

# WORKFORCE CENTERS

of South Central Kansas

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### Local Workforce Development Board (LWDB)

#### Executive Committee Meeting Agenda

300 W. Douglas Avenue, Suite 850 - Wichita, Kansas

Wednesday, March 11, 2020 • 11:30 a.m. – 1:00 p.m.

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1. Welcome and Introductions: Jennifer Hughes (11:30)
2. Task Force on Youth Employment: Jennifer Hughes/Keith Lawing (11:35) (pp. 2-5)  
*An update will be provided on strategies and outcomes of the youth employment task force.*  
**Recommended Action:** Take appropriate action.
3. Report on Air Capital Commitment: Amanda Duncan (11:45) (p. 6)  
*The pause in the production of the 737 Max by Boeing is resulting in lay-offs among supply chain companies in South Central Kansas including Spirit AeroSystems and many more, smaller employers. The Air Capital Commitment is a group of community organizations that was formed to respond to the needs of those laid-off workers. An update on actions taken to date will be provided.*  
**Recommended Action:** Receive and file
4. Wichita Workforce Center Lease: Chad Pettera (11:55) (p. 7)  
*A proposal to review a renewal of the lease for the Wichita Workforce Center location will be presented to the Committee for review.*  
**Recommended Action:** Take appropriate action.
5. Third Party Monitoring Agreement: Chad Pettera (12:05) (p. 8)  
*A request for proposals was released for a vendor to provide third party monitoring and oversight of Workforce Innovation & Opportunity Act (WIOA) programs.*  
**Recommended Action:** Approve the agreement with Regier Carr and Monroe, LLP to provide monitoring and oversight of WIOA programs.
6. Strategic Planning Sessions: Stan Odenthal, The Odenthal Group (12:15) (pp. 9-11)  
*The LWDB has entered into an agreement with the The Odenthal Group to provide strategic planning facilitation services for the plan being developed for 2020-2022. Stan Odenthal will discuss the process for the upcoming planning sessions with Committee members.*  
**Recommended Action:** Take appropriate action.
7. Consent Agenda and Committee Reports: Jennifer Hughes (12:45)
  - A. Approval of Meeting Minutes for January 15, 2020 (pp. 12-14)
  - B. Workforce Center Operations Update (pp. 15-23)
  - C. Program Year 2019 (PY19) Budget Report (p. 24)
  - D. Service Delivery in Sumner and Cowley County (p. 25)
  - E. One-Stop Operator Report (pp. 26-27)
  - F. On-the-Job Training Contract for the Eligible Training Provider List: Goodwill Industries of Kansas, Inc. (p. 28)
  - G. Additions to the Eligible Training Provider (ETP) List (pp. 29-30)
  - H. Chief Elected Officials Board (CEOB) Update (p. 31)**Recommended Action:** Approve the consent agenda as presented
8. Adjourn: Jennifer Hughes (1:00)

*The next LWDB Executive Committee Meeting is scheduled for  
Wednesday, April 8, 2020 at 11:30 a.m.*

## **Item**

### **Youth Employment Task Force**

## **Background**

At the direction of the Executive Committee, the Youth Employment Task Force has been examining the operations of the Helping Youth Prepare for Employment (HYPE) project, and working on recommendations to the Workforce Alliance Board and its partners to increase community impact in 2020 and beyond.

## **Analysis**

The Task Force is focused on doing more coordinated outreach and awareness and planning to leverage resources with the City of Wichita and Workforce Alliance on serving 14-15 year olds. To this end, Jaylon Humphrey, a student at Mayberry Middle School, was hired to produce a series of short videos interviewing past HYPE participants. A plan is underway with the Wichita Chamber to hold a 2020 HYPE Kick-off meeting and invite a large number (100-125) area business and community leaders to get more employers to provide jobs for youth. The event is scheduled for April 8th, 8:00 to 9:30 am at the USD 259 offices. Junetta Everett from the Chamber and Jennifer Hughes will serve as co-hosts. There will be a panel discussion and the video from Mr. Humphrey will be shown.

The draft plan of the Task Force is attached. A key element on what can be accomplished in 2020 depends on resources and getting commitments from funders. To date, the State of Kansas has pledged \$15,000 and Bank of America pledged \$50,000 for 2020. It is anticipated the Jobs FORE Youth Golf Tournament will raise \$15,000. Jennifer Hughes has reached out to the City of Wichita and Sedgwick County to request additional funding.

## **Supports Strategic Goal:**

- Expand Youth employment opportunities to help develop the workforce of the future.
- Strengthen relationships with WIOA partners, community organizations and educational/training institutions to leverage resources and align services through the one-stop workforce centers (American Job Centers)
- Generate revenue to increase community impact of WIOA and Workforce Centers in South Central Kansas

## **Recommended Action**

Take appropriate action.



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### **2020 HYPE Work Plan and Project Goals**

It is proposed that the Helping Youth Prepare for Employment (HYPE) project build on outcomes from previous years to increase community impact by helping more young adults get a first job or receive a valuable work experience opportunity.

#### **HYPE Summary and Project Design:**

The core HYPE partners, Workforce Alliance of South Central Kansas (WA), Greater Wichita YMCA, City of Wichita and USD 259, collaborate to provide pre-employment workshops and career awareness tools, then work to place youth in a first job or work experience opportunity. Each HYPE partner operates their programs independently and they are funded separately. Strategies are being developed to pool and leverage funds to improve outcomes and better leverage the HYPE partnerships. The plans for 2020 include combining funds for outreach and awareness, employer engagement and coordination to serve the 14-15 year old population.

The jobs through HYPE are from a mix of employers and range from subsidized placements with non-profit and public institutions, internship style jobs with area employers that pay wages directly. Job fairs are also held to help connect youth to jobs with employers that want to hire from this population.

#### **2019 HYPE Outcomes and Proposed 2020 Goals:**

<b>Measure</b>	<b>2019 Actual</b>	<b>2020 Goal</b>
Total Young Adults Served	3,252	3,500
Workshop Participation	437	500
Badges Awarded	1,311	1,500
ESC Certificates Earned	275	400
Total Employment	1,210	1,500
Employers Engaged	221	250
Job Fairs	10	10
Wages Paid	\$1,403,600	\$1,750,000
Job Fair Attendance by Young Adults	598	700
Job Fair Attendance by Employers	133	150
Events (Outreach, Job Fair, Workshop)	63	75
School Engaged	28 schools in 15 districts	30 schools in 16 districts
Counties Engaged	7	7

#### **Camp HYPE:**

A pilot project was launched in 2019 to target 14-15 year olds. In past years the WA noted a significant number of this age group interested in employment, but few employers willing to hire youth under 16. To help address this issue, and to combine the desire to work with a career exploration strategy, "Camp HYPE" was launched and selected North High School as the base for designing the pilot project.



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There were two sessions of week-long camps developed to accommodate between 15 and 20 youth. The WA assigned three staff and USD 259 provided two Externs to support the camps. The format was to have the participants engage in classroom style activities in the morning and each afternoon take site visits to different employers representing key employment sectors in the Wichita area. Wichita Transit provided busses for Camp HYPE, and the YMCA hosted the youth on the last day of the camps for a pool party.

The youth were challenged to treat the experience like a job. To simulate a true employment opportunity if the youth successfully met the obligations of Camp HYPE they would be “paid” up to \$250. There were 40 participants selected of the 56 that applied.

2019 Outcomes: 2 cohorts, 40 Students, one high school, \$9,900 “wages” earned

2020 Goal: Expand impact of Camp HYPE model/strategy by direct alignment to the Way to Work project led by the City of Wichita. A key strategy will be to leverage public resources with non-restricted funds to reach more youth.

*Suggested New HYPE Outcome for 2020:*

Small Business Participation: Many smaller employers are not able to participate in HYPE due to limited resources, but could use the additional labor and would be a great learning experience for many youth. To help incentivize small business engagement offer to subsidized up to 10 placements; average cost per is \$2,500, \$25,000 total.

*HYPE Resources / Budget*

2019 Funders:

- City of Wichita \$25,000
- Sedgwick County \$25,000
- Bank of America \$50,000
- Emprise Bank \$2,500
- Meritrust CU \$2,500
- Jobs FORE Youth \$15,000
- WA / WIOA \$94,000
- Other \$42,647

2020 Commitments to Date:

- Bank of America \$50,000
- State of Kansas \$15,000
- Jobs FORE Youth \$15,000 (estimated)
- WA / WIOA \$125,000 (estimated)

Potential 2020 Funders:

- City of Wichita
- Sedgwick County
- Emprise Bank
- Meritrust CU
- Other Biz and Industry

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Equal Opportunity Employer/Program - Auxiliary aids and services are available upon request to individuals with disabilities.

