

KANSAS WORKS STATE BOARD

AGENDA

October 26, 2011 • 10:30 AM – 2:00 PM

Capitol Plaza Hotel (Manor Conference Centre) • Sunflower Ballroom

1717 SW Topeka Boulevard

Topeka, KS 66612

- I. Call to OrderMike Fleming, Chair
- II. Approval of MinutesMike Fleming, Chair
- III. Health Care Workforce Partnership Committee UpdateCindy Nau
- IV. Certification & Policy Committee UpdateMike Fleming, Chair &
Rod Blackburn
- V. Technical Education Authority UpdateEddie Estes, Vice Chair
- VI. Performance Committee Update.....Carol Perry
- VII. Career Pathways Update.....Keith Lawing
- VIII. Ex-Offender Employment Task ForceKathie Harris
- IX. State’s UpdateDavid Brennan
- X. 2012 Kansas Workforce SummitEddie Estes, Vice Chair
- XI. Chair’s UpdateMike Fleming, Chair
- XII. AdjournmentMike Fleming, Chair

KANSASWORKS STATE BOARD

MEETING MINUTES

July 27, 2011 • 10:00 AM – 2:00 PM

Capitol Plaza Hotel • Emerald Ballroom I
1717 SW Topeka Boulevard • Topeka, KS 66612

Call to Order

Mike Fleming called the meeting to order at 10:15 a.m. Introductions were made. Due to lack of a quorum the meeting began with the Kansas *WORKReady!* Certificates presentation.

Kansas *WORKReady!* Certificates

Christy thanked Mike for the welcome and thanked everyone for being flexible. The *WORKReady!* Certificate is a credential that is evidence-based, industry recognized, portable and certifies essential skills important to workplace success. The assessments measure problem solving, critical thinking, reading comprehension, and applying information to solve problems. Christy explained the three assessments given in the areas of applied mathematics, locating information, reading for information and how they relate to the skills needed by employers.

Kansas employers wanting a certified workforce utilize KANSASWORKS.com to look at scores of potential candidates. Kansas has certified a total of 11,591 individuals and assessments are good for five years. A Kansas Workkeys website will be online soon in conjunction with the Kansas Career Pipeline site. Information on testing, statistics and outcomes can be easily found on KANSASWORKS.com.

The WIN online assessment may be taken as a pretest to allow for preparation of the WorkKeys assessment. Students may utilize adult education for remediation, if needed. Students may work in groups or individually to upgrade their skills.

Tim Cotter asked if the job profile system was still in place. Christy explained it was still in place; however, ACT has the profiling online and a cross match to ONET is available. Tim then inquired about accessibility for disabled. Christy said all workforce centers have ADA compliant workstations. The centers also work with community colleges, if equipment is needed that is not in place.

The question was asked if education was requiring the assessment. Cowley County Community College is requiring the assessment and a few other community colleges in Local Area I. Mike Fleming asked how long it takes to start the process. Christy explained how fast it was and commented turnaround is the next day. Christy offered to provide statistics upon board member request.

Veterans Report

Mike Randol thanked the board for the time to present and introduced himself as the State Veterans Services Manager of the Jobs for Veterans state grant. The staffing grant comes from the United States Department of Labor and funds disabled veterans outreach program specialists (DVOP) and local veterans employment specialists (LVER). There is twenty-five staff dedicated to serving veterans throughout the state of Kansas. DVOPs work with requiring intensive services that have significant

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barriers. LVERs develop relationships with employers and advocate on the benefits of hiring veterans. Both ensure priority of service for veterans.

It is estimated Kansas has 130,000 veterans between the ages of 18 and 64. The Kansas unemployment rate is currently 6.6 percent; however, the unemployment rate for Kansas veterans is 9.9 percent with the highest rate among the Gulf War II veterans (17.2 percent). Currently, 11,900 veterans are participating in job services accounting for 6 percent of the 187,000 total participants in the workforce system. Of the 11,900 veterans seeking services, workforce centers see 3,100. It is a combined team effort between one stop operators and Commerce.

The Kansas veterans program is exceeding all USDOL common measures. Kansas' staff is rated number one in the nation with USDOL in rank with 54 entities and states. Kansas is number three in retention rate equal to four other states. The one stop performance WIA/WP entered employment rate is number two in the nation along with two other states. Performance measures are doing well, but could be better. The goal is to continue efforts to maximize the number of veterans entering suitable and sustainable employment. Mike explained the plan to address high unemployment veterans 18 to 24 years of age.

The Hiring Heroes Act of 2011 has passed the Senate and has been introduced in the House. Potential impact could be mandatory attendance of the Transition Assistance Program (TAP). It is felt that would double the services already provided by our veterans staff and might require additional staff.

Jack Fowler told the board he had spoken to Deputy Secretary Asher about his dissatisfaction with what Kansas does for veterans. Kansas is 45th in nation in ability to hire those returning from the Middle East. Fowler said, nationally, Kansas should be disgraced. Soldiers are not gaining employment when they come home. Jack charged the board with looking at what is being done to hire veterans. There are 2000 post, 9-11 Kansas veterans who are looking for work. He expressed disappointment that the body charged with economic development is overlooking veterans. Those that have gone to war and their families are owed something. Veterans deserve more. It is very important the Veteran's Commission and Commerce partner and work together.

Doug Kinsinger has been chambering around military installations. The perception is the business community values and understands the concept of the skills veterans have. Doug felt the majority of need is where the veterans want to have a permanent residence. An idea would be to do employment forums with businesses and chambers focusing on veterans. There is a need in Topeka for 200 advanced systems positions to be filled. A training fair was held and 189 individuals showed up, but only 30 completed testing. The United States Chamber has tried to do some expos in conjunction with hiring heroes. Ft. Riley will be targeted by the Department of Defense in November. Doug sends Topeka businesses there.

Mike Randol reaffirmed LVERs work with businesses. Five job fairs are to be held in the next few months. One issue identified is Kansas' colleges and institutions need to provide certification for skills obtained in the military. A truck driver, driving for years in the military, should not have to come back and test to certify. Similarly, welders and plumbers that can't get certified should be recognized immediately.

TAP is mandated by the Marine Corp. TAP has not been changed for years and years. It is out dated and needs updating. TAP facilitators will be retrained in October when the new tap program comes online. Soldiers need to be accountable for their success and we need to do a better job of holding them accountable. For example, while attending TAP they don't pay attention, use their cell phone and dress

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improperly (e.g. in shorts and t-shirts). When speaking to them they don't know how to get a job, but are confident they will walk out and get a job. Jack discussed one of the governor's initiatives for rural Kansas and suggested the governor consider incentives to hire veterans.

Caleb discussed information from USDOL Veterans Affairs on national certification, a number of web initiatives being worked on and the need to do more credentialing of veterans. Commerce is interested in Kansas being a leader with or without federal assistance. Caleb will be visiting with KTEC and discussing making veterans one of their priorities and look at how to credential their work experience. Caleb will also talk at the national level to get this completed. In addition, Commerce is working with partners to target the veteran's population and the high numbers utilizing SRS and Correction services. Discussion will occur this week on the rural opportunity zones and WOTC needs to be better packaged, so employers know the incentives for hiring veterans.

Criss Mayfield asked Mike and Jack to address the issues and come up with best practices in finding employment for veterans.

Approval of Minutes

With the arrival of additional board members a quorum was met. Mike called for a motion to approve the minutes of the last meeting. **Doug Kinsinger made the motion to approve the minutes. Tony Naylor seconded the motion, which passed unanimously.**

Health Care Workforce Partnership Committee Update

Cindy Nau informed the board the committee continued to meet monthly. After funding for the implementation grant was stricken, HRSA offered a one-year extension of the planning grant. Kansas completed what was required of the planning grant and with the extension would like to further research some of its ideas to increase the primary care workforce by 10 to 25 percent in the next ten years.

