



**Workforce Alliance Program Operations and Performance (POP) Committee
Meeting Minutes
March 7, 2024**

1. Welcome and Introductions

The Workforce Alliance (WA) Program Operations and Performance (POP) Committee assembled via Zoom. Co-Chair Tony Naylor welcomed Committee members and called the meeting to order.

2. One-Stop Operator (OSO) Procurement Update

The WA released a Request for Proposals (RFP) for one-stop operations. Only one bid was received from Goodwill. Staff have reached out to the state for approval of a sole source procurement; however, approval cannot occur until staff come to terms with Goodwill on the budget. Staff have met with Goodwill to gain some consensus on some items and they are putting together some new information. Once an agreement is finalized, the state will be updated to gain sole source approval and hopefully a contract will be presented to the Executive Committee, full board and Chief Elected Officials Board (CEOB) in April for approval. It is hoped to have an OSO in place before July 1st. Naylor asked if the former OSO, Eckerd Connects bid on the contract. No bid was received from Eckerd. Lawing expects this to be an impactful change and will increase the visibility of WA operations and be a different kind of partnership than with Eckerd that offers different dynamics, a better service delivery model and ability to leverage new resources into WA operations.

Report was received and filed.

3. Additions to the Eligible Training Provider (ETP) List

Janet Sutton reviewed proposed additions to the Eligible Training Provider List for approval. Eighteen programs were submitted by Butler Community College (BCC); the programs are online and self-paced. All occupations have a 4% projected growth in career progression over the next 10 years and all have a median income that exceeds the current self sufficient wage. Alex Munoz asked about the potential earnings listed for a few of the programs (Life Skills Coaching Entrepreneur, Personal Fitness Instructor Professional, Nutrition & Fitness Professional) and how that data was determined. All of the potential wages listed are O*NET data, which are national median wages and not regional. Munoz questioned the demand and earnings for this local area being sufficient for these occupations and asked for more information. Jon Cressler with BCC was present to address concerns and explained that all programs listed could be delivered virtually and nationwide. Pettera noted that these are all initial programs and staff have no authority to deny adding the programs to this list as it is a statewide list and affects every local workforce board in Kansas. The Demand Occupations list, which this Committee does also review and approve, manages what program training can be offered and funded for a participant. Lawing offered to remove these programs for approval and do more research regarding the data on these programs and then possibly approve at a future meeting. Cressler provided links to some additional online information for these occupations: <https://www.bls.gov/ooh/personal-care-and-service/fitness-trainers-and-instructors.htm> and <https://www.indeed.com/career-advice/finding-a-job/nutrition-and-fitness-careers>. Naylor felt that unless the median income was severely insufficient than there should be no need to pull these programs for consideration.

Alex Munoz (Erica Ramos) moved to approve additions to the Eligible Training Provider List as presented. Motion adopted.

4. Affiliate Workforce Center Certification

Workforce Innovation and Opportunity Act (WIOA), state and local policy requires that affiliate one stops be certified at a minimum of every three years. The OSO assists in certification of the one stop's

as part of its scope of services. During the OSO transition, it was discovered that Eckerd conducted the Affiliate One Stop Certification for all the affiliate sites in September 2023. The forms completed during the review of the Affiliate One Stop Centers in Butler, Cowley, and Sumner counties were sent to board and committee members in addition to the meeting packet and will be posted with the meeting materials on the website. The process includes reviewing services at the site as well as ensuring legal notices are posted, staff are present and knowledgeable, customer accessibility, etc. Staff review of the forms indicates all of the affiliate One Stops met the criteria to be Affiliate One Stop Centers and should be certified by the Local Workforce Development Board (LWDB) and Chief Elected Officials Board (CEOB) and forwarded to the Kansas Department of Commerce.

Alex Munoz (Erica Ramos) moved to approve the Certification of the Affiliate One Stops and recommend Certification to the CEOB. Motion adopted.

5. Senior Community Service Employment Program (SCSEP) Monitoring Report

Chip Reece, SCSEP Supervisor, was introduced to the Committee; he provided an overview of the program. The Kansas Department of Commerce Regulatory Compliance Unit (CRC) did a routine monitoring review of Local Area IV's SCSEP for compliance last December. The results of the monitoring show how well the program is run and the best practices that continue to emerge. SCSEP provides workers ages 55 and over who meet income guidelines, with an opportunity to gain key work skills by working in subsidized host community partner organizations. SCSEP participants gain skills that enable them find and maintain unsubsidized employment. SCSEP continues to rebuild and grow after significant impacts from the pandemic. It assists participants in overcoming barriers to employment. A summary of data from the last three program years was reviewed. While enrollments have been increasing, SCSEP does have openings for additional participants. A breakdown of current participants and available openings was reviewed. Reece noted that there is a need for more participants from Butler, Cowley and Sumner County. SCSEP staff continue to emphasize outreach to increase both participant enrollments and host agency training sites. SCSEP has partnered with Senior Services in Wichita and staff have scheduled desk time at that location; this partnership has resulted in numerous referrals and interactions. Recently, Reece was invited to speak at the Department of Labor Region IV SCSEP Round Table about the success of the program in the local area particularly on WIOA and SCSEP integration. Naylor asked about the number of 58 authorized positions in Sedgwick County and how that is determined. Reese responded that the number is federally determined based on population and other grantees in the area. Houston pointed out that while only 58 participants can be served at a given time, more than 58 people need to be served over the program year in order meet performance goals.

Report was received and filed.

6. Workforce Center Operations / One-Stop Operator Report

Denise Houston reviewed the most current report on Workforce Center operations. Customer traffic to the Workforce Center continues to stay strong and is steadily increasing. Monthly workshops are constantly being updated and added with the recent addition of new AI workshops including ChatGPT resume writing. Business Services had 669 job openings posted in the six county radius.

Report was received and filed.

7. Consent Agenda

Meeting minutes from September 7, 2023 and WIOA Adult, Dislocated Worker and Youth Program Performance for Program Year 2023 (PY23) were presented to the Committee for review and/or approval. It is very early in the program year for performance.

Alex Munoz (Erica Ramos) moved to approve the Consent Agenda as presented. Motion adopted.

The meeting was adjourned at 12:15.

Present Committee Members

Tony Naylor, Co-Chair

Justin Albert

Alex Munoz

Erica Ramos

Staff/Guests

Denise Houston

Keith Lawing

Shirley Lindhorst

George Marko

Chad Pettera

Chip Reese

Janet Sutton

Jon Cressler, Butler Community College