

LWDB Executive/Fiscal Committee Agenda

August 11, 2025, 3:00pm

Microsoft Teams

Agenda

1. **Welcome and Introductions:** Ron Marrone
2. **Program Year 2024 Financial Report:** Lynn Minor
Review of PY24 finances and budget to date
Recommended action: receive and file
3. **Proposed PY2025 Budget:** Katie Givens/Lynn Minor
Review of PY25 Proposed Budget and next steps.
Recommended action: approve budget as presented.
4. **KEYS Youth Summit and Budget:** Katie Givens
Review KEYS Summits for PY25, sponsorship packet, and potential budget
Recommended action: take appropriate action.
5. **Sparklight Account- Independence Workforce Center**
Staff will discuss ongoing resolution with Sparklight Internet at the previous Independence Workforce Center location.
Recommended Action: take appropriate action.
6. **Executive Session:** Ron Marrone
Board to recess into executive session to (1) discuss personnel matters of non-elected personnel pursuant to K.S.A. 75-4319(b)(1), and (2) to discuss confidential data relating to the financial affairs of a nonprofit pursuant to K.S.A. 75-4319(b)(4), in order to protect the privacy of the individuals involved and maintain the confidentiality of proprietary business information.
7. **Discussion August LWDB Meeting:** Katie Givens
8. **Consent Agenda:** Ron Marrone
The action items in the following reports have been reviewed, discussed and acted upon at the Committee level or are standing communication documents. Members may request discussion on any of the action items at the meeting or the reports may be accepted as presented in a single motion.
 - a. Meeting minutes for July 7, 2025
 - b. Performance
 - c. Newsletter**Recommended action:** Approve the recommendations as presented in the consent agenda.
9. **Updates:** Katie Givens
 - a. New LWDB Member
10. **Adjourn:** Ron Marrone
The next LWDB Executive/Fiscal Committee is scheduled for September 8, 2025 at 3:00pm

Item 3
 Program Year 2025 Planning Allocations

Background

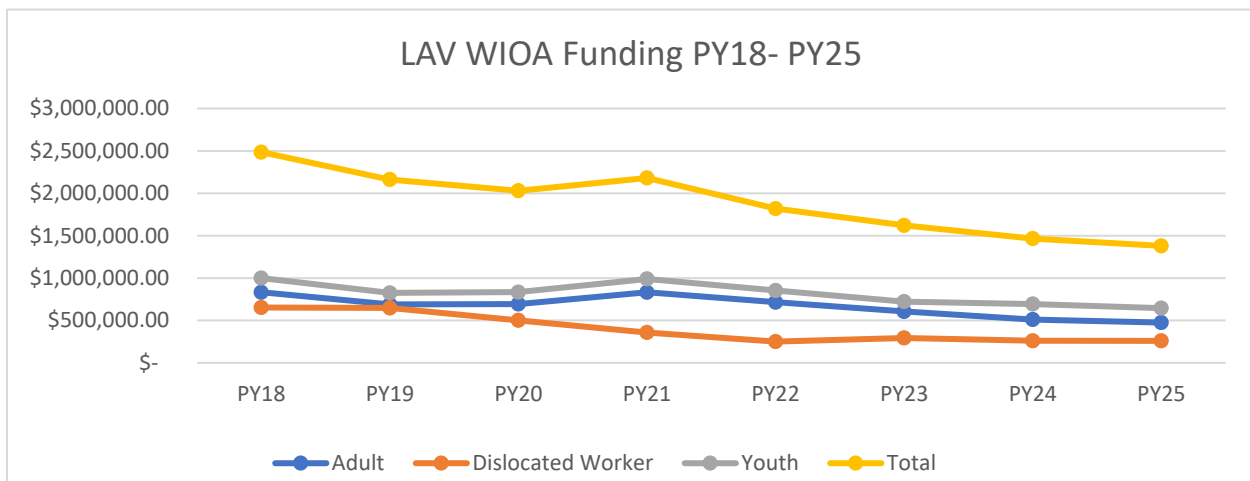
Southeast **KANSASWORKS** received its allocation for Workforce Innovation and Opportunity Act (WIOA) for program/fiscal year that starts July 1, 2025. Southeast **KANSASWORKS** will see a decrease in WIOA of \$131,368.

Analysis

Southeast **KANSASWORKS** Inc's final allocation was received on May 22, 2025, funding levels are as follows:

Program Year	PY24	PY25	Allocation Variance
Adult	\$ 510,971.00	\$ 427,982.00	(\$82,989)
Dislocated Worker	\$ 261,222.00	\$ 329,970.00	\$68,748
Youth	\$ 693,776.00	\$ 576,649.00	(\$117,127)
Total	\$ 1,465,969.00	\$ 1,334,601.00	(\$131,368)

Southeast **KANSASWORKS** Inc. continues to trend down on WIOA allocations. Over the last eight Program Years there has been a loss of WIOA program funding to the region of \$1,150,723.