In partnership with





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#### **2020 HYPE Work Plan Details:**

**Strategy:**

- Coordinated outreach and awareness campaign

**Goal:**

- Increase youth participating and grow number of employer partnerships

**Tactics:**

- School and Class Room Visits
- Video Project led by Jaylon Humphrey (Mayberry Middle School Student and owner/operator of All Terrain Photography)
- Monthly Newsletter (updates, employer spotlight event info etc.....)  
<https://myemail.constantcontact.com/Youth-Employment-Project-Newsletter.html?soid=1132656454392&aid=4vAnU210Gj0>
- Employer Engagement / Invitation Session (early March, coordinating with leadership from Chamber, USD 259 and community funders)
- Designate funds to incentivize/subsidize youth job placements with small businesses (goal is 10)

**Strategy:**

- Creating intentional alignment with WA and City of Wichita on Strategy to serve 14-15 year-olds.

**Goal:**

- Increase the number of 14-15 year-olds to be part of HYPE to expose youth to career awareness and influence academic goals in high school and beyond.
- Establish a recognized entry point for HYPE that will connect academic interest to career awareness and job info in the Wichita area

**Tactics:**

- Leverage aspects of Way to Work (operated by city of Wichita) and Camp HYPE (operated by WA) into a single clearly defined and sustainable program with City of Wichita as lead HYPE partner.
- Part of a HYPE continuum and entry point to Job Prep (operated by YMCA) and Youth Employment Project (operated by WA) for youth to engage over multiple summers during high school.
- Braid CSBG funds with unrestricted dollars to help expand the number of 14-15 year-old youth that can participate.

## Air Capital Commitment

**Who:** The Aerospace Task Force is a group of 15 organizations and elected leaders working together and with many partners to create a unified, strong response at every level - local, state and federal - to address the unique situation during the 737 MAX production suspension.

**What:** Air Capital Commitment – a dedication that as a community we are working together to support and provide resources now to laid-off workers, including:

- 1) Needed resources – connections to open jobs and job search support, non-profit community support such as child care, healthcare, mental health support, training and education options and unemployment information
- 2) Easy digital access - One website to connect to resources and information that is continuously updated at [www.AirCapitaloftheWorld.com/commitment](http://www.AirCapitaloftheWorld.com/commitment)
- 3) Ongoing efforts – Work together to address to continuously secure whatever additional resources are needed for workers and companies as new information becomes available

**Why:** To keep and support our world-class workforce and companies during production suspension.

**Resources are available now:**

Four Workforce Centers – connect to open jobs, multiple job fairs, job search support  
2-1-1 United Way – call to connect to more than 1,050 community programs in region  
Training and Education – options for short- and longer-term training and education, including free training at WSU Tech  
Unemployment Resources – information about unemployment insurance  
Healthcare – information on continuing healthcare coverage

Information on how to access all at [www.AirCapitaloftheWorld.com/commitment](http://www.AirCapitaloftheWorld.com/commitment)

**Air Capital Commitment efforts coordinated by Aerospace Task Force Partners and resources provided by hundreds of regional and state organizations:**

City of Wichita	State of Kansas
Greater Wichita Partnership	United Way of the Plains
Kansas Department of Commerce	Wichita Community Foundation
Kansas Department of Labor	Wichita Regional Chamber of Commerce
Office of U.S. Representative Ron Estes	Wichita State University/National Institute for Aviation Research
Office of U.S. Senator Jerry Moran	Workforce Alliance of South Central Kansas
Office of U.S. Senator Pat Roberts	WSU Tech
Sedgwick County	

**Item**

Lease Renewal for the Wichita Workforce Center

**Background**

The Workforce Alliance released a request for proposals in 2013 for lease space for the Wichita Workforce Center. A Lease was approved by the LWDB on January 28, 2014 with H&C Investments LLC on January 28, 2014 for a location at 2021 N Amidon. The lease for a period of five years after occupancy. Rent was \$14.35 per square foot annually or \$18,040.34 per month. In December 2014 the LWDB approved an expansion to the Wichita Workforce Center that added approximately 9,424 square feet at a rate of \$15.35 per square foot or \$12,054.86 per month which increased the total rent to \$30,095.21 per month and set a new expiration date of June 30, 2020.

The lease amendment done at the expansion set a renewal option of \$15.85 a square foot for the original space and \$16.85 a square foot for the expansion space for a total of \$33,158.96 or an increase of 10%. The amendment in the lease would be for a term of 2 years.

Staff will be requesting a deep clean and freshening of the paint and surfaces as part of the lease extension.

**Recommended Action**

Take Appropriate Action

**Item**

Workforce Innovation and Opportunity Act (WIOA) Monitoring Services Request for Proposal

**Background**

The WIOA requires the Local Workforce Development Board (LWDB) and Chief Elected Officials Board (CEOB) to establish certain oversight and firewalls. The LWDB and the CEOB have agreed that the LWDB can operate the WIOA Adult and Dislocated Worker Programs. Since the LWDB operates the Adult and Dislocated Worker Programs, WIOA requires additional firewalls and oversight be implemented. The CEOB and LWDB Agreement established that the best firewall and oversight would be to implement additional program monitoring through an independent vendor. A Request for Proposals for Monitoring Services was released November 2019 and closed in December 2019.

**Analysis**

Two proposals were received, Swindoll Janzen Hawk and Loyd, LLC and Regier Carr and Monroe, LLP. Both proposals addressed the services needed and staff felt both could equally perform the duties. Cost was the determining factor. Regier Carr and Monroe had a maximum fixed price over four years of \$51,030, Swindoll Janzen Hawk and Loyd LLC maximum price of \$57,344, plus additional out of pocket expenses. The contract is for four years with additional terms available if all parties agree.

The Chief Elected Officials Board (CEOB) reviewed the proposals at its meeting on February 27, 2020 and authorized the LWDB to enter into an agreement with Regier Carr and Monroe, LLP.

**Recommended Action**

Approve the agreement with Regier Carr and Monroe, LLP to provide monitoring and oversight of WIOA programs.



## **Item**

Workforce Alliance Local Workforce Development Board (LWDB) Strategic Planning

## **Background**

The Workforce Alliance (WA) Local Workforce Development Board (LWDB) adopts a strategic plan every two years and will engage in the strategic planning process in 2020. The strategic plan is used to guide the operations of the organization. The 2018-2020 plan is attached below.

As per past practice, the Board will conduct a series of strategic planning sessions in 2020 that will focus on key topics to review progress and outcomes related to the goals, and update the strategic plan for the next two years. The goal is to adopt the new plan at the LWDB meeting on July 22, 2020.

The taskforce conducted phone interviews with the potential vendors over the past two weeks. The taskforce selected Odenthal Group as the preferred vendor. A contract has been finalized with Odenthal Group.

LWDB members are encouraged to participate in the strategic planning meetings.

## **Analysis**

Stan Odenthal is attending the Executive Committee meeting to begin the process for planning the strategic planning sessions. These sessions will be scheduled either at breakfast or lunch timeframes.

Proposed dates for these meetings are:

- Tuesday, April 7<sup>th</sup>
- Friday, April 10<sup>th</sup>
- Friday April 17<sup>th</sup>
- Wednesday, April 29
- Thursday, April 30<sup>th</sup>
- Wednesday, May 6<sup>th</sup>
- Friday, May 8<sup>th</sup>

Once dates are determined, invitations will be sent to LWDB members, stakeholders and other community partners.

## **Recommended Action**

Receive and File

## Workforce Alliance of South Central Kansas Vision, Mission, Strategies



### Workforce Alliance Vision:

A growing regional economy through a skilled workforce

### Workforce Alliance Mission:

Supporting and advancing a competitive workforce in South Central Kansas

### 2018-2020 Strategies and Plans

- Expand Youth Employment opportunities to help develop the workforce of the future
- Strengthen relationships with WIOA partners, community organizations and educational/training institutions to leverage resources and align services through the one-stop workforce centers (American Job Centers)
- Create and implement a more effective and comprehensive communication plan to increase public awareness about employment and training services, and skills needed for current and future careers in South Central Kansas
- Generate revenue to increase community impact of WIOA and Workforce Centers in South Central Kansas



## Executive Committee Meeting Overview

- Introduction and organizational background
- Review of the four Goals of Previous Strategic Plan
  - Goal 1: Expand Youth employment opportunities to help develop the workforce of the future
  - Goal 2: Strengthen relationships with WIOA partners, community organizations and educational/training institutions to leverage resources and align services through the one-stop workforce centers (American Job Centers)
  - Goal 3: Create and implement a more effective and comprehensive communication plan to increase public awareness about employment and training services, and skills needed for current and future careers in South Central Kansas
  - Goal 4: Generate revenue to increase community impact of WIOA and Workforce Centers in South Central Kansas
- Defining Schedule and Organization of New Plan
  - Strategic Priorities
    - What is one thing each of you hopes to see in this strategic plan?
  - Scheduling and Nature of the Strategic Planning Meetings
  - The Plan Itself
- Any additional questions?

