



Chief Elected Officials Board

Tuesday, March 30, 2021

Join Zoom Meeting

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Meeting ID: 875 5436 7098

Passcode: CEOB0330

3:00 – 4:00 p.m.

Welcome and Introductions: Commissioner Wilt (3:00 pm)

1. Local Area IV WIOA Plan: Keith Lawing (pp. 2-4)
Recommended Action: Approve the Local Area IV WIOA Plans

2. One Stop Operations: Keith Lawing (pp. 5-7)
 - A. One Stop Operator Agreement-
Recommended Action: Approve the One-Stop Operator Agreement

 - B. Workforce Center Certification
Recommended Action: Approve the Certification of the Wichita Workforce Center.

3. Workforce Alliance Agreements: Chad Pettera
 - A. Garvey Administrative Offices (pg. 8)
Recommended Action: Approve lease agreement

 - B. Workforce Alliance Server (pg. 9)
Recommended Action: Authorize the CEO to purchase and finance the server upgrade for two years.

4. Workforce Alliance Audit Report: Chad Pettera (pg. 10)
Recommended Action: Receive and file

5. Update to Workforce Board Membership (pp. 11-13)
Recommended Action: Take appropriate action

6. Consent Agenda: Keith Lawing
 - A. Approval of Minutes for December 15, 2020 CEOB Meeting (pp. 14-18)
 - B. Workforce Alliance Budget Report (pg. 19)
 - C. RCM Monitoring Report (pg. 20)***Recommended Action: Approve the Consent Agenda***

Adjourn: Commissioner Wilt (4:00 p.m.)

Item

Local Area IV WIOA Plans

Background

The Workforce Innovation and Opportunity Act (WIOA) requires each Local Area to have an approved Regional Plan and Local Plan. These plans must be reviewed and updated every four years. The State of Kansas has divided Kansas into two planning regions. Local Area IV is part of planning region II with Local Areas I and V. The updated Regional Plan and Local Plan must be submitted to the Kansas Department of Commerce by April 30, 2021. Prior to submission to the Kansas Department of Commerce, the Regional Plan and Local Plan must be approved by the Chief Elected Officials Board (CEOB) and Local Workforce Development Board (LWDB) and posted for public comment for 30 days.

Analysis

Workforce Alliance staff have drafted the updated Local Plan based on WIOA guidelines. The Regional Plan has been drafted with Local Areas I and V, and with technical assistance from a consultant. They are summarized below.

Regional Plan

- Formalize the convening of industry leaders, businesses, education, economic development, labor, and community-based organizations across the region to establish expectations, needs, and gaps
- Coordinate outreach efforts
- Retain talent in the region by focusing on work-based learning opportunities including Registered Apprenticeship
- Expand youth employment opportunities throughout the region
- Implement rural regional strategies

The Regional Plan identifies the following in-demand industry sectors or occupations:

- Advanced Manufacturing
- Advanced Materials
- Aerospace
- Agriculture
- Data Services and Information Technology
- Healthcare
- Oil and Gas
- Transportation and Logistics

Additionally, the Local Areas in the region will continue to work collaboratively to develop and implement regional service strategies, focus on business services, meet or exceed performance measures, and collaborate on regional projects.

Local Plan

The draft Local Plan includes goals, strategies, service delivery plans, policies and management of the One Stop Workforce System in Local Area IV. The One Stop Advisory Council (OSAC) has worked since the original plan was developed in 2016 to develop and enhance cooperation and collaboration between local partners.

The OSAC has developed cross program strategies customized to the local area. These strategies are developed for both employer services and job seeker services and include the following components:

- Enhanced customer referrals and release of information
- Effective communication among all partners
- Easy access to information for customers
- Collaborative case management and co-enrollment
- Outreach
- Cross training

The OSAC also reviewed the Memorandum of Understanding and Infrastructure Funding Agreements. The Memorandum of Understanding is incorporated in the Local Plan as an attachment.

