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of South Central Kansas

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Local Workforce Development Board (LWDB) Youth Employment Committee Meeting Agenda

Join Zoom Meeting: <https://us02web.zoom.us/j/89153019690>

Thursday, March 11, 2021 • 11:30 a.m. – 1:00 p.m.

1. Welcome and Introductions: Amy Williams/Jennifer Hughes (11:30)
2. Review and Approval of the Minutes from the February 11, 2021 Meeting: Keith Lawing (11:35) (pp. 2-3)
Recommended action: *Approve the meeting minutes as presented.*
3. Budget Analysis and Performance for the Workforce Innovation and Opportunity Act (WIOA) Youth Program: Chad Pettera / Denise Houston (11:40) (pp. 5-7)
To follow up from discussion at the last meeting, data will be provided about the budget and performance of the WIOA Youth program.
Recommended action: *Receive and file.*
4. YMCA Job Prep Program: Tyrone Baker, YMCA (11:55)
An overview of the City YMCA's Job Prep program will be provided.
Recommended action: *Receive and file*
5. HYPE Work Plan for 2021: Aliex Kofoed (12:15) (pp. 8-12)
A draft work plan for the Helping Youth Prepare for Employment (HYPE) collaborative will be reviewed and the Committee is asked to help establish goals and identify strategies.
Recommended action: *Take appropriate action.*
6. WIOA/HYPE Communication and Marketing Plans: Amanda Duncan (12:30)
The Committee will share ideas on how to engage more employers in hiring youth and determine the best use of the members as ambassadors for youth employment.
Recommended action: *Take appropriate action.*
7. Next Steps: Amy Williams/Jennifer Hughes (12:45)
 - A. Determine Recurring Meeting Schedule for the Remainder of the Year
 - B. Other Business
8. Adjourn: (1:00)

*The next LWDB Youth Employment Committee Meeting is scheduled for
to be determined.*

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Local Workforce Development Board (LWDB) Youth Employment Committee Meeting Minutes

February 11, 2021 – 11:30 AM

1. **Welcome and Introductions**

The LWDB Youth Employment Committee assembled via ZOOM. Co-Chair Jennifer Hughes welcomed Committee members and called the meeting to order.

2. **Review and Approval of the Minutes from the January 22, 2021 Meeting**

Sally Stang (Laura Hands) moved to approve the meeting minutes from the January 22, 2021 meeting. Motion adopted.

3. **WIOA Youth Program Overview**

The Committee was provided an overview of performance, eligibility, services and providers for the Workforce Innovation and Opportunity Act (WIOA) Youth Program. The WIOA Youth program is divided into In School and Out of School youth. At least 75% of youth funds must be spent on Out of School Youth each year and at least 20% of youth funds must be spent on work experiences for those participants. WA staff member Denise Houston reviewed the eligibility criteria and barriers for both Out of School Youth, which includes participants must be between the ages of 16 and 24 and not attending any school and for In School Youth, which includes participants between the ages of 14 and 21. WIOA Youth program staff is comprised of Stacy Cotten, Youth, Youth Program Supervisor, two case managers and work experience coordinator. The program offers 14 program elements to youth participating in the program. The program receives referrals from the career center and from providers and community partners. Participants go through an orientation process, are provided with expectations and complete the eligibility process. Once a participant has completed the admission requirements, assessments and testing are done to determine the services the participant needs, goals are set and an action plan is developed to achieve the goals. The WA does not provide all of the elements and contracts with providers to provide these elements. And follow up with providers regularly.

Information was presented to the Committee on performance for the WIOA Youth program. A few years ago, when WIOA was adopted, there was a shift of focus to out of school youth and performance measures were changed to focus on employment and match the measures of the Adult and Dislocated Worker programs. The current Program Year, (PY20) began on July 1, 2020 and will end on June 30, 2021. The third quarter of PY 2020 started January 1, and the performance levels in the report provided to the Committee are subject to change as more data is collected. The Youth Program projected 3rd quarter performance is to exceed the goal for Placement in Employment, Education, or Training 2nd Quarter, Placement in Employment, Education, or Training 4th Quarter and Credential Rate. Workforce Alliance serves Local Area IV (LAIV) and is projected to not meet the sanction level for Median Earnings and Measurable Skills Gain. The low rate for Measurable Skills Gain is a data entry issue. Jennifer Hughes asked about what criteria was considered in determining Measurable Skills Gain. Report cards, transcripts, number of credit hours taken, requirements of the school and credentials or degree are factors. This measure is not currently being met due to data that has not yet been entered and is usually entered later in the year, so over the next couple of months a more accurate picture will emerge.