Program Year	PY18	PY19	PY20	PY21	PY22	PY23	PY24	PY25
Adult	\$ 832,477.18	\$ 689,394.28	\$ 693,546.86	\$ 832,600.12	\$ 715,199.76	\$ 606,092.00	\$ 510,971.00	\$ 427,982.00
Dislocated Worker	\$ 652,732.47	\$ 647,579.53	\$ 501,078.04	\$ 357,796.16	\$ 250,967.03	\$ 293,768.95	\$ 261,222.00	\$ 329,970.00
Youth	\$ 1,000,114.79	\$ 824,678.63	\$ 834,889.12	\$ 990,118.08	\$ 853,607.38	\$ 721,914.79	\$ 693,776.00	\$ 576,649.00
Total	\$ 2,485,324.43	\$ 2,161,652.44	\$ 2,029,514.03	\$ 2,180,514.36	\$ 1,819,774.17	\$ 1,621,775.74	\$ 1,465,969.00	\$ 1,334,601.00

Below is the proposed budget for PY25.

SOUTHEAST KANSASWORKS, Inc.				LAW Budget and Expenditure Plan for PY25/FY26 July 1, 2025 through June 30, 2026					
	TAB 1 BUDGET TOTAL			WIOA Admin	WIOA Adult	WIOA DW	WIOA ISY	WIOA OSY	
TOTAL FUNDS BUDGETED for PY24/FY25	2,365,847			171,348	885,544	532,073	260,367	516,516	
LESS OPERATIONAL BUDGET	1,019,286			171,348	442,772	266,036	156,220	309,910	
Less Participant Training Expenditures	1,019,064			-	442,772	266,036	104,147	206,606	
TOTAL EXPENDITURES	2,365,847			171,348	885,544	532,073	260,367	516,516	
			CFDA#	17.258, 17.278, 17.299		17	17	17	17
Description:	G/L	WIOA Budget Amount (G/L segment 2)	CONSOLIDATED TOTALS	WIOA Admin (WIOA) 005	WIOA Adult (WIOA) 105	WIOA DW (WIOA) 105	WIOA I/S Youth (WIOA) (105)	WIOA O/S Youth (WIOA) (105)	
OPERATIONS BUDGET	SEGMENT 1 b		SEGMENT 3 >	00	01	02	03	04	
ADVERTISING / MEETING NOTICES, DUES & SUBSCRIPTIONS, OUTREACH, MISC.	**	6,500	6,500	1,000	2,000	2,500	500	500	
AUDIT	504	-	-	-	-	-	-	-	
CONTRACT SERVICES	510	56,150	56,150	4,800	15,000	3,850	10,000	22,500	
One Stop Operator		50,000	50,000	-	-	-	-	-	
BUCKLE UP FOR A CIDER CAROLINE FOR OUTREACH SERVICES	519	-	-	-	-	-	-	-	
EQUIPMENT, MATERIALS AND SUPPLIES	**	22,700	22,700	1,500	3,700	2,500	5,000	10,000	
INSURANCE (WIOA D&O)	541	2,000	2,000	2,000	-	-	-	-	
LEGAL COUNSEL	549	1,000	1,000	1,000	-	-	-	-	
MEETING EXPENSE, TRAINING, TRAVEL	**	72,000	72,000	10,000	30,500	7,500	6,000	18,000	
PAYMASTER	570	67,870	67,870	55,000	3,450	920	3,000	5,500	
COMMUNICATIONS POSTAGE	572	-	-	-	-	-	-	-	
PREMISE EXPENSE (cost sharing)	**	132,423	132,423	11,000	68,000	6,273	16,700	30,450	
STAFF BENEFITS, PAYROLL AND TAXES	**	625,000	625,000	70,000	200,000	50,000	100,000	205,000	
Carryover	**	360,643	360,643	15,048	120,122	192,493	15,020	17,960	
TOTAL OPERATIONAL EXPENDITURES				171,348	442,772	266,036	156,220	309,910	
PARTICIPANT TRAINING BUDGET GOAL 40%					WIOA Adult (WIOA) 105	WIOA DW (WIOA) 105	WIOA I/S Youth (WIOA) (105)	WIOA O/S Youth (WIOA) (105)	
ON THE JOB TRAINING	715	124,250	124,250	-	100,000	10,250	5,000	9,000	
WORK EXPERIENCE/SUMMER EMPLOYMENT/PR TAX	**	180,079	180,079	-	30,000	2,579	50,500	97,000	
Supportive Services/ERP Payments/Relocation/Needs Related	**	160,000	160,000	-	70,000	50,000	30,000	10,000	
Financial Literacy and BEST		-	-	-	-	-	-	-	
INCUMBENT WORKER TRAINING	821	-	-	-	-	-	-	-	
ITA EDUCATION/TRAINING	**	355,000	355,000	-	150,000	150,000	5,000	50,000	
Carryover		200,232	200,232	-	92,772	53,207	13,647	40,606	
TOTAL PARTICIPANT TRAINING EXPENDITURES		1,019,561	1,019,561		442,772	266,036	104,147	206,606	
TOTAL SUMMARY BUDGET		2,365,847	1,019,561	171,348	885,544	532,072	260,367	516,516	