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### **Local Workforce Development Board (LWDB)** **Executive Committee Meeting Minutes** January 15, 2020 – 11:30 AM

#### **1. Welcome and Introductions**

Chair Jennifer Hughes welcomed Committee members, asked for introductions and called the meeting to order.

#### **2. Workforce Alliance Strategic Planning Request For Proposals**

The Workforce Alliance (WA) Local Workforce Development Board (LWDB) adopts a strategic plan every two years and will engage in the strategic planning process in 2020. The strategic plan is used to guide the operations of the organization. As per past practice, the Board will conduct a series of strategic planning sessions in 2020 that will focus on key topics to review progress and outcomes related to the goals, and update the strategic plan for the next two years. The goal is to adopt the new plan at the LWDB meeting on July 22, 2020. A Request For Proposal (RFP) for facilitation services was released and four responses received: Allen Gibbs and Houlik, The Odenthal Group, Wichita State University Community Engagement Institute and Wichita State University Public Policy and Management Center. The Executive Committee appointed a task force to review the proposals. The task force members are Jennifer Hughes, Kathy Jewett and Rod Blackburn and they have reviewed the proposals. The task force discussed the proposals with the Committee and agree that all four proposals are close and bring different strengths to the table. Based on the discussion, the Committee decided to allow the task force the opportunity to interview the bidders and recommended that the CEO be authorized to enter into an agreement based on the final recommendation of the task force.

*Gabe Schlickau (Melissa Musgrave) moved to authorize the CEO to enter into an agreement with the preferred vendor for strategic planning services based on the final recommendation of the task force. Motion Adopted.*

#### **3. Task Force Updates on Youth Employment and Request For Information on Service Delivery in Sumner and Cowley County**

The Executive Committee appointed two task forces to review and analyze operations in key areas. These task forces will be providing updates and or making recommendations to the WA LWDB Board at its January 22nd meeting. The task forces are on Youth Employment, and Workforce Center Services in Cowley and Sumner County.

Both task forces have met and made progress, but are not yet ready to make recommendations. The Youth Employment Task Force will meet again on January 17<sup>th</sup>. That task force is looking at a plan to do more coordinated outreach and awareness and also at a plan to leverage resources with the City of Wichita's Way to Work and Workforce Alliance's Helping Youth Prepare for Employment (HYPE) on serving 14-15 year olds. A key element on what can be accomplished will depend on resources and getting commitments from funders. To date, the State of Kansas has pledged \$15,000 and Bank of America pledged \$50,000 for 2020. Funding will also be sought from The City of Wichita, Sedgwick County and other communities and organizations.

The Workforce Center Services in Cowley and Sumner County task force are recommending a series of informational meetings in those communities hosted by the WA to help explain the services of the workforce centers as there is a gap in understanding of WA services. A similar model was used in Butler County in the late 90s after adoption of the Workforce Investment Act

and it resulted in securing strong community partnerships. The goal is to have a plan in place by July 1, 2020.

*Report was received and filed*

4. **Report on Recent and Ongoing Layoffs in South Central Kansas**

The pause in the production of the 737 Max by Boeing has resulted in approximately 2,800 layoffs at Spirit AeroSystems, which will occur over the coming weeks. It is anticipated over 70 companies in the supply chain may be affected in south central Kansas. The Governor has appointed Kansas Secretary of Labor Delia Garcia to lead the state's response/efforts. The Workforce Center is providing Rapid Response services and coordinating job fairs and other events and services to assist. The United Way is coordinating a community assistance center to address issues outside of workforce services. Services will be coordinated from the Workforce Center for now; a separate location may be needed later. A press conference is scheduled for Wednesday, January 15<sup>th</sup> at the Workforce Center and community leaders will discuss the coordinated effort called the Air Capital Connection that will assist the workers affected by the layoffs.

*Report was received and filed.*

5. **Workforce Investment & Opportunity Act (WIOA) State Plan Comments**

The Workforce Innovation and Opportunity Act (WIOA) requires each state have a State Plan, which is required to be updated every four years. The State of Kansas' current State Plan will expire on June 30, 2020. The State released a draft of the revised WIOA State Plan for review and public comment: <https://ksworksstateboard.org/state-plans/>. The comment period ends on January 17, 2020. Staff provided recommendations for public comment to the Committee, which were included in the meeting materials. The State Workforce Board will review public comments, finalize, and approve the plan to be submitted to federal government for implementation on July 1, 2020. The proposed comments address Vocational Rehabilitation Memorandum of Understandings (MOU's), Trade Adjustment Assistance (TAA) customer file management system and co-enrollment requirements, the addition of performance measure that focus on amount per customer spent, and amount spent on training, funding and responsibility for consistent branding and communication across Kansas Local Areas, and the incorrect reference that Local Areas participated in defining the two regional planning areas for Kansas. Local Areas I, IV and V make up one region and Local Areas II and III the second.

*Kathy Jewett (Rod Blackburn) moved to approve submitting draft comments on the proposed State Plan.*

6. **Proposed Policy Revisions**

Staff is requesting the policy revisions for continuous improvement, changes to program design, and budget reductions. The proposed revisions affect the following programs:

- Adult, Dislocated Worker, and Youth Supportive Services Policies - Limits fuel assistance and bus passes for the Senior Community Service Employment Program (SCSEP), limits fuel assistance, bus passes, and childcare to one semester or the first 60 days of a work experience for all other programs and removes requirement that those requesting car repairs cannot live on a bus route.
- Apprenticeship Training Policy - removes language allowing for a one-time reimbursement of \$1,000 for each new apprenticeship program registered and approved by the State of

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Kansas, removes language allowing for a one-time reimbursement of \$200 for each new apprentice enrolled in one of the new programs

- Youth Training Policy - reduces scholarship limits to encourage shorter term trainings and quicker employment

Procedures associated with these policies can be changed depending on funding. Policy changes will be implemented January 20, 2020 and existing customer have been informed. Case managers have been trained and changes will be posted to the website. Exceptions to these policies can be made on a case by case basis.

*Rod Blackburn (Melissa Musgrave) moved to approve the policy revisions as presented.*

### 7. **Consent Agenda and Committee Reports**

Minutes from the December 11, 2019 meeting, Workforce Center operations update for December, PY19 budget report and one-stop operator report were presented to the Committee for review and/or approval. The One-Stop Operator reviews customer evaluations and results are consistently positive.

*Gabe Schlickau (Rod Blackburn) moved to approve the Consent Agenda as presented. Motion adopted.*

### 8. **Other Business**

The next 5<sup>th</sup> Friday breakfast will be at the Workforce Center on Friday, January 31<sup>st</sup> and will include a panel discussing short-term credential-based training. LWDB members and partner organizations are invited to attend.

### 9. **Adjournment**

The meeting was adjourned at 12:58 PM.

#### LWDB Executive Committee Members

Jennifer Hughes, Chair

Rod Blackburn

Kathy Jewett

Pat Jonas

Melissa Musgrave, Vice Chair

Tony Naylor

Gabe Schlickau

#### Staff/Guests

Keith Lawing

Tisha Cannizzo

Denise Houston

Shirley Lindhorst

Chad Pettera

Laura Rainwater

Erica Ramos. LWDB

**Item**

Consent Agenda – Operations Report

**Background**

The Workforce Centers of South Central Kansas operate four locations (Wichita, El Dorado, Winfield, and Wellington). Operating hours vary by location. The Wichita Center is open Monday-Thursday from 7 am to 6 pm and Friday from 9 am to Noon. The El Dorado Office is open Monday-Thursday 8am to 1 pm then 2 pm to 5 pm and closed on Fridays. Winfield is open Mondays and Wednesdays from 8 am to Noon and 1 pm to 5 pm with being closed Tuesday, Thursday, and Friday. The Wellington Center is open Tuesday and Thursday from 8 am to Noon and 1 pm to 5pm while being closed Monday, Wednesday, and Friday. The El Dorado office operates with two dedicated FTEs while the Winfield and Wellington office has one FTE that travels between sites.

The Centers have 17 memorandums of understanding with required Workforce Innovation & Opportunity Act (WIOA) partners. A list of these partners is attached. The partners operating directly on site at the comprehensive One-Stop Center in Wichita include the Workforce Alliance (multiple programs), Department of Commerce (multiple programs), Flint Hills Job Corps, and the American Indian Council.

