



**Local Workforce Development Board (LWDB)
One-Stop Advisory Council (OSAC)
Meeting Minutes
June 6, 2019**

1. Welcome and Introductions (11:34 am)

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

2. American Indian Council presentation (11:35)

Nicole Castellanos presented information about the services offered by the American Indian Council including supplemental training funds; supportive services including training expenses (clothing, tools, etc.), bus passes, and eye glasses. Incentives for grades and training completion is also available. Participants must be members of a federally recognized tribe and either job seeking or newly employed (within the first 60 days of hire). Castellanos covers a 22 county area in Kansas and is able to travel to meet prospective participants on an appointment basis.

Note: item 3 was blank on the agenda.

4. WIOA Implementation (12:01 pm)

- a. Chad Pettera provided reports on the 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, Pettera will schedule a meeting with Chris Stanyer of Goodwill/NexStep Alliance to discuss their cost sharing. Moving forward, if outstanding balances exist, organizations will be invoiced.
- b. Cannizzo reiterated the importance of the reporting documents in calculating cost sharing. Partners indicated they are having an increase in reporting expectations within their organizations and the OSAC reporting is falling through the cracks and/or they have no way to document the number of referrals sent in their current tracking systems. It was determined that monthly reminders to complete the form would continue, however the partners could determine at what intervals they reported (monthly or quarterly). Cannizzo will hold the partners accountable and create a composite report of the information provided.

5. Program Quick Reference Guide (12:20 pm)

Partners were provided with a copy of the Program Quick Reference Guide used internally at the Workforce Centers to help staff make decisions about referrals. Janet Sutton provided background information on reading the form and answered questions from partners about several of the programs and the requirements for referral. Partners are welcome to use the document as a guide when they are making direct program referrals.

6. WorkKeys Co-branding (12:39 pm)

Erica Ramos presented the new WorkKeys Certificate model that includes the State of Kansas Seal, the electronic signature of Governor Kelly and the ACT WorkKeys logo. Ramos indicated that she reached out to the ABE partners to offer to liaise with ACT to help them obtain co-branded certificates as well. She asked that those partners respond to the email if interested.

7. AJLA Visit (12:44 pm)

America’s Job Link Alliance, the organization that runs the **KANSASWORKS** website, will be visiting the WFC to observe how various staff use the site. They are changing the platform to include “personas” for a variety of user types (Workforce Professionals, Business Service Representatives, etc.). AJLA oversees not just Kansas’ website but several others, so it is a large undertaking.

8. Providing Services to Rural Communities (12:47 pm)

This item was tabled due to time restraints.

9. Conflict of Interest Statement (12:48 pm)

As discussed at previous meetings, a Conflict of Interest form is required for all committees of the LWDB. The forms were distributed and the partners signed and returned them.

10. Advisory Council Partner Updates (12:48 pm)

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

- Department of Commerce
 - Working more closely with SER to set up a better referral process from WFC to SER. Additionally, Carolyn Benitez or one of her staff will be presenting to the Wichita Workforce Career Center staff in the next few weeks.
- Department for Children and Families
 - Added 3 new staff members
- Goodwill/NexStep Alliance
 - Cajun Food Fest, a fundraiser for Goodwill Industries is happening this evening at RiverFest.
 - SB199 (AOK to Work) passed and will go into effect in January. Legislators are hammering out details about the High School Equivalency requirements.
- SER
 - Ending the program year with just \$300 in training budget: have served many clients.
- Workforce Alliance
 - Pettera requested feedback regarding Language Line translation phone number. Benitez suggested reaching out to Deb Shively in Area 1 as she knows they use the service. Erin shared the service DCF uses for translation (distributed through an email).
- Vocational Rehabilitation
 - Hired 1 new counselor, but still has open positions.

11. Consent Agenda (1:04 pm)

Minutes from the April 4th One Stop Advisory Council meeting were presented for review. No changes were requested.

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

12. Announcements

The next OSAC meeting is scheduled for Thursday, August 1st at the Wichita Workforce Center.

13. Adjourn (1:05 pm)



Council Members

Carolyn Benitez
Peter Bodyk
Nicole Castellanos
Erin George
Erica Ramos
Chris Stanyer
Sherry Watkins

Staff/Guests

Tisha Cannizzo
Chad Pettera
Janet Sutton