



**LWDB One-Stop Advisory Council Agenda**  
February 4, 2021 – 11:30 a.m.  
Zoom

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1. Welcome: Tisha Cannizzo (11:30 a.m.)
2. Workforce Center Operations: George Marko (11:40 a.m.) pp. 2-5
3. Kansas Unemployment Insurance Update: Laurle Searles (11:50 a.m.) pp. 6-10
4. WIOA One-Stop Memorandum of Understanding: Chad Pettera (12:00 p.m.) pp. 11-15
  - A. Partner Service Delivery Grid
  - B. One Stop Budget
5. WorkSource Spokane: Tisha Cannizzo (12:10 p.m.)
6. Advisory Council Partner Updates: Tisha Cannizzo (12:30 p.m.)  
*Time is reserved on the agenda for Council partners to provide updates and share news and activities that impact the workforce system.*
7. Consent Agenda: Tisha Cannizzo (12:45 p.m.)  
*Members of the Committee may request discussion on any of the action items at the meeting or the items may be accepted as presented in a single motion.*
  - A. Meeting Minutes from 10/1/20 pp. 16-20  
***Recommended Action: Approve consent agenda as presented.***
8. Announcements
  - B. Job Fair Flyer pp. 21
  - C. @Home Workshops Flyer pp. 22
  - D. Practice Makes Progress (PMP) Flyers pp. 23-24
  - E. YouTube Workforce Center Tools pp. 25-29
9. Adjourn: Tisha Cannizzo (1:00 p.m.)

## Item

### Workforce Centers Operations Update

## Background

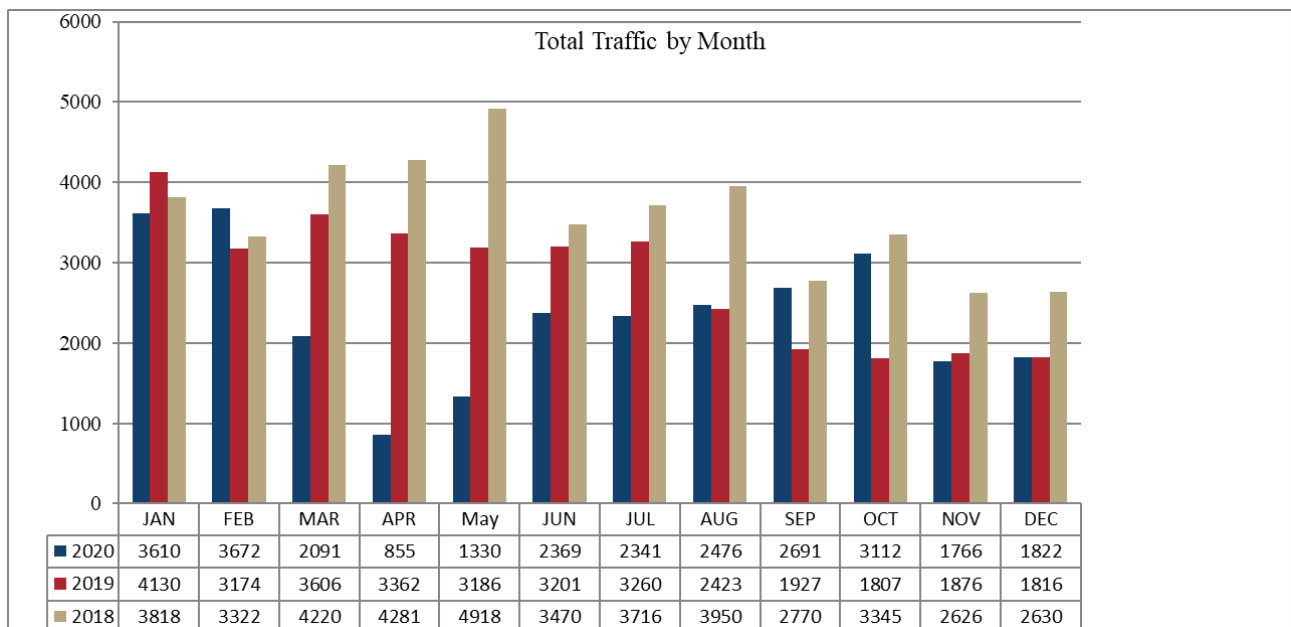
Due to the increasing cases of COVID-19 the decision was made to close the Workforce Centers to the public, offer services virtually and by phone, and have staff work from home. At this time, the Workforce Centers of South Central Kansas are postponing in-person services such as Tech Time, Workkeys, Program Orientations, and Imagine Academy until further notice. The Workforce Centers will still be providing services virtually and by phone and tentatively plan to do so through January 2021 before re-instating in-person components of operations.

In the month of January, the Workforce Centers will start their partnership with Cowley College in providing Workforce Services to Cowley County residents. Workforce services will be conducted from the Ark City campus targeting both jobseekers and employer customer bases. Cowley College has hired an individual that will start workforce center training on 1/22/2021 pending Cowley College's board approval.