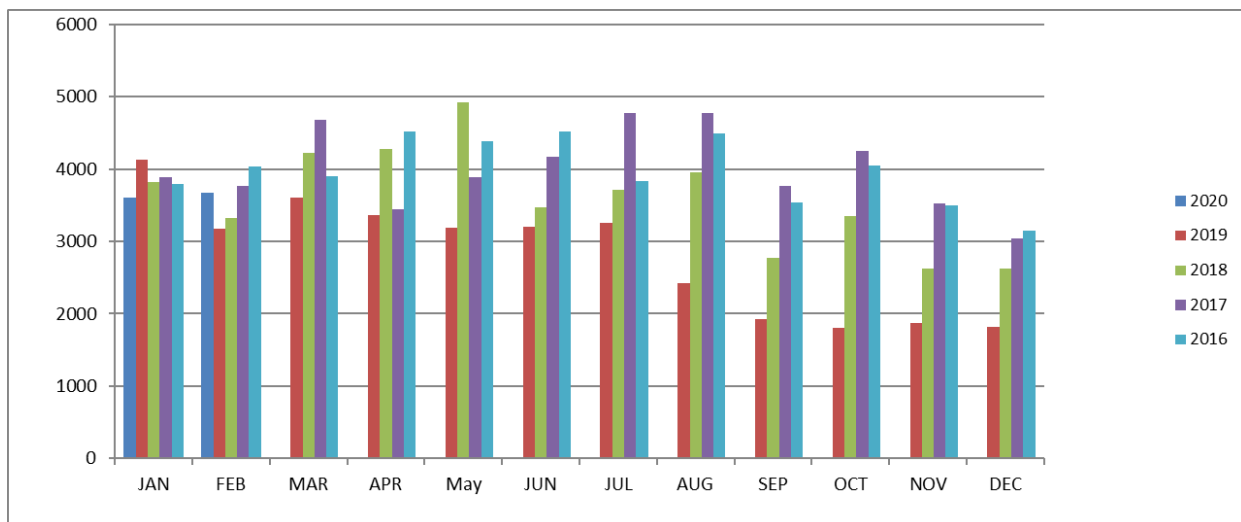
The Workforce Alliance is the only partner in the El Dorado, Wellington and Winfield centers. Traffic counts are very low at these facilities. There are community meetings scheduled to determine if better operating strategies can be implemented.

**Analysis**

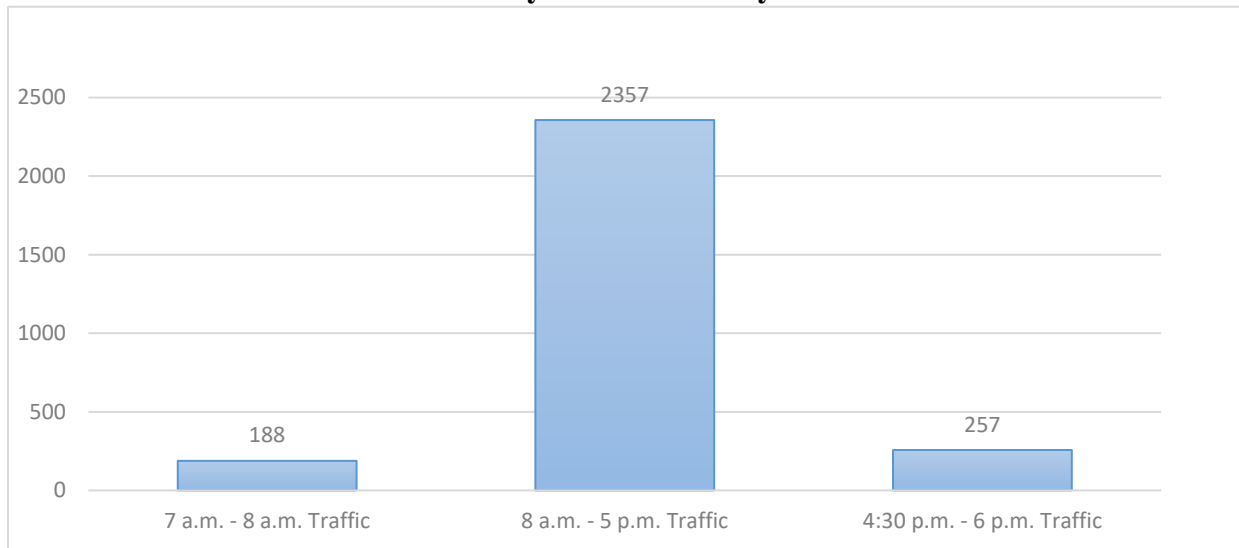
Workforce Centers Operations Update

The Centers saw 3,672 jobseeker for various services in the month of February. The increase in traffic was driven not only by typical beginning of the year job search activities, but still from the layoffs associated with the 737 Max halt in production.

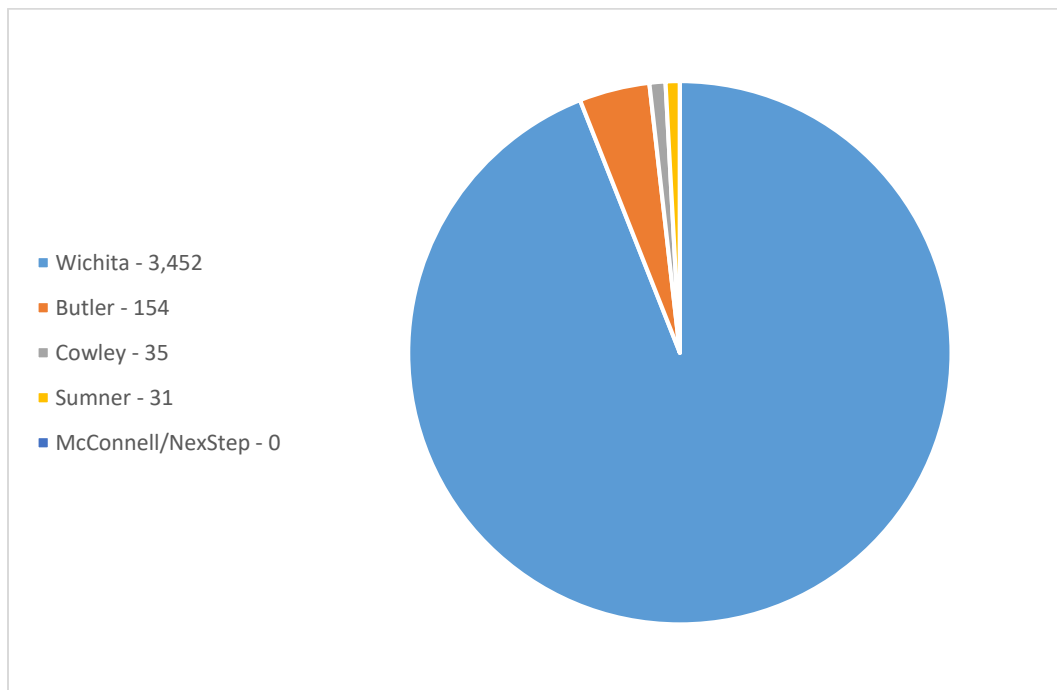
**Total Customer Traffic February 2020**



