



LWDB One-Stop Advisory Council Agenda

August 5, 2021 – 11:30 a.m.

Zoom Meeting

<https://us02web.zoom.us/j/84508727745?pwd=K0lCMi95Rk0zTzIxZjdpc2tucjFhQT09>

1. Welcome: Tisha Cannizzo (11:30 a.m.)
2. Workforce Center Operations: George Marko
 - A. Workforce Center Workshops pp. 2-3
 - B. Get Hired pp. 4
3. WIOA One-Stop Memorandum of Understanding: Chad Pettera (11:40 a.m.) pp. 5
4. MyReEmployment Program: Sarah DeLuna (11:45 a.m.)
5. One Workforce Grant: Denise Houston and Mary Anne Szczepanski (11:55 a.m.)
 - A. One Workforce Training Next Steps pp. 6
 - B. Program Quick Reference Guide pp. 7-8
6. Workforce Center Employer Services: Mary Mann (12:05 p.m.)
 - A. Business Services Flyer pp. 9
7. Advisory Council Partner Updates: Tisha Cannizzo (12:30 p.m.)

Time is reserved on the agenda for Council partners to provide updates and share news and activities that impact the workforce system.
8. Consent Agenda and Reports: Tisha Cannizzo (12:55 p.m.)

Members of the Committee may request discussion on any of the action items at the meeting or the items may be accepted as presented in a single motion.

 - A. Meeting Minutes from 6/3/21 pp. 10-12

Recommended Action: Approve consent agenda as presented.
9. Announcements
10. Adjourn: Tisha Cannizzo (1:00 p.m.)

@Home Workshops

The Workforce Centers are now offering virtual classes live. Follow the links to learn more & reserve your spot.

August

Our workshops.
Your home.

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AUG 4, 1:30 – 3:30

[ONLINE APPLICATIONS](#)

AUG 5, 1:30 – 3:30

[RESUMES – START TO FINISH](#)

AUG 10, 1:30 – 4:00

[INTERVIEW BOUND](#)

AUG 18, 1:30 – 3:30

[JOB FAIR PREP](#)

AUG 25, 9:30 – 11:30

www.workforce-ks.com

In House Workshops

(@ the Wichita Workforce Center)

August

These workshops are done the old fashioned way, in a classroom. Follow the links below to learn more & reserve your spot.



[Basic Computers 101](#)
[Aug 3 - 1:00-3:30](#)

[Basic Computers 102](#)
[Aug 11 - 1:00-4:00](#)

[Intermediate Word](#)
[Aug 24 - 1:00-4:00](#)

[Mock Interviews/ Resume Reviews](#)
[Aug 17 - 1:00-4:00](#)

[Intro to Excel](#)
[Aug 26 - 1:00-4:00](#)

[Intro to Word](#)
[Aug 19 - 1:00-4:00](#)

[Intermediate Excel](#)
[Aug 31 - 1:00-4:00](#)

<https://workforce-ks.com/workshopsassessments/workshops/>

GET HIRED! JOB FAIR



2-2:30pm Veteran/Military
2:30pm-6pm General Public

INTRUST Bank Arena

gethiredwichita.com

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gethiredwichita.com ★★★★★ Call: 316.771.6800

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INTRUST Bank Arena.
500 E. Waterman, Wichita, KS

August 5, 2021

Submitted By: Chad Pettera

Item

One-Stop Partner Memorandum of Understanding (MOU)

Background

The required partner WIOA MOU was revised for PY21 to reflect changes in operations and to be in compliance with WIOA and State policy.

Analysis

The MOU's have been sent to all the required partners. MOU's have been completed and returned from:

Kansas Department of Children and Families
Butler Community College
SER National

None of the co-located partners have submitted their career services budget for PY21. PY21 Budget updates will start with the next OSAC meeting, partners are encouraged to submit those budgets as soon as possible.

Recommended Action

Receive and File.

WORKFORCE CENTERS KANSASWORKS.COM

One Workforce Training Next Steps

You may qualify for a scholarship through the One Workforce Program at the Workforce Centers of South Central Kansas. If you're ready to get involved, complete the referral form found at www.workforce-ks.com/partnerreferralform/. If you'd like more information or need some help, you can make an appointment by phone: 316-771-6800 or online at www.workforce-ks.com/book-an-appointment/.

