



**LWDB Program Operations and Performance Committee Meeting Minutes**  
March 7, 2019

**1. Welcome and Introductions**

Co-Chair Tony Naylor welcomed Committee members and asked for self-introductions.

**2. Workforce Innovation and Opportunity Act (WIOA) Monitoring Reports**

The POP Committee will begin reviewing and become a part of the internal monitoring process. This new process will be a new internal control firewall measure to assist in establishing oversight and firewalls as part of the push from the U.S. Department of Labor. The internal monitoring team will produce reports that will be submitted for review and action by the POP Committee on a regular basis. Chad Pettera, WA CFO/COO reviewed reports to date with the Committee in detail. Most the actions taken to address areas of concern are related to additional training opportunities for staff. The POP Committee will also report any recommendations and actions to the Executive Committee and the Local Workforce Development Board. This fiscal year to date the monitors have released three reports: Career Center File Monitoring, WIOA Youth Program Monitoring and Kansas Health Professional Opportunity Program (KHPOP).

In October 2018, the monitoring team reviewed career center activity and participant files and identified two primary areas of concern: Program Eligibility (WIOA services provided prior to eligibility, timely eligibility approval and data validation inconsistencies) and Basic Career Services (WIOA services provided with WA eligibility and selective service requirements). Monitors made 12 recommendations to the program operations teams and actions taken to date were reviewed with the Committee. A new check-in system and staff dedicated to providing workshops are new actions that will address some customer flow issues.

In December 2018, the Monitoring Team conducted a review of the WIOA Youth Program. The monitors found three primary areas of concern: clarification of School Status at Enrollment, providing all 14 WIOA Youth Elements and insufficient program documentation. Monitors made eight recommendations to the youth operations and actions implemented to date were reviewed by the Committee. Updated forms and possible contract changes are some of the actions being taken to address the concerns. Some of these actions may address the current Corrective Action Plan the Committee is overseeing in regard to WIOA performance measures of Youth Education and Employment Rate and Credential Attainment.

In February 2019, the Monitoring Team conducted a review of KHPOP. Pettera provided an overview of the KHPOP program, which provides training to low income job seekers interested in health professions from CNA to LPN certifications. The monitors found two primary areas of concern: inaccurate documentation of services and inadequate contacts and errors in calculating low income status. Monitors made five recommendations to the program operations team; these recommendations were delivered in early March, and WA staff has is preparing a response and will update the Committee at its next meeting. The Senior Community Service Employment Program (SCSEP) is the next program to be monitored.

Tony Naylor asked what staff is responsible for preparing these reports. The WA's Compliance & Oversight Specialist and Technical Assistants are preparing these reports. Staff requested that Committee members provide recommendations and input to staff that they feel are necessary.

*Committee was asked to provide oversight and provide recommendations to staff.*

**3. Local Workforce Development Board (LWDB) and Committee Members Conflict of Interest Forms**

In the past, all LWDB members have been required to sign Conflict of Interest forms. As a result of firewall and monitoring discussions with the Kansas Department of Commerce, all non-LWDB committee members will now also be required to sign Conflict of Interest forms. The forms have been updated due to this change and all LWDB and non-LWDB committee members will be required to sign new Conflict of Interest forms. The LWDB and Committee Member Conflict of Interest Policy lays out the requirements concerning conflict of interest. LWDB and Committee members should avoid all conflict of interest, both actual and perceived. Individuals who violate this policy will face disciplinary action and be terminated from the Board or Committee. Denise Houston, WA Director of Training and Policy, reviewed the form with Committee Members as to items that constitute a conflict of interest and asked that they sign the forms.

*Staff will be obtaining signatures on the revised Conflict of Forms from all LWDB and committee members.*

**4. Youth Employment Project (YEP) Update**

Amanda Duncan provided an update on the Youth Employment Project (YEP) and planning for 2019 implementation. YEP will now be part of an umbrella network called the Helping Youth Prepare for Employment (HYPE), a collaboration of community partners including the WA, the City of Wichita, the Greater Wichita YMCA, Wichita State University, USD 259 and other school districts throughout the region. The HYPE collaboration uses the same certifications in order to be consistent and identifiable to employers. Participant data is being collected from each of the partners and Wichita State University is responsible for aggregating this data. Program enhancements for 2019 include formal establishment of the HYPE network, creation of youth ambassador positions to assist with outreach and awareness to young adults. There will also be a focus on career awareness and engagement of 14-15 year olds who are typically unable to obtain employment due to child labor laws and program expansion through the region to additional counties, school districts and high schools. These youth will attend educational sessions and workshops as well as tour businesses to order to promote career exploration; youth will be paid for their participation. Staff are visiting schools in the region to promote HYPE. A manufacturing job fair is scheduled for April and the goal is to place 150 youth in work experiences.

**5. Consent Agenda and Committee Reports**

Approval of the meeting minutes from the January 3, 2019 meeting will be deferred to the next meeting. WIOA Performance Reports and Workforce Centers Operations Report were presented to the committee for review.

The WA is meeting performance goals on all measures except the WIOA Adult Earnings and Youth Education and Employment Rate and Credential Attainment, which is currently being addressed by a corrective action plan previously approved by the Committee. The other local areas in Kansas will be consulted as to performance at its next call.

**6. Additional Topics**

- The annual Statewide Job Fair is today Thursday, March 7th from 2:00 to 6:00 PM at the Wichita Workforce Center (62 employers) and the El Dorado Train Depot (15 employers).



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- The Construction Job Fair on February 23rd was well-attended and many qualified job seekers were in attendance.

**7. Adjourn (12:45)**

*Present Committee & Board Members*

Tony Naylor, Co-Chair

Robyn Heinz, Co-Chair

Andrew Chance

Jon Cressler for Michelle Ruder, Ex-Officio

Jim Means

Dave Mullins for Steve Porter, Ex-Officio

Matt Peterson

Kim Moore, Ex-Officio

*Staff/Guests*

Keith Lawing

Sarah DeLuna

Amanda Duncan

Denise Houston

Shirley Lindhorst

Chad Pettera

Erica Ramos

Tisha Cannizzo, Eckerd Connects