It is anticipated that that procedural changes will need to be made to the Youth Program to ensure the availability of Work Experience funds are available through out the Program Year. This will include setting an initial hour allocation of 400 per work experience then approving additional hours based on fund availability. This change would be retroactive to July 1, 2025.

Additional funds

We are awaiting final numbers for the knectY and a newly announced Pathways Home Grant that are anticipated to come in the next few months.

Description:	G/L	CONSOLIDATED TOTALS	Retain	Meadowlark	WBL KDOC	KDOC Social Media	HBCAT Grant	knectY - ETM Grant	GRAND TOTALS
OPERATIONS BUDGET	SEGMENT 1 b	SEGMENT 3 >	01	02	03				
ADVERTISING / MEETING NOTICES, DUES & SUBSCRIPTIONS, OUTREACH, MISC.	**	-							-
AUDIT	504	-							-
CONTRACT SERVICES	510	23,700	-	23,700				5,000	28,700
One-Stop Operator		-							-
DRUG SCREEN/BACKGROUND CHECK/RECRUITMENT ADVERTISING	519	-							-
EQUIPMENT, MATERIALS AND SUPPLIES	**	6,756	-	4,756	2,000			10,625	17,381
INSURANCE (WIOA D&O)	541	-							-
LEGAL COUNSEL	549	-							-
MEETING EXPENSE, TRAINING, TRAVEL	**	17,299	-	1,499	15,800			28,956	46,255
PAYMASTER	570	5,000			5,000		-	5,000	10,000
COMMUNICATIONS-POSTAGE	572	-							-
PREMISE EXPENSE (cost sharing)	**	17,530	-	8,530	9,000			9,650	27,180
STAFF BENEFITS, PAYROLL AND TAXES	**	278,864	-	137,737	100,000	41,127	-	166,800	445,664
Admin Funds	**	11,000	-		11,000			13,322	24,322
TOTAL OPERATIONAL EXPENDITURES		360,149	-	176,222	142,800	41,127	-	239,353	599,502
PARTICIPANT TRAINING BUDGET GOAL 40%			Retain	Meadowlark	WBL KDOC	KDOC Social Media	HBCAT Grant	knectY - ETM Grant	
ON-THE-JOB TRAINING	715	-	-						-
WORK EXPERIENCE/SUMMER EMPLOYMENT/PR TAX	**	-							-
Supportive Services/ER Payments/Relocation/Needs Related	**	54,068	34,068	20,000					54,068
Training Incentives		-	-						-
INCUMBENT WORKER TRAINING	821	-	-						-
ITA EDUCATION/TRAINING	**	-	-						-
20% Carryover		-							-
TOTAL PARTICIPANT TRAINING EXPENDITURES		54,068	34,068	20,000					54,068
TOTAL SUMMARY BUDGET		414,216	34,068	196,222	142,800	41,127	-	239,353	653,569

Recommended Action: *approve preliminary budget as presented and adjust when final grant funds become available.*



