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**Local Workforce Development Board (LWDB)
Youth Employment Committee Meeting Minutes
September 20, 2022 – 11:30 AM**

1. Welcome and Introductions

The LWDB Youth Employment Committee assembled via ZOOM. Keith Lawing introduced long-time LWDB Member Rod Blackburn as the new co-chair for the Committee replacing Jennifer (Hughes) Jackson whose board term ended on June 30, 2022; Amy Williams will continue to act as the other co-chair. Other Committee member changes include the departure of Cowley College president Dr. Dennis Rittle, who accepted another position out of state and the addition of new LWDB Member Alana McNary with BG Products. Lawing introduced new Workforce Alliance (WA) WIOA Youth Program Supervisor KC Schumacher who replaced Stacy Cotten in that position. He also introduced Work-Based Learning Intermediaries Holly Westmoland and Marqus Wilson. Co-Chair Rod Blackburn asked Committee members for self-introductions and called the meeting to order.

2. Workforce Innovation and Opportunity Act (WIOA) Youth Program Performance for Program Year 2021 (PY21)

An update on performance for the WIOA Youth Program for PY21 was provided. PY21 began on July 1, 2021 and ended on June 30, 2022. All data entry has been completed and performance for PY21 is final. The Youth Program annual performance exceeded the goal for Placement in Employment, Education, or Training 2nd Quarter, Placement in Employment, Education, or Training 4th Quarter, Credential Rate, Median Earnings and Measurable Skills Gain. Local Area IV (LAIV) exceeded the State in annual performance. LAIV exceeded the goal for all five measures and the State exceeded the goal for three measures, met the goal for one measure, and did not meet the sanction level for the Measurable Skills Gain. For the Average Indicator Score, LAIV exceeded the goal for Employment 2nd Quarter, Median Earnings, Credential Rate, and Measurable Skills Gain and met the goal for Employment 4th Quarter. LAIV exceeded the goal for the Adult and Youth programs and met the goal for the Dislocated Worker program. No corrective action is indicated or required from the reporting. Overall, the program met 122% of the goals; exceeding some of the actual goals. The first quarter reporting for PY 22 will be complete at the end of this month and will be reported at the next Committee meeting.

Staff were asked to explain to the Committee what the most challenging operational elements of the WIOA Youth program are and how Committee members can assist in addressing those challenges. Low enrollment numbers is the biggest challenge. Schumacher is reaching out to community partners to build new relationships and to rekindle old ones. Staff are also looking at how they are reaching out to referrals and to improve follow up after the initial contact in order to increase retention in the program. Committee members can help staff by getting the word out into the community of the services the WA can provide 16 to 24 year-olds. Staff are available to meet with new contacts to review the referral process and are open to ideas on how to improve outreach to increase participation. Staff are discussing making changes to the intake process and possibly offering group orientations as well as in-person and virtual outreach. The program works with out-of-school youth; it is difficult to reach this population. Blackburn pointed out that these youth were once in school and that improving the contact while they are still in school would be beneficial and encouraged visits with school counselors to form close relationships. Having the new WBL intermediaries work directly in the schools will improve this communication. Youth are confused on the multitude of options that they have and need direction. The use of Xello in the schools to identify areas of study for students based on their interests is important so that this information can be leveraged by youth programs to provide targeted outreach. Staff will follow up with Committee members after the meeting on information regarding the WIOA Youth program and the referral process.

Report was received and filed.

