

WORKFORCE CENTERS
of South Central Kansas
KANSASWORKS.COM

LWDB One-Stop Advisory Council Agenda

February 1, 2018 - 11:30 a.m.

Wichita Workforce Center - Air Capital Room
2021 N. Amidon, Ste. 1100 - Wichita, Ks. 67203

Join Meeting via Conference Line or Zoom Room Meeting Access Upon Request

1. Welcome and Introductions: Tisha Cannizzo (11:30)
 2. WIOA Implementation (11:35)
 - A. One-Stop Infrastructure Cost Sharing: Chad Pettera (pp.2-5)
Workforce Alliance staff will report on the current status of implementation of one-stop partner cost sharing.
Recommended Action: Receive and File.
 - B. One-Stop Certification Update: Tisha Cannizzo
An update will be provided on the certification of the workforce centers.
 3. One-Stop Advisory Council 2018 Work Plan: Tisha Cannizzo/Angie Duntz (11:45) (pp.6-7)
Items from the 2018 Work Plan for the Council will be discussed.
Recommended Action: Provide feedback and suggestions for a branding and marketing plan.
 4. Workforce Professionals In-Service Training - Update: Tisha Cannizzo (12:15) (p. 8) *The Workforce Alliance will host a training for partners and staff on February 19, 2018.*
Recommended Action: Receive and File.
 5. Advisory Council Partner Updates: Tisha Cannizzo (12:25)
Time is reserved on the agenda for Council partners to provide updates and share news and activities that impact the workforce system.
 6. Consent Agenda: Tisha Cannizzo (12:45)
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 12/7/2017 (pp. 9-10)
 - B. Workforce Center Operations Update (pp. 11-13)
 - C. Workforce Alliance Strategic Planning 2018-2020 (p.14)**Recommended Action: Approve consent agenda as presented.**
 7. Adjourn: Tisha Cannizzo (1:00)
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*The next LWDB One-Stop Advisory Council Meeting is scheduled for
11:30 a.m. on Thursday, April 5, 2018.*

Item

One-Stop Infrastructure Cost Sharing

Background

Implementation of One-Stop Infrastructure Costs is required by the Workforce Innovation and Opportunity Act (WIOA)

Analysis

Meetings with all the required WIOA Partners for infrastructure costs have been completed with continuing conversations regarding participant counts and how in-kind services will be utilized. Staff will not be able to complete the allocation process until all participant counts are submitted. Any partner that has not submitted its participant counts should do so as soon as possible. The ongoing negotiation on the in-kind services and determining costs continue. The MOU Cost Sharing attachment establishing the allocation methodology for cost sharing was approved by the LWDB in December 2017 and is attached.

Recommended Action

Receive and File.

Infrastructure and Additional Cost Sharing for Kansas LAIV America's Job Centers

1. Infrastructure

Co-located and non-co-located one-stop partners are required to share in the one stop infrastructure costs. Required one-stop partners are defined in WIOA Section 121(b)(1)(B), 20 CFR 678.400, 34 CFS 361.400, and 34 CFR 463.400.

A. Rent

Co-located partners will pay rent for their dedicated space plus a proportional share of any common space including conference rooms, bathrooms, break areas, hallways, and conference rooms based on their dedicated space percentage. All required one stop partners (WIOA Section 121(b)(1)(B), 20 CFR 678.400, 34 CFS 361.400, and 34 CFR 463.400) will pay the cost of the resource room and workshop room(s) based on the number of participants enrolled in their program during the previous program year.

