



## **AGENDA**

Thursday, February 15, 2018 – 7:30 a.m.

CHRISTUS St. Frances Cabrini Hospital – 3330 Masonic Dr., Alexandria, LA 71301  
3<sup>rd</sup> floor - Conference Room 3A

## **CALL TO ORDER**

## **GUEST SPEAKER**



**Larkin Simpson**, Vice President - Major Employers, will be discussing CLEDA's future plan for the Major Employers division.

## **AGENDA ITEMS**

### **1. Minutes from Workforce Development Board meeting of November 16, 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 November 16, 2017

**Action:** Motion

### **2. LWDA 61 – WIOA PY17/FY18 Budget Amendment**

Background Information: Request the Workforce Development Board approve the amendment to the WIOA PY17/FY18 program as presented. The purpose of the WIOA amendment is to re-program funds to the various line items to reflect anticipated expenses for the grant year ending 6/30/18.

**Exhibit #2:** WIOA Budget Amendment #1

**Action:** Motion

### **3. New/Revised Policies for WIOA**

Background Information: The following policies have been revised/drafted

- a. 100-08 Office Policies – The policy was revised to include section on ethics and FEMA training.
- b. 800-01 Fiscal Policy - The policy was revised to include section on Budgeting as per the requirements from the Legislative Auditor.

**Exhibit #3:** Draft Policies

**Action:** Motion



## **ADDITIONAL INFORMATION**

### **4. 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." Ms. Humbles agreed to be the OSO Monitor and has completed the PY17 2<sup>nd</sup> Quarter monitoring on 1/31/18.

**Exhibit #4:** OSO Monitoring Report for October, November & December 2017 (2<sup>nd</sup> Qtr. PY17)  
**Action:** No Action required

### **5. 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 #5:** Ethics Training Correspondence dated February 2, 2018.  
**Action:** No Action Required - For Information Only

## **REPORTS/UPDATES**

1. Financial Report
2. Rapides Business & Career Solutions Center Report

## **INFORMATIONAL ATTACHMENTS**

1. Dept of Education – 2015/16 Counts of Students Exiting School under a Potential Dropout Code
2. WBD Calendar update



### **3. Commonly used acronyms-**

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

### **COMMENTS OR QUESTIONS FROM CHAIR**

### **COMMENTS OR QUESTIONS FROM FLOOR**

### **ADJOURNMENT**