**Traffic by Hours February 2020**



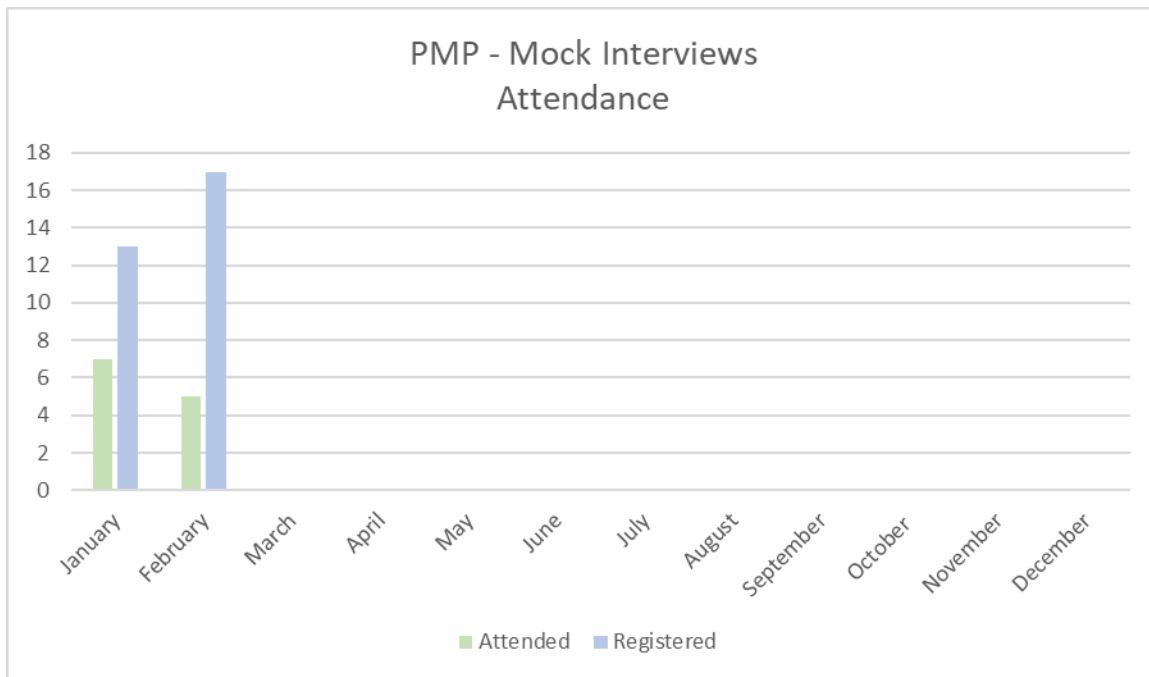
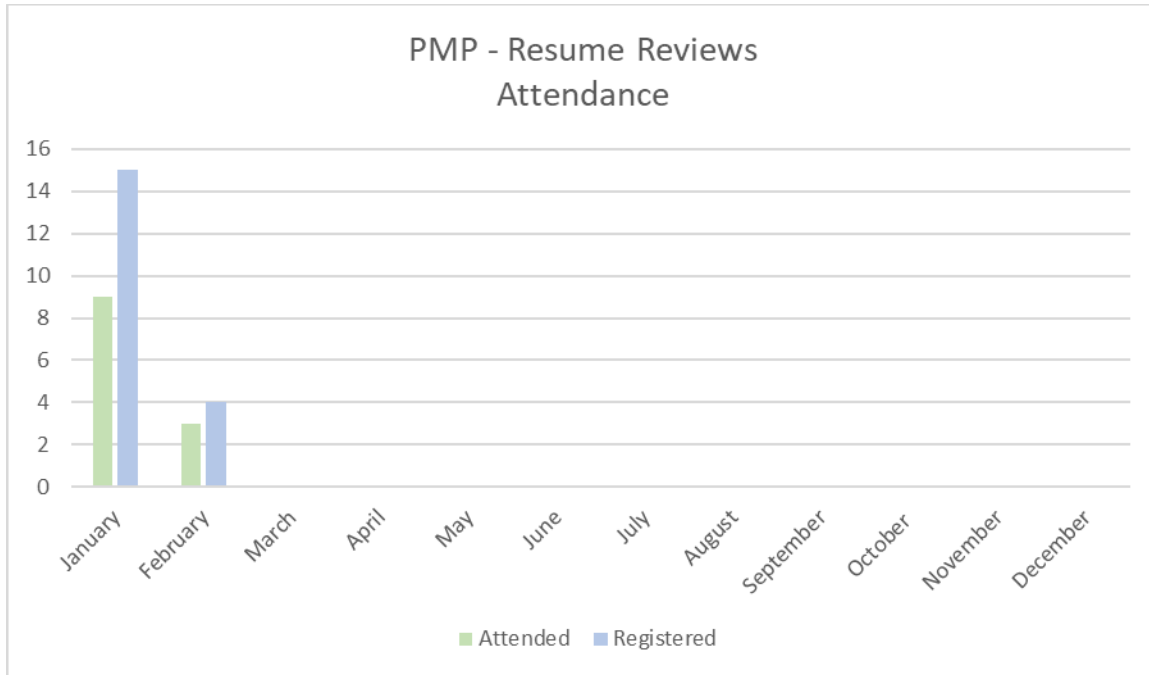
**Office Traffic Breakdown – February 2020**





### **Practice Makes Progress**

So far in 2020, the Practice Makes Progress (PMP) Program has assisted 12 jobseekers for resume reviews and 12 jobseekers for mock interviews for a grand total of 24. The program has also been fortunate to have 25 industry professionals across 19 organizations assist our jobseekers. A list of participating companies and volunteers are attached.



March 11, 2020

Submitted By: George Marko

**Imagine Academy**

The Wichita Workforce Center administers free certifications that focus on the Microsoft Office Suite 2013 (Word, PowerPoint, Excel, Outlook, Access, OneNote, and SharePoint). Below are the current totals for Imagine Academy.

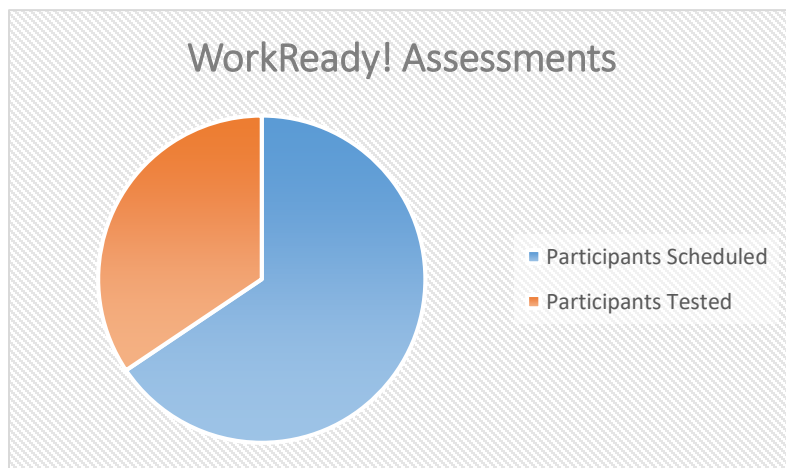
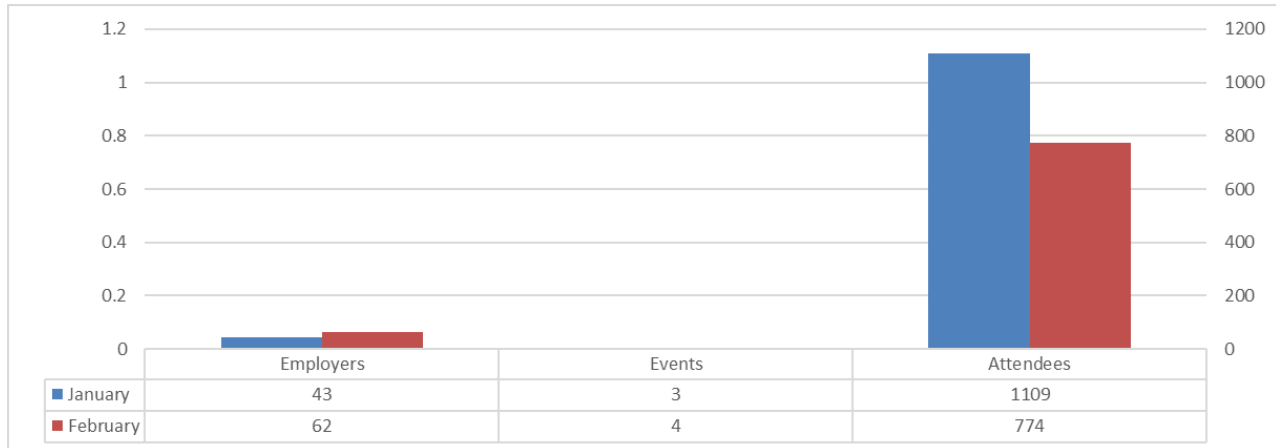
Years	Attempt	Pass	Fail	Success Rate	Gained Employment	Employment Gain Related to Cert(s)	Promotion or Wage Gain	Wage Gain Related to Cert(s)
<b>2016 Totals</b>	7	3	4	42.86%	unknown	na	unknown	na
<b>2017 Totals</b>	65	53	12	81.54%	unknown	na	unknown	na
<b>2018 Totals</b>	53	42	11	79.25%	unknown	na	unknown	na
<b>2019 Totals</b>	128	94	34	73.44%	22	10	0	0
<b>2020 Totals</b>	22	14	8	63.64%	2	0	0	0
<b>All</b>	<b>275</b>	<b>206</b>	<b>69</b>	<b>74.91%</b>	<b>24</b>	<b>10</b>	<b>0</b>	<b>0</b>

2020 Certification Exam Type	Attempt	Pass	Fail
Word 2013	0	0	0
Excel 2013	0	0	0
PowerPoint 2013	0	0	0
Outlook 2013	6	2	4
Access 2013	0	0	0
One Note 2013	1	1	0
SharePoint 2013	0	0	0
Word Expert 2013	0	0	0
Excel Expert 2013	2	0	2
Master Certifications 2013	2	0	2
Word 2016	4	4	0
Excel 2016	3	3	0
PowerPoint 2016	3	3	0
Outlook 2016	1	1	0
Access 2016	0	0	0
One Note 2016	0	0	0
SharePoint 2016	0	0	0
Word Expert 2016	0	0	0
Excel Expert 2016	0	0	0
Master Certifications 2016	0	0	0
<b>Total</b>	<b>22</b>	<b>14</b>	<b>8</b>

### Business Report February 2020

In February, the Business Services team conducted four job fairs that served 62 employers and provided opportunities to 774 jobseekers. They also provided 181 services to employers and collected 177 applications for employers with in our local area.