Strategic Planning Committee Update

Mike Fleming explained the *KWSB Strategic Plan* had been released for public comment. One comment was received and reviewed by the committee. It did not result in any changes to the plan. The committee recommended the strategic plan be brought to the board for approval. **Larissa Long made the motion to approve the strategic plan, which was seconded by Criss Mayfield. The motion was approved unanimously.**

Certification Committee Update

Mike Fleming explained the certification committee had met to discuss issues related to certification. It was decided there are a number of challenges to iron out on both the state and local sides. The committee recommends that one-stop certifications for Great Bend, Topeka, Kansas City, Wichita and Pittsburg be extended from July 1, 2011 to July 31, 2012. In the interim the committee will work with state and local staff to revise and clarify the certification policy. **Criss Mayfield made a motion to approve the committee's recommendation to extend one-stop certification, which was seconded by Tim Cotter. The motion was approved unanimously.**

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Technical Education Authority Update

Eddie Estes updated the board saying half-a-million dollars has been allotted through 2014, which allows community colleges and technical education to come up with innovative programs and provide matching funds. SB 143 the post-secondary tiered state aid act became law. The entire structure and funding has been replaced with a new system; however, now there is no money for it.

The governor has made two appointments to the authority and will make two more. Connie Hubble and Tom Birk have joined. Program alignment continues and is well on its way to reality. Every student will have the same skill set.

Eddie thanked Keith Lawing for his work on the skill certification system. The skill sets will be developed in Wichita. Please see the report in the agenda packet for more information.

Performance Committee Update

Carol Perry reported the committee had met by teleconference for the first time. The purpose of the committee is to develop local area reports. It was realized in the first meeting that the definitions were unknown and there is a need to step back and look at those before proceeding. The focus is on consistency and efficiency so the reports are the same and much more streamlined. We will meet again to look at reports.

State's Update

Caleb Asher informed the board about Kansas' Rural Opportunity Zones. It consists of two components to stop the decrease of population in the next ten years. The main component is a tax credit for those individuals moving into those counties over the next five years. Kansas will also assist in paying off student loans if an individual with a loan moves into a ROZ area. There is hope to do more and look at the housing issue. Kansas has jobs in areas, but no housing.

A series of mini summits will be held in relation to animal health. Secretary Brownlee mentioned Black and Vetch in Johnson County. Eddie Estes informed the board four hundred people attended the water summit in Colby. Sixty-five had not registered. Water has become a large issue. Eddie suggested pulling together a workforce report relating to all of the summits being held.

Caleb discussed movement within Commerce. Travel and Tourism moved to Wildlife and Parks in an effort to spur economic development within the parks system. Disability Concerns has moved to the governor's office and the Ag Marketing unit has moved to the Department of Agriculture. KTEC and Kansas, Inc. moved into Commerce.

A half-a-million dollar competitive grant relating to industry specific needs has been released. The instructions went out last week and applications are expected soon. There is a great need for engineers. Key colleges are looking at engineering programs and working with Commerce and Regents on measurable placements and keeping engineers in Kansas.

It was learned last week the National Center for Aviation and National Association of Manufacturers have been working together on certification. Kansas would truly like to be the center for aviation training. The

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Kansas aviation credential will come through the National Center for Aviation and National Association of Manufacturers. Kansas is excited for the next step.

Governor Brownback has mandated all agencies work together in looking at cost savings and duplication of services. Commerce has been speaking with SRS about a realistic relationship serving the difficult populations which include TANF, disabilities and medication prevention and addiction. Veterans are found in all groups. Commerce will come up with a strategic plan in the veteran's area.

The KHPOP grant is going well. Our SRS partnership with the TANF population is going well. The SESPT grant is going well and the disability grant is finally getting off the ground.

Commerce is looking at co-enrollment and making it more consistent. There is discrepancy in how it is done. We have put out guidance to the areas and are waiting for comments to come back.

The recovery act wrapped up in June. Kansas was able to spend down and invest wisely for years to come.

The Kansas Career Pipeline, CareerZoom and KANSASWORKS.com now have the ability to sign on under a single user id. Kuder is providing the assessment piece so it is managed by a standalone nonprofit. There was concern about sustainability, however, with partnership at the state level that is not a problem. Commerce found someone to look at tool that will allow us to repackage and save \$540,000. Expect to receive a usability survey. Please do not turn that off when you see it, your input is valuable. The old logo is gone and Commerce will roll out a new suite of services in 2012 that will be integrated with KANSASWORKS.com.

In terms of the federal budget, workforce service has not received word of its funding. It should have been received in May. USDOL has provided funding to draw from though. Discussion has been there will be a 5 to 15 percent reduction. When the decision is made Commerce will look at what we can and cannot fund. Commerce did receive notice of a 3% reduction in administrative funding. The understanding is Commerce is okay and UI will be funded through quarterly reporting or with federal money.

Chair's Update

Mike Fleming called attention to the National Governor's Association Chairs meeting next week in Kansas City, KS. Visits will be made to Johnson County Community College and Garmin. State liaisons come to Kansas City on Thursday. A dinner will be held at the new LiveStrong Park. All board members are invited and encouraged to attend.

Mike asked if the local areas had anything they wanted to discuss. Keith discussed the Career Pathways Summit in Topeka relating to skilling up and defining the career ladder. A skill certificate report will be on the pathways website soon. The group will look at what happens at the next meeting with the ultimate goal being a more efficient system.

The unemployment rate in Wichita is higher than the rest of the state. However, Boeing, Spirit and their suppliers are talking about hiring. There will be a system in place when they begin hiring.

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In working with the WIRED grants the areas were nominated for best practices with the Federal General Accounting Office (GAO). Interviews have taken place and we are confident in being highlighted in the November GAO report.

Adjournment

The board adjourned until October 26, 2011. It is thought the meeting will be held at the same location, however, please look at the notification that will be sent out. If you have any questions feel free to call.

ATTENDANCE

BOARD MEMBERS	PRESENT
Mike Fleming , <i>Chair</i> Attorney, Healy Law Firm, LLC	X
Eddie Estes , <i>Vice Chair</i> President, Western Kansas Manufacturers Association	X
Ed Berger , President, Hutchinson Community College	E
Rod Blackburn , Co-Owner, WB Construction, LLC	E
Brownlee, Karin , Secretary Kansas Department of Labor	X
Phillip Chappuie , Director of Services, Class LTD	E
Tim Cotter , Retired	X
Blake Flanders , VP for Workforce Development, Kansas Board of Regents	E
Jack Fowler , Executive Director, Kansas Commission on Veteran's Affairs	X
Robert Giesen , President/Owner, B&B Electric Motor Company	E
Judy Gifford , Director of Labor Participation, United Way of Wyandotte Co	X
Vernon Jarboe , President, Sloan, Eisenbarth, Glassman, McEntire & Jarboe	E
Doug Kinsinger , President/CEO, Greater Topeka Chamber of Commerce	X
Patricia Kirkman , Scty& Treasurer, Teamsters Local Union No. 696	E
Larissa Long , Sr. Manager, External Affairs, KS/CO Gas, Blackhills Energy	X
Alise Martiny , WD Manager, Kansas City Associated General Contractors	E
Criss Mayfield , Director of Administration, Abbott Workholding Products	X
Tony Naylor , Training Director, Wichita Electrical JATC	X
Carol Perry , VP of Patient Care Services and Chief Nursing Dir., Stormont Vail	X
Lynn Peterson , Co-Owner, Memorial Art Co. Inc. Abilene Commissioner	E
Deb Shepard , Organizer/Contract Admin., Society of Professional and Engineering Employees in Aerospace	E
Brian Threadgold , Business Manager, IBEW Local Union No. 226	X
Debra Zehr , President, Kansas Association of Homes and Services for the Aging	E

X=Present
 E=Excused Absence
 U=Unexcused Absence

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GUESTS
Inayat Noormohmad, Kansas Department of Labor
Christy Doherty, South Central Kansas Alliance, Local Area IV
Trent Howerton, Workforce Partnership, Local Area III
Scott Anglemeyer, Workforce Partnership, Local Area III
Jo Adams, Workforce Partnership, Local Area III
Keith Lawing, South Central Kansas Alliance, Local Area IV
Renea Cavaness, Southeast KANSASWORKS , Local Area V
Jim Snyder, Silver Haired Legislature
Martha Gabehart, Kansas Commission on Disability Concerns
Jerry Atkinson, LWIB Chair, Southeast KANSASWORKS , Local Area V

COMMERCE STAFF	
Caleb Asher	Loretta Shelley
John Wilson	Christopher Pryor
Ann Duffy	Leticia Lopez
Susan Weidenbach	Joseph Frederickson
Jon Pettus	Mike Beene
Christy Doherty	Mike Beene
Ursula Hendrickson	Gina Coffman
Jeff Schroeder	Kyle Williams
Susan Nickerson	David Brennan
Keith Meyers	Linda Weaver
Christine Bohannon	

BOARD STAFF
Cindy Nau

**Kansas Department of Commerce
Workforce Services
Policies and Procedures Manual**

Policy Number: 1-01-045 (This replaces Policy No. 1-01-034)

Originating Office: Workforce Services

Subject: Workforce Services Policy Process

Issued: June 12, 2006

**YELLOW HIGHLIGHTS INDICATE
REVISIONS RESULTING FROM
PUBLIC COMMENTS RECEIVED.**

Revised: ~~February 18~~ ~~October 19~~ ~~2010~~ ~~1~~ (Policy Committee); ~~April 27~~ ~~October 26~~, 2010 ~~1~~ (KANSASWORKS State Board)

Programs: Select federally funded workforce programs administered by the Kansas Department of Commerce.

