



## LWDB One-Stop Advisory Council Agenda

December 5, 2019 - 11:30 a.m.

Workforce Center of South Central Kansas, 2021 N. Amidon, Ste. 1100

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1. Welcome and Introductions: Tisha Cannizzo (11:30 a.m.)
2. Updates for 2020: Local Area Plan and MOUs: Keith Lawing (11:40 a.m.)
3. Workforce System Mapping: Tisha Cannizzo (11:50 a.m.)
  - A. Observations of data from October meeting
  - B. Focus of One-Stop Advisory Council
4. Advisory Council Partner Updates: Tisha Cannizzo (12:30 pm)  
*Time is reserved on the agenda for Council partners to provide updates and share news and activities that impact the workforce system.*
5. Consent Agenda: Tisha Cannizzo (12:50 pm)  
*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 10/3/19 (pp. 2-7)  
**Recommended Action: Approve consent agenda as presented.**
6. Meeting Materials:
  - A. WIOA Monthly Reporting: Tisha Cannizzo (pp.8-9)
  - B. One-Stop Infrastructure Cost Sharing Budget: Chad Pettera (*handout at meeting*)
7. Announcements
8. Adjourn: Tisha Cannizzo (1:00 pm)



**Local Workforce Development Board (LWDB)  
One-Stop Advisory Council (OSAC)  
Meeting Minutes  
October 3, 2019**

**1. Welcome and Introductions (11:40 am)**

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

Cannizzo explained that moving forward discussion of infrastructure cost sharing would be removed from the meetings in order to include more outside partners.

The floor was then opened for discussion about the purpose of the One Stop Advisory Council. Results from the discussion can be found in Attachment A.

**2. Partners4Work Dislocated Worker Grant (12:17 pm)**

Amanda Duncan from the Workforce Alliance presented information on the Partners4Work grant funded through a partnership with Midwest Urban Strategies. The million-dollar grant is spread among seven partner boards. The goal is to serve 167 people in the 10 county labor shed around the Wichita metro area by providing funds for OJT, Registered Apprenticeship, and traditional training. The grant runs through September 2020; referrals are welcome, and customers should have documentation of a lay-off. The grant will fund non-Pell eligible training programs. Questions should be directed to Duncan, referrals to Kelly Meier at the Wichita Workforce Center.

**3. HYPE Summer Results (12:20 pm)**

Duncan provided an overview of the Helping Youth Prepare for Employment (HYPE) Summer program. HYPE is a collaboration between the Workforce Centers, City of Wichita, YMCA, Wichita State University, and USD 259 to provide Summer programming focused on employment for the community's youth. The final report for 2019 is being compiled by WSU; however, Duncan presented results gathered from the WFC: 93% of youth were served by the WFC; 1210 found employment; included youth from 7 counties. Fundraising for Summer 2020 is currently underway and Manufacturing Interview Day 2020 is scheduled for March.

**4. Workforce System Mapping (12:24 pm)**

Cannizzo lead a brainstorming session wherein partners were asked to consider what services their organizations provide under the headings "Training," "Job Seeker" "Employer," and "Community Resources." Partners were provided with colored sticky notes to assist in visualizing which partners offer overlapping services. The results of the session can be found in Attachment B.

As part of this exercise the question was posed: "Who else should be at the table?" Several options were listed including the Non-Profit Chamber of Service, mental health organizations, representatives from the Wichita Transit Authority, and guest speakers. However, it was ultimately decided that the Council should focus on strengthening existing partnerships before expanding.

## 5. Advisory Council Partner Updates (12:47 pm)

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

- Butler Community College
  - Several new programs including a grant-funded digital literacy program for low-level ESL students, the grant funded A-OK to Work program focusing on ESL & GED training concurrent with OJT, and a new prison program for GED correspondence for people in isolation
- Department for Children & Families
  - 3 new Career Navigators began their positions and are out touring community agencies
  - Vocational Rehabilitation lost and gained a counselor; still have six open positions and have expanded recruitment. Also have an RFP out to assist youth transitioning into employment and education
- Department of Commerce
  - Talking with Director of Career Services at Butler Community College about expanding WorkKeys assessment administration to their facility
- Department of Labor (UI)
  - Have new workshop for people interested in starting their own businesses; starts end of October or early November
- Goodwill/NexStep Alliance
  - Focusing on A-OK to Work program; the governor was at the bill signing
  - Working on new RFP for State and Federal funding
- SER Corporation
  - Have a new State Monitor Advocate settling in to her position and hope to reach more individuals. Are working on an MOU with the Workforce Centers.
- United Way 2-1-1
  - Holiday & tax program queries are coming, so they ask that any organizations with programs to help with those topics update their information. 2-1-1 will also start making appointments for low-income tax preparation soon
- Workforce Alliance
  - 5<sup>th</sup> Friday breakfasts are done for the year; please send suggestions for speakers to Cannizzo
  - New Career Center and Business Services Supervisors will be announced soon
  - Working on a new strategy to fill workshops: sending out Eventbrite invitations to active customers
  - Participant numbers and cost sharing information should be sent to Chad Pettera for the PY19 budget
  - New Workforce-ks.com website rolls out October 15th

## 6. Consent Agenda (1:04 pm)

Minutes from the August 1<sup>st</sup> OSAC meeting were presented for review. No changes were requested.