Example

	Annual Rent	Allocated Dedicated Space	Shared Conf Room	Total Co-Located	Resource Room
One Stop	\$ 42,000	3000	200	3200	1000
	% Allocation	71%	5%	76%	24%
	Rent Allocation	\$ 30,000	\$ 2,000	\$ 32,000	\$ 10,000
Co-Located Partners	Dedicated Office Space	% of Dedicated Space	Allocated Conf Space (based o Dedicated Space Allocation	Total Dedicated Space	Cost
Partner A	1,000 sq ft	33%	67	1067	\$ 10,667
Partner B	2,000 sq ft	67%	133	2133	\$ 21,333
	3000	100%	200	3200	\$ 32,000
All Partners- Resource Room					
	Resource Room Sq Ft	1000 sq	24% of Total Rent	\$ 10,000.00	
	# of Participants				
	Partner A	50	20%	\$ 2,000.00	
	Partner B	100	40%	\$ 4,000.00	
	Partner C	100	40%	\$ 4,000.00	
	Total Participants	250	100%	\$ 10,000.00	
Total Rent Costs		Co Location	All Partners	Total	
	Partner A	\$ 10,667	\$ 2,000.00	\$ 12,667	
	Partner B	\$ 21,333	\$ 4,000.00	\$ 25,333	
	Partner C	0	\$ 4,000.00	\$ 4,000	
				\$ 42,000	

B. Security Contract

Total security costs will be divided amongst co-located and all required partners at the same percentage as the rent allocation between co-located and all required partners. Co-located partners will pay security costs based on their dedicated space percentage. All partners (non-co-located and co-located) will pay a portion of the security contract costs allocated for the resource room and/or workshop room(s) based on the number of participants enrolled in their program during the previous program year.

C. Parking

If parking must be purchased for staff at a specific America's Job Center, those costs will be allocated to co-located partners by the percentage dedicated space located at the impacted facility.

If parking must be purchased for customers at a specific America's Job Center, those costs will be allocated to all partners based on the number of participants enrolled in their program during the previous program year

D. Custodial Contracts

Custodial costs will be divided amongst co-located and all required partners at the same percentage as the rent allocation between co-located and non-co-located partners. Co-located partners will pay custodial contractual costs based on their dedicated space percentage. All partners will pay a portion of the custodial contract costs allocated for the resource room and workshop space based on the number of participants enrolled in their program during the previous program year.

E. Utilities/Copiers/Supplies

If utilities costs consisting of electric, gas, trash, phone, internet, water/sewer, or any other necessary utility (not included in a lease), copier lease and paper supplies for the public. These costs will be allocated amongst co-located and all required partners at the same percentage as the rent allocation between co-located and non-co-located partners. Co-located partners will pay utilities costs based on their dedicated space percentage. All partners will pay a portion of the utilities costs allocated for the resource room and workshop space based on the number of participants enrolled in their program during the previous program year.

F. Technology- For Public Use

Technology (Hardware and Software) costs for public use, will be allocated amongst all required partners based on the number of participants enrolled in their program during the previous program year.

G. One Stop Operator

WIOA requires a procured One Stop Operator for the local area. If the LWDB decides those costs should be allocated to partners, those costs will be allocated based on the number of participants enrolled in their program during the previous program year.

2. Center Operations- Other Shared Costs

A. Operations

Operations costs will be allocated to the partners based on the partner's co-located percentage of dedicated space. Allocations may include personnel costs associated with staff time dedicated to center operations. Operational costs include personnel that provide information technology and facility set up.

3. Available In-Kind Services

The centers infrastructure budget will incorporate different in-kind services the WIOA Partners can contribute to the one stop infrastructure costs. It will be up to the partner to offer those services during the program year.

Item

One-Stop Advisory Council 2018 Work Plan

Background

At the last One-Stop Advisory Council (OSAC) meeting, a work plan was adopted for 2018 and is listed below. The Council will begin to address implementation of these items.

- Transitioning Tisha Cannizzo of Eckerd Connects as the lead convener and staff support for the OSAC
- One-Stop System Integration
 - Tracking referrals amongst partners
 - Analyzing baseline Workforce Innovation and Opportunity Act (WIOA) performance and program data
 - Identifying continuous improvement activities
- Branding and marketing of the American Job Center / Workforce Center system

Analysis

Tisha Cannizzo is now positioned to be the lead coordinator for the OSAC and will be sending out meeting notices, agenda packets and following up on action items as needed. If members would like to bring topics up for discussion or action by the OSAC, please let Tisha know and the agendas will be designed accordingly.