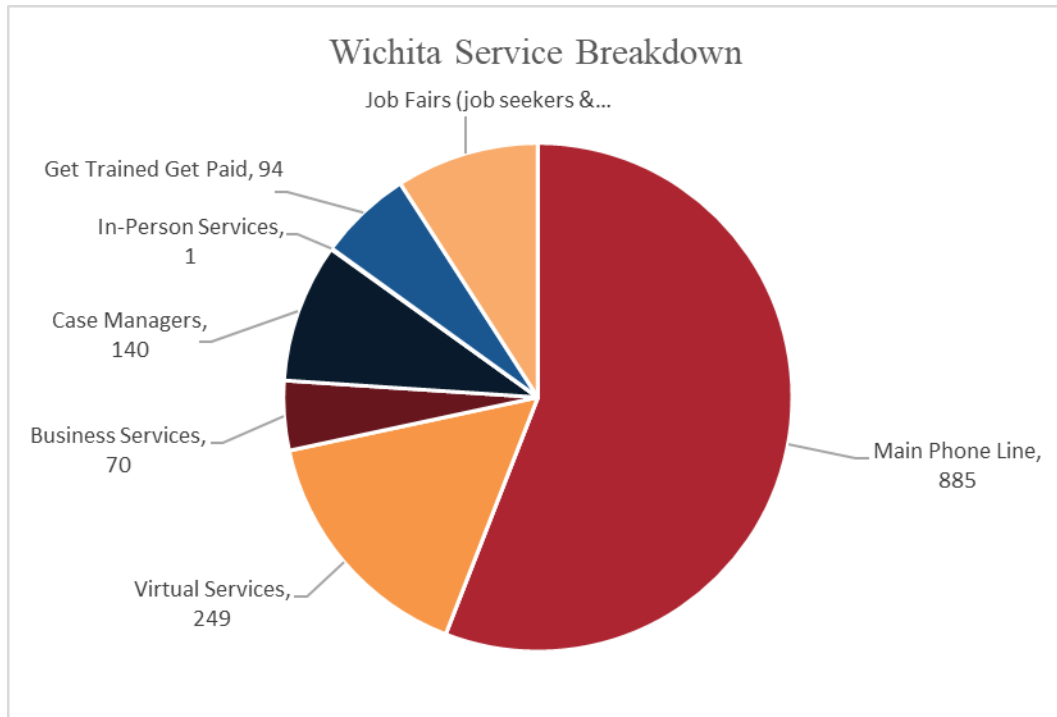
## Analysis

The Centers saw 1,822 jobseekers for various services in the month of December. The Centers averaged a little over 2,000 jobseekers served per month through the pandemic thus far. As the chart below indicates, the number of customers accessing services has now increased the last four out of five months to levels above the previous year. Overall the total traffic has been impacted and the centers will see their lowest traffic total in 5 years with a total of 28,135 customers served in 2020. In December, the Workforce Centers connected with 885 jobseekers via the main phone line (316-771-6800). These conversations lead to 249 virtual services provided, 140 services by case managers, 70 services provided by the Business Lab, 94 by the Get Trained Get Paid campaign, and 144 jobseekers participating in the virtual job fair.

**Total Customer Traffic 2020**



### Wichita Service Traffic Breakdown – December 2020



#### **Get Trained Get Paid**

On November 9th the Get Trained Get Paid advertising campaign launched in partnership with the Greater Wichita Partnership, Workforce Centers of South Central Kansas, the City of Wichita, and Sedgwick County. This advertisement push was to increase awareness of training and job search resources available in the community, in particular through the Workforce Centers. The GetTrainedGetPaid.com website has seen 6,292 users and overall 12,576 pageviews. There has also been considerable reach through social media outlets (Facebook and YouTube display ads) totaling over 223,000 impressions. The campaign has resulted in 177 jobseekers participating in training orientations and 34 one on one job search appointments. The campaign concluded on December 12th with the website remaining as a permanent starting spot for those interested in job search or training resources.

#### **Imagine Academy**

The Wichita Workforce Center continues to administer these free certifications that focuses on the Microsoft Office Suite 2013 (Word, PowerPoint, Excel, Outlook, Access, OneNote, and SharePoint). Below are the current totals for Imagine Academy. We have been able to award three certificates so far during this pandemic thanks to the new online certification exam process. In 2020, there has been 69 customers who have referred to participate in Imagine Academy and 43 individuals are currently active.

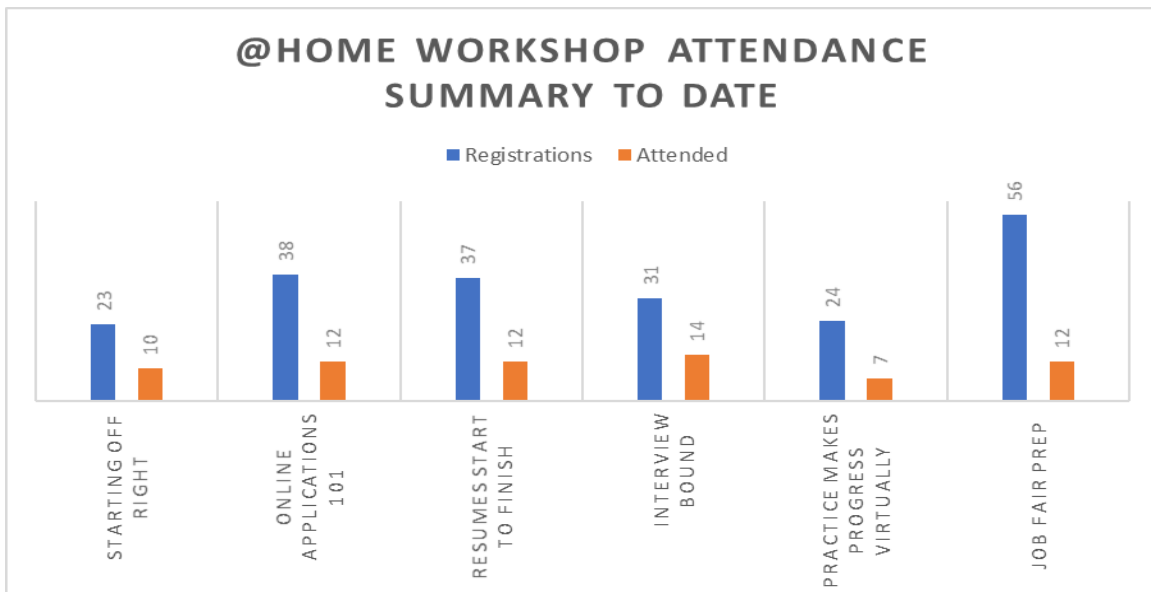
January 14, 2021

Submitted By: George Marko

2020 Certification Exam Type	Total Certificates	2013			2016			2019 / 365		
		2013 attempt	2013 pass	2013 fail	2016 attempt	2016 pass	2016 fail	2019 attempt	2019 pass	2019 fail
Word	11	0	0	0	10	10	0	1	1	0
Excel	8	0	0	0	8	7	1	1	1	0
PowerPoint	5	0	0	0	5	5	0	0	0	0
Outlook	4	6	2	4	2	2	0	NA	NA	NA
Access	0	0	0	0	0	0	0	0	0	0
One Note	1	1	1	0	NA	NA	NA	NA	NA	NA
SharePoint	0	0	0	0	NA	NA	NA	NA	NA	NA
Word Expert	0	0	0	0	0	0	0	0	0	0
Excel Expert	0	2	0	2	0	0	0	0	0	0
Master Certifications	0	2	0	2	0	0	0	0	0	0
Total	29	11	3	8	25	24	1	2	2	0

### Virtual Workshops

In addition to a wide variety of YouTube content, the workforce centers have been hosting a series of @HOME workshops. This has given customers the ability to participate in a live manner over Zoom to learn or refresh their skills. Monthly, the workforce center has been offering six @HOME workshops. The workforce centers have seen an increase of registrations, however there has only been a small increase in actual participation. Year to date the workforce centers have had at total of 300 jobseekers participate in workshops offered in LAIV. The below chart outlines the workshops and their attendance.