Other key components of the Local Plan include the following:

Strategic Elements

This section includes an economic and workforce analysis from the Kansas Department of Labor. The analysis provides an overview of existing and emerging workforce demands, employment and unemployment rates, labor market trends, workforce education and skills level, and addresses the current skill gap in south central Kansas.

The mission, vision, and strategic goals of the Workforce Alliance are provided. A description of partnerships with economic development, Regional Growth Plan, Preparation for Advanced Career Systems (PACES), higher education, K-12 system, and WIOA Partners are discussed. An analysis of workforce development activities including strengths, weaknesses, and capacity is provided.

Operational Planning Elements

This section of the Local Plan includes employer and job seeker strategies that have been developed. It also includes the structure of the Local Workforce Development Board, the integration and co-enrollment plan for WIOA Title 1B programs and Wagner Peyser, and the functional management of the One Stop Centers. The integration and co-enrollment plan is written to encourage other Workforce Center partners to enter at any time.

Continuous improvement, oversight, performance, program data, priority of service for veterans, and accessibility are described in this section. It also addresses current policies and procedures of the LWDB including both Administrative and Program policies.

The Regional Plan and Local Plan will be released for public comment on March 30, 2021. Comments will be accepted through April 29, 2021. Staff will review comments as they are filed and then respond to the comments and make appropriate changes as necessary. The plans will be reviewed by the full LWDB at its April 28, 2021 meeting. All comments provided will be attachments to the Regional and Local Plans. The Regional and Local Plans are due to the Kansas Department of Commerce on May 1, 2021.

Strategic Goals Supported

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

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

Recommended Action

Approve the Regional Plan and Local Plan as presented and direct staff to release the draft Regional and Local Plans for public comment.

Item

One Stop Operations Task Force

Background

A task force was appointed and given the assignments to review bids from the Request for Proposals (RFP) for a One-Stop Operator and to conduct a certification review for the Wichita workforce Center. These have been completed and the Task Force has prepared recommendations to the Executive Committee. The Executive Committee reviewed the Task Force's recommendation and recommended entering into an agreement with Eckerd Connects and the Certification of the Wichita Workforce Center.

The taskforce members included Rod Blackburn, Tony Naylor, Kerri Falletti, Commissioner Jim Howell, Melissa Musgrave, George Marko, and Erica Ramos.

Analysis*A. One-Stop Operator*

The Workforce Innovation and Opportunity Act (WIOA) regulations require the function of One Stop Operations to be competitively procured. The WA released its initial RFP back in 2016 and selected a One Stop Operator to begin services July 1, 2017. Eckerd Connects was that selection. The current contract with Eckerd Connects expires June 30, 2021. WA released a new RFP on November 19, 2020 and closed on January 18, 2021. Three proposals (Hightower Workforce Initiatives, In The Door, and Eckerd Connects) were received and reviewed by the One Stop Operators Taskforce.

The RFP for the One Stop Operator included the following parameters in the scope of service.

- Administers and oversees the Integrated Service Delivery Plan.
- Coordinate partner services and activities to encourage efficiency and customer service.
- Developing and providing staff development opportunities for the one stop partners and staff.
- Assist in the development of policies and processes to support the Workforce Alliance.
- Ensure Workforce Alliance One Stops are certified as required by the US Department of Labor.
- Ensure access to career, training, and employment services.
- Ensure access to data, information, and analysis for the programs operated through the one stop delivery system.
- Coordinate with core leadership initiatives and activities.

The Taskforce meet with each proposer for a presentation and a question and answer session. The evaluation consisted of many different evaluation criteria included in the RFP. Below is a table summarizing the points awarded by the taskforce and the budget of the proposal.

	Eckerd Connects	Hightower Workforce Initiatives	In The Door
Total Points	1072	885	983
Total Budget	\$335,847	\$380,970	\$333,789
Preferred Proposer	X		

The Taskforce is recommending negotiating with Eckerd Connects, with the goal of setting some new goals and expectations.

The LWDB will continue to be responsible for the following activities: Career Services, Administration, Monitoring, Fiscal Agent, Communications, Business Development.