One-Stop System Integration is an ongoing process and Denise Houston will provide an update on tracking referrals and the timing of WIOA performance data.

In November, the Department of Commerce began a conversation with local areas in regards to moving the Workforce Centers across the State to a single brand. The idea of the single brand stems from regulations in WIOA, which require all areas identify as partners of American Job Center.

An Outreach/Branding Workgroup has been formed composed of representatives from each Local Area. The Workgroup will meet in Topeka on February 13 to begin discussions and first steps. Angie Duntz represents Local Area IV and will lead a conversation at the OSAC meeting on the current branding in Kansas and models from other states.

Recommended Action

Provide feedback and suggestions for a branding and marketing plan.

LWDB One Stop Advisory Council Members as of 1/1/18

Rod Blackburn, Blackburn Properties LLC, OSAC Chair (LWDB)
Jennifer Anderson, Cowley College - Adult Education Program (LWDB)
Carolyn Benitez, SER Corporation (Partner)
Peter Bodyk, KS Dept. of Children and Families, VR (Partner)
Karen Cline, Job Corps (Partner)
Brett Flachsbarth, UI, Kansas Department of Labor (Partner)
Bill Gale, DCF (Partner)
Robert Hamilton, VA (Partner)
Mohan Kambampati, WIC (Partner)
Beth Oaks, United Way (Partner)
Erica Ramos, KS. Dept. of Commerce, Wagner Peyser (LWDB)
Catrina Red Willow, American Indian Council (Partner)
Michelle Rucker, City of Wichita- Housing Services (Partner)
Chris Stanyer, NexStep Alliance (Partner)
Sherry Watkins, Butler Community College Adult Education (Partner)

Item

Workforce Professionals In-Service Training

Background

The Workforce Centers of South-Central Kansas traditionally close the offices for training on Columbus Day (October) and Presidents Day (February). The next in-service will be Monday, February 19, 2018 at the Kiva Building (lower level) of the Garvey Center, 220 W. Douglas Avenue. In addition to staff, partners (collocated, required and non-required) and LWDB members are invited to participate. The agenda for February's training is:

8 am – Welcome	1:00 pm -Sexual Harassment
8:30 am – Get to Know You	2:00 pm –Career Pathways
9:30 am –Future of Jobs Employer Panel	2:30 pm –Registered Apprenticeship
10:30 am –Emergency Plan	2:45 pm – break
10:45 am - Break	3:00 pm - Matching Passion with Career Mobility
11:00 am –Valuing Differences	4:00 pm – Workplace Dress Code
Noon – Lunch	4:30 pm – Where are they Now?
	5:00 pm - Adjourn

In 2018, the Workforce Centers of South-Central Kansas will also be hosting four Friday morning staff meetings, to include partners. The intent is to provide time for partners to engage in conversations that will allow them to explore each other's strengths and learn how to partner in service delivery. These meetings are our "5th Friday Breakfasts"; any month that includes a 5th Friday. The dates for those breakfasts will be:

March 30
June 29
August 31
November 30

Analysis

Below are the next steps in preparing for the Workforce Professional Conference on February 19, 2017:

- Save the Date cards are sent periodically to partners.
- Agenda confirmed and invitations sent out by February 1.

Recommended Action

Receive and file.



LWDB One Stop Advisory Council Meeting Minutes
December 7, 2017

1. Welcome and Introductions

Rod Blackburn welcomed attendees, asked for self-introductions and called the meeting to order.

