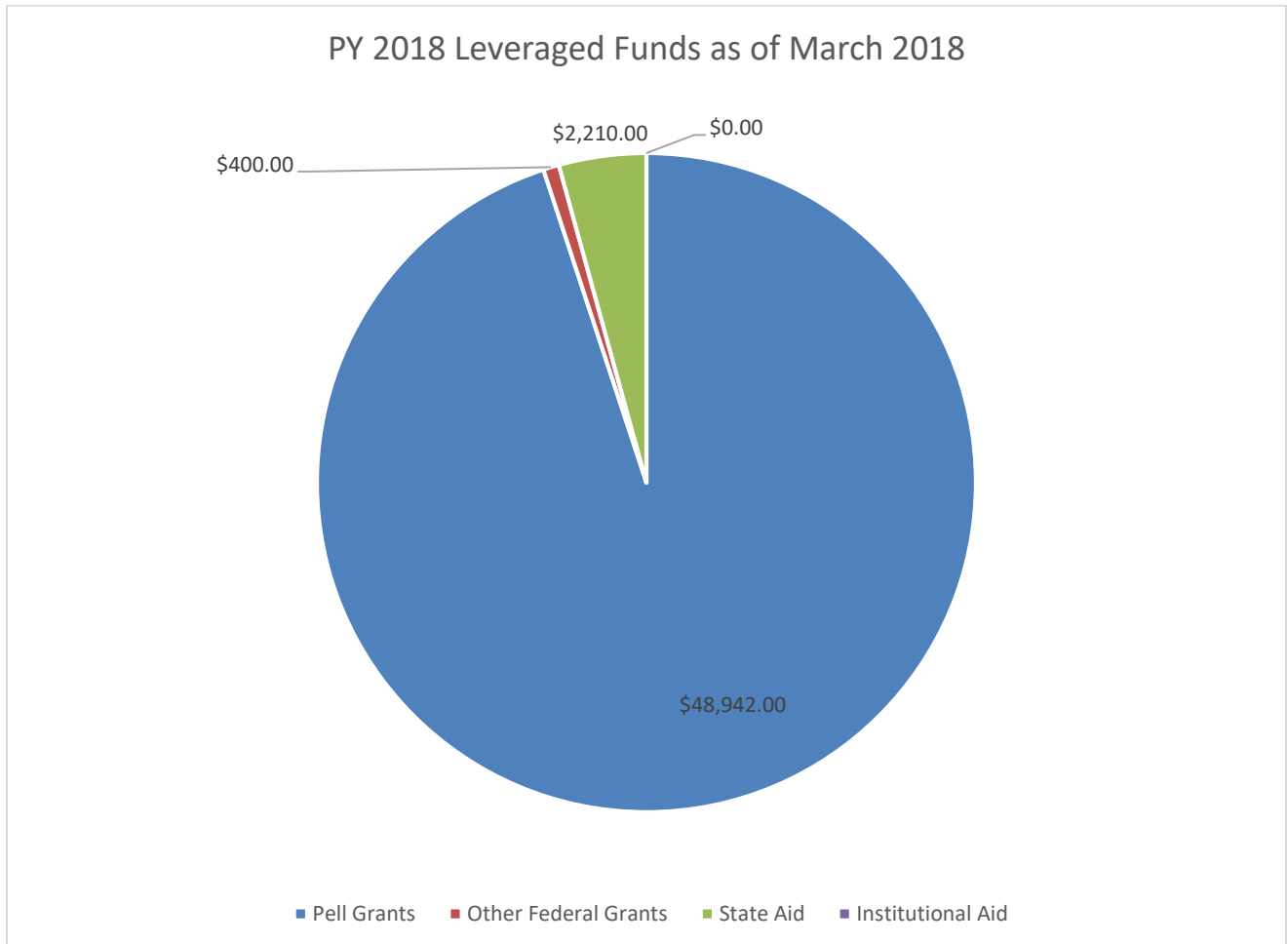
*BREG are sectors identified by economic development as priorities for South Central Kansas