Purpose: To transmit state policy and guidance regarding developing, reviewing, and distributing new and updated policies for select federally funded workforce programs administered by the Kansas Department of Commerce.

Reference: None.

Background: This document applies to all workforce policies ~~previously contained in the Employment and Training Policies and Procedures Manual (through the Kansas Department of Human Resources) as well as~~ new, including select federally funded workforce development policies issued by the Kansas Department of Commerce.

Action: The procedures described in this document should be made available to all associates responsible for overseeing select federally funded workforce programs.

Contact: Questions should be directed to the KANSASWORKS State Board executive director, (785) 296-0607, TTY: 711, e-mail workforcesvcs@kansasworks.com.

Attachment: None.

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Workforce Services Policy Process

The following procedures will be abided by to review, approve and distribute updated and new workforce policies issued by the Kansas Department of Commerce.

YELLOW HIGHLIGHTS INDICATE REVISIONS RESULTING FROM PUBLIC COMMENTS RECEIVED.

Definitions

- **Subject expert** = Commerce staff person overseeing program for which the policy is being drafted/ revised.
- **Content proofers** = A committee of Commerce staff charged with reviewing policies for content and accuracy.
- **KWSB** = KANSASWORKS State Board.
- **KWSB executive director** = Commerce staff person overseeing KWSB activities.
- **State level changes** = non-substantive changes the state of Kansas proposes/mandates including procedural changes (e.g. contact information, reference to state function, term revisions per Commerce Communications Guidelines, adding attachment detailing format of an e-mail message, rewrites to clarify without changing policy intent, etc.).
- **Federal level changes** = changes the federal government mandates.
- ~~**Procedural changes** = changes to procedures or processes for carrying out the policy (state or federal); does not affect the overall purpose of the policy (e.g. adding attachment detailing format of an e-mail message or revising submission address).~~
- **Strategic plan based changes** = changes mandated/necessary to achieve goals of the KANSASWORKS State Board Strategic Plan- (e.g. branding, integration, training, reporting, performance, etc.)

Policy Process for Strategic Plan Based Changes

1. Subject expert drafts new policy or revised current policy and sends red lined version via e-mail to KWSB executive director.
2. KWSB executive director sets format, proofs for grammar and punctuation, checks for adherence to *Commerce Communications Guidelines* and assigns a policy number. Changes should be tracked and a red lined version returned to the subject expert. The subject expert is to accept or reject the changes prior to sending the policy to the content proofers.
3. Content proofers meet to review the policy. Changes are tracked.
4. The subject expert develops talking points summarizing the new/revised policy and reviews them with the Workforce Services deputy secretary for concept approval.
5. The KWSB executive director sends a clean and red lined version of the policy along with the subject expert's talking points to the KWSB Policy Committee for review.
6. At the KWSB Policy Committee meeting the subject expert summarizes the policy.

7. If the Policy Committee does not approve release of the draft for public comment then steps 3-5 are repeated. If the Policy Committee approves release of the draft for public comment the policy is sent to the KWSB executive director.
8. The KWSB executive director posts a clean and red lined version on the policy website and notifies all interested parties that public comments are being accepted. Public comments are submitted to workforcesvcs@kansasworks.com.
9. Administrative staff archives the public comments and forwards each to the KWSB executive director. A Public Comment Action Document is created.
10. The KWSB executive director and subject expert meet to review the public comments and recommend action to take based on the comments.
11. The KWSB executive director sends comments and options for action to Policy Committee.
12. The Policy Committee meets to review the comments and recommended actions and determine if the policy should be referred to the KWSB for adoption.
13. If the Policy Committee requests changes to the policy, the KWSB executive director makes requested changes and prepares policy to present to the KWSB.
14. The subject expert prepares talking points for the Policy Committee to present at the KWSB meeting and reviews them with the Workforce Services deputy secretary. A copy of these talking points is then sent to the KWSB executive director.
15. A representative of the Policy Committee uses the talking points to present to the KWSB the policy and actions taken.
16. If the KWSB does not approve the policy, process repeats beginning at Step 3. If the KWSB approves the policy, the KWSB executive director makes changes to the policy as requested by the KWSB and forwards to administrative staff
17. Administrative staff obtains a signature of approval from the Workforce Services deputy secretary. The KWSB executive director posts the policy on the policy website and notifies interested parties of its approval. Administrative staff maintains the hard file documenting policy history.

¹ This process may be abbreviated for just cause as approved by the **KANSASWORKS** State Board Executive Committee.

Policy Process for Federal and State Changes

1. Subject expert drafts new policy or revised current policy and sends red lined version via e-mail to KWSB executive director.
2. KWSB executive director sets format, proofs for grammar and punctuation, checks for adherence to *Commerce Communications Guidelines* and assigns a policy number. Changes should be

tracked and a red lined version returned to the subject expert. The subject expert is to accept or reject the changes prior to sending the policy to the content proofers.

3. Content proofers meet to review the policy. Changes are tracked.
4. The subject expert develops talking points summarizing the new/revised policy and reviews them with the Workforce Services deputy secretary for concept approval.
5. The KWSB executive director posts a clean and red lined version on the policy website and notifies all interested parties that public comments are being accepted. Public comments are submitted to workforcesvcs@kansasworks.com.
6. Administrative staff archives the public comments and forwards each to the KWSB executive director. A Public Comment Action Document is created.
7. The KWSB executive director and subject expert meet to review the public comments and recommend action to take based on the comments.
8. Administrative staff obtains a signature of approval from the Workforce Services deputy secretary. The KWSB executive director posts the policy on the policy website and notifies interested parties of its approval. Administrative staff maintains the hard file documenting policy history.
9. The subject expert prepares talking points summarizing policy revisions for Workforce Services deputy secretary for presentation to the KWSB. A copy of these talking points is then sent to the KWSB executive director.

¹ This process may be abbreviated for just cause as approved by the **KANSASWORKS** State Board Executive Committee.

Rescission Process

For all policies:

1. The subject expert obtains a signature of approval from the Workforce Services deputy secretary approving rescission of policy.
2. The KWSB executive director schedules a meeting of the KWSB Policy Committee and notifies interested parties.
3. At the KWSB Policy Committee meeting:
 - a) the subject expert summarizes the need to rescind the policy
 - b) Policy Committee approves rescission of policy or refers policy back to staff for reassessment
 - c) Policy Committee reconvenes to consider information presented from reassessment
4. If Policy Committee rescinds policy, KWSB executive director archives the policy on the **KANSASWORKS** Policy Website and notifies interested parties.

5. Administrative staff prepares and files the hard copy documenting policy history.
6. The Policy Committee reports action taken to the KWSB.