### Total Job Fair Traffic 2020




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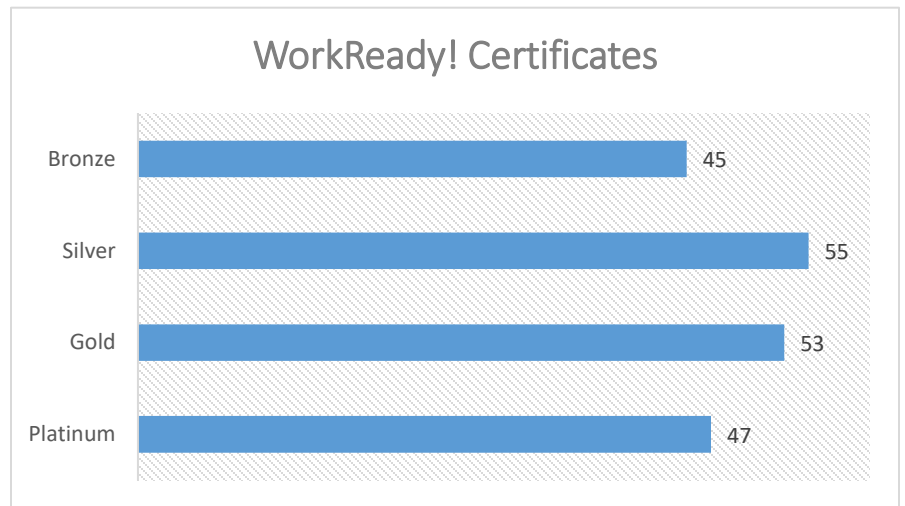
*WorkReady! Testing February 2020*  
*20 - Testing Sessions*  
*70.8 % - % Attendance Rate*

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*WorkReady! Certificates February 2020*  
*200 - Certificates Awarded*  
*91.7% - % Award Rate*

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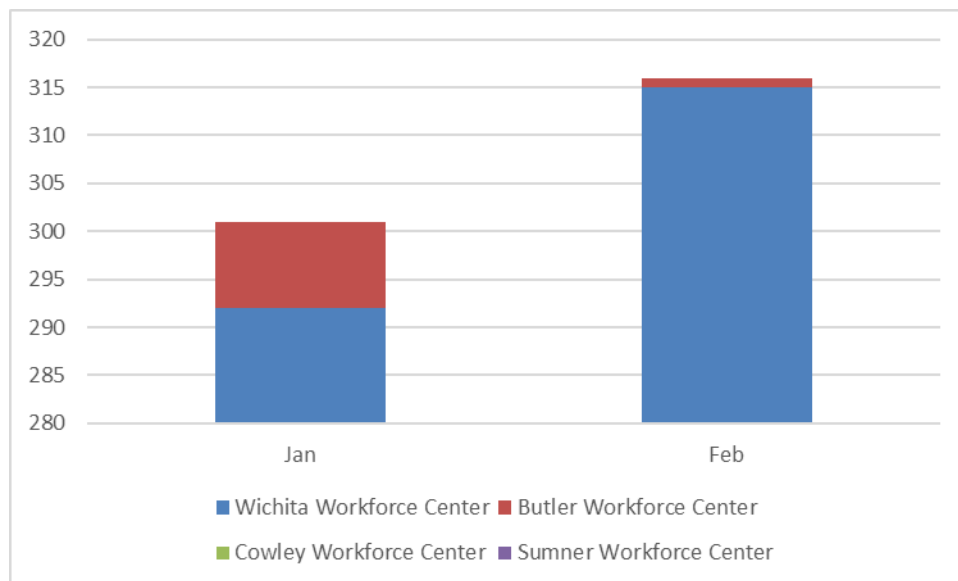


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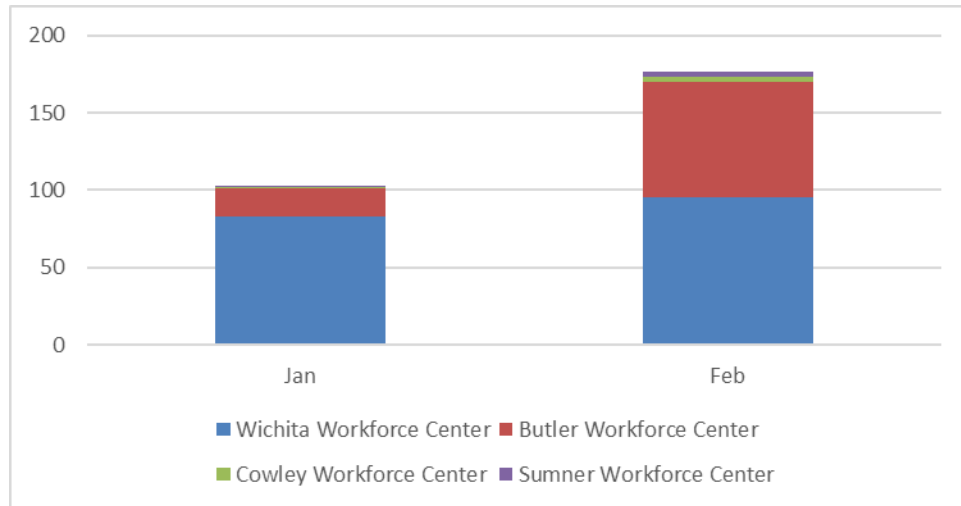
February 2020  
*191 – Pre-Employment Skills Assessments Administered*  
*177 - Prescreens & Applications Received*  
*181 - Services to Employers*  
*316 - Job Postings*

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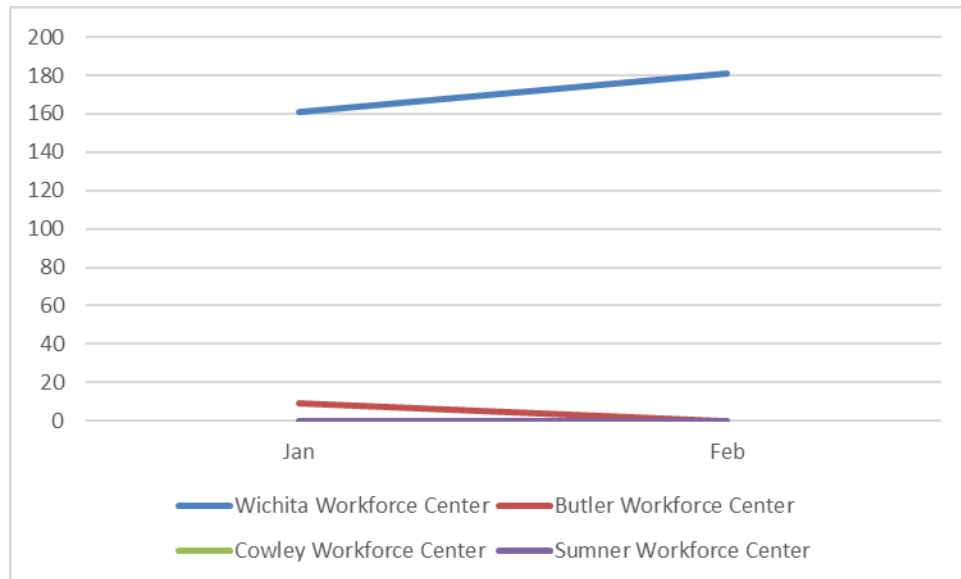
**Job Postings by Office - 2020**



### Applications Completed by Office – 2020



### Number of Services Provided to Employers by Office – 2020



Common Services include - Available One-Stop Services, Available Training Services, General Marketing Information, Job Fairs, Job Order Activities, Job Seeker Outreach Activities, Job Service Activities, Recruitment Assistance, Registered Apprenticeship, Strategic Planning Activities, and Rapid Response Assistance.

