



**Local Workforce Development Board (LWDB)  
One-Stop Advisory Council (OSAC) Meeting Notes**  
February 7, 2019

**1. Welcome and Introductions (11:30)**

Tisha Cannizzo welcomed attendees; attendees introduced themselves

**2. Workforce Innovation and Opportunity Act (WIOA) Implementation (11:33)**

• **MOU Signatures: Chad Pettera**

- Program Year 2018 Memoranda of Understanding were sent through the US mail to the partners a few weeks prior to the December meeting. As of the meeting date, six had been returned. Partners were urged to sign and return them as soon as possible. Direct any questions to Pettera. Carolyn Benitez (SER Corporation) requested that the MOU be emailed to their CEO Richard Lopez.

• **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.
- Attendees were provided with a finalized LAIV One-Stop Budget by Partner for PY 17 as well as a PY 18 year-to-date LAIV One-Stop Budget. Partners were asked to review the documents, particularly the in-kind information to ensure all activities were included.

• **Reporting: Tisha Cannizzo**

- Referral and Cost Share Reporting Form

Partners were reminded that the new reporting form should be used to report data from July through December. January's form is due back to Cannizzo by the end of February.

**3. Conflict of Interest Forms: Denise Houston (11:40)**

Houston explained the updated conflict of interest policy for all LAIV board and committee members. The policy includes guidelines for actual and perceived conflicts of interests and what actions board and committee members should take to avoid them. Partners were asked to review and sign the policy and return it to Shirley Lindhorst at the Workforce Alliance. Benitez (SER Corporation) requested the policy be emailed to her and Lopez.

**4. WIF Funded Computer Lab: Denise Houston, Kelly Meier & Matt Roberts (11:45)**

The Jabara room in the Wichita Workforce Center has been converted to a computer lab and will be receiving upgrades through unspent Workforce Innovation Fund (WIF) monies. Upgrades will include Chrome Books for the Wichita Workforce Center (WFC) and the outer county offices. Updates to soft skills workshops through Customer Centered Design focus groups. The funding has been conditionally approved.

## **5. Training Programs Update: Denise Houston (11:51)**

Houston provided an overview of the training programs available for referral at the WFC.

- WIOA Adult Program: priority of service is open at this time. Training dollars may be available to persons who meet the eligibility requirements and are interested in training in an in-demand occupation.
- WIOA Dislocated Worker Program: individuals must have been laid off (or have a notice of lay-off), terminated (or have a notice of termination), and be receiving unemployment benefits to access these training services.
- KHPOP: Individuals must be interested in short-term healthcare training (1-1.5 years) and be receiving SNAP or TANF benefits.
- Registered Apprenticeship: Individuals interested in entering one of the apprenticeship occupations. An “earn as you learn” model.
- SCSEP: Work experience program for individuals 55 years of age and older. Must be unemployed and low income.
- TAA: Must be laid off from an employer with an open TAA petition.
- WIOA Youth program: Currently focused on out-of-school youth 16-24 not attending any kind of school and with a barrier.
- 180 Skills: Pathway to employment as an assembly mechanic at Spirit AeroSystems. Targets individuals with little or no experience in manufacturing with online and in-class training.

## **6. Interview/Resume Program “Practice Makes Progress”: Wendy Inzunza (11:57)**

The WFC will be inviting board and committee members, partners, and professionals at large to volunteer to provide resume reviews and mock interviews to WFC customers. “Practice Makes Progress” is a pilot project where customers attend a resume and/or interview workshop and then later sign up for resume reviews and/or mock interviews with volunteers. This is planned to be an ongoing project with these opportunities each month. Currently, the program will be at the Wichita WFC, but may expand to satellites as need and interest grows. Volunteering can be used as a cost sharing activity for mandated WIOA partners. For more information, Amanda Hill is the contact.

## **7. Registered Apprenticeship: Diann Gregg (12:02)**

Registered Apprenticeship (RA) is a “learn as you earn” model where participants are hired on at a host company and receive hands-on practical experience while also attending formal classes leading to a recognized credential. Right now RA is focused mostly on construction trades, but IT, energy, and healthcare trades are on the horizons. Flyers for customers and prospective employers are included in the packet.

## **8. Workforce Center Secret Shopper Experience: Erica Ramos (12:06)**

Kansas Department of Commerce commissioned a secret shopper study from Wichita State University’s Public Policy and Management Center to evaluate the state’s Workforce Centers. 14 centers were evaluated; overall the stated did well. Some areas identified for improvement: standardizing intake procedures, increasing access to technology for people with disabilities, etc. WSU will provide training for WFC staff & partners to improve. Work groups may be formed.

## **9. Partner Updates (12:14)**

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

- Goodwill/NexStep Alliance: Developing a legislative bill GED to Work to all customers to

accelerate through Adult Basic Education courses. Customers whose TABE tests were high enough, who had received a recognized occupational credential, and who had scored at least a silver on the WorkKeys test, could be awarded a HS Diploma without having to take all GED courses. This would be limited to individuals 25 years of age and older.

- SER Corporation: Working with SAVE to recruit veterans in Manhattan to train in farming industry. The program would provide training and a mentor. To refer people, use the Partner Referral Form address to Carolyn or Sarah. The SER Pittsburg office moved to All Aboard Center.
- Vocational Rehabilitation: Lost 3 counselors and 1 support staff. Will have to wait on the new governor to approve proposal before making hiring decisions. Peg Spencer was named Interim Director since Mike Donnelly went on extended medical leave.
- Workforce Center: WFC will be closed Monday, February 18, for an in-service. The latter half of the day is open to partners; training on diversity, harassment, and coaching customers according to Holland Code will be available. RSVP to Tisha Cannizzo. February 14<sup>th</sup> & 28<sup>th</sup> are Multi-Employer Job Fairs at the Wichita WFC. Saturday, February 23<sup>rd</sup>: Construction Job Fair at the Wichita WFC; Statewide Job Fair is March 7<sup>th</sup> from 2-6 at the Wichita and El Dorado Workforce Centers.

## **10. Consent Agenda**

Meeting minutes from 12/6/18 OSAC meeting could not be approved because of a lack of quorum.

## **11. Announcements**

The 4/4/19 meeting is scheduled at Butler Community College, Andover Campus.

## **12. Adjourn (12:28pm)**

### Council Members

Carolyn Benitez  
Peter Bodyk  
Erica Ramos  
Chris Stanyer

### Staff/Guests

Tisha Cannizzo  
Amanda Duncan  
Diann Gregg  
Denise Houston  
Wendy Inzunza  
George Marko  
Kelly Meier  
Chad Pettera  
Matt Roberts  
Janet Sutton