*Erin George (Chris Stanyer) moved to approve the consent agenda as presented. Motion adopted.*

**7. Announcements**

The next OSAC meeting is scheduled for Thursday, December 5<sup>th</sup> at the Wichita Workforce Center

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



Council Members

Carolyn Benitez  
Peter Bodyk  
Erin George  
Wendy Inzunza  
Erica Ramos  
Chris Stanyer  
Nicole Strukhoff  
Sherry Watkins

Staff/Guests

Tisha Cannizzo  
Stacy Cotten  
Amanda Duncan  
Yamir Lozada  
George Marko  
Chad Pettera  
Heather Pierce  
Janet Sutton

**Attachment A: One Stop Advisory Council  
Purpose of Council Brainstorming Activity**

**Original Intent of OSAC**

- Mandated meeting
- Improving partnerships
- Learn about resources
- Make things easier for customers
- Advocacy
- Networking
- Getting to know people from different agencies
- Share data and information – anecdotally and procedurally
- Make recommendations to LWDB – program operations and policies

**Focus of OSAC moving forward**

- Understand system policies
- Improving partnerships
- Make things easier for customers
- Share data and information – anecdotally and procedurally
- Make recommendations to LWDB – program operations and policies

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**Attachment B: One Stop Advisory Council  
Workforce System Mapping Brainstorm**



**Community Resources**

**DCF**

- Monthly cash grant
- Funding transportation
- Funding child care

**Migrant Seasonal Farmworker**

- Access to computer, copy machine, phone for job search
- English
- Emergency Services
- Food
- Housing
- Citizenship
- Advocate
- State Monitor Advocate

**Adult Education**

- Career Exploration

- Test prep for college placement
- GED training
- ESL training
- WorkKeys test
- Mental Health and Wellness

**United Way 2-1-1**

- Maintain database of community resources
- Connect people to the resources in the community (Call, click or text)

**Workforce Center**

- Youth Employment Program
- Youth Assessment and guidance
- Informational flyers
- Referrals to outside agencies

**Employer Services**

**DCF**

- Host hiring fair
- Workshops
- Job tryout
- Job coaching

**Dept. of Labor**

- Workshops with KS Small Business Centers to educate

**Migrant Seasonal Farmworker**

- OJTs
- Monitor complaints system
- State Monitor Advocate

**Adult Education**

- Provide academic services at employer (GED on location)

**Workforce Center**

- Labor market data

- WorkKeys
- Mock interviews
- Resume search
- Job listings
- Pre-employment assessments
- Job fairs
- On the Job Training
- Registered apprenticeships
- Lay-off assistance
- Applicant recruitment
- Incumbent worker training
- Employer engagement
- Youth
  - Employer engagement
  - Work experience
  - OJT

## Job Seeker Services

### DCF

- Resume review
- Workshops
- Mock interviewing
- Job search
- Vocational Rehabilitation
  - Work assessment
  - Fund job prep
    - Resume
    - Mock interviews
    - Proper dress & behavior
  - Assistive tech
  - Dental
  - Vision
  - Fund Transportation
  - Job placement services
  - Fund
    - Medical
    - Mental health services
  - Job coaching

### Migrant Seasonal Farmworker

- Use of computer
- Job placement

- Mock interview
- Resume writing/review
- Employment
- Advocate
- State Monitor Advocate

### Adult Education

- Resume development
- Case management
- Career exploration – online and Holland codes
- Work ethics training (soft skills)
- ESL
- GED/ABE

### Workforce Center

- Labor market information
- WorkKeys
- Mock interviews
- Resume creation/review
- Job search
- Application assistance
- Youth 16-24
  - Provider of work-based learning

## Training Services

### DCF

- Fund adult education
- Fund short-term training
- Vocational rehabilitation
  - Fund education, technical, other

### Migrant Seasonal Farmworker

- Classroom training
- OJTs
- Placement
- Advocate/outreach
- State Monitor Advocate

### Dept. of Labor

- Training on unemployment services

### Adult Education

- Digital skills
- Digital literacy
- A-OK

- Literacy
- SB199
- Soft skills training
- Microsoft Office certification
- Financial aid for CTE
- Financial aid support
- Transition coaching

### Workforce Center

- Fund Supportive services for housing, utilities and transportation
- Fund occupational skills training
- On the job training
- TAA services
- WIOA funded training through approved providers
- Youth case management

## Workforce Center of South Central Kansas Monthly Reporting Form

<b>Reporting Partner Organization</b>	<b>Contact Name</b>
<b>Contact Email</b>	<b>Reporting Month/Year</b>

**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.

<b>Referred clients to these programs</b>	<b># of indiv. referred</b>
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.

<b>Barriers represented by the individuals identified above</b>	<b># of individuals</b>
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.

<b>Infrastructure Activities/Services provided</b>	<b>Date</b>	<b>Cost</b>