2. WIOA Implementation

One-Stop Infrastructure Cost Sharing -

Center staff have conducted group and individual meetings with all of its partners to discuss the one stop center budget for Kansas Local Area IV (LAIV) in order to develop methods and allocations for sharing the infrastructure costs of the One Stop's in LAIV as required by WIOA. Negotiations continue with partners on the in-kind costs that will be incorporated in the budget and on how those will be delivered. Staff recommends that for Program Year 2017, allocations be based on the number participants served in the local area. Staff recommended that the OSAC continue to monitor the allocation methodology and budget and review the MOU for any changes for program year that starts July 1, 2018. Any changes would be driven by the reports developed by the Council and submitted by partners on referrals and services. All partners are requested to submit their participant numbers and cost sharing information if they have not already done so. Cost sharing amendments are due to the state by the end of the year, which may not be possible; however, LAIV must demonstrate to the state that negotiations on the amendment are in process. If no agreements are reached, the state could mandate an actual exchange of funds.

Chris Stanyer (Jennifer Anderson) moved to recommend the Affiliate Cost sharing MOU attachment to the LWDB and CEOB as presented.

One Stop Certification Update -

The Wichita Workforce Center review is complete and has received certification from the state. The Affiliate Centers in Butler, Cowley and Sumner Counties will also be reviewed for certification with use of a revised Affiliate Workforce Center Certification Review Form. Rod Blackburn will review the Butler County Office, Jennifer Anderson will review the Cowley County Office and Stacy Davis will review the Sumner County Office; these reviews need to be completed by December 31, 2017. The One Stop Advisory Council was asked to approve the certification review form as presented.

Bill Gale (Catrina Red Willow) moved to approve the Affiliate Workforce Center Certification Review Form.

3. One-Stop Advisory Council 2018 Work Plan

The OSAC was created to oversee workforce center operations and advise the LWDB on enhancing services. Brett Flaschbarth, Kansas Department of Labor, has volunteered to be a member of the Council and his appointment will be requested from the LWDB chair. The Council was urged to nominate others that they feel should be a member. Beginning in 2018, Tisha Cannizzo, Eckerd Connects/One-Stop Manager, will be the lead convener and staff support for the OSAC. Staff proposed a work plan for 2018 to assist the Council on addressing workforce center issues and implementing strategic planning outcomes. The work plan focuses on One-Stop System Integration (tracking partner referrals, analyzing WIOA performance and program data, and identifying continuous improvement activities), branding and marketing of the American Job Center/Workforce Center system, and improving the consistency and accuracy of training data reporting.

Chris Stanyer (Catrina Red Willow) moved to approve the One-Stop Advisory Council work plan for 2018.

4. **Workforce Professionals In-Service Training**

The Workforce Center will host their next in-service training for staff and all center partners on Monday, February 19, 2018. LWDB members are invited to participate. The training will focus on “Changing for the Future” and include a presentation and sessions regarding ways training must change to meet demand. Council members were asked to provide input for possible session topics and suggestions for a training location. Currently, the WA has weekly staff training on Friday mornings. Beginning next year, every 5th Friday of the month partners are invited to attend a training with WA staff in an effort to further collaboration with partners.

Report was received and filed.

5. **Consent Agenda**

Meeting minutes, budget report, Workforce Center Operation report and strategic planning were distributed to the Council for review with no changes requested.

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

6. **Adjourn (1:05)**

Present Council Members

Rod Blackburn, Chair

Jennifer Anderson

Carolyn Benitez

Peter Bodyk

Karen Cline

Brett Flaschbarth via Phone

Bill Gale

Erica Ramos

Catrina Red-Willow

Chris Stanyer

Sherry Watkins

Staff/Guests

Keith Lawing

Chad Pettera

Katie Givens

George Marko

Denise Houston

Shirley Lindhorst

Tisha Cannizzo

Richard Lopez

Dawn Palmberg via Phone

Kristin Peterman

Matt Peterson via Phone

Item

Consent Agenda

Background

Workforce Centers Operations Update

Analysis

Traffic

For the month of December, the Workforce Centers in South Central Kansas served 3,035 job seeker; for 2017 the total job seeker traffic is 47,973 which is up 253 job seekers from 2016.

Workshops

Each Friday in January a new workshop titled, “Starting off Right in 2018!” will be offered. This workshop is geared to help job seekers organize their job search and keep on track; topics will include:

- Setting personal goals for a job search
- Tips on how to make a job search less stressful
- Tools to help get started and stay organized

Additionally, the KANSASWORKS Resume Builder workshop will continue to be offered and together could be a beneficial series of workshops for a job seeker who wants to start a new job search in 2018.