Recommended Action:

Approve entering into a contract for One Stop Operator services and approve staff to conduct final negotiations with Eckerd Connects

B. Certification of the Wichita Workforce Center

The Kansas One-Stop Workforce Centers are the entryway to the state’s workforce system and to access the resources and services designed to assist individuals in acquiring the skills needed for meaningful employment and self-sufficiency. The Workforce Centers are also the portal for businesses to access the talent pipeline that meets their workforce needs and fuels economic growth. Workforce Center partners are required to collaborate to support a seamless, customer focused service delivery network.

WIOA requires at least one comprehensive (full service) center in each local workforce region state and directs local partners to collaborate in developing and implementing a one-stop delivery system designed to meet the unique needs of the both job seekers and employers, and that resources are leveraged for maximum efficiency. The success of the workforce system depends on the principals Local Workforce Development Boards and their partners use to guide planning and operations. Workforce center effectiveness, customer satisfaction, accessibility and continuous improvement are all vital pieces to overall success.

Date: March 10, 2021

Submitted By: Keith Lawing

An assessment tool has been developed that is consistent with State policy to conduct an analysis to determine qualifications to meet Certification standards. The One-Stop Operations Task Force met and went through the Certification Review Form with Workforce Center leadership staff. The Task Force recommends that the Wichita Workforce Center be approved for Certification. The Certification Review Form is attached.

Recommended Action:

Approve the Certification of the Wichita Workforce Center.

Strategic Goals Supported

These activities support the following Strategic goal of the Local Workforce Development Board:

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

Item

Leased Space Request for Proposals

Background

The Workforce Alliance is completing a request for proposal (RFP) process for leased space for the administrative functions. Currently the Workforce Alliance has a lease at 300 W Douglas, Suite 850 in the RH Garvey Building. The Organization also leases space at 2021 N Amidon which functions as the Wichita Workforce Center and is currently at capacity.

The RFP was released on November 5, 2020 and closed on December 18, 2020. The Workforce Alliance sent out notices to local realtors and posted the notice of the RFP in the Wichita Eagle and communicated it through contact lists maintained by the WA. The Workforce Alliance also hosted a pre-bid conference on November 19, 2020 in which several different organizations attended. The Executive Committee recommended entering in to a Lease for space at 300 W Douglas.

Analysis

Two proposals were received, one for our current location at 300 W Douglas, and the other at 8111 E 32st N in Wichita. The taskforce reviewed the proposals and evaluated the costs. Staff did reach out to the landlord for 300 W. Douglas to inquire about minor modifications to make the office space more usable and the requested changes could be made and the costs added to the bid. The projected cost would be less than \$5,000 and will be included in negotiations to finalize a lease agreement.

The taskforce evaluated the proposals and provided scores:

- 300 W Douglas received 980 of the total 1,300 points
- 8111 E 32nd St N received 905 of the total 1,300 points

Proposal Demographics:

	300 W Douglas- Bonavia (Garvey)	8111 E 32nd St. N Suite 101- Occidental Management
Square Foot	10,566 total continue storage lease on 2 nd floor at continued rates for one more year.	5,612 total
Square Foot Price		
Year 1	\$8.89- Current \$8.26	\$22.00
Year 2	\$8.89- Adjust Consumer Price Index	\$22.00
Year 3	\$8.89- Adjust Consumer Price Index	\$22.50
Year 4	\$8.89- Adjust Consumer Price Index	\$22.50
Total 4 Year Cost	\$375,726.96 with no CPI Increase	\$499,467
Improvement Cost	None	None would be needed
Parking	38 Garage and 5 Lot Spaces + Visitor	Open Parking with 236 spaces

Recommended Action

Authorize the President/CEO to enter into a lease for space at 300 W. Douglas.

March 30, 2021

Submitted By: Chad Pettera

Item:

Workforce Alliance Server Upgrade Report

Background:

In 2013, the Workforce Alliance (WA) purchased a CISCO UCS 5100 as the “brains” and a Dell VNX 5200 as the “storage” to run the technology infrastructure for the Workforce Centers. This combination currently runs over 20 servers, including Email and M-Files, along with 100 virtual desktops used in our Workshop, Business Services Lab and customer access areas. The WA executive Committee reviewed and approved this item.