<u>Industry</u>	<u>Occupations</u>	
Advanced Manufacturing Advanced Materials Aerospace=57 *BREG	Aviation Maintenance Technology/ A&P (Aircraft Mechanics)	8
	Avionics	0
	CAD/CAM & CATIA	0
	Composite Fabrication & Repair	0
	Computer Controlled Machine Tool Operator (CNC)	3
	Diesel Mechanics	0
	Electrician	0
	Engineering (Aerospace/Chemical/Electrical/Industrial/Mechanical)	1
	Heat Treating Equipment Setters, Operators & Tenders, Metal and Plastic	0
	Heavy Equipment Operator	0
	Industrial Equipment Operator	0
	Industrial Maintenance Technician	0
	Machine Tool Operator-Metal and Plastic	4
	Manufacturing or Production Technicians	5
	Non-Destructive Testing (NDT) or Inspection	0
	Operations Management Technical Certification	0
	Quality Control or Inspection (O*NET –Quality Control Analyst)	0
	Robotics Technician	2
	Sheet Metal Workers	34
	Tool and Die Maker	0
Tooling	0	
Transportation Equipment (Heavy and Tractor Trailer Truck Drivers)	0	
Welders, Cutters, Solderers, and Brazers	0	
Agriculture =0 *BREG	Biological Technicians	0
	Farm Equipment Mechanics and Service Technicians	0
	Natural Sciences Managers	0
	Refuse and Recyclable Material Collectors	0
	Soil and Plant Scientists	0
	Zoologists and Wildlife Biologists	0
Construction=1	Carpentry	0
	HVAC	1
Data Services Information Technology=8 *BREG	Computer and Information System Managers (IM System Managers)	0
	Computer User Support Specialists	0
	Cyber Security (Information Security Analysts)	5
	Network and Computer System Administrators	3
	Software Applications	0
	Software Engineers	0
	Web Developer	0
Educational Services=2	Teacher (ONET codes 25-2012 through 25-2054)	2

Workforce Centers 2018 Training Report October 10, 2018

Leveraged Funds

A total of \$51,552.00 has been leveraged in Local Area IV so far in Program Year 2018 by KHPOP and WIOA participants. The breakdown of the information is as follows:



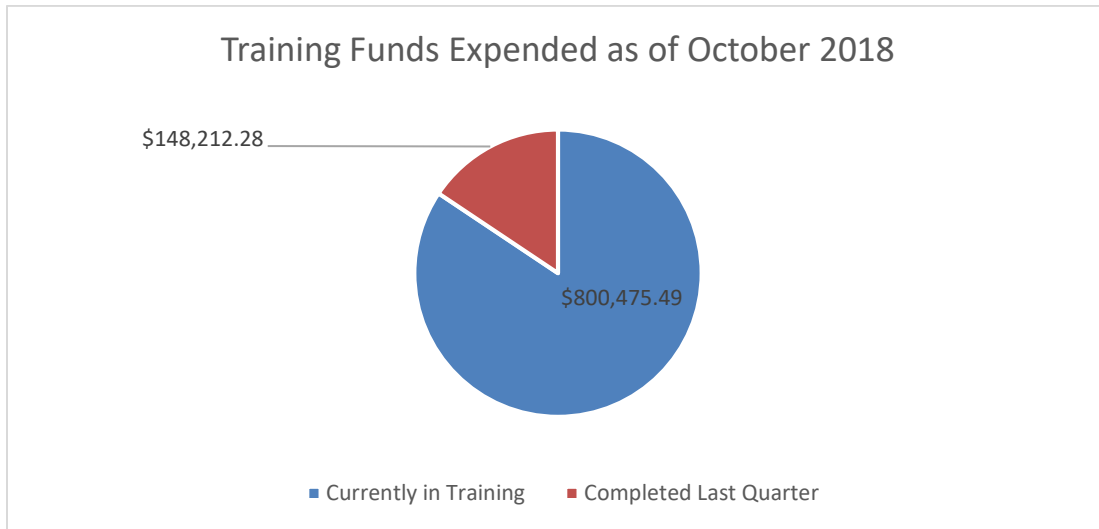
Program Year 2018 Leveraged Funds to Date				
Pell Grants	Other Federal Grants	State Aid	Institutional Aid	Total Assistance
\$48,942.00	\$400.00	\$2,210.00	\$0.00	\$51,552.00

* Participants are co-enrolled in WIOA and are leveraging training funds from different funding streams and resources such as Pell Grants.