Start gathering 1 of the following document options to determine if you are eligible for a scholarship:

- Alien registration card indicating right to work
- Birth certificate
- Driver's license/State ID and Social Security Card (Driver's license or State ID cannot be expired)
- Hospital record of birth
- Naturalization certification
- Passport (cannot be expired)

Start working on the below activities needed to access scholarships with the Workforce Center. Working on them now will make the process faster.

- **My Next Move:** Go to www.mynextmove.org. Under "Tell us what you like to do" click on "Start." Complete the O*NET Interest Profiler and print or write down your scores.
- **Resume:** You'll need an updated resume as part of the program. If you need assistance building or updating a resume, please contact the Workforce Center.
- **FAFSA** (Free Application for Federal Student Aid): Complete online at fafsa.ed.gov. Apply for a PIN number that can be sent to your email address. The PIN will be used to electronically sign the FAFSA. Print out or email confirmation that FAFSA has been completed. If you require assistance with this application, please contact your schools financial aid department.

NOTE: Please make sure to identify desired school. Once the FAFSA is processed the results will be sent to the identified school and the financial aid office of identified school will process the application and send an award letter.

- **WorkKeys Curriculum Assessment:** This assessment is available by accessing workkeyscurriculum.act.org. Courses to complete are Applied Math, Graphic Literacy, and Workplace Documents. It is recommended that you complete up to **at least lesson 4** on each of the three sections. A Workforce Center staff will provide you with your user name and password once you have been determined eligible.

User name: _____ Password: _____

A Workforce Center staff member will contact you soon to start the eligibility process and begin working on your individual employment and training plan.

Program Quick Reference Guide

<p><u>Adult Program</u></p> <ul style="list-style-type: none"> • Must be 18 years of age • Compliant with Selective Service • Eligible to work in the U.S. • In need of individualized career services in order to obtain or retain employment 	<p><u>Adult Referral Requirements</u></p> <ul style="list-style-type: none"> • Completed Basic Career Services Customer Activities (WFC460-0414) • Completed Referral to Adult Individualized Career Services (WFC495-0815) • If working, wage must be under \$12.02/hr.
<p><u>Dislocated Worker Program (DW)</u></p> <ul style="list-style-type: none"> • Must be 18 years of age • Compliant with Selective Service • Eligible to work in the U.S. • Has been terminated or laid off, received a notice of termination or layoff from employment and is eligible for Unemployment Compensation 	<p><u>DW Referral Requirements</u></p> <ul style="list-style-type: none"> • Sign up to attend a Get Trained Get Paid orientation at gettrainedgetpaid.com • RESEA noted, if applicable • Training must be on the Demand Occupation list • If customer is working a stop-gap job, wage must be under \$15.38/hr. or 80% of pre-dislocated wages
<p><u>Dislocated Worker Grant (DWG) Aviation (ends 12-31-2021)</u></p> <ul style="list-style-type: none"> • 18 years of age or older • Compliant with Selective Service • Eligible to work in the U.S. • Must reside or work in one of the following counties: Butler, Cowley, Harper, Kingman, Sedgwick, or Sumner • Has been terminated or laid off, received a notice of termination or layoff from employment and is eligible for Unemployment Compensation 	<p><u>DWG Aviation Referral Requirement</u></p> <ul style="list-style-type: none"> • Sign up to attend a Get Trained Get Paid orientation at gettrainedgetpaid.com • RESEA noted, if applicable • Training must be on the Demand Occupation list • If customer is working a stop-gap job, wage must be under \$15.38/hr. or 80% of pre-dislocated wages
<p><u>Imagine Academy</u></p> <ul style="list-style-type: none"> • Have experience with Microsoft Office Suite • Must be interested in Microsoft Office Specialist Certification 	<p><u>Imagine Academy Referral Requirements</u></p> <ul style="list-style-type: none"> • Adult Basic Career Services Eligibility approved • Email iacademy@workforce-ks.com with customer's name, email, Part ID, and program of interest (if applicable)
<p><u>Kansas Health Profession Opportunity Project (KHPOP) (ends 9-30-2021)</u></p> <ul style="list-style-type: none"> • Short-term health care careers • Must be: <ul style="list-style-type: none"> ○ Currently receiving TANF or SNAP OR ○ Have income below 200% of poverty line OR ○ Have received TANF or SNAP in the last 6 months 	<p><u>KHPOP Referral Requirements</u></p> <ul style="list-style-type: none"> • Partner Referral Form (WFC080-0910) • If using low-income qualification, must meet requirements on <i>KHPOP Income Guidelines</i>