Analysis:

As with all things electronic, over time, parts need to be replaced. The UCS 5100 currently uses M-3 Blades, which contain the brains (i.e. computer processors and RAM) and will hit end-of-life in November of 2021. Those blades currently run software version 6.7 of VMware vSphere, which also has an end-of-life date of November 15, 2021. In order to upgrade to the latest vSphere version 7.0, we must replace the current M-3 Blades to the new M-5 Blades.

The current Dell VNX 5200 will not be removed, but the Dell/EMC ME4024 Storage Array will be added to the current system giving us room to grow. There is now 16TB of space, and currently over 15TB is being used with the new ME4024 Storage Array adding an additional 16TB. When the VNX 5200 was purchased it was supporting Windows 7, now obsolete due to Windows 10. This change in operating systems has almost doubled the amount of space required per image (Win7 35GB to Win10 60GB) times 100 images, when combined with the ever-expanding paperless, meta-data storage system, M-Files, the storage space limits will soon be exceeded.

WA has a price quote for the 4 M-5 Blades with all the “brains” and “storage” is \$75,393.31. WA has quoted financing for two years. The total financed would be \$70,405.02 for two years with a monthly payment of \$3,094.76.

Recommended Action:

Authorize the CEO to purchase and finance the server upgrade for two years.

Item

PY19 A-133 Audit

Background

The A-133 Audit for the period of July 2019 through June 2020 was completed in March of 2021.

Analysis

The A-133 Audit was a clean audit with no findings or recommendations. It has been filed with US Dept. of Labor and the State of Kansas.

Strategic Goals Supported

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

- Continue to increase non-WIOA funding

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). Attached to this report are resignation letters from LWDB members Gary Plummer and Jeff Townsend.

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

Recommended action: Accept the resignations of LWDB members Gary Plummer and Jeff Townsend. Appoint Josh Diemart, Local 29 President/Organizer, to replace Jeff Townsend on the LWDB.

March 25, 2021

Keith Lawing
Workforce Alliance
300 W. Douglas, Ste. 850
Wichita, KS 67202

Dear Keith,

Since I have accepted a new position in Missouri, I must tender my resignation from the Workforce Board effective immediately. Thank you for the opportunity to serve with such a dedicated group of volunteers and staff. I am confident this organization has a bright future thanks to the leadership that's in place.

If I can ever be of assistance, please don't hesitate to contact me.

Best regards,



Gary Plummer

Shirley Lindhorst

From: Jeff Townsend <jtownsend@sheetmetal29.com>
Sent: Monday, March 8, 2021 9:05 AM
To: Shirley Lindhorst
Subject: LWDB

Good Morning Shirley,
I Hope everything is well and Happy.You and I spoke a few weeks back and I never followed up.

I would like to resign my seat on LWDB effective 3-9-21 . I also would like to suggest Josh Diemart , Local 29 President/Organizer,fill the vacancy.Please continue to communicate and feel free to call if I can help in any way.

Respectfully,
Jeff

Jeff Townsend
Business Manager
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1723 Southwest Blvd.
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Ph# (316) 941-4311
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**Chief Elected Officials Board
Zoom Meeting Minutes
December 15, 2020
1:00 – 2:00 p.m.**

Attendees:

Commissioner Wayne Wilt, Cowley County	Mayor Brandon Whipple, Wichita
Commissioner Greg Thompson, Cowley County	Council Member James Clendenin, Wichita
Council Member Jill Kuehny, Sumner County	Keith Lawing, Workforce Alliance
County Clerk Debbie Norris, Sumner County	Chad Pettera, Workforce Alliance
Commissioner Jim Howell, Sedgwick County	Laura Rainwater, Workforce Alliance

1. Procurements Approval: Chad Pettera

A. Cowley Community College WIOA Agreement

The Executive Committee appointed a Cowley/Sumner County service delivery task force to review and analyze workforce center services in Cowley and Sumner County. The task force met on December 16, 2019. A Request for Information (RFI) was released to determine options for service delivery models and partnerships for employment and training services. One response was received from Cowley Community College.

