



## LWDB One-Stop Advisory Council Agenda

June 6, 2019 - 11:30 a.m.

Wichita Workforce Center, 2021 N. Amidon, Ste. 1100

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

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1. Welcome and Introductions: Tisha Cannizzo (11:30 a.m.)
2. American Indian Council presentation: Nicole Castellanos (11:40 a.m.)
- 3.
4. WIOA Implementation (11:50)
  - A. One-Stop Infrastructure Cost Sharing Budget: Chad Pettera (*pp. 2*)
  - B. Monthly Reporting: Tisha Cannizzo (*pp.3-4*)
5. Quick Referral Guide: Janet Sutton (12:00 p.m.) (*pp. 5-6*)
6. Work Keys Co-branding: Erica Ramos (12:10)
7. AJLA Visit: Erica Ramos (12:20)
8. Providing Services to Rural Communities: Chris Stanyer (12:30)
9. Conflict of Interest Statement: Tisha Cannizzo (12:40) (*pp.7-8*)
10. Advisory Council Partner Updates: Tisha Cannizzo (12:40)  
*Time is reserved on the agenda for Council partners to provide updates and share news and activities that impact the workforce system.*
11. Consent Agenda: Tisha Cannizzo (12:55)  
*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 4/4/19 (*pp. 9-12*)  
***Recommended Action: Approve consent agenda as presented.***
12. Announcements
13. Adjourn: Tisha Cannizzo (1:00 pm)

**July 2017- June 2018**

**KS LAIV One Stop Budget by Partner**

Partner	Annual Costs	Paid YTD	InKind	Balance
American Indian Council	\$ 8,461	\$ 7,965.72	\$ -	\$ 496
Flint Hills Job Corps	\$ 12,326	\$ 13,251.03	\$ -	\$ (925)
Kansas Department of Commerce	\$ 252,772	\$ 244,504.08	\$ -	\$ 8,268
Allied Health Training	\$ 14,066	\$ 14,065.70	\$ -	\$ -
Workforce Alliance	\$ 378,192	\$ 370,267.59	\$ -	\$ 7,925
SER- Local	\$ 32		\$ 500.00	\$ (468)
SER- National	\$ 4,086	\$ 361.00	\$ -	\$ 3,725
Kansas Dept of Labor	\$ 56,062	\$ -	\$ -	\$ 56,062
Butler Community College	\$ 1,756	\$ -	\$ 500.00	\$ 1,256
Cowley Community College	\$ 605	\$ -	\$ -	\$ 605
WATC/Goodwill	\$ 2,594	\$ -	\$ 2,594.00	\$ 0
Kansas Dept of Child/Fam	\$ 9,169	\$ -	\$ 200.00	\$ 8,969
City of Wichita	\$ 802	\$ -	\$ 500.00	\$ 302
<b>Total</b>	<b>\$ 740,925</b>	<b>\$ 650,415</b>	<b>\$ 4,294</b>	<b>\$ 86,216</b>

**July 2017- June 2018 In-Kind Services**

Partner	Activity	Date	Amount
SER-Local	Staff Training	9/29/2017	\$500
Butler Community College	Staff Training	10/9/2017	\$500
City of Wichita	Information Session	6/8/2018	\$500
NexStep/Goodwill/WATC	WorkKeys Session	Multiple	\$2,594
Kansas Dept of Children & Families	Job Fair Assistance	Oct-17	\$200