## **Business Report December 2020**

### **Statewide Virtual Job Fairs**

The Statewide Virtual Job Fairs continue to have strong participation. There was 24 employers and 120 jobseekers from LAIV that attended the event that was December 8<sup>th</sup> – 10<sup>th</sup>. Employers that participated in December are listed below. In 2020 the Workforce Center conducted 16 job fairs that saw 3,387 jobseekers participate and averaged 26 employers recruiting for open positions on virtual platform. The next Virtual Job Fair will be January 26<sup>th</sup> – 28<sup>th</sup>.

December Virtual Job Fair Companies	
Apprentice Personnel	Mahaney Group
AT&T	MasterBrand
Bombardier Aviation	Mental Health Association of SCK
Craig HomeCare	NORC at the University of Chicago
Creekstone Farms	PSSI
Entercom Wichita	Sedgwick County
Goodwill Industries of Kansas	Sonic Drive In
Hamilton Relay	Starkey, Inc.
Intrust Bank	UCI, Industrial Construction Services
J&H Trucking	USD 490, El Dorado Public Schools
Kansas Star Casino	Wichita Public Schools
KETCH	WSU Tech

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### **December 2020**

*97 – Pre-Employment Skills Assessments Administered*

*243 - Services to Employers*

*589 - Job Postings*

*9 – Employer Accounts Created*

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### **Recommended Action**

*Receive and File.*

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Topeka, KS 66603-3182



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Fax: (785) 296-0753  
KDOL.Communications@ks.gov  
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Brett Flachsbarth, Acting Secretary

Laura Kelly, Governor

## FOR IMMEDIATE RELEASE

January 28, 2021

Contact: Jerry Grasso  
Communications Director  
785-296-0901  
[KDOL.Communications@ks.gov](mailto:KDOL.Communications@ks.gov)



### **Kansas Department of Labor Announces Unemployment Tax-Related Call Center, Begins to Mail IRS Form 1099-G Information to Claimants for 2020**

Topeka – The Kansas Department of Labor (KDOL) announced that the agency is opening a specialized call center beginning on Monday, Feb. 1 to handle tax-related questions arising from the annual issuance of Internal Revenue Service (IRS) Form 1099-G to claimants who received unemployment benefits in 2020.

In January of each year, IRS Form 1099-Gs are prepared and mailed by KDOL. The form provides the total amount of unemployment compensation paid during the previous calendar year, and if elected, will show state or federal income taxes withheld. This same information is also provided to the IRS.

This year, due to the high volume of unemployment claims filed in 2020, KDOL expects to send out a record number of tax forms. As a result, the agency is raising awareness of two possible issues, which could prove to be a challenge for some recipients.

**Unemployment Taxes.** KDOL is prohibited from automatically withholding taxes from benefits without a claimant's permission. We recognize that this could be problematic to claimants who have not withheld taxes from their 2020 benefits. If claimants did not withhold taxes, they may receive a higher than expected tax notice in 2020. The amount of tax withholding is determined by state and federal tax laws and the agency is unable to make any monetary adjustments to the tax notice, unless an error is found.

**Identity Theft Victims.** Every effort has been made to prevent 1099-G notices from being sent to identity theft victims. However, due to the record high volume of unemployment claims, it is possible that some identity theft victims may receive a notice. **Claimants who establish they are identity theft victims are not liable to pay taxes on income they did not receive from fraudulent unemployment claims.** If a claimant has been the victim of identity theft and receives a Form 1099-G for unemployment benefits, please contact KDOL at 785-291-6059.

**IRS Form 1099-G Disputes.** If a claimant has a dispute with their IRS Form 1099-G, they can contact the KDOL Tax Call Center at 785-575-1461. If the amount shown on a claimant's 1099-

G is incorrect, this person must send a written dispute to KDOL. All disputes should be sent to the following address:

1099 Inquiry  
Kansas Department of Labor  
401 SW Topeka Blvd.  
Topeka, KS 66603-3182

The IRS Form 1099-G will be mailed to claimants prior to Jan. 31, 2021. The form will be mailed to the current address on file with KDOL. If claimants have not received a 1099-G, they can request a duplicate copy online after Feb. 1, 2021.

More information about the 1099-G can be found on the KDOL website at:

<https://www.getkansasbenefits.gov/FAQs/Form1099G.aspx>. The Amelia chatbot, available on the website, will also be updated to assist claimants with the 1099 process. Additionally, there is a designated phone line where claimants can call for more information concerning their 1099: 785-575-1461. The number will be staffed during regular business hours from Monday through Friday 8 a.m. CST to 4 p.m. CST, extended hours Monday through Friday 4 p.m. CST to 8 p.m. CST and Saturday 8 a.m. CST to 2 p.m. CST.

Since March 15, 2020 KDOL has paid out over 3.9 million weekly claims totaling over \$2.6 billion between regular unemployment and the federal pandemic programs. For more information, or to apply for unemployment benefits, go to [www.GetKansasBenefits.gov](http://www.GetKansasBenefits.gov).

###

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Brett Flachsbarth, Acting Secretary

Laura Kelly, Governor

## FOR IMMEDIATE RELEASE

January 27, 2020

Contact: Jerry Grasso  
Communications Director  
785-296-0901  
[KDOL.Communications@ks.gov](mailto:KDOL.Communications@ks.gov)



### Kansas Department of Labor Deploys New Security System to Fight Unemployment Insurance Fraud

*Deployment of New System Will Require Server Downtime from Jan. 30 through Feb. 2*

Today, the Kansas Department of Labor (KDOL) announced a partnership with LexisNexis to deploy identity verification software for unemployment insurance accounts and claims. The deployment of the new security system will be a major tool to combat identity theft.

To deploy this system, KDOL will need to take the unemployment benefit servers offline to upgrade them. This deployment procedure is similar to other states that have also implemented identity verification software solutions.

"Since the start of the pandemic, the Kansas Department of Labor has been fighting two battles – processing a record number of unemployment claims with 40-year old IT systems and a record number of fraud," said Governor Laura Kelly. "These upgrades will identify and stop the flood of fraudulent claims Kansas and states across the country have been fighting against, so the team at the Department of Labor will have more time to help unemployed Kansans.