WIOA Youth program services available to participants also include supportive services to help pay for transportation, child care and living expenses to overcome barriers, funding for on-going training costs, assistance in obtaining and funding a work experience and help in placing participants on a career pathway. The program partners with and provides referrals to other community resources to assist participants. Hughes asked about the WIOA budget or funds available regarding the requirements for 75% of youth funds must be spent on Out of School Youth each year and at least

20% of youth funds must be spent on work experiences for those participants and where the WA is regarding the performance level for that. Staff reported that due to COVID, the work experience spending this year is less than it usually is. Hughes asked that if at the next meeting a budget be presented regarding the performance of the different funds.

One of the challenges for the program is reaching the out of school youth population. The WA receives referrals from many community organizations, but only about one in 10 of those referrals follow through with the requirements and actually access a service. WA staff have visited with youth program staff in Kansas City, Kansas and have scheduled a learning exchange with youth program counterparts in Louisville, Kentucky to review the ways they provide services and look at their best practices and then tailor those methods to the needs and partnerships the WA has locally.

4. City of Wichita – The Way To Work Program

Committee member Sally Stang, Director of Housing and Community Services for the City of Wichita provided an overview of the City's The Way To Work program. It serves youth in lower income families and is an eight-week program targeting 14 to 17 year olds. The program has both an educational component and a work placement component to equip and empower participants to become successful employees in the future by providing job preparation, job skills and personal development training as well as financial literacy. Youth are placed in on-the-job training opportunities at non-profit organizations and within city departments; wages are subsidized by program funds.

This program is part of the Helping Youth Prepare for Employment (HYPE) program with the Workforce Alliance, YMCA and USD 259. The goal of HYPE is to combine resources, eliminate duplication of training areas and efforts and focus on certain age groups; however, last year with COVID, this could not happen on the level planned. Uncertainty remains about how this year's program will be implemented with the continued COVID restrictions. Committee members will need to help identify way to make HYPE more effective. Laura Hands asked if there could be a common entry point for these youth and then they could be filtered into appropriate programs based on needs and eligibility. This is one of the goals of HYPE, but in 2020 and into 2021, individual programs will have to provide the services that they can and combine efforts where they can, but it probably will be 2022 for programs to become more aligned. The program will need to have more employers on board to implement and with COVID issues that remains uncertain.

Report was received and filed.

5. Helping Youth Prepare for Employment (HYPE) Report for 2020

Planning is underway for HYPE in 2021. The YMCA is partner in the HYPE collaboration with the Workforce Alliance and the City of Wichita and has invited a representative to serve on this Committee. Staff are developing the 2021 HYPE Work Plan and will distribute that to the group before the next meeting on March 11 for review. Staff continue to adapt to conditions, but the opportunity or the ability to do much different than what has been done for 2021 is limited. A virtual Manufacturing Interview Day with Textron Aviation and Spirit AeroSystems has been scheduled for March 22. Committee members were encouraged to suggest other manufacturers that should participate as the goal is to expand these opportunities. As in previous years, career camps are being planned for 2021. Career camps are for those that cannot be placed in a work experience. Employers will be scheduled to be on-site to assist with the camps. In addition to the manufacturing and trades camps that were held last year, healthcare and technology camps are also planned. Stipends will be provided for youth participants that complete the camp. Committee members are asked to help to form a targeted and visible strategy for how to move the HYPE collaborative forward.

The report was received and filed.

6. **Other Discussion/Announcements**

There were no announcements or new business to discuss.