**July 2018- June 2019**

**KS LAIV One Stop Budget by Partner**

Budget Not Final - Missing Participant Counts

Partner	Annual Costs	Paid YTD*	InKind	Balance
American Indian Council	\$ 8,731	\$ 7,301.91	\$ -	\$ 1,429
Flint Hills Job Corps	\$ 12,713	\$ 12,201.72	\$ -	\$ 511
Kansas Department of Commerce	\$ 259,254	\$ 173,780.88	\$ -	\$ 85,474
Workforce Alliance	\$ 386,192	\$ 336,214.04	\$ -	\$ 49,978
SER- Local	\$ 32	\$ -	\$ -	\$ 32
SER- National	\$ 4,086	\$ 3,405.30	\$ -	\$ 681
Kansas Dept of Labor	\$ 56,062	\$ -	\$ -	\$ 56,062
Butler Community College	\$ 1,756	\$ -	\$ 750.00	\$ 1,006
Cowley Community College	\$ 605	\$ -	\$ -	\$ 605
WATC/Goodwill	\$ 2,594	\$ -	\$ -	\$ 2,594
Kansas Dept of Child/Fam	\$ 9,169	\$ -	\$ 500.00	\$ 8,669
City of Wichita	\$ 802	\$ -	\$ 500.00	\$ 302
<b>Total</b>	<b>\$ 741,997</b>	<b>\$ 532,904</b>	<b>\$ 1,750</b>	<b>\$ 207,343</b>

**July 2018- June 2019 In-Kind Services**

Partner	Activity	Date	Amount
Butler Community College	Assist with El Dorado Job Fair	11/29/2018	\$ 500.00
Butler Community College	YEP room rental at BCC	12/8/2019	\$ 250.00
Butler Community College	Job Fair Assistance	3/7/2019	\$ 350.00
Butler Community College	Mock Interviews	3/8/2019	\$ 125.00
Butler Community College	Mock Interviews	4/5/2019	\$ 125.00
Butler Community College	Youth Employment	4/13/2019	\$ 250.00
Butler Community College	Mock Interviews	4/19/2019	\$ 125.00
City of Wichita	WFC Staff training	1/11/2019	\$ 500.00
NexStep/Goodwill/WSU Tech			
Kansas Dept. of Children & Fa	WFC Staff training	7/6/2018	\$ 500.00

\* Through 5/31/2019

## Workforce Center of South Central Kansas Monthly Reporting Form

<b>Reporting Partner Organization</b> <b>Contact Email</b>	<b>Contact Name</b> <b>Reporting Month/Year</b>
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**Partner Referral Instructions:** Record the number of referrals you sent to each organization listed. If an individual was referred to multiple programs, tabulate them for each program.

Referred clients to these programs	# of indiv. referred
WIOA Adult, DW, Youth-Workforce Alliance	
Job Corps-Flint Hills Job Corps	
Native American Programs-American Indian Council	
National Farmworkers-SER Corporation of Kansas	
Veteran's Programs - Kansas Department of Commerce	
Wagner Peyser - Kansas Department of Commerce	
Senior Community Service Program-Workforce Alliance	
Senior Community Service Program-SER National	
Trade Adjustment Act-Kansas Department of Commerce	
Adult Education-Butler Community College	
Adult Education Cowley-Community College	
Adult Education-NexStep/WATC	
Adult Education-Wichita Indochinese Center	
Vocational Rehabilitation Kansas-DCF	
Carl D Perkins-Butler Community College	
Carl D Perkins-Cowley Community College	
Carl D Perkins-Wichita Area Technical College	
Community Services Block Grant-City of Wichita	
Community Services Block Grant-Mid Kansas Community Action	
Unemployment Insurance-Kansas Department of Labor	
Non-WIOA community partners	
<b>Total Number of Referrals Made</b> (may be more than the number of customers served if multiple referrals were made for each individual)	

**Client Barrier Instructions:** Record the number of barriers per individual. Each individual is recorded once, for each barrier they have, in the month they are served.

Barriers represented by the individuals identified above	# of individuals
Displaced Homemakers (someone who was taking care of family and lost income through divorce, death of a spouse, etc.)	
Low-Income Individuals (receiving SNAP, TANF, Supplemental Security Income, etc.)	
Indians, Alaska Natives, and Native Hawaiians	
Individuals with Disabilities	
Older Individuals (55+)	
Ex-Offenders	
Homeless Individuals	
Foster Care Individuals	
English Language Learners	
Migrant and Seasonal Farmworkers	
Single Parents	
Long-Term Unemployed (27 weeks or longer)	
Veterans	
Individuals within 2 years of Exhausting Lifetime Eligibility under Title IV of the Social Security Act	
<b>Number of Barriers Served</b> (could be more than the number of people served when individuals have more than one barrier)	

**Infrastructure Cost Activity Reporting Instructions:** Please identify any services/activities you've provided in the last month to offset infrastructure costs. Please provide as much detail as possible with regard to time invested, # of staff involved and # of customers served.

