



**Local Workforce Development Board (LWDB)
One-Stop Advisory Council (OSAC)
Meeting Notes
October 4, 2018**

1. Welcome and Introductions

Tisha Cannizzo welcomed attendees

2. Tour of Cowley College, Wellington Campus (11:40)

3. Workforce Innovation and Opportunity Act (WIOA) Implementation (12:15)

- **One-Stop Infrastructure Cost Sharing: Chad Pettera**

Partners must share in the infrastructure costs of the One-Stop's in Local Area IV as required by WIOA. Partner cost sharing totals are based on the number of participants served in the local area. All participant counts have been received for PY 2017 (July 2016 to June 2017). Chad Pettera will be sending out the new PY 2018 Memoranda of Understanding to the partners.

- **Participant Reporting: Tisha Cannizzo**

- **Referral form**

Partners discussed the use of the Workforce Alliance's (WA) Partner Referral Form for referring participants to Center services. Sherry Watkins, Butler Community College, indicated that she frequently used the form for youth referrals, but for adult services it was difficult to know where and to whom to send the form. It was suggested WA standardize or at least clarify who should receive referral forms; a common email box for referrals or sending the form with the customer were also suggested.

- **Monthly Reporting Form**

Cannizzo created a form for tracking monthly referrals, including barriers and cost sharing activities, between partners. It was suggested that in addition to "formal" referrals, partners also track "informal" referrals: those that happen in passing or without the partners enrolling the customers in any programs (phone calls, emails, etc.). It was again suggested that having a "go to" person at each organization for referrals would help simplify the referral tracking process.

Clarification on terms was requested in the Client Barrier section of the form. The terms ex-offenders, single parents, foster care individuals, and low-income individuals require additional information.

The partners ok'd the Infrastructure Cost Activity Reporting section of the form. This section will allow WA to provide updates to partners on their cost sharing status at monthly intervals. Partners requested that WA make them aware of cost sharing activities like job fairs as soon as possible. It was also suggested that a newsletter be published to keep partners up-to-date on possible activities. Keith Lawing, Workforce Alliance, requested partners check with their HR departments to gauge interest and availability to participate in resume reviews and mock interviews at the Wichita Workforce Center at designated intervals throughout the week.

4. Advisory Council Partner Updates (1:03)

Council members provided updates about their organization's news and activities:

- A. Butler Community College—Will be attending the WIOA Conference October 8th and 9th.
- B. Cowley College – Looking for GED teachers to teach from 4pm to 7pm Monday through Thursday in Wellington. Master's Degree preferred.
- C. Dress for Success Wichita—Served 75 women at the Convoy of Hope event. They continue provide suiting appointments; their monthly client meeting is this evening and will be beginning a job search component. They have also begun a financial literacy course with Heartland Credit Union.
- D. Workforce Alliance -
 1. Career Center services and Business Services are becoming more integrated with Workforce Professionals on both sides working to match customers and employers.
 2. Lawing had a meeting with the Wichita Mayor about the Youth Employment Program (YEP) report. The program will most likely be expanding in the Summer of 2019 and they are currently working on finding employers.
 3. WA has been awarded a grant to focus on assisting older dislocated workers with skills barriers. Many will be retrained with OJT opportunities. The grant requires 167 customers be served over the next 2 years. Lawing requested partners be on the lookout for possible participants. WA will send out a notice to partners once the full details are finalized.

5. Consent Agenda

Meeting minutes from the 8/2/18 OSAC meeting were presented but unable to be voted upon as the meeting was short a quorum. No action was taken.

6. Announcements

The 12/6 meeting is scheduled at the Department of Children and Families located at 2601 S. Oliver in Wichita.

7. Adjourn (1:15)

Council Members

Jennifer Anderson
Sherry Watkins

Staff/Guests

Tisha Cannizzo
Keith Lawing
Janeen Maticchiera
Chad Pettera
Janet Sutton