7. **Next Steps**

- Jennifer Hughes shared HYPE page on the WA website and the links to the YEP newsletters and asked Committee members to make a commitment to review those. Staff will send a link for future issues to the Committee
- The Jobs FORE Youth Golf Tournament is an annual fundraiser for the WA's youth employment program. The tournament for 2021 has been scheduled for September 30. Committee members were asked to think of ways to improve outcomes. The money raised fills funding gaps for the youth program.
- For the next meeting, begin to discuss goals on communication and marketing formats, what is needed from Committee members and what can be done to make the best of the Committee members' time.
- The YMCA has been contacted about having a representative serve on the Committee. They will be asked to provide an overview of their Job Prep program to members at the next meeting.
- Staff will provide projected numbers from each of the HYPE partners on goals for how many participants can be served this year and share ways that Committee members can help achieve those goals.

8. **Adjournment**

The meeting was adjourned at 12:45 PM.

Attendees:

LWDB Youth Employment Committee Members

Kelly Bielefeld
Rod Blackburn
Anne Marie Coughlin
Michele Gifford
Laura Hands
Jennifer Hughes
Angela Perez
Dr. Dennis Rittle
Leah Roeder
Sally Stang

Staff/Guests

Stacy Cotton
Amanda Duncan
Denise Houston
Aliex Kofoed
Keith Lawing
Shirley Lindhorst
Soutdaly Sysavath, Wichita
Childrens' Home

Item

Budget Analysis and Performance for the Workforce Innovation and Opportunity Act (WIOA) Youth Program

Background

The WIOA Youth program is designed to assist young people with barriers to completing education goals or obtaining employment. There are requirements in the legislation on the percentages allowed to be spent on In School Youth and Out of School Youth and also for work experience opportunities. The Local Workforce Development Boards are also assigned annual goals to monitor performance of the WIOA Youth programs.

Analysis

At the last Youth Employment Committee, a question was posed on how the WIOA Youth funds were spent to help in designing strategies and plans to place more young people in a first job or work experience opportunity. Attached is a breakdown of WIOA Youth funds for the current program year.

To assist the Committee in understanding the WIOA Youth funding categories the current performance status of the program is attached.

Staff will present this information and answer any questions on the data.

Recommended Action

Receive and file.

Strategic Goals Supported

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

- Meet or exceed the negotiated performance of WIOA Title I programs to maximize community impact
- Enhance youth employment opportunities by expanding partnerships with businesses, schools and other community organizations
- Continue to increase non-WIOA funding
- Proactively approach the employment and skills training challenges and opportunities of the future with energy and planning today

WIOA Youth Funding July 2020-January 2021

	PY20	
	In School Youth	Out of School Youth
Available Funding	\$ 133,653	\$ 597,232
Total Expenditures Through Jan 2021	\$ 17,065	\$ 204,849
Balance Available	\$ 116,588	\$ 392,383
Total Youth Expenditures	\$ 221,914	
Work Experience Expenditures *#	\$ 43,256	19%
		% of Total Expenditures
*Included in Total Expenditures		

WIOA Youth Program
Program Year 2020
Performance Report of LA IV
as of 02/02/2021

Youth	Goal		PY20 1st Qtr July 20 - Sept 20		PY20 2nd Qtr Oct 20 - Dec 20		PY20 3rd Qtr Jan 21 - Mar 21		PY20 4th Qtr Apr 21 - June 21		PY20 Annual Report July 20 - June 21		PY20 State / Annual Report July 20 - June 21		*Reporting Period
	Sanction														
	72.50%	65.25%	11	5		4			21	218			3rd Qtr= 01/01/20 to 03/31/20		
Education and Employment Rate (2nd Qtr. after Exit)		91.67	62.50	8	100.00	4			84.00		66.46		328	Annual= 07/01/19 to 06/30/20	
Education and Employment Rate (4th Qtr. after Exit)	69.10%	9	6	10		10			31		234		234	3rd Qtr= 07/01/19 to 09/30/19	
	62.19%	11	60.00	10	83.33	12			75.61		64.64		362	Annual= 01/01/19 to 12/31/19	
Earnings (Median Earnings 2nd Qtr. after Exit)	\$4,145.00													3rd Qtr= 01/01/20 to 03/31/20	
	\$3,730.50	N/A	\$2,287.44	N/A	\$1,875.13	N/A	N/A	\$2,637.28	N/A	\$3,116.39	N/A			Annual= 07/01/19 to 06/30/20	
Credentia! Attainment (Within 4 Qtrs. after Exit)	59.00%	4	6	9		9		25		147			147	3rd Qtr= 07/01/19 to 09/30/19	
	53.10%	44.44	66.67	9	81.82	11		69.44		230	63.91		230	Annual= 01/01/19 to 12/31/19	
Measurable Skills Gain (Real Time Measure)	57.60%	0	0	0		0		0		21			21	3rd Qtr= 01/01/21 to 03/31/21	
	51.84%	0.00	0.00	13	0.00	0.00	13	0.00	0.00	139	15.11		139	Annual= 07/01/20 to 06/30/21	