### Recommended Action

*Receive and File.*

## Participating Companies and Volunteers

### Year Ending - 2019

**Axius Group**

Cassie McDonald (1)

**Berry Companies**

Stephanie Farley (2)

**Butler Community College**

Pamela Cannon (4)

Heidi Davison (5)

Mohan Kambampati (1)

**Center Industries**

Michelle Kennedy (1)

**Emprise Bank**

Audrey Shultz (3)

**Global Partner Solutions**

Lorry Utech (6)

Alyssa Dunaway (2)

Gwen Bosh (2)

**HM Dunn**

Mona Martin (1)

**Hutton Corporation**

Laura Fischer (1)

**Kansas Department of Children and Families**

Felicia Welch (1)

**Kansas Department of Labor**

Cindy Morris (1)

**Kansas Star Casino**

Lauren Logsdon (1)

Miranda Fields (1)

**Manpower**

Thomas Booth (1)

**Meritrust Credit Union**

Vicki Plank (3)

**Scholfield Corporate**

Amber Neises (2)

**SER Corporation**

Sarah Guardado (1)

Carolyn Benitez (1)

**Starkey**

April Johnson (4)

**Summit Employment**

Matt White (2)

**U.S. Census**

Farideh Daneshi (10)

**XLT Ovens**

Brandi Stevenson (1)

## Participating Companies and Volunteers Year to Date 2020

### **Airbus**

Brian Gericke (1)  
Dalmar (1)

### **Emprise Bank**

Audrey Shultz (1)

### **Global Partner Solutions**

Alyssa Dunaway (1)

### **Manpower**

Tiara Hill (1)

### **Meritrust Credit Union**

Vicki Plank (1)

### **U.S. Census**

Farideh Daneshi (2)

## Anticipated Company Participation March 2020

### March 3

#### **Airbus**

2 employees

#### **U.S. Census**

Farideh Daneshi

#### **UTLX**

Wendy Ward

### March 17

#### **Airbus**

2 employees

#### **Butler Community College**

Pamela Cannon

#### **Emprise Bank**

Audrey Shultz

#### **HM Dunn**

Mona Martin

## Workforce Alliance Consolidated Budget PY19

July 2019 - June 2020

Category	WIOA				Community Impact Funds				Consolidated			
	January		YTD		January		YTD		January		YTD	
	Budget	Expenditures	Expenditures	% Budget Remaining	Budget	Expenditures	Expenditures	% Budget Remaining	Budget	Expenditures	Expenditures	% Budget Remaining
Wages	\$ 1,422,735	\$ 142,817	\$ 765,014	46%	\$ 1,342,089	\$ 82,897	\$ 691,285	48%	\$ 2,764,824	\$ 225,714	\$ 1,456,299	47%
Fringe	\$ 348,846	\$ 38,397	\$ 198,530	43%	\$ 331,445	\$ 18,516	\$ 124,300	62%	\$ 680,291	\$ 56,913	\$ 322,830	53%
Facilities	\$ 210,245	\$ 38,803	\$ 242,926	-16%	\$ 221,743	\$ 14,499	\$ 104,015	53%	\$ 431,988	\$ 53,302	\$ 346,941	20%
Contract/Pro Fees	\$ 167,371	\$ 9,278	\$ 107,037	36%	\$ 169,734	\$ 30,108	\$ 62,022	63%	\$ 337,105	\$ 39,386	\$ 169,059	50%
Supplies/Equipment	\$ 45,610	\$ 12,782	\$ 63,814	-40%	\$ 84,828	\$ 8,346	\$ 60,512	29%	\$ 130,438	\$ 21,128	\$ 124,326	5%
Outreach/Cap Building	\$ 40,483	\$ 2,332	\$ 15,490	62%	\$ 89,320	\$ 4,584	\$ 47,303	47%	\$ 129,803	\$ 6,916	\$ 62,793	52%
Travel/Conferences	\$ 53,450	\$ 742	\$ 18,156	66%	\$ 62,976	\$ 2,200	\$ 29,950	52%	\$ 116,426	\$ 2,942	\$ 48,106	59%
Grants Awarded	\$ 100,500	\$ -	\$ -	100%	\$ 103,957	\$ -	\$ 38,393	63%	\$ 204,457	\$ -	\$ 38,393	81%
Staff Development	\$ 14,350	\$ -	\$ 10,398	28%	\$ 17,570	\$ -	\$ 5,439	69%	\$ 31,920	\$ -	\$ 15,837	50%
Misc	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
ICW/Work Experience	\$ 795,000	\$ 34,013	\$ 340,769	57%	\$ 162,777	\$ -	\$ (14,999)	109%	\$ 957,777	\$ 34,013	\$ 325,770	66%
On The Job Training	\$ 50,000	\$ 482	\$ 11,557		\$ 450,000	\$ 3,114	\$ 41,757	91%	\$ 500,000	\$ 3,596	\$ 53,314	89%
Incentives	\$ 4,500	\$ -	\$ 1,925	57%	\$ 7,000	\$ 50	\$ 6,125	13%	\$ 11,500	\$ 50	\$ 8,050	30%
Occupational Training	\$ 317,804	\$ 6,191	\$ 95,658	70%	\$ 1,005,822	\$ 38,664	\$ 546,018	46%	\$ 1,323,626	\$ 44,855	\$ 641,676	52%
Supportive Services	\$ 33,000	\$ 196	\$ 14,107	57%	\$ 146,752	\$ 683	\$ 33,153	77%	\$ 179,752	\$ 879	\$ 47,260	74%
<b>Total</b>	<b>\$ 3,603,894</b>	<b>\$ 286,033</b>	<b>\$ 1,885,381</b>	<b>48%</b>	<b>\$ 4,196,013</b>	<b>\$ 203,661</b>	<b>\$ 1,775,273</b>	<b>58%</b>	<b>\$ 7,799,907</b>	<b>\$ 489,694</b>	<b>\$ 3,660,654</b>	<b>53%</b>

### Analysis

Budget: The PY19 budget with expenditures through the end of the January 31, 2020. The budget includes a breakdown between WIOA (LWDB budget) and non-WIOA Funding (Community Impact Funds) and combined totals.

The PY19 budget allocates 33% on direct client spending including classroom training, work experience, on-the-job training and supportive services. Through January 31, 2020, direct client spending by percentage is 29% in total. The budget has 53% remaining, which is about 11% in the black after the January. Dislocated Worker activities have increased greatly in January, and it is expected that the budget will take a significant hit in the Spring. WA Staff is working on securing additional funds to help support Dislocated Workers in the local area.

### Strategic Goals Supported

This activity supports the following Strategic goals of the Local Workforce Development Board:

- Expand Youth Employment Opportunities to help develop the workforce of the future
- Strengthen relationships with WIOA partners, community organizations and educational/training institutions to leverage resources and align services through the one-stop workforce centers (American Job Centers)
- Create and implement a more effective and comprehensive communication plan to increase public awareness about employment and training services, and skills needed for current and future careers in South Central Kansas
- Generate revenue to increase community impact of WIOA and Workforce Centers

### Recommended Action

Receive and file.



**Item**

Workforce Center Service Delivery in Sumner and Cowley County

**Background**

The Executive Committee appointed a Cowley/Sumner County one-stop service delivery task force to review and analyze workforce center services in Cowley and Sumner County. The task force met on December 16, 2019.

**Analysis**

At the direction of the task force, public meetings have been scheduled for March 11, 2020 in Cowley County and March 31, 2020 in Sumner County. The goal is to determine options for community partnerships to continue one-stop operations in Cowley and Sumner counties.

**Supports Strategic Goal:**

- Strengthen relationships with WIOA partners, community organizations and educational/training institutions to leverage resources and align services through the one-stop workforce centers (American Job Centers)

**Recommended Action**

Take appropriate action.

March 11, 2020

Submitted By: Tisha Cannizzo, One Stop Operator, Eckerd Connects

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**One Stop Operator Report – February****A. Coordinate partner services and activities to encourage efficiency and customer service**

1. The One Stop Operator coordinates meetings with Center leadership and supervisory staff to encourage communication, identify training needs and overall activities of the Center.
2. Partner Collaboration Meetings are held the 4<sup>th</sup> Wednesday of each month. Partners are invited to the Center for a tour and to discuss collaboration opportunities. During January and February representatives from the following partners participated in this meeting:
 

Mental Health Association	Miracles
Catholic Charities	HumanKind
DCF	Envision
Greenbush	USD 259, Migrant Literacy Program
3. One Stop Advisory Council – At our 2/6/20 we continued the conversation from our October and December meetings where we looked at services provided by each agency and discussed original goals for the council. We took time at the February meeting to review that content and discuss next steps. Some of the more immediate solutions included:
  - a. Understand system policies
    - Cross-training for the region
    - Create training similar to the WIF trainings and record each program so that new staff could review it. Must be updated annually. Possibly host the live training as part of the Workforce in-service trainings.
  - b. Improving Partnerships
    - Host regular networking events where there are structured discussion topics, similar to the 5<sup>th</sup> Friday Breakfast from Nov. 2018. Events must be scheduled at a time that partner staff can participate. Conduct in other counties of Area IV in addition to Sedgwick.
    - Utilize video conferencing to bring in a partner when meeting with a client.

**B. Developing and providing staff development opportunities for the one stop partners**

1. Friday Morning Meetings – Time is set aside every Friday morning at 8-9 am for a variety of staff learning/communication opportunities. Activities in January and February included:
  - a. Visited Wichita Transit,
  - b. Heard from United Way about their services,
  - c. Learned about hiring process and available jobs for Presbyterian Manor,
  - d. Trained staff on internal issues like Rapid Response, the Complaint System and Inclusive Language/LGBT Non-discrimination.
2. The Center's 5<sup>th</sup> Friday Breakfast was held on January 31. Representatives from NexStep Alliance, Butler Community College, Cowley College and WSU Tech served on a panel to talk about short-term training opportunities for job seekers and laid off workers. 32 community partners and 71 Workforce Center staff participated in this event.
3. We hosted our Presidents Day In-Service in February, where we brought in Bettina Sparkes to train staff and partners on working with customers with criminal backgrounds. The response was so great from partners that we added an additional session just for partners. We also spent some time talking to staff about the Transformational Grant we've received for training at the Kansas Leadership Center (KLC). We provided some introductory training, with the intent to get everyone on the same page regarding the KLC concepts.

