



LWDB One-Stop Advisory Council Agenda

October 7, 2021 – 11:30 a.m.

Zoom Meeting

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

1. Welcome and Introductions: Tisha Cannizzo (11:30 a.m.)
2. Workforce Center Update: George Marko (11:40 am)
 - A. Employment Trends
 - B. Workforce Center Workshops pp. 2-3
3. My ReEmployment Program: Erica Ramos (11:50 a.m.)
4. Customer Centered Design: George Marko (12:00 p.m.)
5. Improvement of OSAC Partnerships: Tisha Cannizzo (12:10 p.m.)
 - A. Review discussion notes from October 2019-February 2020 pp. 4-9
 - B. Workforce/DCF Partnership: Erin George
 - C. Identify Next Steps
 1. *Community Economic Needs*
 2. *Workforce system objectives to address these needs*
 3. *Deliverables of the OSAC to be tracked*
6. 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.
7. 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
 - B. Meeting Minutes from 8/5/21 pp. 13-15

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

The next LWDB One-Stop Advisory Council Meeting is scheduled for 11:30 a.m. on Thursday, December 2, 2021 by Zoom.

@Home Workshops

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

October

Don't forget about our [workshops on YouTube!](#)

Our workshops. Your home.

[STARTING OFF RIGHT](#)



WORKFORCE CENTERS
of South Central Kansas
KANSASWORKS.COM
In Partnership With American Job Center

OCT 5, 1:30 – 3:30

[ONLINE APPLICATIONS](#)

OCT 12, 1:30 – 3:30

[RESUMES – START TO FINISH](#)

OCT 13, 9:30 – 11:30

[INTERVIEW BOUND](#)

OCT 14, 1:30 – 3:30

[MOCK INTERVIEWS/RESUME REVIEWS](#)

OCT 19, 1:00 – 4:00

[JOB FAIR PREP](#)

OCT 26, 9:30 – 11:30

www.workforce-ks.com

In House Workshops
(@ the Wichita Workforce Center)

October



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

Basic Computers 101

Oct 6 - 1:00-4:00

Intro to Word

Oct 20- 1:00-4:00

Intro to Excel

Oct 27- 1:00-4:00

Basic Computers 102

Oct 7 - 1:00-4:00

Intermediate Word

Oct 21 - 1:00-4:00

Intermediate Excel

Oct 28 - 1:00-4:00

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

One Stop Advisory Council – 10/3/19 Partner Services Brainstorming Activity

Original Intent of OSAC

- Mandated meeting
- Improving partnerships
- Learn about resources
- Make things easier for customers
- Advocacy
- Networking
- Getting to know people from different agencies
- Share data and information – anecdotally and procedurally
- Make recommendations to LWFDB – program operations and policies

Focus of OSAC moving forward

- Understand system policies
- Improving partnerships
- Make things easier for customers
- Share data and information – anecdotally and procedurally
- Make recommendations to LWFDB – program operations and policies

Community Resources

DCF

- Monthly cash grant
- Funding transportation
- Funding child care

Migrant Seasonal Farmworker

- Access to computer, copy machine, phone for job search
- English
- Emergency Services
- Food
- Housing
- Citizenship
- Advocate
- SMA

Adult Education

- Career Exploration
- Test prep for college placement
- GED training
- ESL training
- WorkKeys test

- Mental Health and Wellness

United Way

- Maintain database of community resources
- Connect people to the resources in the community (Call, click or text)

Workforce Center

- Youth Employment Program
- Youth Assessment and guidance
- Informational flyers
- Referrals to outside agencies

Employer

DCF

- Host hiring fair
- Workshops
- Job tryout
- Job coaching

Dept. of Labor

- Workshops with KS Small Business Centers to educate

Migrant Seasonal Farmworker

- OJTs
- Monitor complaints system
- SMA

Adult Education

- Provide academic services at employer (GED on location)

Workforce Center

- Labor market data
- WorkKeys
- Mock interviews
- Resume search
- Job listings
- Pre-employment assessments
- Job fairs
- On the Job Training
- Registered apprenticeships
- Lay off assistance
- Applicant recruitment
- Incumbent worker training
- Employer engagement
- Youth
 - Employer engagement
 - Work experience
 - OJT

Job Seeker

DCF

- Resume review
- Workshops
- Mock interviewing
- Job search
- Vocational Rehabilitation
 - Work assessment
 - Fund job prep
 - Resume
 - Mock interviews
 - Proper dress & behavior
 - Assistive tech
 - Dental
 - Vision
 - Fund Transportation
 - Job placement services
 - Fund
 - Medical
 - Mental health services
 - Job coaching

Migrant Seasonal Farmworker

- Use of computer
- Job placement
- Mock interview
- Resume writing/review
- Employment
- Advocate
- SMA

