



**Local Workforce Development Board (LWDB)
One-Stop Advisory Council (OSAC) Meeting Minutes
December 6, 2018**

1. Welcome and Introductions (11:40)

Tisha Cannizzo welcomed attendees; attendees introduced themselves

2. Workforce Innovation and Opportunity Act (WIOA) Implementation (11:42)

• **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. Program Year 2018 Memoranda of Understanding were sent through the US mail to the partners a few weeks prior to this meeting. Partners were urged to return the signed MOU by the end of the calendar year.
- Attendees were provided with LAIV One-Stop Infrastructure and Other Shared Costs Budget for PY 18 as well as a report on PY 18 Program Participants. Those numbers highlighted in red have not been updated since PY 17. Partners were asked to get PY17 (7/1/2017 to 6/30/2018) numbers to Chad Pettera by 12/31/18.

• **Reporting: Tisha Cannizzo**

○ Referral and Cost Share Reporting Form

Cannizzo summarized the conversation from the last meeting around the document for the partners. The form will be sent out monthly rather than quarterly to ease reporting. Additionally, examples of cost sharing activities will be sent out with the form. Partners should submit forms for passed PY18 months (July, August, September, October, and November) to Chad Pettera.

○ Discussion of Cost Sharing Activities

Partners brainstormed ideas that might count as in-kind activities for cost sharing. Butler Community College has a designated area for WFC activities on their El Dorado campus. Keith Lawing, CEO of Workforce Alliance, suggested BCC be officially recognized as a Certified Access Point. He also mentioned that the Workforce Center (WFC) needed volunteer staff for workshops and mock interviews on specific days of the month in 2019. Training for volunteers would be available; electronic mock interviews may be considered depending on the technological restraints. It was also suggested that the Adult Education partners may have work study students that could benefit from assisting with workshops at the WFC. Cindy Morris, with the KS Department of Labor (Unemployment), mentioned training for WFC staff on unemployment and targeted mailings for job fairs held in conjunction with the WFC.

3. Partner Referral Form Usage (12:06)

Partners discussed the use of the partner referral form. It was agreed upon that while the form is used, it's unclear to whom it should be directed. A designated staff person, email address, or resource coordinator were suggested as ways to improve the referral process.

4. 2019 Meeting Schedule & Locations (12:16)

The 2019 meeting schedule was presented. Cannizzo asked for input regarding the location of the meetings. Most of the partners present said they preferred a single meeting place with an occasional offsite visit. It was decided that the April 4th meeting would be hosted by Butler Community College at their Andover campus and the October 3rd meeting would be hosted by Goodwill/NexStep Alliance at the City Center location. The remainder of the meetings (February 7th, June 6th, August 1st, December 5th) will be held at the Wichita Workforce Center.

5. Advisory Council Partner Updates (12:21)

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

- A. American Indian Council—A new staff member has taken over and is still getting settled in her position.
- B. Butler Community College—Classes are finishing for the semester next week and will resume 1/7/19. It looks like they'll have 10 complete the course.
- C. Cowley College – Classes are winding down for the semester; interviewing for ABE teacher position at the Wellington campus.
- D. Goodwill/NexStep Alliance—The full time staff for the mobile LearnIT Lab has completed training and is ready to be deployed. The LearnIT Lab provides trainings at the WFC 3 times per month. The organization is currently looking for outreach opportunities so they can reach more people with the Lab. They can provide training beyond the Microsoft and Google Suites and are able to go state-wide.
- E. KS Department of Commerce—MyReEmployment program is going strong, seeing 20-30 people per week.
- F. KS Department of Labor—The benefits office is fully staffed in preparation for the busy time of the year (because of weather/holiday layoffs). They are also prepared for any changes due to the new incoming Gubernatorial administration
- G. Vocational Rehabilitation—Still need Counselors; have a standing position open, but will likely be on hold until after the new administration takes office.
- H. Workforce Alliance—Held job fairs in Butler County that attracted 50 job seekers and are planning another for Harvey County employers to be held at the Wichita WFC. WA received a grant for dislocated workers but is waiting on the final guidelines for how to spend the money. Will be targeting people laid off from declining industries and more mature workers. The grant provides an “earn and learn” opportunity (OJT, Apprenticeship type of training). WFC hosted the last 5th Friday breakfast of the year with discussion sessions on a variety of topics. Reviews were largely positive with many suggesting the time allotment for each topic be expanded. Cannizzo hosts a partner collaboration meeting once a month for service partners and invited the present partners to attend or have new staff attend.

6. Consent Agenda (12:54)

Meeting minutes and notes from the 8/2/18 and 10/4/18 OSAC meetings were presented. No changes were requested.

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

7. Announcements

Attendees were invited to tour the DCF facility with Peter Bodyk.

The 2/7/19 meeting is scheduled at the Wichita Workforce Center located at 2120 N. Amidon in Wichita.

8. Adjourn (12:55)

Council Members

Jennifer Anderson

Carolyn Benitez

Peter Bodyk

Nicole Castellanos

Cindy Morris (for Brett Flachbarth)

Erica Ramos

Chris Stanyer

Sherry Watkins

Staff/Guests

Tisha Cannizzo

Mickayla Fink

Keith Lawing

George Marko

Chad Pettera

Janet Sutton