Program Quick Reference Guide

<p><u>One Workforce (ends 1-31-2025)</u></p> <ul style="list-style-type: none"> • Must be 17 years of age • Eligible to work in the U.S. • Not attending high school • Must reside or work in one of the following counties: Butler, Cowley, Harper, Harvey, Kingman, Marion, McPherson, Reno, Sedgwick, or Sumner • Unemployed or underemployed • Training program and school on the One Workforce Occupations Approved for Training with slots available (see www.workforce-ks.com/programs/One-Workforce) 	<p><u>One Workforce Referral Requirements</u></p> <ul style="list-style-type: none"> • Partner Referral Form (WFC080-0910)
<p><u>Patient Care Assistant (PCA) (ends 6-30-2022)</u></p> <ul style="list-style-type: none"> • Interested in CNA or CMA Training • Scored 4 or higher on WorkKeys Curriculum OR Silver WorkKeys NCRC 	<p><u>PCA Referral Requirements</u></p> <ul style="list-style-type: none"> • Partner Referral Form (WFC080-0910) • Attach WorkKeys Curriculum results or Certificate • Meet requirements listed on <i>PCA Income Guidelines</i>
<p><u>Senior Community Service Employment Program (SCSEP)</u></p> <ul style="list-style-type: none"> • Age 55 or older • Unemployed and wanting to work • Low income 	<p><u>SCSEP Referral Requirements</u></p> <ul style="list-style-type: none"> • Adult Basic Career Services Eligibility approved • Completed SCSEP Next Steps (WFC569-0716) • Referral to SCSEP (WFC594-0417)
<p><u>Trade Adjustment Assistance (TAA)</u></p> <ul style="list-style-type: none"> • Must be laid off from a company with an open TAA petition and is interested in TAA • If customer does not have all necessary information for eligibility, still register to attend orientation 	<p><u>TAA Referral Requirements</u></p> <ul style="list-style-type: none"> • Sign up to attend a Get Trained Get Paid orientation at gettrainedgetpaid.com
<p><u>Youth Program</u></p> <ul style="list-style-type: none"> • Must be 14-24 years of age • Compliant with Selective Service • Eligible to work in the U.S. • High School Dropout not attending school • High School Graduate not attending any school – Must have one barrier (& possibly be low income) 	<p><u>Youth Referral Requirements</u></p> <ul style="list-style-type: none"> • Partner Referral Form (WFC080-0910)



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Linda Coleman
 Human Resources Manager
 TECT Aerospace

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Recruitment and Hiring

- Job postings on KANSASWORKS.com
- Host or coordinate job fairs
- Centralized location to accept applications
- Applicant screening
- Referral of qualified candidates
- Skills assessments and testing
- Professional interviewing facilities
- Labor market information
- OFCCP Compliance

Training

- Training needs assessment
- On-the-Job Training
- Registered Apprenticeship

- Coordination of training providers
- Facilitating the delivery of training programs
- Assistance accessing training funds:
 - Kansas Industrial Training
 - Kansas Industrial Retraining
 - Workforce Innovation and Opportunity Act
 - Training Grant for Engineers

Credits and Incentives

- Work Opportunity Tax Credit
- Federal Bonding

Business Closings or Layoffs

- Layoff Aversion strategies
- Rapid Response
- Trade Adjustment Assistance

Wichita Workforce Center
 2021 N. Amidon, #1100
 Wichita, KS 67203
 316.771.6800

Butler Workforce Center
 524 N. Main El Dorado,
 KS 67042
 316-771-6800

**Cowley College,
 Galle-Johnson Hall**
 125 S. 2nd
 Arkansas City, KS 67156
 620.441.5313

Sumner Workforce Center
 314 N. Washington
 Wellington, KS 67152
 316-771-6800

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Updated 09/2/11



**Local Workforce Development Board (LWDB)
One-Stop Advisory Council (OSAC)
Meeting Minutes
June 3, 2021**

1. Welcome and Call to Order (11:33 am)

Tisha Cannizzo welcomed attendees and called the meeting to order.

2. Workforce Center Operations (11:35 am)

George Marko, of the Workforce Alliance, provided an overview of current Workforce Centers (WFC) operations, explaining that as of May 3rd the Centers were open for in-person services 8 am to 5 pm. Virtual services are still being offered; resume review and online application assistance have been the most requested services. Appointments for services are slowing increasing. The Centers continue to receive numerous phone calls, but calls regarding unemployment insurance (UI) have decreased.