~~Policy Process for State Level and Strategic Plan Based Changes~~

- ~~10. Subject expert drafts new policy or revised current policy and sends red lined version via e-mail to KWSB executive director administrative staff. Prior to sending draft, subject expert should ensure local area executive directors are aware the new/revised policy is in process.~~
 - ~~11. KWSB executive director Administrative staff sets format, proofs for grammar and punctuation, checks for adherence to *Commerce Communications Guidelines* and assigns a policy number. Changes should be tracked and a red lined copy version returned to the subject expert. The subject expert is to accept or reject the changes prior to sending the policy to the content proofers.~~
 - ~~12. Content proofers meet to review the policy. Changes are tracked and a red lined version is developed.~~
 - ~~13. The subject expert develops talking points summarizing the new/revised policy and reviews them with the Workforce Services Ddeputy Ssecretary for concept approval.~~
 - ~~14. The KWSB executive director sends the red lined version and a clean copy to local area executive directors for comment.~~
 - ~~15. Administrative staff creates *Public Comment Action Document* from comments received and forwards to KWSB executive director.~~
 - ~~16. Content proofers meet to review comments from local area executive directors and recommend action to take based on the comments.~~
- ~~If new/revised policy is due to actions tied to the *KANSASWORKS State Board Strategic Plan*, the following steps occur¹:~~
- ~~a) The KWSB executive director sends a clean and red lined copy version of the policy along with the, a red lined version, subject expert's talking points and local area executive directors' comments to the KWSB Policy Committee for review.~~
 - ~~b) At the KWSB Policy Committee meeting the subject expert summarizes the policy. The KWSB executive director presents local area executive director comments and recommended action.~~
 - ~~c) If the Policy Committee does not approve release of the draft for public comment then steps 3 510 are repeated. If the Policy Committee approves release of the draft for public comment the policy is sent to the KWSB executive director.~~

- d) ~~The KWSB executive director posts a clean copy and red lined version on the policy website. Administrative staff and notifies all interested parties that public comments are being accepted. Public comments are submitted to workforesves@kansasworks.com.~~
- e) ~~Administrative staff archives the public comments and forwards each to the KWSB executive director. A Public Comment Action Document is created. and forwards to KWSB executive director.~~
- f) ~~Content proofers meet to review the public comments and recommend action to take based on the comments.~~
- g) ~~The KWSB executive director sends comments and options for action to Policy Committee.~~
- h) ~~The Policy Committee meets to review the comments and recommended actions and determine if the policy should be referred to the KWSB for adoption.~~
- i) ~~If the Policy Committee requests changes to the policy, the KWSB executive director makes requested changes and prepares policy to present to the KWSB.~~
- j) ~~The subject expert prepares talking points for the Policy Committee to present at the KWSB meeting and reviews them with the Workforce Services Deputy Secretary.~~
- k) ~~A representative of the Policy Committee uses the talking points to present to the KWSB the policy and actions taken to the KWSB.~~
- l) ~~If the KWSB does not approve the policy, steps 3 5 15 19 are repeated. If the KWSB approves the policy, the KWSB executive director makes changes to the policy as requested by the KWSB and forwards to administrative staff.~~

~~If new/revised policy is not due to actions tied to the *KANSASWORKS State Board Strategic Plan*, the following steps occur:~~

- ~~The KWSB executive director posts a clean and red lined version on the policy website and notifies all interested parties that public comments are being accepted. Public comments are submitted to workforesves@kansasworks.com.~~
- ~~Administrative staff archives the public comments and forwards each to the KWSB executive director. A Public Comment Action Document is created.~~
- ~~Content proofers meet to review the public comments and recommend action to take based on the comments.~~
- ~~The KWSB executive director makes necessary changes to the policy and forwards to administrative staff.~~

~~17. Administrative staff obtains a signature of approval from the Workforce Services Ddeputy Ssecretary. The KWSB executive director posts the policy on the policy website. Administrative staff and notifies interested parties of its approval. Administrative staff as well as maintains the hard file documenting policy history.~~

~~[±]This process may be abbreviated for just cause as approved by the KANSASWORKS State Board Executive Committee.~~

Policy Process for Federal Level and Procedural Changes

- ~~1. Subject expert drafts new policy or revises current policy and sends red lined version via e-mail to the KWSB executive director administrative staff.~~
- ~~2. KWSB executive director Administrative staff sets format, proofs for grammar and punctuation, checks for adherence to *Commerce Communications Guidelines* and assigns a policy number. Changes should be tracked and a red lined copy version returned to the subject expert. The subject expert is to accept or reject the changes prior to sending the policy to the content proofers.~~
- ~~3. Content proofers meet to review the policy. Changes are tracked and a red lined version is developed.~~
- ~~4. The next step is defined by whether the changes are significant or minimal.
 - a) If changes are significant, the subject expert develops talking points summarizing the new/revised policy, reviews them with the Workforce Services Ddeputy Ssecretary for approval and obtains signature of approval. Administrative staff is then responsible for maintaining the hard files documenting policy history.
 - b) If changes are minimal, the subject expert prepares a Recommendation Memo and submits the policy and memo to the Workforce Services Ddeputy Ssecretary for approval. Administrative staff is then responsible for obtaining a signature of approval notifying interested parties, and maintaining the hard files documenting policy history.~~
- ~~5. The KWSB executive director posts the policy on the policy website and notifies interested parties of the policy revision.~~
- ~~6. The KWSB executive director provides a summary of the changes to the Policy Committee including the any impact on the workforce system.~~

Rescission Process

- ~~7. If changes at the *federal level* necessitate the rescission of a state policy or the policy being rescinded is not tied to the KANSASWORKS State Board Strategic Plan:~~

- a) ~~The subject expert discusses the need for rescission with the Workforce Services Deputy Secretary and obtains a signature of approval.~~
- b) ~~Subject expert then notifies KWSB executive director and administrative staff the policy has been rescinded.~~
- c) ~~KWSB executive director archives the policy on the KANSASWORKS Policy Web site and notifies interested parties.~~
- d) ~~Administrative staff notifies interested parties and prepares and files the hard copies documenting policy history.~~
- e) ~~The KWSB executive director provides a summary of the rescission to the Policy Committee including the any impact on the workforce system.~~

8. ~~If changes at the *state level* necessitate the rescission of a state policy or the policy being rescinded is tied to the *KANSASWORKS State Board Strategic Plan*:~~

- d) ~~The subject expert obtains a signature of approval from the Workforce Services Deputy Secretary as follows:~~
 - i. ~~If reasoning is complicated, the subject expert develops talking points summarizing the need and reviews them with the deputy secretary and obtains approval.~~
 - ii. ~~If the reasoning is brief, the subject expert prepares and submits a recommendation memo to the deputy secretary for approval.~~
- e) ~~Following the deputy secretary's approval, the KWSB executive director sends a copy of the policy and reason for rescission to local area executive directors for comment.~~
- f) ~~Administrative staff creates *Public Comment Action Document* from comments received and forwards to KWSB executive director.~~
- g) ~~Content proofers meet to review comments from local area executive directors and recommend action to take based on the comments.~~
- h) ~~The KWSB executive director schedules a meeting of sends a copy of the policy, subject expert's talking points and local area executive directors' comments to the KWSB Policy Committee and notifies interested parties for review.~~
- i) ~~At the KWSB Policy Committee meeting:~~
 - i. ~~the subject expert summarizes the need to rescind the policy~~
~~the KWSB executive director presents local area executive director comments.~~
 - ii. ~~the KWSB Policy Committee determines if the policy should be referred to the State Board for approval of the rescission requested by state staff.~~

- ~~j) The policy is rescinded upon approval of the KWSB.~~
- ~~k) KWSB executive director archives the policy on the **KANSASWORKS** Policy Web site and notifies interested parties.~~
- ~~l)d) Administrative staff notifies interested parties and prepares and files the hard copies documenting policy history.~~



Search →

- Home
- Archived Policies
- Compliance & Oversight
- KANSASWORKS
- KANSASWORKS State Board
- Kansas Department of Commerce
- Workforce Services
- Public Comment

KANSASWORKS Policies

This site contains policies, notices, plans and reference materials related to **KANSASWORKS**—the state workforce system—and is administered by the Workforce Services Division of the Kansas Department of Commerce.

SEARCH THE POLICIES - The search box located in the top right corner allows you to search documents based on a keyword in the title or document content.

FILTER THE POLICIES - Filtering is a quick and easy way to find a subset of policies in the library (e.g. view only local plans). A filtered list will display only documents that meet the criteria you specify.