Infrastructure Activities/Services provided	Date	Cost

## Program Quick Reference Guide

<u><b>Adult Program</b></u> <ul style="list-style-type: none"> <li>• Must be 18 years of age</li> <li>• Compliant with Selective Service</li> <li>• Eligible to work in the U.S.</li> <li>• Be in need of individualized career services in order to obtain or retain employment</li> </ul>	<u><b>Adult Referral Requirements</b></u> <ul style="list-style-type: none"> <li>• Completed Basic Career Services Customer Activities (WFC460-0414)</li> <li>• Completed Referral to Adult Individualized Career Services (WFC495-0815)</li> </ul>
<u><b>Dislocated Worker Program (DW)</b></u> <ul style="list-style-type: none"> <li>• Must be 18 years of age</li> <li>• Compliant with Selective Service</li> <li>• Eligible to work in the U.S.</li> <li>• Has been terminated or laid off, received a notice of termination or layoff from employment and is eligible for Unemployment Compensation</li> </ul>	<u><b>DW Referral Requirements</b></u> <ul style="list-style-type: none"> <li>• Partner Referral Form</li> <li>• Layoff date, layoff employer</li> <li>• Type of training</li> <li>• RESEA noted, if applicable</li> </ul>
<u><b>Imagine Academy</b></u> <ul style="list-style-type: none"> <li>• Have experience with Microsoft Office Suite</li> <li>• Must be interested in Microsoft Office Specialist Certification</li> </ul>	<u><b>Imagine Academy Referral Requirements</b></u> <ul style="list-style-type: none"> <li>• Adult Basic Career Services Eligibility determination</li> <li>• Email <a href="mailto:iacademy@workforce-ks.com">iacademy@workforce-ks.com</a> with customer's name, email, Part ID, and program of interest (if applicable)</li> </ul>
<u><b>Kansas Health Profession Opportunity Project (KHPOP)</b></u> <ul style="list-style-type: none"> <li>• Short-term health care careers</li> <li>• Must meet a low income requirement (CAP1/CAP2)</li> </ul>	<u><b>KHPOP Referral Requirements</b></u> <ul style="list-style-type: none"> <li>• Partner Referral Form</li> <li>• Note if customer is receiving TANF or SNAP</li> <li>• Type of training</li> </ul>
<u><b>Partner4Work</b></u> <ul style="list-style-type: none"> <li>• 18 years of age or older</li> <li>• Compliant with Selective Service</li> <li>• Eligible to work in the U.S.</li> <li>• Must reside or work in one of the following counties: Butler, Cowley, Harper, Harvey, Kingman, Marion, McPherson, Reno, Sedgwick, or Sumner</li> </ul>	<u><b>Partner4Work Referral Requirements</b></u> <ul style="list-style-type: none"> <li>• Partner Referral Form</li> <li>• Layoff date, layoff employer</li> <li>• Type of Training</li> </ul>
<u><b>Patient Care Assistant (PCA)</b></u> <ul style="list-style-type: none"> <li>• Interested in CNA Training</li> <li>• Scored 4 or higher on WorkKeys Curriculum</li> </ul>	<u><b>PCA Referral Requirements</b></u> <ul style="list-style-type: none"> <li>• Partner Referral Form</li> <li>• Include "Customer is interested in PCA"</li> <li>• Type of training</li> <li>• Attach WorkKeys curriculum results</li> </ul>