PITTSBURG, KS



SAVE

THE

DATE

09
11
25

 **KEYS**
SUMMIT

 **PITTSBURG STATE UNIVERSITY**
Bicknell Family Center for the Arts



EMPOWER OUR FUTURE WORKFORCE

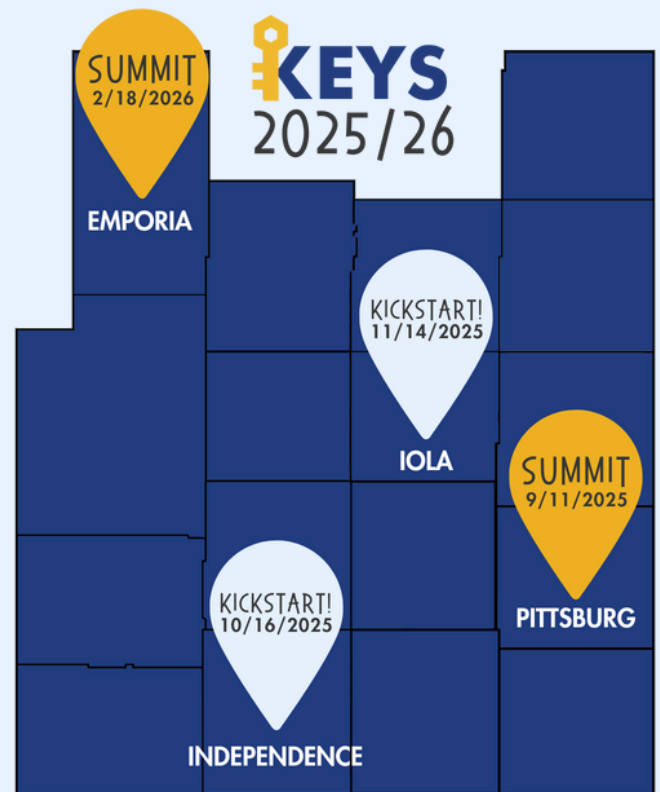
Are you ready to make a difference in the lives of young adults in our community? The **KEYS Summits and Kickstart!** events provide incredible opportunities to help young people, ages 14-24, gain the skills, motivation, and resources needed for a successful future!

WHAT ARE KEYS EVENTS?

Summit (full-day) and **Kickstart! (half-day)** events are filled with inspiring speakers, hands-on workshops, career connections, networking opportunities, and more! Our goal is to empower youth to overcome challenges and discover their potential.

SPONSORSHIP OPPORTUNITIES INCLUDE:

- **Monetary Donations:** Help fund the event and provide resources to participants.
- **Event Participation:** Host a booth at our Career Expo to connect directly with attendees.
- **In-Kind Contributions:** Donate swag items, door prizes, or materials for our workshops.
- **Volunteer Support:** Join us in planning and executing a memorable event!



For more information, please contact **Nadia Qureshi**
 nqureshi@sekworks.org | (620) 794-0352



KEYS SUMMIT



SPONSORSHIP PACKET

EVENT DETAILS

The KEYS Summit and Kickstart! events are one-day events designed to help young adults, ages 14-24 develop skills and motivation needed for success in today's workforce. These events will consist of a keynote speaker, various workshops and panels, and networking opportunities with industry professionals.

Participants will have the chance to learn about various career paths, hear from successful individuals in their respective fields, and gain valuable insights to opportunities available locally.

EVENT DATES

FALL SUMMIT
September 11, 2025
Pittsburg, KS

SPRING SUMMIT
February 18, 2026
Emporia, KS

KICKSTART!
October 16, 2025
Independence, KS

KICKSTART!
November 14, 2025
Iola, KS

VOLUNTEER OPPORTUNITIES:

If you would like to volunteer your time and assist with the event, please send an email to jjenkins@sekworks.org with "Summit Volunteer" in the subject line.

SPONSORSHIP OPPORTUNITIES:

Your support is crucial to making an impact on local youth and providing them with the skills and knowledge they need to secure employment and build their careers. We hope that you will consider partnering with us and contributing to our mission of empowering and supporting our future workforce and next generation of leaders.

BENEFITS	BRONZE Under \$100	SILVER \$100-299	GOLD \$300-499	PLATINUM \$500 +
Logo on event website.	✓	✓	✓	✓
Logo on sponsor board.	✓	✓	✓	✓
Social media shoutout.		✓	✓	✓
Verbal recognition during the event.			✓	✓
Logo on event flyer and program.				✓
Mention in press release & radio interview				✓

ADDITIONAL OPPORTUNITIES:

LUNCH SPONSOR

\$1,000
or two \$500 co-sponsors

SNACK SPONSOR

\$400
or two \$200 co-sponsors

DOOR PRIZES

\$50-\$100 items
or gift cards

SWAG ITEMS

200 pens, cups, or other promotional items.

KEYS SUMMIT

SPONSOR AGREEMENT

Form can be completed online at: sekworks.org/youth/keyssummit/sponsorships
or by scanning the QR code at the bottom of the page.

Company Name: _____

Contact's Name: _____

Contact's Title: _____

Phone Number: _____

Email: _____

Mailing Address: _____

SPONSORSHIP AMOUNT: \$ _____

OTHER OPTIONS:

- Lunch Sponsor Snack Sponsor Door Prizes Promotional Items

Sponsor logo and agreement form must be received **10 days** before the event date to ensure that your logo is included in printed materials.