- Hover over *policy category*, *policy year* or *policy version* in the toolbar above the policy list. A drop-down arrow appears. Click on the arrow and select the filter you wish to apply.
- Filters are applied one at a time (e.g. filter on category, then filter on year). To remove a filter, select "clear filter" in the drop-down list. Filters in other categories will be unaffected.
- To clear all filters click "reset."

Policy 3-06-01 State Certification for Workforce Centers [Click "OK" on first dialogue box and "Cancel" on password box]

	1-11-01 General WIA Complaint Processing Procedures	SP = State Policy	2009	Final
	1-12-01 Equal Access for Job Seekers with Disabilities	SP = State Policy	2010	Final
	1-13-01 Equal Opportunity Notification, Communication, and Assurance	SP = State Policy	2010	Final
	2-01-05 Job for Veterans Act (JVA) Program	SP = State Policy	2010	Final
	2-02-03 Foreign Labor Certification	SP = State Policy	2009	Final
	2-03-01 Selective Service Registration	SP = State Policy	2010	Final
	2-05-01 Trade Adjustment Assistance	SP = State Policy	2005	Final
	2-07-01 Federal Bonding Program	SP = State Policy	2010	Final
	2-08-01 Work Opportunity Tax Credit Program	SP = State Policy	2010	Final
	2-09-00 Registered Apprenticeship	SP = State Policy	2005	Final
	3-02-00 Purchase of Tools for WIA Participants	SP = State Policy	2004	Final
	3-03-01 Transfer of Funds Between Adult and Dislocated Worker Program	SP = State Policy	2010	Final
	3-04-00 Role of Chief Elected Officials	SP = State Policy	2004	Final
	3-06-01 State Certification for Workforce Centers	SP = State Policy	2006	Final
	3-08-00 Local Board as One-Stop Operator	SP = State Policy	2004	Final
	3-10-02 Modifications to Local Workforce Investment Plans (Rev 1)	SP = State Policy	2004	Draft
	3-11-01 Priority of WIA Services	SP = State Policy	2008	Final
	3-12-00 Kansas Open Meeting Act	SP = State Policy	2004	Final
	3-13-00 Memorandums of Understanding	SP = State Policy	2005	Final
	3-14-03 WIA Eligibility Determination and Documentation	SP = State Policy	2010	Final
	3-15-02 On-the-Job Training and Customized Training	SP = State Policy	2010	Final
	3-16-00 Eligible Training Provider Certification System	SP = State Policy	2005	Final
	3-17-01 State Performance Accountability System (Rev 1)	SP = State Policy	2006	Final
	3-20-01 Statewide Rapid Response Activities	SP = State Policy	2010	Final



KANSAS BOARD OF REGENTS

DATE: October 26, 2011

TO: **KANSASWORKS** State Board

FROM: Blake Flanders
Vice President for Workforce Development

RE: Postsecondary Technical Education Authority Report

Two new members were recently appointed by the Governor to serve on the Postsecondary Technical Education Authority and were welcomed during the September Authority meeting. Bruce Akin, from Topeka, is currently the Vice President of Operations Strategy and Support at Westar Energy. David Coleal, from Wichita, is currently the Senior Vice President/General Manager of the Fuselage Segment for Spirit AeroSystems, Inc.

Excellence in Technical Education Award Winners

The Kansas Board of Regents and the Technical Education Authority have announced the three postsecondary technical education programs that have been selected as recipients of \$50,000 each for their efforts in leading outstanding technical education programs. Award recipients documented program performance against published criteria and submitted an application for the award. Fifteen applications for the awards were received from across the state. Funding for the program was provided by the Carl D. Perkins Act. Monetary awards may be used for Perkins eligible expenses during the upcoming fiscal year. The 2010-2011 award winning programs are: Information and Network Technology, Manhattan Area Technical College; Physical Therapist Assistant, Kansas City Kansas Community College; and Wind Energy Technology, Cloud County Community College. The 2011-2012 application form for the Excellence in Technical Education Awards Program is available on the Kansas Board of Regents website: http://www.kansasregents.org/excellence_in_technical_education_award

Student Success Honorees Recognized

To raise awareness of the benefits of postsecondary career technical education and recognize successful technical program graduates, the Kansas Postsecondary Technical Education Authority celebrated the success of career technical education programs and program graduates during their August meeting. The “Student Success” initiative continued with the recognition of the three newest student honorees. Those honored included: Jonathan (JD) Schlesener, a graduate of the Emergency Medical Technical program at Allen County Community College and currently employed by Coffey County Emergency Medical Services; Matthew Morrison, a graduate of the Electronic Technology program at North Central Kansas Technical College and currently employed by the Aeroflex company in Wichita; and Mioshi Neal, a graduate of the Welding program at Johnson County Community College (JCCC) and currently employed as an instructor at JCCC. Those previously recognized, in March, as “Student Success” honorees include: Ryan Konen, a graduate of the Electronic Technology program at North Central Kansas Technical College and now employed by Garmin in Kansas City; Will Gold, a graduate of the Information and Network Technology program at Manhattan Area Technical College and now employed by Mercy

★ LEADING HIGHER EDUCATION ★

Regional Health Center in Manhattan; and Emma Banuelos, a graduate of the Police Science/Criminal Justice program at Garden City Community College and now employed by the Garden City Police department.

Kansas Technology Innovation and Internship Program

Applications are currently being accepted from institutions for the 2012 Innovative Technology and Technology Internship grants. This funding is appropriated to provide start-up support for innovative technical courses or programs in emerging technologies, manufacturing or areas of skill shortages and to support internships for full-time technical education faculty to work in an industrial/business setting. Approximately \$200,000 is available for this grant and private business must provide matching funds. The deadline for grant applications is November 4, 2011.

Rigorous Programs of Study (RPOS) Grant

KBOR and KSDE staff continuing work implementing rigorous programs of study (RPOS), through a US Department of Education (OVAE) grant. Focused on Manufacturing Production the project is organized around 10 frameworks for successful programs of study. Postsecondary institutions participating in the project include: Wichita Area Technical College, Manhattan Area Technical College, Butler Community College, Flint Hills Technical College, Hutchinson Community College and Fort Hays State University. School districts participating in the project include: Wichita, Derby, Emporia and Nemaha Valley.