Summary LA IV	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Annual	
	Youth	Youth	Youth	Youth	Youth	State
Met Goal	2	1	3		3	1
Met Sanction						2
Did Not Meet Sanction	3	4	2		2	2

The KS Dept. of Commerce accesses confidential data to obtain additional wage info; therefore, the actual performance rating cannot be released, only whether the rating met, exceeded, or was below the goal or sanction level.

^^^ No data showing in the quarter yet even though it is within the current reporting period.

* Reporting Period = Participants who exited during the time frame indicated will count in performance measures

2021 Helping Youth Prepare for Employment Work Plan

3/10/21

Due to the success of the Camp HYPE programs from 2020, the plan for 2021 is to continue to utilize this model as a pre employment workshop and career awareness opportunity. Each camp will be given a theme based on an employment sector or company. The focus will be on the 14-15-year-old age group, as they have fewer job opportunities, but will also host camps for those youth between 16-17 years of age. HYPE will continue to do everything possible to assist all youth with immediate employment opportunities and equip them with tools and awareness that will help with academic success and long-term career goals.

The camp workshops will focus on soft skill development, career awareness, academic goals and financial literacy. Depending on available resources, a cash stipend will be provided as an incentive for completion and achievements during the camps. Much like Camp HYPE in 2020, this opportunity should be treated like a job, and participants are expected to apply and be accepted to participate. The recruitment will target students at USD 259, but the career camps will be open to other schools and districts, depending on available resources and partnerships.

Below is the proposed outline and model of what the HYPE Career Camps would look like. The dates are still tentative and not all companies have confirmed. At this point it is suggested the camps be held at the Workforce Center, with potential to be held at various job sites or community centers. Staff will continue to facilitate ongoing cleaning needs and social distancing to allow for on-site sessions. The technology is also in place to video link presentations computer access and WiFi service to support on-line sessions/lessons.

Camp HYPE logistics:

- Camps held at the Wichita Workforce Center – Keeper Conference Room. Open to the possibility of having the camps held at employer/community center locations.
- Camps will consist of no more than 20 students, maintaining a six-foot distance
- Students must be between the ages of 14-18 and have completed their freshman year of high school and have not graduated.
 - 6 – 5-day sessions, running Monday through Friday (camp dates & themes can be adjusted)
 - June 7-11 - Technology Camp (Ages 14-15 only)
 - June 14-18 - Trade Skills Camp (Ages 16-17 only)
 - June 28-July 2 - Healthcare Camp (Ages 16-17 only) Students would have the opportunity to gain additional training to obtain their CNA after the camp and the possibility for a job in healthcare.
 - July 5-9 - Textron Aviation Camp (Ages 14-15 only)
 - July 12-16 - Spirit AeroSystems Camp (Ages 14-15 only)
- Sessions would be held from 9:00-12:30
- Snacks and drinks will be provided
- Students who complete the camp will receive a \$100 (or \$200) stipend (depending on available resources.)
- Classroom and restrooms will be completely sanitized and cleaned after each session

Daily curriculum breakdown:

Day 1 - Monday

9:30 – Welcome, introductions, & camp overview/expectations
10:00 – Keys to Employment (How to obtain employment)
11:00 – Discussion with an employer (Zoom or in person)
12:00 – Homework assignment
12:30 – Dismissal

Day 2 - Tuesday

9:30 – Welcome & review of homework
10:00 – Workplace Etiquette (How retain employment)
11:00 – Discussion with an employer (Zoom or in person)
12:00 – Homework assignment
12:30 Dismissal