Adult Education

- Resume development
- Case management
- Career exploration – online and Holland codes
- Work ethics training (soft skills)
- ESL
- GED/ABE

Workforce Center

- Labor market information
- WorkKeys
- Mock interviews
- Resume creation/review
- Job search
- Application assistance

- Youth 16-24
 - Provider of work-based learning

Training

DCF

- Fund adult ed
- Fund short-term training
- Vocational rehabilitation
 - Fund education, technical, other

Migrant Seasonal Farmworker

- Classroom training
- OJTs
- Placement
- Advocate/outreach
- SMA

Dept. of Labor

- Training on unemployment services

Adult Education

- Digital skills
- Digital literacy
- AO-K
- Literacy
- SB199
- Soft skills training
- Microsoft office certification
- Financial aid for CTE
- Financial aid support
- Transition coaching

Workforce Center

- Fund Supportive services for housing, utilities and transportation
- Fund occupational skills training
- On the job training
- TAA services
- WIOA funded training through approved providers
- Youth case management

One Stop Advisory Council - 12/5/19

Focus Areas Discussion

Observations from 10/3/19 Brainstorming on partner services

- Consistency of duplicate services being offered by different organizations
 - Coordinated training for staff would be welcomed
 - Resume building
 - Mock interview
 - Digital literacy, particularly for job search
 - Soft Skills
 - Use of personal phone at work
 - How to communicate with an employer
- Delivery of identical services at different locations to make transportation and availability easier on customers. Offer programs remotely/digitally for rural areas.

Focus of OSAC moving forward

- Understand system policies
 - Agencies' eligibility guidelines for appropriate referrals
 - Understanding of support resources
- Improving partnerships
 - Knowing a contact person at each partner to be able to call with questions and direct referrals to customers
 - Programs and staff are constantly changing. Continual training/conversations with updates/changes.
 - Be intentional and deliberate about making connections at partner agencies
 - Include staff.
 - Leverage resources from different agencies/programs to provide better support to customers
 - Break down perception of competition between agencies to allow for better partnerships
 - Work together to capitalize on employer partnerships
 - Don't duplicate efforts to compete for customers
 - Don't pull human resources from the same employers
- Make things easier for customers
 - Make language more common and easier to understand in job listings so that job seekers know whether or not they are qualified.
 - Customers often don't recognize their own skills and how they relate to job listings.
 - Learn about the ICT Care model.
- Share data and information – anecdotally and procedurally
 - Client data so they don't have to be re-traumatized by having to retell their story
 - Understand the outcomes of different agencies. Where do we have the same outcomes and where/how are they different?
 - Share employment trends and available jobs.

Implementation of Ideas Generated from OSAC Focus Discussion – 2/6/2020

- Understand system policies
 - Create a digital calculator for Area IV that would allow anyone to input the needs of a client and the system would generate a list of suggestions based on the program eligibilities mapped out in the system.
 - Create an email group to share regular updates
 - Cross-training for the region
 - Create training, similar to the WIF trainings, and record each program so that new staff could review it. Must be updated annually. Possibly host the live training as part of the Workforce in-service trainings.
- Improving Partnerships
 - Host regular networking events where there are structured discussion topics. Similar to the 5th Friday Breakfast from Nov. 2018. Must be at a time that partner staff can participate. Conduct in other counties of area besides SG.
 - Co-locate partner offices in the Workforce Center. For those who are struggling with the legal aspect of the MOU, could it just be a regular “meeting” at the Workforce Center for a specified time every week as a trial period.
 - Utilize video conferencing to bring in a partner when meeting with a client.



**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



**Local Workforce Development Board (LWDB)
One-Stop Advisory Council (OSAC)
Meeting Minutes
August 5, 2021**

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

Tisha Cannizzo welcomed attendees, called the meeting to order and asked for introductions.

2. Workforce Center Operations (11:39 am)

George Marko, with the Workforce Alliance, shared that there has been an influx of traffic at the Workforce Centers related to the re-launch of the My Reemployment Plan Program. Phone and KANSASWORKS Chat queries related to this program have also been up: 1800 customers, 550 via phone. In order to better serve these customers, the Centers have dedicated a phone line specifically to the My Reemployment Plan Program.

The Centers are still encouraging appointments, but also taking walk-ins. They have implemented various orientation options to cut down on wait times. They are looking to increase participation in workshops; reservations have been plentiful, but actual turnout has been low. Zoom sessions of workshops are holding relatively steady; Marko requested input and suggestions from the partners. Regarding, Business Services at the Centers, Marko explained that businesses are hurting for employees; the Business Team posted over 900 jobs in June. Additionally, in-person job fairs have returned. The Annual Get Hired Job Fair has 68 employers already registered in-person. In the past, the job fair has attracted between 1000 and 1500 job seekers. Lastly, the Centers hosted 10 WorkKeys sessions in June with 40 testers.