Accelerating Opportunity Initiative

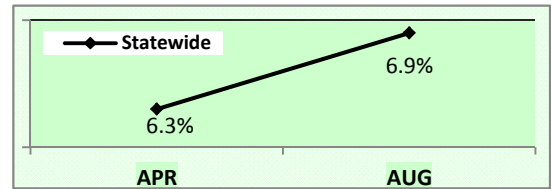
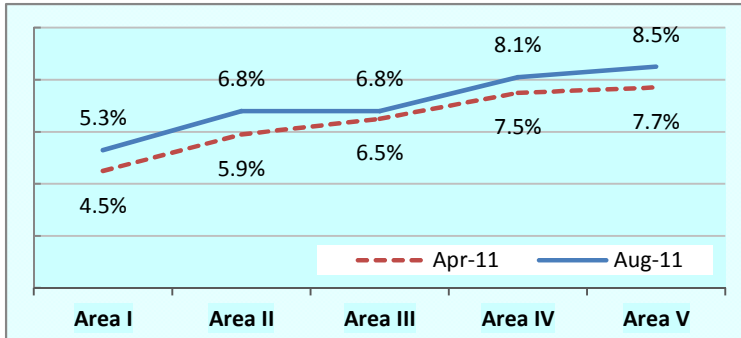
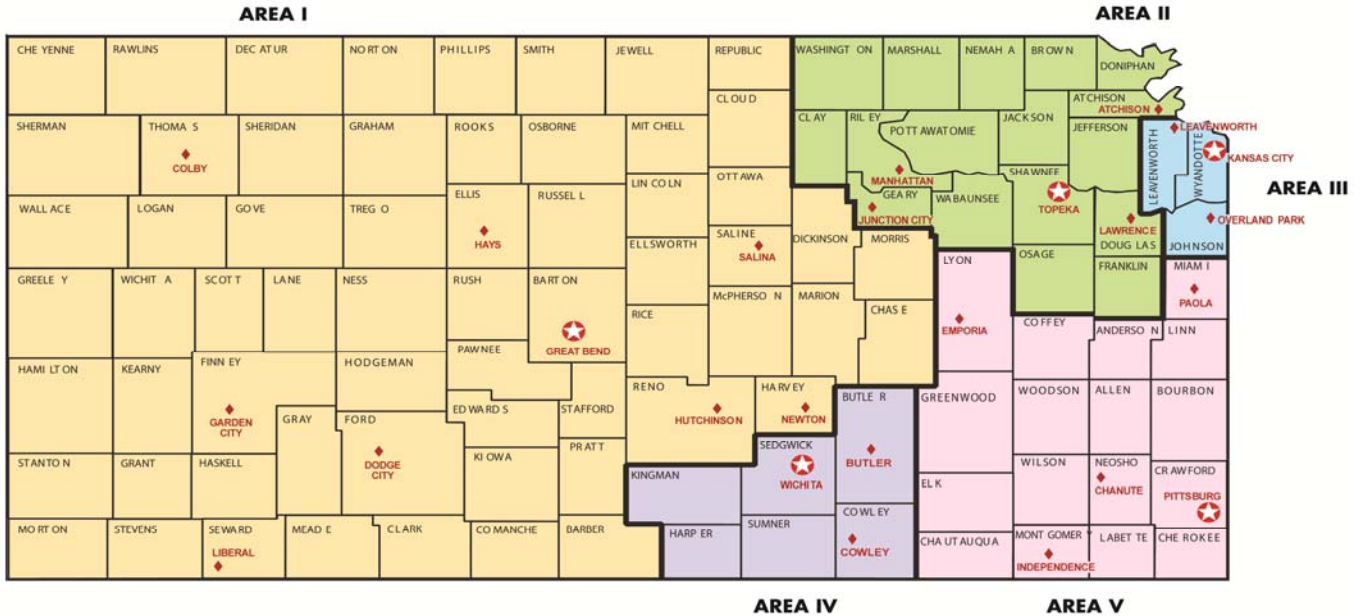
Work continues on the activities initiated through the Accelerating Opportunity planning grant (\$200,000) Kansas received in March from Jobs for the Future. This initiative is aimed at ensuring more workers have the skills needed for today's good jobs through innovative adult education programs that integrate integrating technical course work to provide opportunities for students to achieve credentials, earn 12 college level credits or more and increase their readiness to succeed in college, while also gaining the needed skills for employment through career pathways, including manufacturing and health care. An Implementation grant proposal was submitted on October 14 to secure funding (\$1.6 million) to implement the new model over a 3 year period.

DASHBOARD

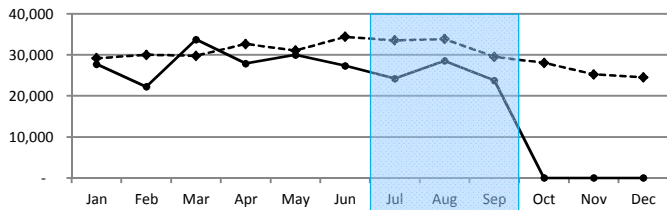
KWSB Meeting Date: 10/26/11

Cumulative data for PY 2011 (07/01/11 - 06/30/12)

Unemployment Rate (April 2011 - Aug 2011)

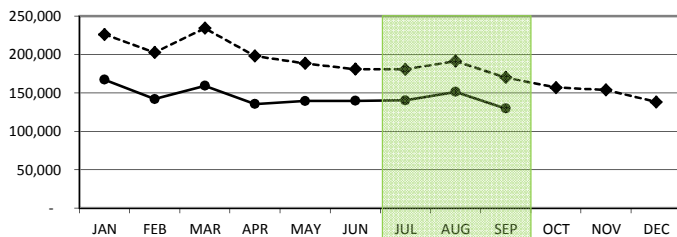


KANSASWORKS Utilization (July 2011 - Sep 2011)



Workforce Center Traffic

Statewide - 1st Quarter	
---- 2010	96,929
— 2011	76,549
% Change	-21.0%

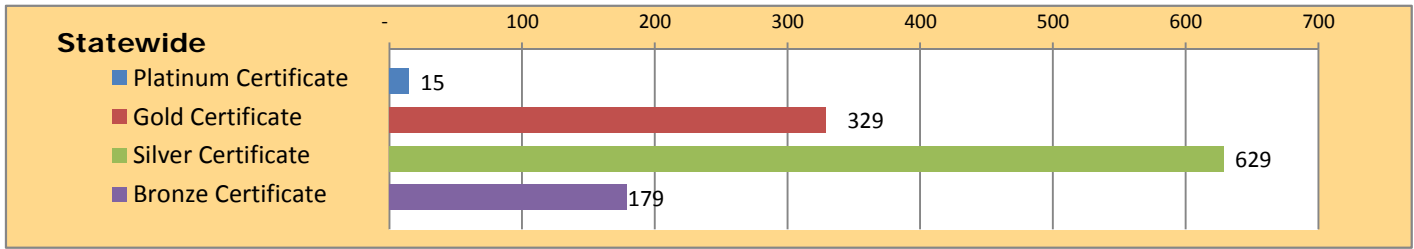


KANSASWORKS.com Visitors

Statewide - 1st Quarter	
---- 2010	567,165
— 2011	414,508
% Change	-26.9%

KANSASWORKS Certificates & Credentials (July 2011 - Sep 2011)

KANSAS WORKReady! Certificates



KANSASWORKS Performance (July 2011 - Sep 2011)

WIA Performance (9 measures)

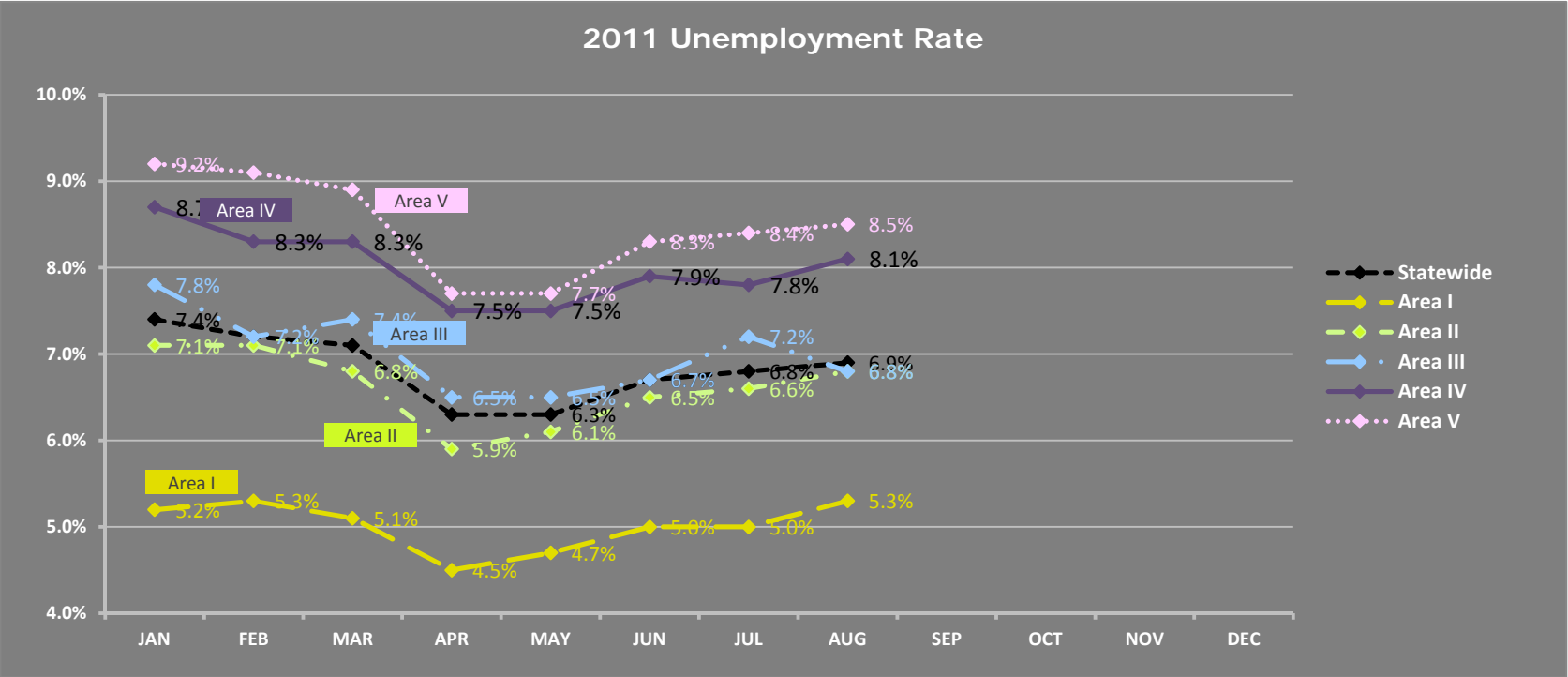
	No. of Measures		
	↑Goal	=Goal	↓Goal
State	4	5	
Area I	6	2	1
Area II	4	4	1
Area III	3	6	
Area IV	3	5	1
Area V	4	4	1