## Program Quick Reference Guide

<u>Senior Community Service Employment Program (SCSEP)</u> <ul style="list-style-type: none"> <li>• Age 55 or older</li> <li>• Unemployed and wanting to work</li> <li>• Low income</li> </ul>	<u>SCSEP Referral Requirements</u> <ul style="list-style-type: none"> <li>• Adult Basic Career Services Eligibility determination</li> <li>• Completed SCSEP Next Steps (WFC569-0716)</li> <li>• Referral to SCSEP (WFC594-0417)</li> </ul>
<u>Trade Adjustment Assistance (TAA)</u> <ul style="list-style-type: none"> <li>• Must be laid off from a company with an open TAA petition and is interested in TAA</li> <li>• If customer does not have all necessary information for eligibility, still send referral</li> </ul>	<u>TAA Referral Requirements</u> <ul style="list-style-type: none"> <li>• Partner Referral Form</li> <li>• Employer name &amp; layoff date</li> <li>• Documents uploaded</li> <li>• Type of training</li> </ul>
<u>Youth Program</u> <ul style="list-style-type: none"> <li>• Must be 14-24 years of age</li> <li>• Compliant with Selective Service</li> <li>• Eligible to work in the U.S.</li> <li>• High School Dropout not attending school</li> <li>• High School Graduate not attending any school – Must have one barrier (&amp; possibly be low income)                             <ul style="list-style-type: none"> <li>○ <i>Barriers include: Basic skills deficient or an English language learner, subject to the juvenile or adult justice system, homeless, a runaway, in foster care, has aged out of foster system, is pregnant, is parenting, has a disability, is low income and requires additional assistance to complete an education program or secure/hold employment</i></li> </ul> </li> </ul>	<u>Youth Referral Requirements</u> <ul style="list-style-type: none"> <li>• Partner Referral Form</li> <li>• Barrier(s) and if applicable, low income category</li> <li>• Type of training/work experience/school</li> </ul>

## Local Workforce Development Board and Committee Member Conflict of Interest Policy

LWDB and Committee members should avoid all conflict of interest, both actual and perceived.

Federally funded programs have specific requirements concerning conflict of interest. Board and Committee members and staff involved in the procurement process are prohibited from accepting gifts, favors or anything of monetary value from existing or potential contractors or parties to sub-agreements.

Every reasonable course of action shall be taken in order to maintain the integrity of the expenditure of public funds and to avoid any favoritism or questionable conduct. Any situation suggesting a decision was influenced by prejudice, bias, special interest or personal gain shall be avoided. Before being awarded a contract a person may be required to ensure, in writing, such person has not been retained in violation of the ethical standards. Failure to do so constitutes a breach of ethical standards.

In order to avoid conflicts of interest, if an individual has a conflict of interest, whether real or perceived, they must declare a conflict on the official record, remove themselves from the discussion, and abstain from voting on and participating in the procurement.

The following create conflicts of interest and must be avoided by all Board and Committee members and staff of the organization in procuring goods or services with federal/state funds:

- Gratuities - Soliciting, demanding, accepting or agreeing to accept or to offer, give or agree to give, from/to another person any economic opportunity, future employment, gift, loan, special discount, trip, favor or service, except nominal gifts as specified in state requirements
- Procurement Documents - Any individual's participation in the development of procurement documents, review of procurement packages prior to release to potential bidders, acceptance by deadline, initial review of procurement packages, negotiation, selection, discussion, award or administration of a procurement supported by funds where, to the individual's knowledge, any of the following has a financial or other substantive interest in any organization which may be considered for award:
  - The individual
  - Any member of his or her immediate family
  - His/her partner or
  - Any organization in which any of the above has a material financial or other substantive interest
- Contingent Fees - To solicit or secure a contract upon agreement or understanding for a commission, percentage, brokerage or contingent fee except for retention of bona fide employees or established commercial selling agencies for the purpose of securing business
- Confidentiality and Nondisclosure – Certain information may not be disclosed until a particular point in the procurement process has been reached. Other information must be kept confidential permanently. The following are examples of procurement information not to be used by any person for actual or anticipated personal gain or for the gain of any

## Local Workforce Development Board and Committee Member Conflict of Interest Policy

other person:

- Information about the funds available or related data, until the information is made known to all bidders
- Number and names of bidders until the contract is awarded and the decision is made public
- Technical or cost/price information to anyone not officially involved in the procurement while the procurement is in progress and
- Certain technical or proposal information the bidder has designated as proprietary or trade secret, even after the award is made and publicized
- Illegal Acts - Accepting or paying bribes or kickbacks, conspiring to thwart the competitive procurement process
- Other Actions – Other actions which create real or apparent conflicts of interest

Substantive interest means any interest of a substantial nature, whether or not financial in nature, including membership on an organization's governing board, acting as the agent for an organization or employed as an officer of an organization.