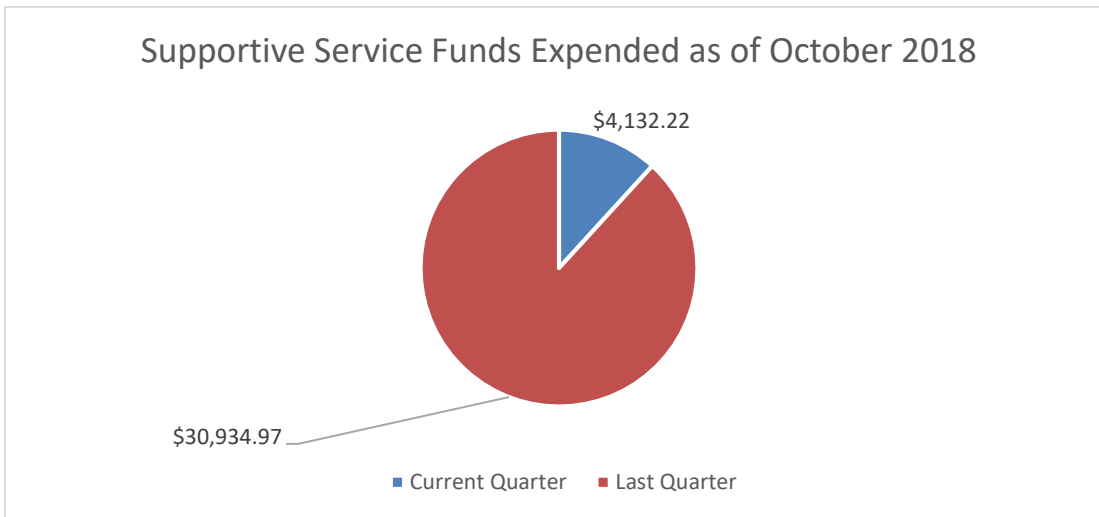
Workforce Centers 2018 Training Report October 10, 2018

Funds Expended on Training

A total of \$948,687.77 in training dollars has been expended on customers currently in training and those who completed in the last quarter. A total of \$35,067.19 in supportive service dollars has been expended on training customers in the last and current quarter. The breakdown of the information is as follows:



Funds Expended on Training		
	Currently in Training	Completed Last Quarter
Training Funds	\$800,475.49	\$148,212.28



Funds Expended on Supportive Services		
	Current Quarter	Last Quarter
Supportive Service Funds	\$4,132.22	\$30,934.97



**Workforce Centers Calendar of Events
January-December 2019**

Local Workforce Development Board

10:00 a.m.

Wednesday, January 23, 2019

Wednesday, April 24, 2019

Wednesday, July 24, 2019

Wednesday, October 23, 2019

Executive Committee

11:30 a.m.

Wednesday, January 9, 2019

Wednesday, February 13, 2019

Wednesday, March 13, 2019

Wednesday, April 10, 2019

Wednesday May 8, 2019

Wednesday, June 12, 2019

Wednesday, July 10, 2019

Wednesday, August 14, 2019

Wednesday, September 11, 2019

Wednesday, October 9, 2019

Wednesday, November 13, 2019

Wednesday, December 11, 2019

**Program Operations and Performance
Committee**

11:30 a.m.

Thursday, January 3, 2019

Thursday, March 7, 2019

Thursday, May 2, 2019

Thursday, June 27, 2019

Thursday, September 5, 2019

Thursday, November 7, 2019

One Stop Advisory Council

11:30 a.m.

Thursday, February 7, 2019

Thursday, April 4, 2019

Thursday, June 6, 2019

Thursday, August 1, 2019

Thursday, October 3, 2019

Thursday, December 5, 2019

The following holidays will be observed by WA and State of Kansas Staff. The Workforce Centers will be closed on these days:

New Year's Day

Tuesday, January 1, 2019

Martin Luther King, Jr. Day

Monday, January 21, 2019

Memorial Day

Monday, May 27, 2019

Independence Day

Thursday, July 4, 2019

Labor Day

Monday, September 2, 2019

Veterans Day

Monday, November 11, 2019

Thanksgiving Day

Thursday, November 28 & Friday November 29, 2019

Christmas

Tuesday, December 24 (half day) & Wednesday, December 25, 2019

The following holidays will be in-service days for WA and State of Kansas Staff:

President's Day

Monday, February 18, 2019

Columbus Day

Monday, October 14, 2019