Once these security tools are deployed and are running, KDOL expects to see a decline or outright elimination of fraudulent benefit notices that individuals and businesses have been receiving from KDOL. The system will also provide two-factor authentication so that claimants will be able to more securely log in and access their account.

In order to lessen the impact to claimants needs, KDOL plans to take the servers offline **beginning on Saturday, January 30**. The agency expects to complete the upgrade, and return to normal operations, **by Tuesday morning, February 2**. In order to ensure unemployment benefit payments are not made on fraudulent claims, **KDOL will hold payment of Regular Unemployment benefits until the new system is operational on February 2, 2021**. Claimants will get any back pay owed as a result of the hold at that time.

Benefit payments to the Pandemic Unemployment Assistance (PUA) program will not be impacted by the upgrade, but claimants will have to verify their identity within the new system when it becomes operational

Once the new identification verification system is brought back online, every claimant will be required to verify his or her identity by answering questions specific to the person's credit history. Once an identity is verified, the system will prompt the claimant to setup two-factor authentication for her or his benefit account moving forward. This additional layer of security is an important factor in protecting KDOL unemployment



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Brett Flachsbarth, Acting Secretary

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insurance accounts. This aspect of the anti-fraud solution will be delivered by adaptive multi-factor authentication vendor Okta. For KDOL systems integration, the agency is with its existing partner, Accenture.

The partnership with LexisNexis will also enable KDOL to make payments more quickly to legitimate claimants while simultaneously helping KDOL fulfill its fiduciary responsibilities. KDOL is continuing to aggressively monitor claims for fraudulent activity and is actively working with federal law enforcement officials to bring criminals to account.

Since March 15, 2020 KDOL has paid out over 3.9 million weekly claims totaling over \$2.6 billion between regular unemployment and the federal pandemic programs. For more information, or to apply for unemployment benefits, go to [www.GetKansasBenefits.gov](http://www.GetKansasBenefits.gov).

###

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## FOR IMMEDIATE RELEASE

January 22, 2020

Contact: Jerry Grasso  
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### **KDOL Updates Information on Federal Pandemic Unemployment Compensation**

Topeka – As part of the unemployment extension provisions contained in H.R. 133, the Continued Assistance for Unemployed Workers Act of 2020 (Continued Assistance Act), the Kansas Department of Labor (KDOL) has received guidance from the United States Department of Labor (USDOL) concerning the administration and implementation of the Federal Pandemic Unemployment Compensation (FPUC) program. The program will begin paying out today.

The Continued Assistance Act reauthorizes the FPUC program with a \$300 per week additional benefit for claimants who are eligible for at least \$1 of their unemployment compensation benefit amount. This reauthorized benefit supplement is provided for weeks of unemployment starting with the week ending Jan. 2, 2021. The last payable week for FPUC is the week ending March 13, 2021.

Claimants who meet the eligibility requirements will receive the \$300 benefit without having to take any additional action. Claimants need to continue filing their weekly claims for the unemployment benefit they are currently receiving.

The original FPUC program provided eligible claimants with an additional \$600 weekly benefit under the CARES Act, which ended on July 31, 2020. Claimants who qualify will receive the \$300 benefit for the week starting Jan. 2, 2021. The new Continued Assistance Act version of FPUC is not retroactive. FPUC payments are not eligible for any weeks from July 31, 2020 through the weeks ending on or before Dec. 26, 2020.

Since March 15, 2020 KDOL has paid out over 3.9 million weekly claims totaling over \$2.6 billion between regular unemployment and the federal pandemic programs. For more information, or to apply for unemployment benefits, go to [www.GetKansasBenefits.gov](http://www.GetKansasBenefits.gov).

###

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## **Item**

WIOA One-Stop Memorandum of Understanding

## **Background**

The current WIOA Local Area Plan expires June 30, 2021, and with that plan WA must establish new MOU's. The DOL Review completed in the Fall of 2020 is going to require changes to the MOU format to be in full compliance with WIOA.

## **Analysis**

The WA is in the process of drafting new MOU's that will be effective July 1, 2021. It is time for all partners to review their existing MOU and determine if you want to see any changes in the structure. One of the DOL's monitoring findings was our MOU didn't describe in detail the service delivery in our local area. To accomplish this WA has developed a Service Delivery Grid for each partner to complete. WA is asking each partner review and provide feed back on the Service Grid by February 18, 2021 that is included in this packet. Based on feedback we can adjust the Service Grid if necessary. WA is then asking for each partner to complete and submit a Service Delivery Grid by February 29, 2021. WA will then use the submitted Service Delivery Grids in the new MOU's for the service delivery section. WA's goal is to have all new MOU's out to all the partners by the end of March for final review and execution.

This is also the time to review the infrastructure funding agreement (IFA). If partners wish to suggest any changes to the methods of the IFA, WA needs those recommendations and ideas submitted by February 25, 2021. If partners want to make changes, all the partners will need to agree to those changes.

All submissions need to sent via email to [Chad@Workforce-ks.com](mailto:Chad@Workforce-ks.com) and [TCannizzo@Workforce-ks.com](mailto:TCannizzo@Workforce-ks.com).

## **Recommended Action**

*Review and submit requested items as stated above.*

## Kansas Local Area IV Service Delivery Grid

Partners will indicate which services and how will they will be provided within in the Local Area Workforce Centers.

Partner Name:

Partner Primary Contact

Partner Address:

Partner Phone:

Partner Website

Federal Program

Federal Program

Federal Program

Federal Program

Date Provided

Service	Location					
	Wichita AJC	Butler AJC	Cowley AJC	Sumner AJC	Partner Location	Other
Eligibility for WIOA	X	X	X	X	X	
Outreach, Intake & Orientation						
Initial Skills Assessment						
Labor Exchange Services including Job Search and Placement						
Computers Available for Job Search Assistance						
Referral and Coordination with other Programs						
Development of Individual Employment Plan						

How Service is Provided			
On Site	Cross Trained Staff	Direct Linkage and Method	Other
X			

## Kansas Local Area IV Service Delivery Grid

Service	Location					
	Wichita AJC	Butler AJC	Cowley AJC	Sumner AJC	Partner Location	Other
Job Search Assistance						
Out of Area Job Search Assistance						
Comprehensive Assessments						
Follow Up Services for WIOA						
Case Management Services						
Labor Market Information						
On The Job Training						
Incumbent Worker Training						
Occupational Training Programs						
Customized Training						
Registered Apprenticeship Training						
Performance and Cost Information of Education and Train						
Information on Supportive Services						
Provide Supportive Services						
Information on UI & Assistance						