In addition to in-person appointments, onsite workshops have resumed. Basic Computers 101 and 102 as well as several of the Microsoft Office workshops are being offered at the Wichita Center. YouTube content is still being created and six @Home Workshops are being offered as well. Management has reached out to Chis Stanyer at Goodwill/NexStep Alliance to discuss partnering to expand the computer workshop offerings.

Finally, the Wichita Center had 10 sessions of the WorkKeys assessment in April; the most in over a year. Discussions about expanding the WorkKeys offering to the El Dorado and Wellington Centers are ongoing.

3. WIOA One-Stop Memorandum of Understanding (MOU) (11:44 am)

Chad Pettera, with the Workforce Alliance, provided an update on the MOU process explaining that the most recent version of the MOU was included in the meeting packet. Work is still being done to create one master service grid; there have been some budget hold ups as well. The finalized MOUs will be sent via DocuSign; partners are asked to provide the proper recipient's email to Pettera.

A. **One-Stop Budget:** One partner's information is still outstanding, but they have been in touch with Pettera. New this program year: Career Center costs are now included in the budget. Additionally, the budget will be reconciled quarterly which means that participant counts will have be reported quarterly. Pettera or Cannizzo will send a calendar invite as a reminder for partners to submit their counts. Lastly, UI is currently bearing a large amount of cost sharing, but that will likely change as people go back to work and UI programs expire. Partners should be aware that cost sharing rates will likely increase.

4. Collaboration around Local Are IV Plan (11:52 am)

The group was split in two and each subgroup was given a scenario. The subgroup's task was to discuss how to best service the customer (a job seeker in one scenario and an employer in the other) using the new local plan. The subgroups worked for 10 minutes in

breakout rooms to create a service plan then returned to the main group to discuss their plans.

5. Advisory Council Partner Updates (12:39 pm)

- a. Cowley College: This is Jennifer Anderson's last One-Stop meeting as she is leaving Cowley; she will introduce her replacement when they are in place. As for programming, Cowley is finishing the 2nd cohort of Pathway to Work at Winfield Correctional Facility. Participants earned 21 college credits plus various certifications and completion of GED requirements for High School Diplomas. There were six participants in the most recent cohort. The program will begin again in August. Since the WFC has a complementary grant, Pathway Home, focused on justice involved individuals, Cowley would like to connect with the Program Director, Todd McVey, to discuss collaboration.
- b. DCF: Still continuing to do mostly phone appointments, but the office is open for customers.
- c. ESSDACK: Changing software platforms currently. In the Fall they will stop offering the WorkKeys Assessments; they will instead be referring customers to the WFC for that service. They are currently working to rebrand and expand marketing efforts with an eye to increase enrollment to over 200 students. There was a mention of AV needs for creating videos; Mark shared that ESSDACK in Hutchinson has video capabilities. Glen Duran is the contact if partners are interested; email glenduran@essdack.org to schedule.
- d. Flint Hills Job Corps: Will be doing a virtual enrollment soon. The Flint Hills Center has a new director and staff and existing students have returned to campus; however, introducing new students is proving difficult because of Covid.
- e. NexStep/Goodwill: Have hired a new Director of Adult Education; Chris will stay in the VP role, so there is a bit of transition going on. This may also affect his eligibility to serve on the Advisory Council. Will look into that and make appropriate introductions as necessary. The mobile digital skills lab will be returning to the road soon.
- f. SER: Coming to the end of their program year: client service agents are working on job placements and OJTs. Sarah Gordado submitted her resignation; her open position has been put on KW and posted widely. They are working on a plan for the upcoming Program Year.

6. Consent Agenda (12:56 pm)

Minutes from the April 1, 2021 OSAC meeting were presented for review. No discussion or changes were requested.

Carolyn Benitez (Chris Stanyer) moved to approve the consent agenda as presented. Motion adopted.

7. Announcements (12:57 pm)

Cannizzo reminded partners about the flyers in the packet. There was nothing new from UI, but the FAQ sheets were also included in the packet. The next meeting is scheduled for Thursday, August 5, 2021 via Zoom

8. Adjourn (12:59 pm)



Council Members

Jennifer Anderson, Cowley Community College
Carolyn Benitez, SER Corporation
Mark Calvin, Haysville Learning Café
Erin George, Department for Children & Families
Chris Stanyer, Goodwill/NexStep Alliance
Sherry Watkins, Butler CC & Wichita Indochinese Center
Deb Weve, Flint Hills Job Corps

Staff/Guests

Tisha Cannizzo
Matt Fields, Eckerd Connects
Keith Lawing
George Marko
Chad Pettera
Janet Sutton

DRAFT