March 11, 2020

Submitted By: Tisha Cannizzo, One Stop Operator, Eckerd Connects

## 4. The Training Team:

- a. Decided on content for the in-service and then reviewed the results for next steps to implement KLC in our regular work,
- b. Created a process for tracking staff training for all employees and
- c. is working on training checklists for all new hires and supervisors.

**C. Ensure Workforce Alliance One Stops are certified as required by the US Department of Labor**

1. The Wichita and three affiliate centers were certified in the summer of 2018. A plan will be developed for recertification in 2020.

**D. Ensure access to career, training and employment services**

1. The One Stop Operator is reviewing customer evaluations and sharing results with supervisors to address concerns and recognize good customer service. Results are consistently very positive.

Month	Surveys Completed	Customers who requested follow-up	Customer Satisfaction (rating 1-5)	Likelihood to recommend our services (1-10)	% who achieved their goals for that visit
<b>Wichita WFC</b>					
Aug 2019	96	71	4.75	9.35	96.88
Sept 2019	135	97	4.82	9.63	99.26
Oct 2019	180	128	4.71	9.35	97.78
Nov 2019	237	94	4.68	9.43	97.46
Dec 2019	268	102	4.75	9.57	98.51
Jan 2020	326	71	4.66	9.36	94.77
Feb 2020	349	147	4.69	9.51	97.42
<b>Butler WFC</b>					
Nov 2019	19	8	4.72	9.5	100
Dec 2019	9	2	5	10	100
Jan 2020	15	2	4.93	9.93	100
Feb 2020	2	0	4	6	100

## Item

On-the-Job Training (OJT) Contracts for the Eligible Training Provider List (ETP)

## Background

### 1. Approval of Addition to the ETP List for OJT

The following employer has submitted an application to be added to the ETP list for OJT.

Employer:	<b>Goodwill Industries of Kansas, Inc.</b>
Company Description:	Provides opportunities to people with disabilities and barriers to employment seeking independent and productive lives.
Location:	Wichita, Sedgwick County
Occupation(s):	Case Managers
Training Length:	4 - 6 weeks
Average Wage Range:	\$15.00 per hour average entry wage
Benefits:	Health, Dental and Vision Insurance, 401K Retirement with company match, paid vacation, sick leave and major holidays, tuition reimbursement and more.
Comments:	Founded in 1902 by a Methodist minister in Boston, Goodwill has become a \$5 billion, international nonprofit organization serving millions each year. Goodwill Industries of Kansas has been in business for 62 years in Sedgwick County and employs 141 full time and 282 part time individuals. They anticipate hiring 2 additional case managers in the next two years as well as ongoing retail positions.
OJT Funding Streams <i>subject to availability</i>	<input checked="" type="checkbox"/> WIOA Adult/Dislocated Worker – \$4,500 per trainee max <input checked="" type="checkbox"/> WIOA Adult/DW IWT– \$4,500 per trainee max <input checked="" type="checkbox"/> WIOA Youth – \$4,500 per trainee max <input checked="" type="checkbox"/> Partners 4 Work– \$3,200 per trainee max

## Recommended Action:

Approve addition of Goodwill Industries of Kansas, Inc. to OJT ETP list.

## **Item**

The following additions are recommended for the Eligible Training Provider List.

## **Background**

All programs on the Eligible Training Provider List (ETP) must be approved by the Committee.

## **Analysis**

### **Pending Initial Programs**

Staff recommends approving the following:

- Butler Community College: 6 initial programs
  - Engineering Technology (AAS)
  - Engineering Technology (AS)
  - Engineering Technology (Certificate)
  - Engineering Technology-Drafting (Certificate)
  - Engineering Technology-Industrial Controls (Certificate)
  - Engineering Technology-Manufacturing (Certificate)
- WSU Tech: 2 initial programs
  - Aviation Sheetmetal Assembly
  - IT Essentials
- Kansas Truck Driving School: 1 initial program
  - CDL Class A Training

The Program Operations and Performance Committee met on March 5, 2020 and the members present agreed to recommend the additions to the ETP list to the LWDB Executive Committee.

## **Supports Strategic Goals**

- Strengthen relationships with WIOA partners, community organizations and educational/training institutions to leverage resources and align services through the one-stop workforce centers (American Job Centers)

## **Recommended Action**

Approve the initial programs as presented.

**WIOA Eligible Training Provider  
Programs Information  
January 2020**

Provider Name	Program Name	Occupation/ Industry in Area IV	Length of Training	Approximate Cost Per Credit Hour In State	Approximate Total Program Cost	Type of Attainment	\$ Per Hr.	Recommended Action
<b><i>Pending Initial Programs</i></b>								
Butler Community College	Engineering Technology AAS	Advanced Manufacturing/Advanced Materials/Aerospace	60 Credit/Curriculum Hours	\$143.08	\$8,585.00	Associate Degree	\$26.81	Approve
Butler Community College	Engineering Technology AS	Advanced Manufacturing/Advanced Materials/Aerospace	62 Credit/Curriculum Hours	\$134.44	\$8,335.00	Associate Degree	\$26.81	Approve
Butler Community College	Engineering Technology Certificate	Advanced Manufacturing/Advanced Materials/Aerospace	34 Credit/Curriculum Hours	\$152.85	\$5,197.00	Certificate	\$26.81	Approve
Butler Community College	Engineering Technology Drafting Certificate	Advanced Manufacturing/Advanced Materials/Aerospace	16 Credit/Curriculum Hours	\$179.31	\$2,869.00	Certificate	\$22.10	Approve
Butler Community College	Engineering Technology Industrial Controls Certificate	Advanced Manufacturing/Advanced Materials/Aerospace	16 Credit/Curriculum Hours	\$176.19	\$2,819.00	Certificate	\$26.81	Approve
Butler Community College	Engineering Technology Manufacturing Certificate	Advanced Manufacturing/Advanced Materials/Aerospace	16 Credit/Curriculum Hours	\$173.06	\$2,769.00	Certificate	\$26.81	Approve
Kansas Truck Driving School	Class A CDL Training	Transportation and Logistics	160 Credit/Curriculum Hours	\$24.67	\$3,949.00	Certificate	\$20.92	Approve, pending site visit
WSU Tech	Aviation Sheetmetal Assembly	Advanced Manufacturing/Advanced Materials/Aerospace	18 Credit/Curriculum Hours	\$178.89	\$3,220.00	Certificate	\$25.64	Approve
WSU Tech	IT Essentials	Data Services/Information Technology	17 Credit/Curriculum Hours	\$250.12	\$4,252.00	Certificate	\$21.00	Approve

March 11, 2020

Submitted By: Keith Lawing

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**Item****Chief Elected Officials Board (CEOB) Update**

The Chief Elected Officials Board appoints members to the Local Workforce Development Board (LWDB) and shares in the oversight duties of the local workforce development operations.

Current members of the CEOB are:

- County Clerk Debbie Norris, Sumner County
- Council Member, Jill Kuehny, City of Caldwell, Sumner County
- Commissioner Michael O'Donnell, Sedgwick County
- Commissioner Jim Howell, Sedgwick County
- Commissioner Wayne Wilt, Cowley County
- Council Member Greg Thompson, Cowley County
- Commissioner Brian Waldschmidt, Harper County
- Council Member Clayton Snyder, City of Harper, Harper County
- Commissioner Dan Woydziak, Butler County
- Mayor Vince Haines, City of El Dorado, Butler County
- County Clerk Carol Noblit, Kingman County
- Mayor Aaron Murphy, City of Cunningham Kingman County
- Council Member James Clendenin, City of Wichita

The CEOB met on February 27, 2020 and took the following actions:

1. Appointed Wichita Council Member James Clendenin as CEOB Vice Chair. Upon the departure of Chair Jeff Longwell, Commissioner Wayne Wilt, Cowley County, CEOB Vice Chair was appointed Chair at the last meeting. Council Member Clendenin was appointed to serve as CEOB Vice Chair for the remainder of Commissioner Wilt's term.
2. Appointed Jeff Longwell, Outreach Director, Eck Auto Group to be a member of the Local Workforce Development Board (LWDB). The Wichita Regional Chamber nominated Mr. Longwell to the LWDB.
3. Appointed Sedgwick County Commissioner Jim Howell to the LWDB Executive Committee to replace Jeff Longwell, who had vacated his position as the CEOB member on that Committee.

**Recommended Action:**

*Receive and file.*