



**Local Workforce Development Board (LWDB)  
One-Stop Advisory Council (OSAC)  
Meeting Minutes  
December 5, 2019**

**1. Welcome and Introductions (11:36 am)**

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

**2. Updates for 2020—Local Area Plan and MOUs (11:43 am)**

Keith Lawing from the Workforce Alliance discussed the update of the Local Area Plan which is periodically required by WIOA. He requested partner input for the Plan and Memoranda of Understandings. In preparation for the update, the Local Workforce Development Board (LWDB) will be conducting strategic planning with 3-5 meetings over the next 6-8 months. Topics of discussion may include: employer services, youth employment initiatives, and One-Stop operations. The new strategic plan and local plan will be in place by July 1, 2020. Cannizzo was asked to send out the current strategic plan and local plan to the partners.

**3. Workforce System Mapping (11:54 am)**

Cannizzo reviewed the previous meeting's exercise and requested observations from that meeting. A summary of the resulting discussion can be found in Attachment A.

**4. Advisory Council Partner Updates (12:45 pm)**

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

- American Indian Council
  - January 24<sup>th</sup> is the deadline for the agency to fund college textbooks and tuition
- Butler Community College
  - Winding down for the year; January 13<sup>th</sup> new classes begin
  - During January and February will be renewing grant funding for the next 5 years
- Cowley Community College
  - Next classes in Ark City and Wellington start in January
- Department for Children & Families
  - GOALS, funded through TANF, is expanding Employment & Training to more counties. DCF now has hygiene supplies available at all DCF locations
  - Vocational Rehabilitation has 5 positions that need to be filled. Have 3 of the 5 Pre-ETS filled.
  - An additional Career Navigator position is open in Winfield
- Flint Hills Job Corps
  - Taking referrals now for participants
- SER Corporation
  - At the midpoint of the program year and preparing for reporting
- Workforce Alliance
  - Partner4Work (National Dislocated Worker) grant expanded to anyone

receiving unemployment. Grant can fund up to \$3200 for work-based learning or traditional education. Layoff dates 1/1/2018 through 9/2020

**5. Consent Agenda (1:02 pm)**

Minutes from the October 3<sup>rd</sup> OSAC meeting were presented for review. Carolyn Benitez requested separation of State Monitor Advocate's comments from SER's comments in the partner update section.

*Carolyn Benitez (Peter Bodyk) moved to approve the consent agenda with the proposed clarification. Motion adopted.*

**6. Announcements (1:03 pm)**

Partners should send 7/2018—6/2019 program counts to Chad Pettera for budgeting purposes.

The next OSAC meeting is scheduled for Thursday, February 6, 2020 at the Wichita Workforce Center

**7. Adjourn (1:05 pm)**



Council Members

Jennifer Anderson  
Carolyn Benitez  
Peter Bodyk  
Nicole Castellanos  
Erin George  
Nicole Strukhoff (via Zoom)  
Deb Weve  
Sherry Watkins

Staff/Guests

Tisha Cannizzo  
Dustin Costello, DCF  
Amanda Duncan  
Keith Lawing  
George Marko  
Janet Sutton

## **Attachment A: One Stop Advisory Council Focus Areas Discussion**

### **Observations from 10/3/19 Brainstorming on partner services**

- Consistency of duplicate services being offered by different organizations
  - Coordinated training for staff would be welcomed
    - Resume building
    - Mock interview
    - Digital literacy, particularly for job search
  - Soft Skills
    - Use of personal phone at work
    - How to communicate with an employer
- Delivery of identical services at different locations to make transportation and availability easier on customers. Offer programs remotely/digitally for rural areas.

### **Focus of OSAC moving forward**

- Understand system policies
  - Agencies' eligibility guidelines for appropriate referrals
  - Understanding of support resources
- Improving partnerships
  - Knowing a contact person at each partner to be able to call with questions and direct referrals to customers
  - Programs and staff are constantly changing. Continual training/conversations with updates/changes
    - Be intentional and deliberate about making connections at partner agencies
    - Include staff
  - Leverage resources from different agencies/programs to provide better support to customers
  - Break down perception of competition between agencies to allow for better partnerships
  - Work together to capitalize on employer partnerships
    - Don't duplicate efforts to compete for customers
    - Don't pull human resources from the same employers
- Make things easier for customers
  - Make language more common and easier to understand in job listings so that job seekers know whether or not they are qualified
  - Customers often don't recognize their own skills and how they relate to job listings
  - Learn about the ICT Care model
- Share data and information – anecdotally and procedurally
  - Share client data so they don't have to be re-traumatized by having to retell their story
  - Understand the outcomes of different agencies. Where do we have the same outcomes and where/how are they different?
  - Share employment trends and available jobs