



**LWDB One Stop Advisory Council Meeting Minutes**  
June 1, 2017

**1. Welcome and Introductions**

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

**2. WIOA Implementation**

To comply with WIOA, the Workforce Alliance (WA) developed a regional plan with Local Area I. The State of Kansas separated the state into regions, Local Area IV and Local Area I together make Region II. The Region II regional plan is currently out for comment until June 2, 2017. After the comment period, WA staff will review the comments, make any necessary changes to the plan, the LWDB will approve the plan and it will be posted no later than July 1, 2017.

Eckerd Youth Alternatives is in the process of transitioning into the Workforce Center as the One Stop Operator. Eckerd held interviews for this new position and have chosen Tish Cannizzo to serve as the One Stop Operator for Local Area IV. Cannizzo will begin training on June 12, 2017.

WIOA requires the use of Memorandum of Understanding (MOU) agreements with each one-stop partner. MOUs were sent out in 2016. Most of the one-stop partners have signed and returned their MOU to the WA. The one-stop partners who have not yet signed an MOU will be contacted by WA staff.

*Report was received and filed.*

**3. Workforce Centers Hours of Operations**

Over 550 customers checked in during April and May 2017 during the hours of 7 a.m. to 8 a.m. and 4:30 p.m. and 6 p.m. Monday through Thursday. WA staff are very happy with the number of customers coming into the Workforce Center during these extended hour times. Staff plan to update the Council with extended hour numbers periodically.

*Report was received and filed.*

**4. Youth Employment Project (YEP) 2017 Update**

YEP is in full gear with outreach and recruitment of youth as well as employers. The goal for YEP 2017 is to provide 500 work experience opportunities for youth in the community. YEP is a partnership with the Workforce Alliance and community organizations to further the advancement and success of young adults in Local Area IV. To date, over ten Essential Skills Workshops have occurred with over 180 Essential Skills Certificates awarded to youth. Outreach efforts have reached over 680 youth, resulting in over 470 youth applying to participate in YEP. To date, 75 employers are committed to hiring 192 youth during the summer. Manufacturing Interview day was held on May 22, 2017 at the Workforce Center. Over 40 youth attended interviews with Spirit AeroSystems committing to hiring 19 of those youth and Cox Machines committed to hiring 4 youth. Textron Aviation is also considering hiring 5 youth after second interviews. The first YEP job fair occurred on May 26, 2017 with over 170 youth attending with 15 employers participating. The next YEP job fair will be held on June 9, 2017.

*Report was received and filed.*

**5. Tracking Partner Referrals Update**

WIOA requires coordination between partners within the Workforce system. As part of WIOA implementation, partner work groups created partner referral tracking forms. An open discussion occurred regarding how each partner planned on tracking referrals, and what possible barriers they

saw for tracking this information. After discussion, the Council decided to begin using the partner referral tracking forms July 1, 2017. WA staff will send out the partner referral forms to each partner along with guides on how to use each form as well as when each form is due.  
*Report was received and filed.*

**6. Partner Updates**

Partner updates will be a standing agenda item for the One Stop Advisory Council. This will allow partners to bring updates, presentations, etc. to the Council regarding their program.

The WA recognized Mike Magennis and thanked him for partnering with the Workforce Center and allowing the WA to collect applications as well as assisting him in changing the application process for Plumbers and Pipefitters. Justin Powell, the Regional Operations Manager, is no longer working with the Department of Commerce. In his place, Erica Ramos will be taking over his position and attending the Council meetings in the future. The WA also congratulated Jennifer Anderson and Sherry Watkins for being chosen by the Kansas Board of Regents to continue providing Adult Education services.

The American Indian Council announced they are in the process of setting up on-the-job trainings as well as work experiences for participants in the program. The American Indian Council is looking forward to partnering up with the WA to help get these two programs up and running.

**7. Consent Agenda**

Meeting minutes, System data dashboard, and Workforce Center Operation reports were distributed to the Council for review with no changes requested.

*Mike Magennis (Catrina Red-Willow) moved to approve the consent agenda as presented. Motion Adopted.*

**8. Adjourn (12:45)**

Present Council Members

Rod Blackburn, Chair  
Jennifer Anderson  
Peter Bodyk  
Catrina Red-Willow  
Sherry Watkins  
Serena Hansen  
Mike Magennis  
Erica Ramos

Staff

Keith Lawing  
Chad Pettera  
Amanda Duncan  
Katie Givens  
George Marko  
Denise Houston  
Rachel Campbell

Guests

Tish Cannizzo