3. Workforce Center Employer Services (11:46 am)

A change in the agenda occurred, and item six from the agenda was addressed here. All additional items were moved down a number on the agenda.

Mary Mann, Business Services Supervisor with the Workforce Alliance, provided an overview of the services available to employers throughout Local Area IV including job seeker recruitment, promoting employer openings, recruitment events and facility usage, and training for the workforce. Mann stressed that the services are all employer driven and partnership oriented; all services are free of charge (save facility usage if not used for recruitment activities). She also emphasized that while the Centers can assist with recruitment, it is not a placement agency. The Centers can provide a centralized location to accept applications on behalf of employers and apprenticeship sponsors and also offers a suite of screening tools. Mann wrapped up with a live demonstration of the Employer Tab on workforce-ks.com.

4. WIOA One-Stop Memorandum of Understanding (MOU) (12:08 pm)

Chad Pettera, with the Workforce Alliance, informed the partners that the final MOU is out and needs to be completed. MOUs from Butler CC, Cowley CC, DCF, SER Kansas, SER National, and WSU Tech have been received. The MOU process should be wrapped up by the end of August. Pettera is working on the new budget format and will have it ready for

the partners next month. He reminded everyone that the new budget must be reconciled quarterly.

5. My ReEmployment Plan Program (12:09 pm)

Sarah DeLuna, with the Kansas Department of Commerce, provided an overview of the My Reemployment Plan Program. The program has been ongoing since before the pandemic; however, more recently, the Centers had to implement group orientation sessions, rather than see people individually, because of the influx of customers. Starting June 23rd, notices went out to individuals who had received three consecutive weeks of unemployment benefits informing them that in order to continue receiving benefits, they had to complete the My Reemployment Plan. The Plan consists of two steps: creating and posting a resume on **KANSASWORKS** and completing the job search plan form. The Kansas Commerce website is a comprehensive way to assist customers with the process and includes a demonstration video to complete the tasks required for the program. Further information can be found at: <https://www.kansascommerce.gov/program/workforce-services/my-reemployment/>

6. One Workforce Grant (12:19 pm)

Mary Anne Szczepanski, with the Workforce Alliance, began the discussion of this 4-year, 9.9-million-dollar grant. She explained the grant was designed to assist with training in Advanced Manufacturing and IT/Computer Science occupations. It is also an H1B grant which are given to fund programs that lessen dependence on foreign workers. The grant provides for employer-led training in the form of on-the-job training (OJT) reimbursement for new hires (up to 50% training cost not to exceed \$6000 total). Classroom training is employer-driven in that the grant basically provides scholarships for individuals which include guaranteed interviews at businesses who are hiring in the field of training. They are still currently looking for employers to commit to interviews after training. Training is limited to specific occupations, not employers. Classroom training provided through WSU and WSU Tech unless an employer determines a different training provider would be more appropriate.

Denise Houston, with the Workforce Alliance, discussed the eligibility requirements for the grant. Participants must live or work in the 10-county labor shed surrounding Wichita (Butler, Cowley, Harper, Harvey, Kingman, Marion, McPherson, Reno, Sedgwick, or Sumner), must be 17 years of age or older and not attending High School. The Workforce Centers must have scholarships available in order for classroom training to commence. The “Next Steps” page detailing the required documents and activities to be submitted and completed before eligibility is available in the packet.

Additional information about referral qualifications and funding availability can be found at: <https://workforce-ks.com/programs/One-Workforce/>

7. Advisory Council Partner Updates (12:34 pm)

- a. **Flint Hills Job Corps:** Started virtual enrollment on Tuesday. Students will do two weeks at home, then two weeks in quarantine at Job Corps, then free to move about the Job Corps facility. This will be done on a cycle.
- b. **SER:** Sarah Gordado’s replacement has been hired; her name is Sherri Stevens and is still in training. SER is in negotiations with the Department of Labor for a new project year and is working on year end reports.

8. Consent Agenda (12:37 pm)

The consent agenda was tabled due to lack of quorum. It will be presented at the next meeting.

9. Announcements (12:37pm)

Cannizzo reminded partners about the flyers in the packet. The next meeting is scheduled for Thursday, October 7, 2021 via Zoom

10. Adjourn (12:38 pm)



Council Members

Carolyn Benitez, SER Corporation
Pete Bodyk, DCF Vocational Rehabilitation
Sarah DeLuna for Erica Ramos, KS Dept. of Commerce
Deb Weve, Flint Hills Job Corps

Staff/Guests

Tisha Cannizzo
Amanda Duncan
Denise Houston
Mary Mann
George Marko
Chad Pettera
Janet Sutton
Mary Anne Szczepanski
John Ybarra, KS. Dept. of Commerce