How Service will be Provided			
On Site	Cross Trained Staff	Direct Linkage and Method	Other

## Kansas Local Area IV Service Delivery Grid

Service	Location					
	Wichita AJC	Butler AJC	Cowley AJC	Sumner AJC	Partner Location	Other
Job Fair Hosting						
Job Posting						
Application Processing						
Participate in Rapid Response Services						
English Language Acquisition						
Group Counseling						
Individual Counseling						
Short Term Pre-Vocational Services						
Internships and Work Experience						
Workforce Preparation Activities						
Financial Literacy Services						
Performance Information for Local Area						
Tutoring						
Alternative Secondary School						
Disability Awareness Services						

How Service will be Provided			
On Site	Cross Trained Staff	Direct Linkage and Method	Other

**July 2020- June 2021**  
**KS LAIV One Stop Budget by Partner**

<b>Partner</b>	<b>Annual Costs</b>	<b>Paid YTD</b>	<b>InKind</b>	<b>Balance</b>
American Indian Council	\$ 8,413	\$ 4,235	\$ -	\$ 4,178
Flint Hills Job Corps	\$ 12,635	\$ 5,507	\$ -	\$ 7,128
Kansas Department of Commerce	\$ 236,352	\$ 136,115	\$ -	\$ 100,238
Workforce Alliance	\$ 399,933	\$ 233,294	\$ -	\$ 166,639
SER- Local	\$ 26	\$ -	\$ -	\$ 26
SER- National	\$ 383	\$ 223	\$ -	\$ 160
Kansas Dept of Labor	\$ 58,339	\$ -	\$ -	\$ 58,339
Butler Community College	\$ 5,918	\$ -	\$ -	\$ 5,918
Cowley Community College	\$ 3,157	\$ -	\$ -	\$ 3,157
WATC/Goodwill	\$ 2,463	\$ -	\$ -	\$ 2,463
Kansas Dept of Child/Fam	\$ 8,718	\$ -	\$ -	\$ 8,718
City of Wichita	\$ 1,632	\$ -	\$ -	\$ 1,632
<b>Total</b>	<b>\$ 737,969</b>	<b>\$ 379,375</b>	<b>\$ -</b>	<b>\$ 358,594</b>

<b>Partner</b>	<b>Activity</b>	<b>Date</b>	<b>Amount</b>
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**Local Workforce Development Board (LWDB)  
One-Stop Advisory Council (OSAC)  
Meeting Minutes  
October 1, 2020**

**1. Welcome and Call to Order (11:35 am)**

Tisha Cannizzo welcomed attendees and called the meeting to order.

**2. Workforce Center Operations (11:36 am)**

George Marko, of the Workforce Alliance, explained that the Workforce Centers (WFC) were not fully closed; they are operating by appointment only, administering WorkKeys assessments, conducting Trade Adjustment Assistance (TAA) group enrollments, and presenting Youth Employment Program (YEP) workshop.

The WFC also added a new opportunity for customers: "Tech Time" on Tuesdays and Thursdays 12-4. Tech Time allows customers to access WFC computers, phones, fax machines, and copier/printers while still allowing for social distancing. The WFC was closed this Thursday (10/1/20) for deep cleaning due to a staff case of Covid-19. The WFC will reopen on Monday; moving forward, the hope is not to be down more than 24 hours if another case is reported.

The WFC has also recently added @Home Workshops to its offerings. These workshops are live via Zoom and will cover topics like preparing for a virtual job fair, resumes start to finish, and others. Focus is currently on growing these virtual opportunities and eventually open back up to in-person workshops. The workshop coordinator, Amanda Hill, conducted "Train the Trainer" session on the previous Tuesday to help partners ensure all organizations are providing similar resume and interview guidance to customers.

There was a question about the best way to check to see if the WFC is open. Marko explained that social media platforms (Facebook and Twitter) and signs on the Wichita Center door would be the best way to check.

**3. Kansas Unemployment Insurance (UI) Update (11:44 am)**

Nicole Struckhoff, with Kansas Department of Labor (KDOL), shared that the Lost Wage Assistance program launches this Friday; payments will begin this day as well. Payments will not be in one lump sum, but there will be back pay. On the employer's side, employers should expect to see mid-October annual charge statement; employers are not being charged for claims related to Covid-19.

Struckhoff warned that fraud is increasing with UI claims. These are not from KDOL breach, but from other data breaches. If employers receive notice that a current employee has filed a claim and suspect fraud, they should go to [kansasemployer.gov](http://kansasemployer.gov), fill out the form, and clearly indicated "Fraud" somewhere on the form. Victims should report fraud as soon as possible.

There was a question about a potential increase in UI payments for employers in the future. Struckhoff explained that an increase in rates has been put on hold for 2021, but there



won't be a 0% increase. The standard rate charts will stay in the legislation, but the legislature is working on a plan for beyond 2021. The State still has 550 million dollars in the trust.

#### **4. Federal Department of Labor (DOL) Review (11:57 am)**

Chad Pettera, with the Workforce Alliance, discussed the recent US Department of Labor audit of the Workforce Centers. The Memoranda of Understanding (MOU) between the partners and the Centers were discussed in the audits; Pettera indicated that they would need to be modified, but they expire with the local plan in June 2021. Current MOUs will stand until then while updates are planned. Specifically, the MOUs will need to detail how services are provided among the partners; Pettera asked the partners to review the state MOU policy (a link was provided in the packet). Meetings to discuss MOU updates will be scheduled in the near futures. Chris Stanyer with Goodwill/NexStep Alliance shared that his organization had also had some issues with their MOU with WSU Tech and offered to share any new processes they come up with. Pettera added that the auditors did not like the current policy of using participant counts to calculate cost sharing; he asked the partners to think about a better way to calculate cost sharing.

#### **5. Partnership Improvement (12:03 pm)**

Cannizzo explained that WFC & the Kansas Department for Children and Families (DCF) have begun meetings to discuss better collaboration. They have created 4 workgroups to assist with better collaboration: Employer Services will focus on working together to support employers and connect organizations with them; Leveraging Resources will focus on aligning programs across the organizations; Three-Way Partnership which brings together Catholic Charities' St. Anthony Shelter, DCF, and WFC; and Soft Skills which focuses on increasing access to soft skills training for job seekers.