Unemployment Rate

Quarter
1st

Program Year
2011

State Board Meeting
10/26/11



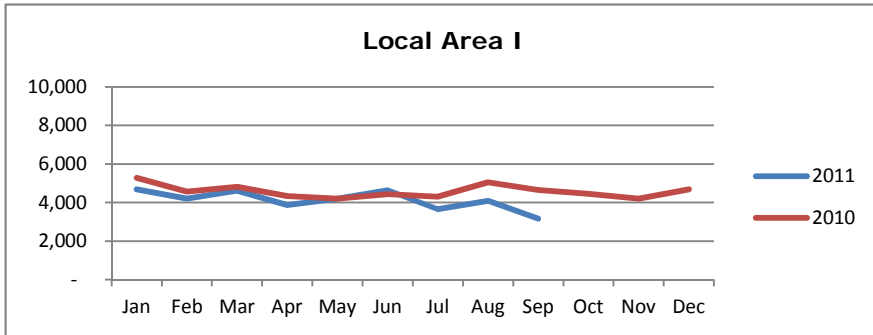
2011												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Statewide	7.4%	7.2%	7.1%	6.3%	6.3%	6.7%	6.8%	6.9%				
Area I	5.2%	5.3%	5.1%	4.5%	4.7%	5.0%	5.0%	5.3%				
Area II	7.1%	7.1%	6.8%	5.9%	6.1%	6.5%	6.6%	6.8%				
Area III	7.8%	7.2%	7.4%	6.5%	6.5%	6.7%	7.2%	6.8%				
Area IV	8.7%	8.3%	8.3%	7.5%	7.5%	7.9%	7.8%	8.1%				
Area V	9.2%	9.1%	8.9%	7.7%	7.7%	8.3%	8.4%	8.5%				

NOTE: Not seasonally adjusted

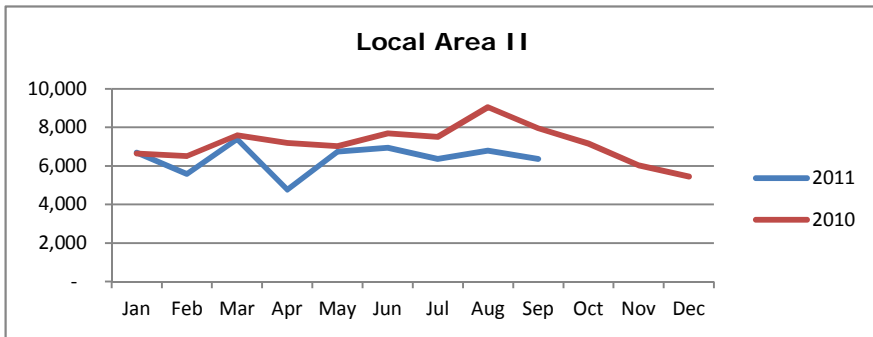
[Return to DASHBOARD](#)

Workforce Center Traffic

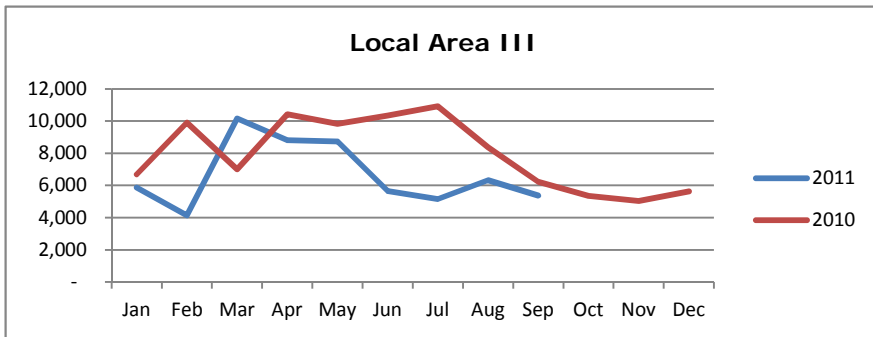
Quarter 1st
Program Year 2011
State Board Meeting 10/26/11



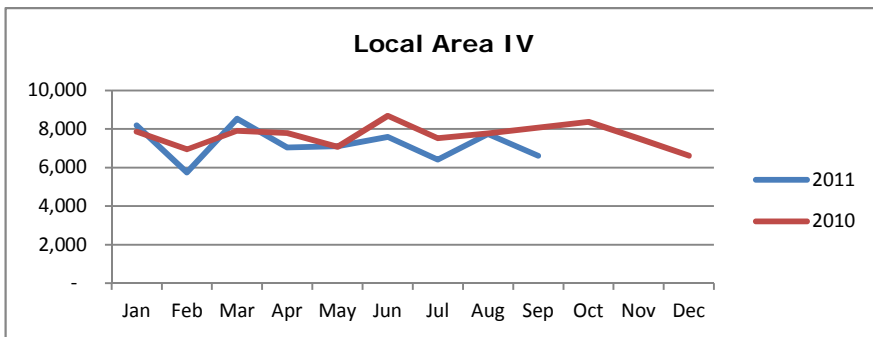
Change from 2010 Quarter
Number (3,122)
Percent -22.3%



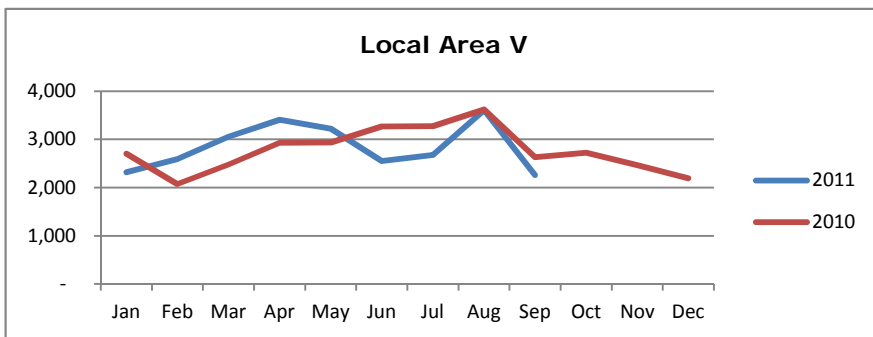
Change from 2010 Quarter
Number (5,007)
Percent -20.4%