Immediate family means any person related within the second degree of affinity (marriage) or within third degree of consanguinity (blood) to the party involved. The prohibited relationships are as follows:

- First degree of affinity Husband, wife, spouse's father or mother, son's wife, daughter's husband
- Second degree of affinity Spouse's grandfather or grandmother, spouse's brother or sister
- First degree of consanguinity Father, mother, son, daughter
- Second degree of consanguinity Grandfather, grandmother, brother, sister, grandson, granddaughter and
- Third degree of consanguinity Great grandfather, great grandmother, uncle, aunt, brother or sister's son or daughter, great grandson, great granddaughter

Individuals who violate this policy will face disciplinary action and be terminated from the Board or Committee.

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Printed Name

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Signature

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Date





**Local Workforce Development Board (LWDB)**  
**One-Stop Advisory Council (OSAC)**  
**Meeting Minutes**  
April 4, 2019

**1. Welcome and Introductions (11:35 am)**

Tisha Cannizzo welcomed attendees, asked for self-introductions, and called the meeting to order.

**2. WIOA Implementation (11:36 am)**

Chad Pettera provided reports on the previous fiscal year & current fiscal year for the partners to review. It was noted that a job fair credit was missing from Butler Community College's cost sharing total; additionally, the cost for mailing flyers for the manufacturing job fair was missing from the Department of Labor's cost sharing total. Those will be added to future reports.

Cannizzo reminded the partners to submit their reporting forms each month.

**3. WIF Funded Computer Lab (11:37 am)**

Denise Houston explained that the Workforce Centers (WFC) had been approved to spend additional funds from the Workforce Innovation Fund grant that had been previously awarded. These funds will purchase supplies including Google Chromebooks for a new lab in the Wichita WFC, Google Chromebooks for use in the outer county offices, technology to enable remote facilitation of workshops between WFCs and potentially with partners, and other accessibility supplies. A Customer Centered Design team will also be formed and customer/partner focus groups will be held to ensure the WFCs are meeting the needs of the region. Focus groups will be formed and the lab should be set up between now and October. Keith Lawing reiterated the inclusion of partners in this new endeavor and urged the partners to get involved in the focus groups and to provide feedback regarding needs that might be met with these new supplies.

**4. Customer Service Kiosk (11:50 am)**

Erica Ramos described the new customer service survey kiosks that the Kansas Department of Commerce will be installing at the WFCs. Kiosks will include iPads on stands in conspicuous areas around the WFC to collect customer's input about their visit. The kiosks will help provide consistency in customer feedback across the state. It may be able to integrate with the new check-in system at the Wichita WFC. Cannizzo will be responsible for responding to customers who request a call back about their survey; it was suggested that Ramos provide the survey questions to Cannizzo and the partners in an effort to tailor them to the center or area.

Ramos also provided an overview of the recent customer listening sessions. 6 registered customers attended and facilitators were able to pull customers from the public computer area to fill out the session. The session was conducted by Wichita State University; preliminary reports are positive.

**5. Interview/Resume Program: "Practice Makes Progress" (12:01 pm)**

Amanda Hill provided an update on the Practice Makes Progress program at the Wichita WFC. Held the 1<sup>st</sup> & 3<sup>rd</sup> Friday of the month from 9:30 am to 11:00 am, resume reviews and mock

interviews are provided. The reviews and interviews are staffed by volunteers (4 per session). The next mock interview session is sold out. The flexibility of the program was emphasized: there have been requests for phone interviews from Kingman High School as well as the possibility of Skype interviews. Cindy Morris indicated that she had assisted with a phone interview and found it very rewarding.

Volunteers are still needed. Lawing reiterated that this was a way for local businesses to get a snapshot of the types of people in the potential employee pool and a way to get involved in shaping the workforce. It was suggested Hill reach out the Wichita Independent Business Association and possibly the local Chambers of Commerce.