Dustin Costello, with DCF, commented that through the meetings and workgroups they have found that some of the connection that they thought were working are not; Cannizzo further commented that they are developing relationships between customer-facing staff across organizations; trying to get a meeting together with those staff members to create those relationships. George Marko, of the Workforce Alliance, added that the meetings have been very relevant and the process is moving at an acceptable pace including as many people as necessary. Cannizzo invited the partners to reach out and start building relationships (not just with WFC).

Stanyer interjected that he was excited to hear about the growing partnerships and was wondering what exactly the ask will be of partners in a post-Covid-19 world. He also asked about an increase in WFC funding due to Covid-19. WFC staff explained that the WFC has received a National Dislocated Worker grant and TAA funding has been expanded, but most of the funding is tied to dislocated workers. There is a competitive Covid-19 grant, but it will likely be awarded to larger metro areas. The WFC will apply for extensions of existing grants if the Centers meet an existing threshold.

#### **6. Advisory Council Partner Updates (12:15 pm)**

Partners were invited to provide updates on projects or needs in their organizations:

- American Indian Council
  - Nicole Castellanos reviewed the purpose of the program and shared that she

is in the middle of tuition and textbook assistance for customers enrolled in higher education and also High School extracurricular activities. She is still working remotely to serve customers and is still taking referrals.

- Butler Community College & Wichita Indochinese Center
  - Sherry Watkins shared that Butler is having a few face to face classes, but they have to be small to accommodate social distancing. They are also running online classes, but most of the students want face to face instruction, so they choose to wait. Tomorrow is Mohan Kambampati's last day with the Wichita Indochinese Center; he is retiring.
- Cowley Community College
  - Jennifer Anderson shared their Fall project was a manufacturing program in the Winfield Correctional Facility (an A-OK program) and it will be working through the end of January. If students complete everything they will have college credit, vocational certificate, High School diploma, and several other certifications. Cowley is also having regular Adult Education classes on campus with Zoom option. There wasn't great turnout in September, but there are three times as many enrolled in October.
- Department for Children & Families
  - Erin George shared that Career Navigators are continuing to work with customers; business as usual just over the phone mostly. There is a new Career Navigator for El Dorado.
  - Pete Bodyk shared that Vocational Rehabilitation has 16 of their 17 counselor position filled, but there are support positions open. They are working with clients in whatever way works best for them with telework being the most popular. The new director, Dan Decker, may be able to attend a One Stop meeting in the future.
- Goodwill/NexStep Alliance
  - Chris Stanyer shared that face to face classes with social distancing are ongoing. They have opened a new learning center in the same area as WSU Tech South. Enrollment is going okay. They have a new program NexStep Unlocked: a re-entry program working with 100 parole/probation officers to refer people. Currently there are 7 people in the welding program and 3 in GED classes. Participants attend life skills and Adult Ed. classes, participate in case management with a graduation date in December. The next window for referrals is coming up. The LearnIT Grant will be ending in December but will continue the program through next year with a push to increase services in rural areas and expand services to employers by providing IT skills to staff.
- SER Corporation
  - Carolyn Benitez shared that SER was recently awarded NFJP funding through 2024. All of their offices are open with staff back and travelling to visit customers. Their number are high; they have been working with a sister program in Wisconsin that has an anonymous donor offering funding for agricultural workers not eligible for the stimulus check; it also includes funding for PPE.
- Workforce Alliance
  - Amanda Duncan shared that the new Pathway Home Program begins in January. Pathway Home is a 2 year grant to serve 100 incarcerated individuals 90 days to release and during reintegration. The grant may

include scholarships for training and intensive case management. The primary grant partner (and where referrals will originate) is the Department of Corrections. They are still working on some of the details but will plan to share more when it is known.

- Pettera shared that the Workforce Alliance has a Request for Proposals regarding WFC services in Cowley County open. They are hoping to have a partnership set up by January. Anderson shared that Cowley College is setting up a department to do workforce development.
- Stacy Cotten explained that the Youth Program has been providing more referrals for GED prep during the Covid pandemic; youth are particularly interested in accessing face to face classes. Youth staff have been providing the contact info for the ABE partners. Staff are encouraging referrals to the Youth Program AFTER they have attained their GED. Currently they've been enrolling 3-4 youth a monthly; mostly customers who are pregnant or parenting or folks with disabilities. These customers are interested in short term training.

**7. Consent Agenda (12:44 pm)**

Minutes from the May 21<sup>st</sup> and July 16<sup>th</sup> OSAC meeting were presented for review. No discussion or changes were requested.

*Sherry Watkins (Pete Bodyk) moved to approve the consent agenda as presented. Motion adopted.*

**8. Announcements (12:45 pm)**

The next meeting of the One Stop Advisory Council is scheduled for Thursday, December 3, 2020.

**9. Adjourn (12:46 pm)**



*Council Members*

Jennifer Anderson  
Carolyn Benitez  
Peter Bodyk  
Nicole Castellanos  
Dustin Costello  
Erin George  
Erica Ramos  
Chris Stanyer  
Nicole Struckoff  
Sherry Watkins  
Deb Weve

*Staff/Guests*

Cassandra Bell  
Tisha Cannizzo  
Stacy Cotten  
Amanda Duncan  
Denise Houston  
George Marko  
Chad Pettera  
Janet Sutton



2020

**KANSASWORKS**

# **VIRTUAL JOB FAIRS**

## **UPCOMING DATES**

DECEMBER - 8, 9, 10

JANUARY - 26, 27, 28

FEBRUARY - 23, 24, 25

MARCH - 23, 24, 25

### **JOB SEEKER PRE-REGISTRATION IS OPEN FOR THE DECEMBER JOB FAIR:**

<https://KansasworksVirtualJobFair.EasyVirtualFair.com>

Registration is now required for each job fair

- Employers from across the state will be hiring
- Job seekers will have the opportunity to live chat with employers as the employers schedule allows
- Job seekers can join via computer or cell phone

Any individual with a disability may request accommodations by contacting 877-509-6757 prior to the event



**KANSASWORKS**

A proud partner of the **americanjobcenter** network

# @Home Workshops

The Workforce Centers are now offering virtual classes live. Follow the links to learn more & reserve your spot.

