



AGENDA

Thursday, November 16, 2017 – 7:30 a.m.

Central Louisiana Business Incubator – 1501 Wimbledon Blvd., Alexandria, LA 71303
Community Room

CALL TO ORDER

GUEST SPEAKER

Misty Slayter, Vice Chancellor of Workforce Development at Central Louisiana Technical & Community College will be discussing CLTCC Workforce Strategic Plan and key initiatives that will grow Central Louisiana's workforce.

Chad Bynog will discuss the upcoming employer forum or seminar for early next year.

AGENDA ITEMS

1. Minutes from Workforce Development Board meeting of August 17, 2017

Background Information: The minutes from the last meeting of the Workforce Development Board need to be reviewed and approved.

Exhibit #1: Minutes from WDB meeting August 17, 2017

Action: Motion

2. Chairperson and Vice Chairperson Nomination

Background Information: Per the Rapides Workforce Development Board Bylaws Article II – Organization Section I – Officers. The Board needs to re-elect or elect a Chairperson and Vice Chairperson. The current Chairperson Sonia Chevallier and Vice Chairperson Kelli Hall have agreed to continue in their current positions for another year.

Action: Motion

3. Rapides Parish Workforce Development Board 2018 Meeting Schedule

Background Information: In an effort to comply with the Louisiana Open Meeting Law each WDB has been encouraged by the Louisiana Workforce Commission Policy Team to make available an annual calendar of scheduled Workforce Development Board meetings.

Exhibit #2: Draft 2018 Workforce Development Board Calendar

Action: Motion

4. WIOA Allocation Amendment

Background: Louisiana Workforce Commission provided an amendment to increase the contract amount for WIOA funds by \$969 back to the originally funded levels due to an increase of state funds for the Adult and Dislocated Worker programs. This will change the allocation from \$815,224 to \$816,193.



Exhibit #3: Amendment
Action: Motion

5. New/Revised Policies for WIOA

Background Information: The following policies have been revised/drafted

- a. 100-10 One-Stop Operator - The policy was revised to clarify that monitoring of the One-Stop Operator will occur on a quarterly basis.
- b. 400-01 On-The-Job Training - The policy was revised to allow no more than 50% of participants enrolled in OJT to reside outside of Rapides Parish.
- c. 500-04 Work Experience - The policy was revised to clarify allowable program expenditures for youth work experience.
- d. 100-11 Infrastructure Funding Agreement – This is a new policy. Per USDOL Employment and Training Administration TEGL 17-16 the Infrastructure Funding Agreement One-Stop Operating budget must be periodically reconciled against actual costs incurred and adjusted accordingly. Louisiana Workforce Commission’s policy is recommending a quarterly reconciliation.

Exhibit #4: Draft Policies
Action: Motion

6. Local Governance Agreement – Firewall

Background: WIOA requires that a firewall exist to separate fiscal and program activities and to establish clear roles and responsibilities eliminating any conflicts of interest. This agreement along with a series of job descriptions, organization charts, and board bylaws constitute the Firewall documentation.

Exhibit #5: Draft Local Governance Agreement
Action: Motion to authorize Chairperson to sign Local Governance Agreement

ADDITIONAL INFORMATION

7. Louisiana Workforce Commission (LWC) for a Strategies to Empower People (STEP) Program

Background Information: The PY16 STEP contract expired as of 6/30/17 and LWC desired to time the STEP contract at the same time as the LaJET contract – to run from 10/1 each year through 9/30 of the next year. A 3 month contract was executed and expired 9/30/17. As of that date, LWC had not presented us with a renewal contract and DCFS still owed Rapides for reimbursements from the PY16 contract. Therefore, the Rapides Parish Police Jury decided not to renew the STEP services contract and authorized the President to sign a letter of termination. That letter was sent to Ms. Ava Dejoie, Executive Director of LWC on October 9, 2017. Subsequent to the letter, on October 17th we received notification from LWC of the strong possibility that LWC will take over providing the Louisiana’s STEP services in the local areas and hire state employee(s) to operate the program.



Exhibit #6: Motion passed by RPPJ
RPPJ Letter to Ms. Ava Dejoie dated 10/9/17
Action: No action required

8. One-Stop Operator Monitoring

Background: According to USDOL's Employment and Training Administration TEGL 15-16, "The Local WDB must measure, track, and monitor performance, service deliverables, and achievement of program or performance measures." To that end, the Chairperson of the WDB appointed Susan Broussard as OSO Monitor. Ms. Broussard agreed and completed the PY17 1st Quarter monitoring on 10/31/17.

Exhibit #7: OSO Monitoring Report for 1st Quarter PY17
Action: No Action required

9. Equal Opportunity Compliance

Background Information: The Equal Opportunity & Compliance Division of Louisiana Workforce Commission has completed a Methods of Administration desk review and found us in compliance with the EO Regulations at Section 188 of WIOA.

Exhibit #8: Compliance letter of September 21, 2017
Action: No Action Required.

10. Mandatory Ethics Training

Background Information: Commencing January 1, 2012, Pursuant to R.S. 42:1170 each "public servant" is required to receive a minimum of one hour education and training on the Code of Governmental Ethics during each year of his public employment or term of public service. Workforce Development Board members, WDB staff and all non-members on the Committees are classified as public servants or public employees.

Exhibit #9: Ethics Training Correspondence dated January 24, 2017.
No Action Required for Information Only.

REPORTS/UPDATES

1. Financial Report
2. Education Subcommittee Report
3. Rapides Business & Career Solutions Center Report

INFORMATIONAL ATTACHMENTS



Commonly used acronyms-

LWC	Louisiana Workforce Commission
OWD	Office of Workforce Development
NEG	National Emergency Grant
ETA	Employment and Training Administration
TEGL	Training and Employment Guidance Letter
LWDAs	Local Workforce Development Areas
IEP	Individual Employment Plan
UI	Unemployment Insurance
O*NET	Occupational Information Network
USDOL	United States Department of Labor
WARN	Worker Adjustment and Retraining Notification Act
LRS	Louisiana Rehabilitation Services
HIRE	Helping Individuals Reach Employment
DCFS	Department of Children & Family Services
MOU	Memorandum of Understanding
WDB	Workforce Development Board
FY	Fiscal Year
PY	Program Year
WIOA	Workforce Innovation and Opportunity Act
WIF	Workforce Innovation Funds
IWTP	Incumbent Worker Training Program

COMMENTS OR QUESTIONS FROM CHAIR

COMMENTS OR QUESTIONS FROM FLOOR

ADJOURNMENT