Workforce Alliance (WA) staff worked with Kansas Department of Commerce (KDC) on a sole source request after the RFI process, and that request was denied. KDC directed WA to release a Request for Proposals (RFP). WA released an RFP. It has closed and one proposal was received.

Since only one proposal was received, from Cowley Community College (CCC), WA staff requested a sole source approval from KDC. The request was approved on November 3, 2020. The contract will be for 18 months with a budget of \$79,960. The contract will have options to extend for three annual periods

ACTION TAKEN: Motion made by Commissioner Greg Thompson (Cowley County), to authorize the President and CEO of WA to enter into a contract with Cowley Community College. Motion seconded by Council Member Clendenin (Wichita).

MOTION PASSED 4-0.

B. Workforce Innovation and Opportunity Act (WIOA) Youth Contracts

WA released a Request for Proposals (RFP) for the WIOA Elements on August 31, 2020 and Occupational Skills Training on October 2, 2020. The RFPs closed on October 21, 2020 and November 6, 2020. Two proposals were submitted for the elements and three for occupational skills training. An RFP Taskforce was assigned by the Chairman to review the proposals.

The Youth RFP Taskforce met on November 12, 2020 and December 2, 2020 to review and evaluate the proposals for youth elements and discuss future service delivery options for all the elements.

Youth Elements Proposals

Sunflower Counseling Services PA:

The Taskforce reviewed the proposal from Sunflower Counseling Services for the Youth Element of Counseling. Sunflower has been a past provider and has had no service delivery problems in the past. Cost ranges from \$85 for a group session to \$225 for a diagnostic interview. The Taskforce recommended entering into a contract with Sunflower Counseling for WIOA Youth.

Cerebral Palsy Research Foundation of Kansas, Inc. (CPRF):

The Taskforce reviewed the proposal from CPRF and requested CPRF be open to serving youth without disabilities. CPRF has indicated that they are open to serving all youth as long as their primary base are those individuals with disabilities. CPRF would accept appropriate referrals from the WA. CPRF would provide the following elements for youth Work Experience (Element #3), Leadership Development (Element #6), Supportive Services (Element #7), Mentoring (Element #8), Follow Up (Element #9), Financial Literacy Education (Element #11), and Labor Market Information (Element #13). The proposal budget was for \$255,664 for 18 months.

WA will be opening a rolling RFP to solicit new bids in December to ensure all elements are available to program participants. As those proposals are completed WA will bring those proposals back to the Board for approval.

In the meantime, to ensure services are still available to youth, WA is requesting to extend these current youth contracts for six months:

Pyxis- Leadership Development, Adult Mentoring, Work Experience
WTI- Occupational Skills Training
KANSEL- Alternative Secondary School
Goodwill/Nexstep- Alternative Secondary School
Cowley Community College- Alternative Secondary School

Occupational Skills Training Proposals:

The RFP for WIOA Youth Occupational Training was also released and closed on November 6, 2020. Proposals were received from Butler Community College (BCC), WSUTech, and CPRF. Staff is recommending approval of all the training programs.

ACTION TAKEN: *Motion made by Council Member Clendenin (Wichita) to authorize the WA President and CEO to enter into a contract for WIOA Youth services with Sunflower Counseling, CPRF, Butler Community College, WSUTech; and authorize extensions for existing contracts with Pyxis, Goodwill/NexStep Alliance, KANSEL, WTI, and Cowley Community College. Motion seconded by Council Member Jill Kuehny (Sumner County).*
MOTION PASSED 4-0.

Other upcoming procurements:

- One-Stop Operator Services: RFP has been released and will be reviewed in February or March
- Administrative Offices: Lease is expiring for administrative offices at Garvey Center. Staff has issued an RFP for administrative office space.

2. PY 2019 Final WIOA Performance: Keith Lawing

Program Year 2019 (PY19) ended on June 30, 2020, and final performance numbers are now available. Local Area IV ended the year strong with most measures and programs meeting the sanction level or exceeding the goals. The exceptions are Median Earnings for Adults and Credential Rate for Youth. The State met the sanction level or exceeded the goal for all measures and programs.