The KANSASWORKS Resume Builder workshop teaches job seekers how to create a resume from scratch within the KANSASWORKS system. Job Seekers will leave the workshop with a basic outline of a customized resume and the skills needed to tailor the resume for specific job postings.

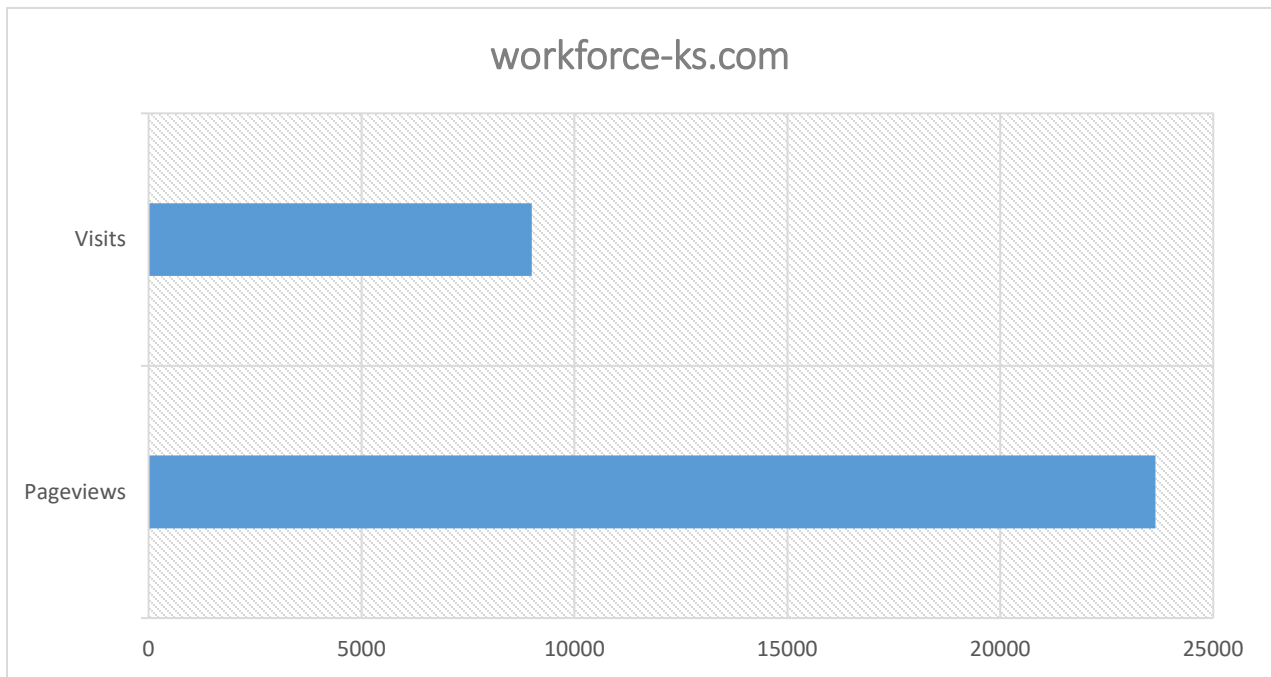
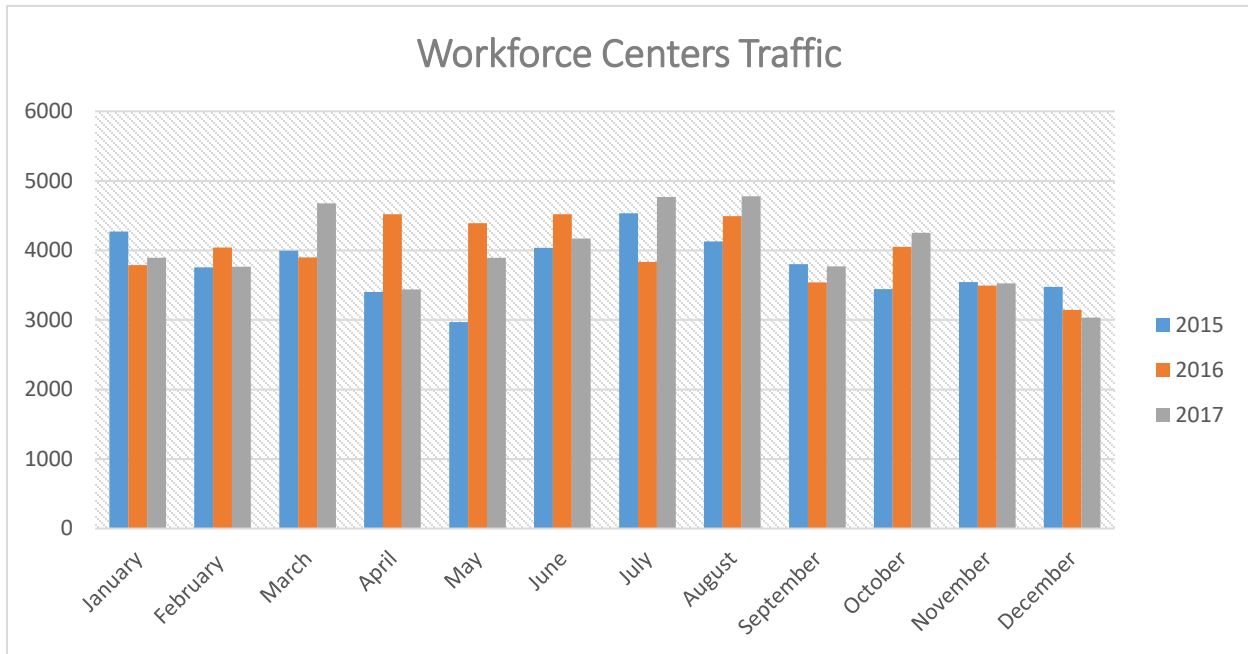
Business Services