- I agree to date at the level checked above as a sponsor of the KEYS Summit.
 Please send an invoice.
 Please send a donation receipt.

Signature: _____ Date: _____

Please make checks payable to: Southeast KANSASWORKS, Inc.
Attn: KEYS Summit
215 W. 6th Ave, Suite 104
Emporia, KS 66801



*Your donation is tax deductible. A receipt can be provided upon your request.

Call to Order & Introductions:

Chairman Ron Marrone called the meeting to order at 3:00 PM. Members provided introductions and a welcome.

Committee Attendance:

- Ron Marrone
- Gary Mattson
- Robert Bever
- Kenny Finley

Absent:

- Karen Ulanski

Staff Attendance:

- Katie Givens
- Lynn Minor

Agenda Items

1. Program Year 2023 Audit Report

Katie Givens presented the finalized audit report for PY23. Southeast **KANSASWORKS** had **no findings** and was designated a **low-risk auditee**. Givens expressed appreciation to Lynn Minor and the fiscal team for their diligence and commitment to compliance and operational efficiency. Ron Marrone echoed his gratitude.

Lynn Minor noted that planning and work for the PY24 audit is already underway.

Report received and filed.

2. Financial Update

Lynn Minor reported that expenditures are on track for the current program year.

- **Youth Work Experience Expenditure Rate:** 25.4%
 - **Participant Training Rate:** 33.5% (target minimum is 35%)
Minor noted that the **Meadowlark Grant**, an internal grant with no participant costs, impacts the overall percentage. Without it, the organization would exceed the 35% threshold for direct participant expenditures.
- Report received and filed.**

3. Technology Needs and Procurement Authorization

Katie Givens provided a summary of needed technology upgrades, including computers,

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Microsoft Teams

monitors, accessories, and warranties. The committee reviewed anticipated costs and discussed replacement schedules.

Motion: Gary Mattson (second by Kenny Finley) moved to authorize the Executive Director to purchase necessary technology—including computers, warranties, accessories, monitors, and a television—for operational use, not to exceed **\$50,000**.

Motion passed.

4. Consent Agenda

Ron Marrone presented the consent agenda, which included the minutes from the **June 9, 2025** meeting.

Motion: Robert Bever (second by Gary Mattson) moved to approve the consent agenda as presented.

Motion passed.

5. Independence Workforce Center Relocation Update

Katie Givens reported that the relocation of the Independence Workforce Center was completed successfully. Staff are working to schedule an open house in the coming months.

6. Upcoming CEOB Meeting

Givens announced a **special CEOB meeting** scheduled for **Monday, July 14, 2025, at 3:00 PM** and invited all Executive Committee members to attend.

Adjournment

Motion: Gary Mattson (second by Kenny Finley) moved to adjourn the meeting at **3:45 PM**.

Motion passed.

Next Meeting:

The next LWDB Executive/Fiscal Committee meeting is scheduled for **August 11, 2025, at 3:00 PM**.

Performance Report - Program Year 2024

Quarter 4- Rolling

A/DW/Youth (Title 1) PY24 Q4 Current and Goals								
Indicator/Program	Adults Current	Adults Goal		DW Current	DW Goal		Youth Current	Youth Goal
Employment Q2	70.73%	79%		0.00%	86%		79.71%	78.00%
Employment Q4	69.27%	78.50%		40.00%	87%		71.43%	78.00%
Median Earnings	\$8,751	\$8,600		\$0	\$12,000		\$6,585	\$4,500
Credential Attainment Rate	68.09%	76.50%		67%	86.90%		41%	66.30%
Measurable Skill Gain	47.62%	68.00%		60.00%	80.00%		48.48	51.20%

A/DW/Youth (Title 1) PY24 Q4 Current and 90%								
Indicator/Program	Adults Current	Adults 90% of Goal		DW Current	DW 90% of Goal		Youth Current	Youth 90% of Goal
Employment Q2	70.73%	71.00%		0.00%	77.00%		79.71%	70.00%
Employment Q4	69.27%	71.00%		40.00%	78.00%		71.43%	70.00%
Median Earnings	\$8,751	\$7,740		\$0	\$10,800		\$6,585	\$4,050
Credential Attainment Rate	68.09%	69.00%		67%	78.21%		41%	59.67%
Measurable Skill Gain	47.62%	61.00%		60.00%	72.00%		48.48	46.00%

Wagner Peyser (Title 3) PY24 Q4		
Indicator/Program	Current	Goals
Employment Q2	53.69%	66.50%
Employment Q4	53.17%	64.90%
Median Earnings	\$6,784	\$7,830