3. Workforce Alliance 2020-2022 Strategic Plan Implementation: Keith Lawing

The Workforce Alliance adopted its 2020-2022 Strategic Plan in October. Action steps are now being identified to implement tactics designed to produce outcomes for the goals identified by the Board during the planning process. The six goals are:

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

WA staff is doing an internal review of practices and policies on diversity, equity and inclusion.

A committee on youth employment is being created.

4. Regional Economic Impact Report and Workforce Center Operations: Keith Lawing and Chad Pettera

- Statewide as of October 2020, the unemployment rate in Kansas is 5.5%, and Local Area IV is 6.8%. Sedgwick (7.2%) and Sumner (6.5%) have the highest county unemployment rates
- South Central Kansas will recover more slowly than the rest of the state
- 3330+ Unemployed workers have received Career Services
- 584 dislocated workers have requested upskill/reskill training scholarships from the Workforce Center
- 360 participants have enrolled in Workforce Programs
- 214 participants have begun training
- WA has obligated \$754,772.84 for dislocated worker training, \$518,387.00 has been paid to multiple schools for dislocated worker training to date.
- 719 Individuals have been enrolled in the Trade Adjustment Assistance (TAA) program in LAIV
- 244 are currently attending or are enrolled to begin training in Spring 2021 through TAA
- The Greater Wichita Partnership (GWP) has established a marketing campaign targeting TAA and specific zip codes
- Workforce Center operations have been modified due to Covid pandemic
 - All WA services are provided virtually
 - WA staff have been diagnosed with Covid
 - Purchase of DocuSign
 - Virtual workshops
 - Virtual job fairs
 - Twice-weekly Covid testing for employees through WSU MDL
 - Received CARES money for PPE and tech upgrades
 - Received money from Sedgwick County CARES disbursement for businesses to train/upskill employees

5. Consent Agenda: Commissioner Wilt

- A. Approval of Minutes from June, 2020 meeting of the CEOB
- B. Budget Report: Chad Pettera
 - Budget is at 78% through October
 - Received additional funding through dislocated worker grants
 - CARES money for PPE received
- C. Monitoring Update: Chad Pettera
 - Independent monitoring from Regier, Carr, Monroe, has been received. Was delayed due to Covid

- Finding #1- Customers Received Basic Career Services that went beyond informational without eligibility being conducted. This was also noted in the review conducted in 2018, staff will have to complete a corrective action plan to fix this continued finding
- Finding #2- Documentation was in the notes that clients were non-compliant with selective services and yet they were still provided with Workforce Information and Opportunity Act (WIOA) funded Basic Career Services
- The next scheduled report will be completed in January 2021

ACTION TAKEN: Motion made by Greg Thompson (Cowley County) to approve the Consent Agenda Items A-C. Debbie Norris (Sumner County) seconded.

MOTION PASSED 4-0.

MEETING ADJOURNED at 1:48 p.m.