The Business Services Team is actively looking for Workforce Innovation Fund (WIF) On the Job Training sites for participants who have two significant barriers to employment. The WA has a goal of serving 33 participants in WIF before September 2018. Currently there are 18 participants enrolled in WIF and 15 awaiting placement.

October 16th also marked the launch of the new WorkReady! 2.0 version. The 2.0 version has brought the WorkReady! Certificate up to date with more relevant questions as well as an easier user interface for test takers. Since the launch of this new version the Workforce Centers have seen an increase in scores, particularly Platinum scores.

The KANSASWORKS State Job Fair is scheduled for March 8, 2018 from 2:00pm to 6:00pm. Locations in LAIV will be in Wichita and El Dorado.

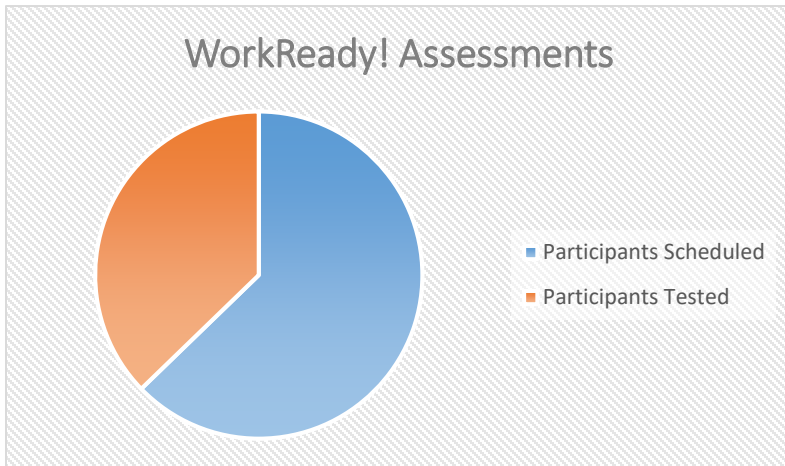
Workforce Center Operations December 2017