## February

**KANSASWORKS VIRTUAL JOB FAIR**

<https://kansasworksvirtualjobfair.easyvirtualfair.com/#>

2/23 – 2/25



8AM-5PM

**WORKFORCES CENTER CLOSED  
FOR IN-SERVICE DAY 2/15**

**Our workshops.  
Your home.**

[STARTING OFF RIGHT](#)

[INTRO TO WORD](#)

[ONLINE APPLICATIONS](#)

[RESUMES – START TO FINISH](#)

[INTERMEDIATE WORD](#)

[MOCK INTERVIEWS / RESUME REVIEWS](#)

[INTRO TO EXCEL](#)

[INTERVIEW BOUND](#)

[JOB FAIR PREP](#)

[INTERMEDIATE EXCEL](#)



**WORKFORCE CENTERS**  
of South Central Kansas  
**KANSASWORKS.COM**  
In Partnership With AmericanJobCenter

FEB 2, 9:30 – 12:00

FEB 3, 9:30 – 12:00

FEB 8, 9:30 – 12:00

FEB 9, 9:30 – 12:00

FEB 10, 9:30 – 12:00

FEB 16, 9:30 – 12:00

FEB 17, 9:30 – 12:00

FEB 18, 10:00 – 12:00

FEB 23, 9:30 – 12:00

FEB 24, 9:30 – 12:00

**[www.workforce-ks.com](http://www.workforce-ks.com)**





# YOU ARE INVITED TO PRACTICE MAKES PROGRESS

*This opportunity is to receive feedback from local area professionals in regards to resumes and interviewing.*



Equal Opportunity Employer/Program - Auxiliary aids and services are available upon request to individuals with disabilities. Any individual with a disability may request accommodations by contacting the Disability Resource Coordinator at the Workforce Centers, 316-771-6800, TDD: 711 or 1-800-766-3777, (admin@workforce-ks.com).

## WHAT:

Resume Reviews

Mock Interviews

## WHEN:

February 16, 2021  
9AM-12PM

## WHERE:

Virtually on Zoom

## HOW:

Sign-up on [workforce-ks.com](http://workforce-ks.com)  
for

@Home: Mock Interviews/  
Resume Reviews (PMP)

## FOR MORE INFORMATION

[ahill@workforce-ks.com](mailto:ahill@workforce-ks.com)



# YOU ARE INVITED TO PARTICIPATE IN PRACTICE MAKES PROGRESS

*This opportunity is a unique way to give back to the community and potentially recruit at the same time for your organization, by connecting with job seekers to provide resume reviews and mock interviews.*



Equal Opportunity Employer/Program - Auxiliary aids and services are available upon request to individuals with disabilities. Any individual with a disability may request accommodations by contacting the Disability Resource Coordinator at the Workforce Centers, 316-771-6800, TDD: 711 or 1-800-766-3777, (admin@workforce-ks.com).

## WHAT:

Resume Reviews

Mock Interviews

## WHEN:

Stay Tuned for  
Specific Dates and  
Times

## WHERE:

Virtually on Zoom

## HOW:

To be notified of  
opportunities  
please reach out to  
Amanda Hill

## FOR MORE INFORMATION

[ahill@workforce-ks.com](mailto:ahill@workforce-ks.com)



# **Workforce Center Tools**

- **Introduction to the Workforce Center Services**

<https://youtu.be/Z14bWZChEco> 8.12

A brief overview of the Workforce Centers of South Central Kansas and services available to job seekers.

- **Virtual Career Center**

<https://youtu.be/VJu9EFHYKP0> 10.50

How to use the virtual career center on workforce-ks.com website. This video explains the resources available and how to schedule appointments, and make referrals to training.

- **Basic Job Search in KansasWorks and Locating COVID-19 Essential Jobs**

<https://youtu.be/5VhbX5coM5A> 7.41

The video provides a tutorial on how to perform a basic job search in KansasWorks. During this unprecedented time dealing with the COVID-19 pandemic, it may be challenging to identify which employers are still open and hiring. COVID-19 tags have been added to essential positions, to make job searching easier. The tutorial will also show how to find these essential positions.

- **Immediate Job Openings and Daily New Job Postings**

<https://youtu.be/U176F4kpKrQ> 7.08

A tutorial on how to use our Immediate Job Openings and New Daily Job Postings link to enhance your job search.

- **How to Retrieve Your Resume from KansasWorks**

<https://youtu.be/Gc08S-dGd5Y> 5.26

A tutorial for retrieving your previously uploaded resume from KansasWorks.

- **Onet Online and Career Pathways**

[https://youtu.be/PaL87y9A\\_Fo](https://youtu.be/PaL87y9A_Fo) 13.09

How to use Onet Online and Career Pathways for job search purposes. The tools assist with career exploration, job search, writing resumes, and determining local wages.

- **Grant Funded Training Opportunities**

<https://youtu.be/2UM6N3d439w> 15.03

Interested in training for an in demand career? The video provides an overview of potential grant funded training programs available. Details for multiple programs are provided including basic eligibility requirements.

- **WorkKeys NCRC (National Career Readiness Certificate)**

<https://youtu.be/HscwxjfkQkY> 2.55

What is the WorkKeys NCRC? How does the National Career Readiness Certificate benefit job seekers? Where do you sign up?

- **Microsoft Office Imagine Academy Certification**

[https://youtu.be/zBVby\\_gA9Ck](https://youtu.be/zBVby_gA9Ck) 5.42

This video explains the Microsoft Office Specialist Certification, in addition to our Imagine Academy program at the Workforce Centers of South Central Kansas to earn the certification, along with details on how to register.

## **Job Search**

- **What Now? – Job Search COVID-19 Edition**

<https://youtu.be/rp-Zm3mIFLk> 23.59

This video details how to maximize your time while some industries have slowed down by preparing to be job ready. This is not the time to slow down your job search but rather to ramp up, so that you are a more attractive applicant once businesses begin hiring again.

- **Starting off Right- Job Search Success**

<https://youtu.be/uB0PvQDZIZM> 25.11

This video discusses 10 steps to become successful in your job search. 1. Set Goals 2. Brainstorm where to look for work 3. Gather your Work History 4. Set up your references 5. Create and check your email 6. Check your social media accounts 7. Make a good impression 8. Do the leg work 9. Prepare for the next step 10. Stay positive

- **Completing Online Job Applications**

[https://youtu.be/\\_j1H46OpWNg](https://youtu.be/_j1H46OpWNg) 15.57

Online Applications can sometimes be difficult to complete. Many times individuals may have trouble finding company official websites. This video will show how to determine if the site is official, how to find official sites, and discuss other common application questions or errors received when completing online applications.

- **Applying for Jobs on Smart Phones & Tablets**

<https://youtu.be/VFd9dwysPx0> 8.47

This video discuss how to search for work and apply to jobs using a smart phone or tablet. The focus is on KansasWorks mobile app and other third party applications.