Workforce Alliance Consolidated Budget PY20

July 2020 - June 2021

Expenditures Through 2/28/2021

Category	WIOA				Community Impact Funds				Consolidated			
	Budget	Fed Expenditures	YTD Expenditures	% Budget Remaining	Budget	Feb Expenditures	YTD Expenditures	% Budget Remaining	Budget	Feb Expenditures	YTD Expenditures	% Budget Remaining
Wages	\$ 1,006,113	\$ 91,246	\$ 782,371	22%	\$ 1,395,300	\$ 117,883	\$ 1,023,733	27%	\$ 2,401,413	\$ 209,129	\$ 1,806,104	25%
Fringe	\$ 270,535	\$ 30,118	\$ 210,065	22%	\$ 327,262	\$ 25,295	\$ 234,281	28%	\$ 597,797	\$ 55,413	\$ 444,346	26%
Facilities	\$ 195,455	\$ 38,672	\$ 167,880	14%	\$ 229,322	\$ 16,111	\$ 175,710	23%	\$ 424,777	\$ 54,783	\$ 343,590	19%
Contract/Pro Fees	\$ 118,954	\$ 13,276	\$ 86,968	27%	\$ 209,668	\$ 8,981	\$ 114,407	45%	\$ 328,622	\$ 22,257	\$ 201,375	39%
Supplies/Equipment	\$ 63,165	\$ 4,404	\$ 27,314	57%	\$ 84,468	\$ 2,989	\$ 118,363	-40%	\$ 147,633	\$ 7,393	\$ 145,677	1%
Outreach/Cap Building	\$ 40,523	\$ 2,500	\$ 13,438	67%	\$ 78,150	\$ -	\$ 28,981	63%	\$ 118,673	\$ 2,500	\$ 42,419	64%
Travel/Conferences	\$ 28,680	\$ 176	\$ (127)	100%	\$ 43,810	\$ 43	\$ 1,977	95%	\$ 72,490	\$ 219	\$ 1,850	97%
Grants Awarded	\$ 100,500	\$ 4,079	\$ 38,699	61%	\$ 66,764	\$ 3,714	\$ 66,482	0%	\$ 167,264	\$ 7,793	\$ 105,181	37%
Staff Development	\$ 16,550	\$ -	\$ 362	98%	\$ 16,340	\$ -	\$ 330	98%	\$ 32,890	\$ -	\$ 692	98%
Misc	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Work Experience	\$ 933,022	\$ 47,168	\$ 381,979	59%	\$ 631,543	\$ 3,000	\$ 74,868	88%	\$ 1,564,565	\$ 50,168	\$ 456,847	71%
On The Job Training	\$ 164,551	\$ -	\$ -		\$ 323,000	\$ 8,408	\$ 12,359	96%	\$ 487,551	\$ 8,408	\$ 12,359	97%
Incentives	\$ 7,500	\$ -	\$ 850	89%	\$ -	\$ 50	\$ 15,067		\$ 7,500	\$ 50	\$ 15,917	-112%
Occupational Training	\$ 644,414	\$ 12,441	\$ 130,711	80%	\$ 1,783,337	\$ 37,567	\$ 406,289	77%	\$ 2,427,751	\$ 50,008	\$ 537,000	78%
Supportive Services	\$ 23,000	\$ 9,981	\$ 24,882	-8%	\$ 216,152	\$ 68,661	\$ 116,158	46%	\$ 239,152	\$ 78,642	\$ 141,040	41%
Total	\$ 3,612,962	\$ 254,061	\$ 1,865,392	48%	\$ 5,405,116	\$ 292,702	\$ 2,389,005	56%	\$ 9,018,079	\$ 546,763	\$ 4,254,397	53%

Analysis

Budget: The PY20 budget with expenditures through the end of the Feb 2021. The budget includes a breakdown between WIOA (LWDB budget) and non-WIOA Funding (Community Impact Funds) and combined totals.

The PY20 budget allocates 52% on direct client spending including classroom training, work experience, on-the-job training and supportive services. The direct client spending is at 27%. The budget has 53% remaining. Incentives is overspent due to changes in YEP/HYPE due to COVID. WA has the new One Workforce Grant that will start in February, that will add significant budget to the existing budget.

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

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

Background

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

Analysis

The attached report summarizes RCM procedures and what was reviewed. Below is a quick summary of the issues identified in the report.

Case Notes- RCM founds some case notes were vague or didn't reflect the services provided or we missing in general.

Follow Up Activities- They found four clients that didn't receive any follow up.

Individual Employment Plan (IEP)- One case file had an IEP that had not been updated in the past six months.

Exceptions- One case file had an exception for lack of High School Diploma or GED, the exception set a time frame to be compliant with the education requirement. That exception was not followed up and expired, and the education requirement had not been satisfied.

Self-Attestation- One case file should have had self-attestation as part of the eligibility process, and was not completed. In past reports, this has been an ongoing issue, so only finding one this time, suggests improvement is being made in this area.

Staff is recommending further staff training on case notes and follow up services to eliminate these issues in the future.

Recommended Action

Take appropriate action