Day 3 - Wednesday

9:30 – Welcome & review of homework
10:00 – Financial Literacy
11:00 – Discussion with an employer (Zoom or in person)
12:15 – Homework assignment
12:30 – Dismissal

Day 4 - Thursday

9:30 – Welcome & review of homework
10:00 – Leadership Principles (Local leader presentation)
11:30 – Discussion with an employer (Zoom or in person)
12:15 – Homework assignment
12:30 – Dismissal

Day 5 - Friday

9:30 – Welcome & review of homework
10:00 – Overall review & feedback
11:00 – Discussion with an employer (Zoom or in person)
12:15 – Presentation of certificates and stipends
12:30 – Dismissal

Potential Employer Presentations:

Spirit AeroSystems

Textron Aviation

Ascension/Via Christi

IBEW

Plumbers and Pipefitters #441

Evergy

MeriTrust

Emprise Bank

Bank of America

NettApp

KeyCentrix

Hutton Construction

Mahaney Group

Public Engineering Consultants (PEC)

Johnson, Schaffer Cox and Frey

XLT Ovens

Cox Machines

Freddy's

Selection of small employers, retail, personal services, restaurants

2021 Jobs FORE Youth Golf Tournament

Thursday • September 30, 2021

Hidden Lakes Golf Course
6020 Greenwich Road, Derby



KICK OFF THE FALL SEASON . . .

. . . and provide a work experience opportunity for a young person!!



DID YOU KNOW?

- The Youth Employment Project (YEP) assists young adults with resume creation, job search assistance and interview preparation as well as education on employer expectations, customer service and financial literacy.
- The goal for 2021 is to place 500 youth in a first job or work experience opportunity with employers throughout the region.
- Studies show that youth participants in a structured work experience opportunity or summer internship have higher graduation rates, post secondary enrollments and greater lifetime earnings.

Please help us create a work experience or first job opportunity for a deserving young person.

The Workforce Alliance helps match local youth with employers in structured work experiences. The Jobs FORE Youth Tournament helps fund these valuable connections.

Sponsorship and Team Registration Form on reverse or visit the event page for registration: <https://workforce-ks.com/communityoutreach/jobsforeyouth/>

For more information please contact Shirley Lindhorst at
slindhorst@workforce-ks.com or 316-771-6604

2021 Jobs FORE Youth GOLF TOURNAMENT SPONSORSHIP / TEAM REGISTRATION FORM



Kick off the fall season and provide a work experience opportunity for a youth!
Thursday, September 30, 2021 at Hidden Lakes Golf Course in Derby
11:30 Lunch/12:30 Tee Off

- ♦ To be invoiced / pay by check, please indicate your level of sponsorship commitment and return this form to slindhorst@workforce-ks.com or the address below by Friday, September 17, 2021
- ♦ To sponsor/register and pay online go to: <https://workforce-ks.com/communityoutreach/jobsforeyouth/> All sponsorships will receive acknowledgement at the tournament and be recognized on the event website.

- ☐ **Event Sponsor: \$1,000** (Incl. Team Registration: \$360 value, see below) Logo on website & at event
- ☐ **Beverage Cart Sponsor: \$500** - Logo displayed on website and on beverage cart
- ☐ **Prize Sponsor: \$500** - Logo displayed on website & prize table
- ☐ **Hole Sponsor: \$250** - Logo displayed on website & hole sign at tee box
- ☐ **Team Registration: \$360** - 18 hole green fees, cart, lunch, contests, 2 beverage tickets, gift and unlimited driving range access - Shotgun begins at 12:30 pm (Included with Event Sponsorship)
Team Members: (1) _____ (2) _____
(3) _____ (4) _____
- ☐ I would be interested in providing or sponsoring a work experience opportunity for a youth.

Contact Information:

Contact Name

Organization

Address

City, State

Zip Code

E-Mail



- ☐ Check enclosed: Payable to Workforce Alliance, 300 W. Douglas, Suite 850, Wichita KS 67202
- ☐ Please invoice my organization at the address above ☐ Tax deductible receipt requested

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