- **Creating a Resume Using Templates**

<https://youtu.be/YBwjxElvztI> 18.02

This video discusses resume content and template options. It includes some basic do's and don'ts of resume writing.

- **Interview Bound Workshops**

<https://youtu.be/1qv5lbS0-3w> 48.59

Are you job searching? If so, start preparing for your next interview. This workshop discusses preparations, dress, how to answer interview questions, how to answer behavioral based questions, and the follow up process.

- **Interviewing Online – Video Interviews**

[https://youtu.be/rgW\\_xZBVenk](https://youtu.be/rgW_xZBVenk) 5.44

A brief overview of video interviews and some information on platforms and best practices.

- **Preparing for Job Fairs**

<https://youtu.be/jukTKu-zn8o> 14.20

The video explains what a job fair is and what to expect when attending. It also provides information on how to find out about job fairs. In addition to, what individuals should do to prepare to attend a job fair.

- **Preparing for Virtual Job Fairs**

<https://youtu.be/NMFPdrWAouk> 12.33

This workshop discusses the purpose of virtual job fairs, what job seekers can do to prepare, and what to expect and how to participate.

## **Computer Skills**

- **Basic Computers 101 (Equipment/Keyboard)**

<https://youtu.be/vXHu2pl69yM> 20.05

Basic Computers 101 introduces users to equipment and keyboard. Including powering on computer, proper way to use mouse, and keyboard.

- **Basic Computers 102 (Computer & Internet Navigation)**

<https://youtu.be/byutkiutLQU> 30.53

Basic 102 introduces users how to find programs on their computer, how to navigate the internet, and how to upload/download documents.

- **Intro to Word Workshop**

Getting Started- <https://youtu.be/RFHmVuMwM3s> 8.29

Saving Documents - [https://youtu.be/eQh7\\_ClpLCA](https://youtu.be/eQh7_ClpLCA) 10.13

Printing Documents- <https://youtu.be/LdGTPukAixl> 4.31

Basic Editing- <https://youtu.be/VuQfQVUxmYs> 13.30

Formatting Text with Styles- <https://youtu.be/zJTnHwuNzjA> 3.17

Cut, Copy, and Paste- <https://youtu.be/mJDCjp3T3uo> 8.20

Inserting Pages- <https://youtu.be/N34POYgbclA> 3.58

Alignment and Spacing= <https://youtu.be/N34POYgbclA> 7.27

Bullets- [https://youtu.be/UcjsBjJE\\_HU](https://youtu.be/UcjsBjJE_HU) 9.21

- **Intermediate Word Workshop**
  - Protecting and Sharing Documents - [https://youtu.be/atAh\\_19cMjk](https://youtu.be/atAh_19cMjk) 5.12
  - Macros - <https://youtu.be/MTD31sZ6Bbg> 6.47
  - Proofing Documents-<https://youtu.be/7ee9VMdlFTw> 6.54
  - Formatting a Research Paper-<https://youtu.be/UVPoGwusGac> 18.23
  - Preparing a Mailer - <https://youtu.be/i9PnWftM-D4> 7.37
  - Using Advanced Options- <https://youtu.be/c6xbeAPVX5M> 6.21
- **Introduction to Excel Workshop**
  - Getting Started - <https://youtu.be/3y7ujqIhjJU> 9.30
  - Printing- <https://youtu.be/2ZX2uv7PpJY> 10.43
  - Navigating and Formatting Worksheets- <https://youtu.be/EHElWiJaN8c> 12.12
  - Basic Tools and Features- [https://youtu.be/tm-vdX\\_BCCQ](https://youtu.be/tm-vdX_BCCQ) 10.35
  - Cut, Copy, Paste - <https://youtu.be/XOlrCOrKQc4> 9.45
  - Modifying Worksheets Part 1- [https://youtu.be/5RgCpC5\\_gF0](https://youtu.be/5RgCpC5_gF0) 7.19
  - Modifying Worksheets Part 2- <https://youtu.be/7UJ4cSFytH8> 8.26
  - Modifying Worksheets Part 3- <https://youtu.be/AHihliUcY5g> 6.24
- **Intermediate Excel Workshop**
  - Basic Formulas and exploring functions [https://youtu.be/C4xssEGBI\\_Y12:23](https://youtu.be/C4xssEGBI_Y12:23)
  - More Functions <https://youtu.be/PLNfl8bhvcw> 8.18
  - Formula Errors <https://youtu.be/QcN3a-gQ9qE> 6.17
  - Non-Native File <https://youtu.be/51SaKItVLQ> 6.31
  - More on Formatting Worksheets [https://youtu.be/S\\_vEE6TKRuY](https://youtu.be/S_vEE6TKRuY) 10.01
  - Applying Conditional Formatting [https://youtu.be/iT\\_VsCpxitQ](https://youtu.be/iT_VsCpxitQ) 5.22
  - Changing Themes <https://youtu.be/OPVaPQPOEX4> 2.27
  - Sort and Filter <https://youtu.be/POGwouzcRjg> 10.27
  - Formatting Tables <https://youtu.be/GO60IXezujY> 7.59
  - Securing and Sharing Workbooks <https://youtu.be/ngjj8PwbYYs> 12.39

## **Motivational/Behavioral/Other Skills**

- **Attitude Determines Altitude**
  - <https://youtu.be/ek7nGwiolsg> 23.53
  - Attitude Determines Altitude is a soft skills focused workshop. The workshop discusses excellence and how to achieve it.
- **Creating an Elevator Pitch**
  - <https://youtu.be/h-VCuw27RLA> 16.56
  - An elevator pitch is short description of who you are, what you do, what makes you unique, and how you impact others. Creating an elevator pitch is important to be able to market yourself while job searching. This pitch is often used while networking or attending job fairs. This video explains

more in depth what an elevator pitch is, provides examples, and teaches one how to create one for themselves.

- **How to Manage Your Worth by Creating Value (Soft Skills Workshop)**

<https://youtu.be/3mbRohx9HJ4> 45.59

This video discusses 10 important soft skills for gaining and retaining employment including being dependable, appearance, attitude, customer service, social media, decision making, communication, conflict resolution, time management, and team work.

- **An Alternative – Gig Economy**

<https://youtu.be/zg2PZRleDrU> 16.14

This video discusses alternative employment opportunities to generate income. How one may be able to fill job gaps, supplement income, or find opportunities that allow for flexibility, or remote work.

- **Successfully Working from Home**

<https://youtu.be/KDSYGLouGOw> 6.52

This video provides tips to successfully work from home.