Change from 2010 Quarter
Number (8,675)
Percent -34.0%



Change from 2010 Quarter
Number (2,597)
Percent -11.1%



Change from 2010 Quarter
Number (979)
Percent -10.3%

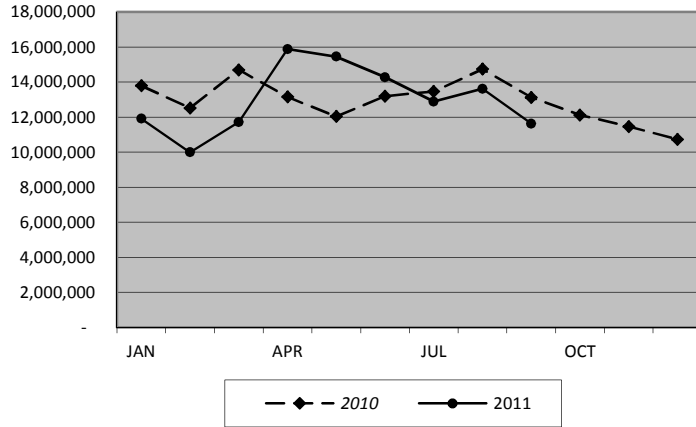
KANSASWORKS.com

Quarter
1st

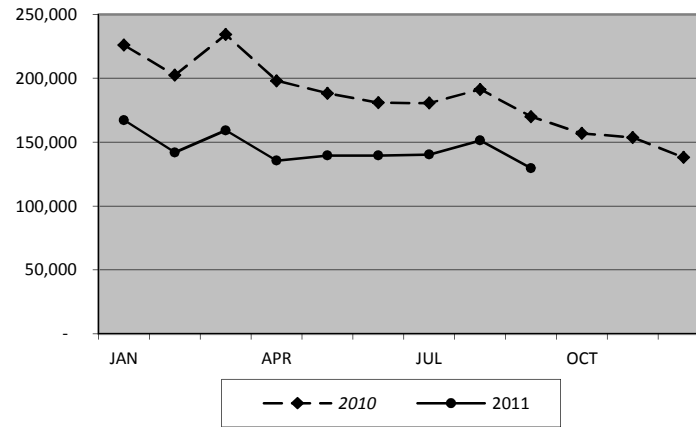
Program Year
2011

State Board Meeting
10/26/11

KANSASWORKS.com
Hits



KANSASWORKS.com
Visitors



	2008	2009	2010	2011
JAN	7,609,932	8,078,667	13,784,054	11,904,130
FEB	6,902,949	7,714,042	12,514,958	9,988,259
MAR	6,555,394	8,970,317	14,689,624	11,716,029
APR	6,937,845	8,939,558	13,148,506	15,882,389
MAY	6,212,614	8,216,397	12,037,001	15,454,793
JUN	6,115,152	11,130,066	13,191,158	14,273,489
JUL	6,867,431	11,813,251	13,457,528	12,884,386
AUG	6,616,065	12,743,422	14,741,782	13,616,694
SEP	6,603,409	12,159,454	13,124,504	11,619,361
OCT	7,013,721	12,328,560	12,120,465	
NOV	6,071,391	11,699,499	11,461,567	
DEC	6,354,356	11,050,176	10,725,508	

	2008	2009	2010	2011
JAN	159,857	139,904	226,026	167,196
FEB	145,695	134,002	202,441	141,907
MAR	91,548	151,598	234,259	159,156
APR	98,199	155,805	198,036	135,484
MAY	93,027	147,885	188,269	139,500
JUN	89,332	160,133	180,860	139,524
JUL	96,790	161,969	180,600	140,285
AUG	95,738	180,336	191,278	151,362
SEP	97,364	184,449	170,018	129,573
OCT	104,999	192,766	156,870	
NOV	102,376	190,728	153,684	
DEC	107,638	170,371	138,047	

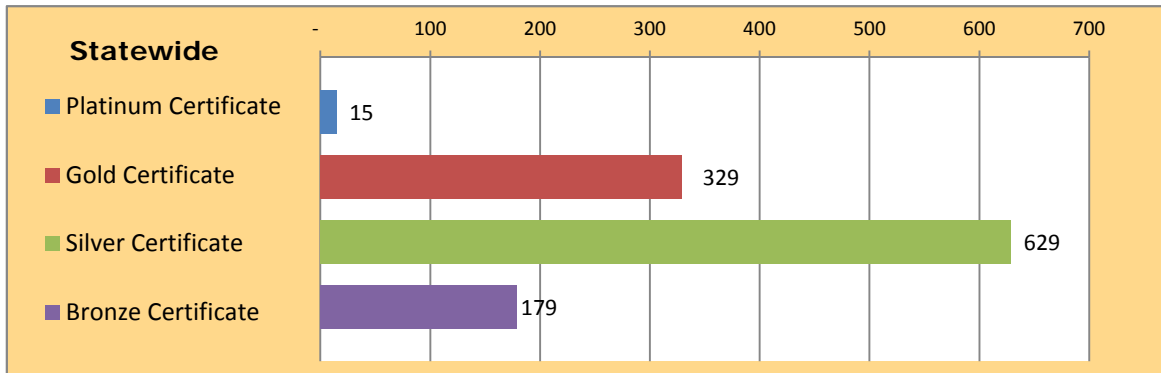
Note: KANSASWORKS.com went live in March 2008; previous observations are from Kansas Job Link.

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Kansas WORKReady! Certificates

Quarter
1st
Program Year
PY11
State Board Meeting
10/26/11

Kansas WORKReady!	Area I	Area II	Area III	Area IV	Area V	Statewide
Platinum Certificate	-	2	3	8	2	15
Gold Certificate	32	38	64	166	29	329
Silver Certificate	47	43	129	339	71	629
Bronze Certificate	9	12	57	77	24	179
Total Certificates	88	95	253	590	126	1,152



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PERFORMANCE: Workforce Investment Act (WIA)

Quarter	Program Year	State Board Meeting					
1st	PY11	10/26/11					
	Goal Sanction	AREA I	AREA II	AREA III	AREA IV	AREA V	STATEWIDE
Adult							
Entered Employment ¹	70.0%						
	56.0%	56.3%	59.5%	63.0%	53.4%	62.9%	60.0%
Employment Retention ²	84.0%						
	67.2%	85.9%	83.8%	78.5%	74.9%	79.0%	79.7%
Average Earnings ³	\$12,500						
	\$10,000	\$15,126	\$14,321	\$12,384	\$11,303	\$11,714	\$12,698
Dislocated Worker							
Entered Employment ¹	80.0%						
	64.0%	81.1%	71.7%	69.3%	73.3%	82.7%	75.1%
Employment Retention ²	87.0%						
	69.6%	100.0%	93.0%	88.5%	92.9%	91.2%	92.0%
Average Earnings ³	\$15,700						
	\$12,560	\$16,458	\$15,399	\$19,933	\$15,306	\$11,599	\$16,653
Youth							
Placement in Employment or Education ⁴	64.0%						
	51.2%	57.9%	44.0%	57.4%	100.0%	75.0%	57.0%
Attainment of Degree or Certification ⁵	52.0%						
	41.6%	53.3%	66.7%	43.9%	85.7%	50.0%	50.9%
Literacy and Numeracy Gains ⁶	42.0%						
	33.6%	0.0%	62.5%	59.3%	#DIV/0!	#DIV/0!	56.8%

Legend:

Above Goal
Within Goal
Below Goal

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KANSASWORKS STATE BOARD

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KWSB > Meetings and Events > Information Sharing

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Information Sharing

General

[2012 Kansas Workforce Summit](#) set for Jan 18-19 at Capitol Plaza Hotel, 1717 SW Topeka Blvd, Topeka, KS.

From 10/26/11 KWSB Meeting

Presentation: [Ex-Offender Employment Task Force: Phase I](#)

From 7/27/11 KWSB Meeting

Presentation: [Kansas WORKReady! Certificates](#)

From 4/26/11 KWSB Meeting

Presentation: [Learning Funds](#)

KANSASWORKS STATE BOARD

Performance Reports

The PY10 WIA Annual Report may be viewed by visiting the KWSB website at www.kansasworksstateboard.org > News and Reports > Performance Reports.

[Click here](#) for direct access.



KANSASWORKS State Board

1000 S.W. Jackson St., Suite 100, Topeka, KS 66612-1354 | Phone: (785) 368-7209 | E-mail: cnau@kansascommerce.com

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Agenda PKT Page 31

2012 Kansas Workforce Summit

Agenda

Presenters

Registration

Exhibitors

Hotel Information

Mark your calendar today for the *11th Annual* Kansas Workforce Summit to be held in Topeka, Kansas, **January 18 and 19, 2012**, at the Topeka Capitol Plaza!

A *DO NOT MISS* annual forum for community leaders and chamber representatives, legislators and government officials, employers, educators, and local workforce board members to take action to address the new realities facing the workforce and economic development issues in Kansas.