3. Youth Employment Project (YEP)/Helping Youth Prepare for Employment (HYPE) 2022 Draft Annual Report

Reports on each of the Camp HYPE's that took place over the summer were provided to Committee members for review. The final report on activities for HYPE/YEP is being prepared and staff hope to have final numbers by the end of the month. Preliminary numbers show overall 3,166 youth were served. 1,048 participants attended workshops. Approximately 2,000 badges were awarded and 681 certificates were earned. Total employment numbers are still being reported and collected; that number currently stands at about 80. 92 youth participated in Camp HYPE. 226 employers were engaged, nine job fairs were held and attended by 1,800 students. 176 employers took part in 38 events in 10 districts. The Camp HYPE's were very successful in creating career awareness for some students. Some of the camps were held at community partner locations such as Groover Labs and the Urban League. Aletra Chaney Profit stated that Butler Community College (BCC) would like to become reengaged in HYPE/YEP and with the schools in Butler County. Staff had an initial meeting with BCC regarding this and will follow up. BCC is open to ideas for trying to connect high school students that due to age cannot participate in an internship and could possibly partner with HYPE/YEP to provide an experiential learning opportunity. WA staff recently participated in a USD 259 Senior Job Fair for those students who had not yet identified their next steps post-graduation in order to learn about available options. The WA had a booth to speak to them about referrals to the WIOA Youth program, getting into an opportunity through YEP or potential post-secondary education with WA partners. This provided a good connection to students who WA staff would not have had otherwise. Staff are currently looking to replicate this model in other schools in the region. Staff will provide a draft HYPE/YEP plan for 2023 to members at the next meeting in November. A priority of the plan is to implement the HYPE/YEP model in Butler, Cowley and Sumner counties.

Report was received and filed.

4. Work-Based Learning (WBL) Project Update

All five of the local workforce boards in Kansas have received grant funding over the last couple of years to hire a WBL Intermediary to work with designated schools that have applied to be recognized as a WBL school and expand career awareness. This year, the local areas have received funding from the State of Kansas. Chelsea Daniel, Youth Work Experience Coordinator is working with WBL staff in the other Local Areas in preparing a training program for all of the WBL intermediaries across the state and will focus on how to leverage the WIOA Youth and Business Services programs in partnerships with the schools. The intermediaries will be working in the schools to assist students with resumes and provide workshops to make them work ready, connect them to businesses and get them jobs and work experiences. They will facilitate the partnership between schools and businesses by providing outreach to businesses on how they can provide work experiences such as internships and job shadowing that will inspire youth and help them figure out what they want to do for a career. Data collection to help measure the success of the WBL program will be important in order to obtain additional funding from the legislature next year. All intermediaries statewide share the same job description and goals. The goals are to coordinate facility tours, job or career fairs, speakers into the classroom, industry professionals to mentor students as well as setting up job shadowing, paid or unpaid internships and tracking referrals to the WIOA Youth program across the state. First quarter reporting will occur in two weeks and that report will be shared with Committee members at its next meeting in November. Total number of students served, number of schools and school districts, number of employers engaged and what industry or pathway they are engaged in.

Report was received and filed.

5. **Consent Agenda**

Minutes from the May 17, 2022 meeting, the WA budget for Program Year 2022 and an update on the Jobs FORE Youth Golf Tournament were presented to the Committee for review and/or approval. The budget highlighted the line items that support WA Youth program operations - wages, work experience, incentives, occupational training and supportive services. LWDB and Committee meeting schedules are being drafted for 2023. The current schedule for the Committee is to meet every other month beginning in January. This was problematic in March due to Spring Break. The proposed calendar would have the Committee meeting every other month beginning in February. Lawing asked if there were any feedback regarding this change; no feedback was provided. An email regarding this change will be sent to all Committee members.

Aletra Chaney-Profit (Mim McKenzie) moved to approve the Consent Agenda. Motion was adopted

6. **Next Steps**

- Staff will follow up with Committee members after the meeting on information regarding the WIOA Youth program and the referral process.
- Staff will provide a draft HYPE/YEP plan for 2023 to members at the next meeting in November.
- HYPE/YEP staff follow up with Butler Community College on their engagement in the program.
- First quarter WIOA Youth program performance and WBL data reporting at the next meeting.

7. **Adjournment**

The meeting was adjourned at 12:27 PM.

Attendees:

LWDB Youth Employment Committee Members

Rod Blackburn, Partners in Education
Cody Griffin, WSU Tech
Aletra Chaney-Profit, Butler Community College
Debbie Kennedy, Wichita Children's Home
Mim McKenzie, YMCA

Staff/Guests

Chelsea Daniel
Amanda Duncan
Denise Houston
Keith Lawing
KC Schumacher
Holly Westmoland
Marqus Wilson
Shirley Lindhorst
Maria Bocco-Oyler, Kansas Department of
Children and Families