[Media Highlight](#)

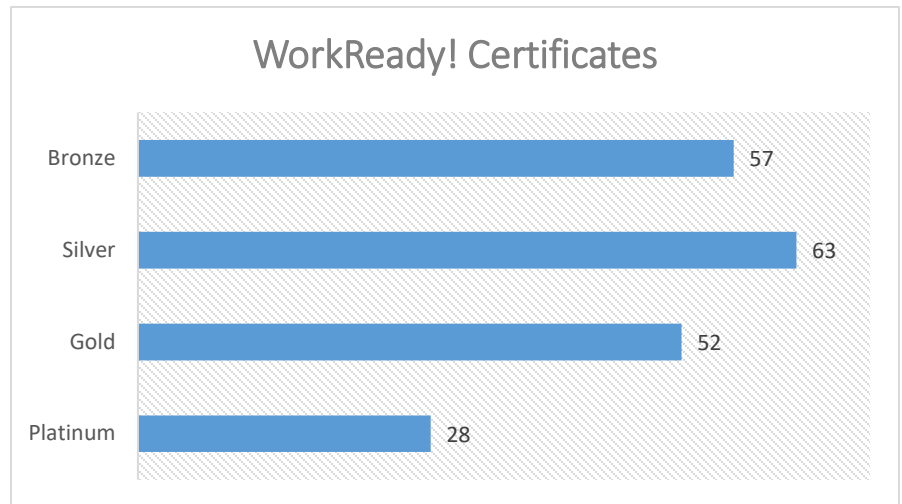
- The Workforce Center has been in the news lately! To see all the stories, go our media news and release page. Or click [here](#).

Business Report December 2017



WorkReady! Testing December 2017
21 - Testing Sessions
59% - % Attendance Rate

WorkReady! Certificates December 2017
200 - Certificates Awarded
86% - % Award Rate



December 2017
196 - Provelt Assessments Administered
98 - Prescreens & Applications Received
88 - Services to Employers
444 - Job Postings

Recommended Action
Receive and File.

Item:

Workforce Alliance Strategic Planning 2018-2020

Background:

Over the last 10 years, Workforce Alliance (WA) established the practice of creating two year strategic plans to direct the actions and guide the investment of resources. The current strategic plan was approved in June of 2015 and ran through 2017.

To update the strategic plan a series of meetings were held for Local Workforce Development Board (LWDB) members, Workforce Center partners, and community stakeholders. The sessions were facilitated by Lisa Dodson and Misty Bruckner from Wichita State University. The topics are listed below and each session was attended by 25-35 participants. An additional session was held for Workforce Center staff. The notes from the sessions are attached.

- November 15, 2017
 - *Topic: Youth Employment Strategies*
- November 30, 2017
 - *Topic: How Can the Workforce Alliance Better Leverage Resources and Align Services with Workforce Center Partners?*
- December 5, 2017
 - *Topic: Skills Training and Work-Based Learning Models*
- December 14, 2017 (Special Guest: Dr. John Tomblin, WSU)
 - *Topic: Employment and Training Needs for Today and Tomorrow*

Analysis:

The Workforce Alliance strategic goals were adopted by the LWDB at their meeting on January 24, 2018. The strategic goals will be formatted into a work plan that breaks down timelines and assignments to staff, committees and partners to be used in gauging the progress of attaining each goal. The work plan will be presented to the OSAC at the April meeting.

WA Strategic Goals 2018-2020

- Expand Youth employment opportunities to help develop the workforce of the future.
- Strengthen relationships with WIOA partners, community organizations and educational/training institutions to leverage resources and align services through the one-stop workforce centers (American Job Centers)
- Create and implement a more effective and comprehensive communication plan to increase public awareness about employment and training services, and skills needed for current and future careers in South Central Kansas
- Generate revenue to increase community impact of WIOA and Workforce Centers in South Central Kansas

Recommended Action:

Receive and File.