LWDB Program Operations and Performance Committee Meeting Minutes
January 3, 2019

1. **Welcome and Introductions**
   Co-Chair Tony Naylor welcomed Committee members and asked for self-introductions. Kyle Ellison with Real Men Real Heroes was introduced as a newly appointed member of the Committee.

2. **Additions to the Eligible Training Provider (ETP) List**
   Staff recommends the Medical Insurance Billing and Coding Specialist training program at Wichita Technical Institute (WTI) as an additions to the ETP List. A request to add this program was initially brought before the Committee on September 6th and recommendation to the Committee was deferred pending additional information as to its cost and availability of other programs. Several similar programs are offered online; however, Butler Community College is the nearest training provider for in person training. Jim Means asked if customers interested in the program are counseled as to other options and paths. Workforce Professionals at the Workforce Center are trained to provide options based on the needs of each customer. The Committee was advised that this program can be reviewed again in a year and a determination made as to maintaining it on the list based on its performance.
   Tony Naylor (Kerri Falletti) made a motion to approve the addition of initial program, Medical Insurance Billing and Coding Specialist at Wichita Technical Institute to the ETP List. Motion Adopted.

3. **Registered Apprenticeship (RA) Policy Modification**
   To assist in expanding registered apprenticeship opportunities staff are recommending modifications to the existing policy in order to provide for flexibility and to promote consistency with the policies of other programs. The intent of the policy is to increase the number of smaller companies participating in RA program and to certify different job codes/programs that have not traditionally been included in RA programs (ie., information technology and aerospace suppliers). The policy also provides for financial incentives to employers create new apprenticeship program registrations and for enrollments in a new apprenticeship program. Matt Peterson asked about the process for RA certifications. Tony Naylor explained that there are approximately 300 certified RA programs in the state and certification process can be quite involved. The Workforce Alliance can provide direct assistance to employers to simplify this process. Upon approval the policy modification will be presented to the full Local Workforce Development Board (LWDB) at its January 23rd meeting.
   Matt Peterson (Robyn Heinz) made a motion to approve the proposed modification to the Registered Apprenticeship Policy. Tony Naylor, Wichita Electrical Training Center and Andrew Chance, Iron Workers Local 24 abstained from the vote. Motion Adopted.

4. **Review of Workforce Innovation and Opportunity Act (WIOA) Youth Performance**
   Based on a request from the Committee at its last meeting on November 1st, a plan was presented to address performance outcomes in the Workforce Innovation and Opportunity Act (WIOA) Youth Program operations; staff reviewed the performance measures and the issues surrounding them. There were many changes to performance measures under WIOA. The participants counted in the Entered Employment measures changed in addition to the quarters that were

measured. For in school Youth there was additional criteria added to the Credential measure. Local Area IV struggled with the Credential measure even before the additional criteria was added.

Education and Employment Rate measures look at entering employment or education in the 2nd and 4th Quarters after exit. This is a change from the prior measures which looked at 1st and 3rd quarters after exit. For Education and Employment 2nd Quarter was 65.15% and 4th Quarter 66.15%. With additional supports provided after exit, participants may have been more successful in meeting this measure. Supports could include addressing barriers to employment such as childcare, transportation, and soft skills to ensure employment and employment retention.

For the Youth Credential Measure for Program Year 2017 there were 34 participants who were negative for this measure. Of those 34 participants only two of them attained a high school diploma, GED, or credential and were negative because they did not gain employment. 25 of them were employed in one of the necessary quarters and would have been positive if they had attained a high school diploma, GED, or credential. It appears at this time, the issue with meeting the measure does not have to do with gaining employment, but with gaining the necessary credential.

Staff has evaluated the issues and proposed recommendations to address performance issues by offering and encouraging follow-up services for all participants, ensuring consistent contact is made with participants during program, looking at revisions to Incentive Policy to encourage performance achievement, ensuring referrals and enrollments are appropriate for the program and being strategic about the number of activities participants are involved in at any one time. Staff are currently receiving training on implementing these changes and although it will take time to see the benefits of these changes in the KansasWorks formal monthly reporting, staff should be able to determine differences resulting from these changes and will report findings to the Committee as they become available.

Robyn Heinz (Kerri Falletti) made a motion to approve the proposed plan to address performance outcomes in the WIOA Youth Program operations. Motion Adopted.

5. **Youth Employment Project (YEP) Update**
Keith Lawing provided an update on the Youth Employment Project (YEP) and planning for 2019 implementation. YEP will now be part of the Helping Youth Prepare for Employment (HYPE) Network, a collaboration of community partners including the WA, the City of Wichita, the Greater Wichita YMCA, Wichita State University, USD 259 and other school districts throughout the region. Program enhancements for 2019 include formal establishment of the HYPE network, creation of youth ambassador positions to assist with outreach and awareness to young adults, Younger Teen Pilot Project focuses on career awareness and engagement of 14-15 year olds who are typically unable to obtain employment due to child labor laws and program expansion through the region to additional counties, school districts and high schools. Funding commitments from Sedgwick County, and anticipated funding from the City of Wichita and Bank of America, will be used to help create a joint marketing and outreach campaign to increase the number of employers and youth participating in 2019.

6. **Consent Agenda and Committee Reports**
Meeting minutes from the November 11, 2018 meeting, Workforce Innovation & Opportunity Act (WIOA) Performance Reports and a Senior Community Service Employment Program (SCSEP) policy modification were distributed to the Committee for review. The SCSEP policy

modification allows for a one time, one year extension to the current 48 month limit for participants that meet certain barrier categories ie., severe disability, frail, 75 or older, meets Social Security age requirements but does not receive Social Security benefits, lives in an area of persistent unemployment and has severely limited employment prospects, limited English proficient, or low literacy skills.

Kerri Falletti (Robyn Heinz) made a motion to approve the Consent Agenda as presented.

7. **Additional Topics**
   - The annual Statewide Job Fair will be held on Thursday, March 7th from 2:00 to 6:00 PM at the Wichita Workforce Center (25 employers) and the El Dorado Train Depot (15 employers).

8. **Adjourn (12:35)**

Present Committee & Board Members
Tony Naylor, Co-Chair
Robyn Heinz, Co-Chair
Andrew Chance
Kyle Ellison
Kerri Falletti
Jim Means
Matt Peterson
Monica Stewart, Ex-Officio
Steve Porter, Ex-Officio

Staff/Guests
Keith Lawing
Denise Houston
Shirley Lindhorst
George Marko
Chad Pettera
Tisha Cannizzo, Eckerd Connects