## **6. Advisory Council Partner Updates (12:17 pm)**

Partners were invited to provide updates on projects or needs in their organizations:

- American Indian Council
  - In the 2019 Spring semester, AIC assisted 8 customers with tuition and books for training.
  - Reminded the partners that Nicole Castellanos with AIC covers 22 counties in Kansas and can assist with technical & GED training costs with incentives available. Supportive services, including eye exams, eye glasses, work clothes & shoes, tools, and bus passes are also available. To take part, customers must be a federally recognized tribal member.
- Butler Community College
  - Working on renewal funding.
  - Dealing with a push from the Kansas Board of Regents to provide employer classes on-site.
  - Recently held KAEA conference.
- Cowley Community College
  - Working on funding renewal and developing Career Pathways including the A-OK pathway. Hoping that this will open doors in the fall for a partnership with KanPak for electrical training.
  - Wellington class is finishing soon.
  - Looking to hire an instructor for Hutchinson Correctional Facility.
- Department of Commerce
  - Kanas *WorkReady!* Certificate name is changing. The contract with ACT, the administrator of the exam, was renewed with an agreement to call the exam “ACT WorkKeys NCRC.” The certificate, which will now be available electronically to the customers but not provided at the exam, will have the seal of Kansas and Governor Kelly’s signature. Customers will still receive their summary report after their exam, but it will take 10 days to print certificate or receive the certificate number.
- Department of Labor (Unemployment)
  - DOL website now has instructional videos for customers and businesses. The Facebook page also has helpful, up-to-date information.
  - Emphasized the importance of identifying misclassified workers; if partners believe one of their customers has been misclassified, customers should be referred to DOL.
  - DOL is also helping fight against human trafficking by auditing employers who are suspected of trafficking. For training, partners should reach out to Jennifer Montgomery in the State Attorney General’s office.
  - UI training will be onsite at the Wichita Workforce Center April 26<sup>th</sup>.
- Goodwill/NexStep Alliance
  - Have hired a new transition coordinator.

- Chris Stanyer will be sitting on a panel for Google in Washington, DC.
- KS Senate Bill 199 (A-OK to Work) was approved by the Kansas House and Senate and is expected to be signed into law early next week. The program will hopefully have a January 2020 launch date. They are hoping to invite the Governor for a signing event.
- Workforce Alliance
  - Have filled the open staff position for the Wellington/Winfield WFCs.
  - Per a recent monitoring report, the Workforce Alliance is requiring all members of all LAWB committees to read and sign conflict of interest forms. These forms will be emailed out to all the partners; sign & return (email is fine).
  - April 25<sup>th</sup> is the Jobs FORE Youth Golf Tournament.
  - KWCH Channel 12 wants to help promote WFC activities. It has been proposed that they highlight how to access services, Adult Basic Education services, Practice Makes Progress program, Business Services and others. Hopefully, this will be a long term partnership that may include Local Area 1 as KWCH's viewership reaches western Kansas.
  - 5<sup>th</sup> Friday breakfast on assisting customers with criminal history was well attended.
  - Suggested partners be "message carriers" to employers for each other: if one partner needs a door opened with an employer and another partner already has a contact that employer, that partner can help open that door.
  - Partner collaboration meetings are held monthly on the 4<sup>th</sup> Wednesday of the month from 1:30 pm to 3:00 pm at the Wichita Workforce Center.
    - Considering having a "Step 2" meeting as many partners are returning month after month.
- Vocational Rehabilitation
  - Still have 8 vacancies for VR Counselors

## **7. Consent Agenda (1:03 pm)**

Minutes from the 12/6/18 OSAC meeting, notes from 2/7/19 OSAC meeting, and February's Workforce Center Operations were presented for review. No changes were requested.

*Peter Bodyk moved to approve the consent agenda as presented. Motion Adopted.*

## **8. Announcements**

A tour of Butler Community College Andover will follow adjournment.

The next OSAC meeting is scheduled for Thursday, June 6th at the Wichita Workforce Center.

## **9. Adjourn (1:05)**



*Council Members*

Jennifer Anderson  
Peter Bodyk  
Nicole Castellanos  
Cindy Morris  
Erica Ramos  
Chris Stanyer  
Sherry Watkins

*Staff/Guests*

Tisha Cannizzo  
Amanda Hill  
Denise Houston  
Keith Lawing  
George Marko  
Chad Pettera  
Janet Sutton