

AGENDA - UPDATED

Thursday, May 20, 2021 – 7:30 a.m.

Pursuant of the State of Louisiana Proclamation Number JBE 2020-75 and due to meeting restriction and quorum requirements, the May Workforce Development Board 61 meeting will be held via video conference using ZOOM.

THE ZOOM MEETING LINK WILL BE <https://zoom.us/j/94234691962>

CALL TO ORDER

GUEST SPEAKER(s)



Ben Russo, Executive Director of Central Louisiana Regional Port, will provide the board with an update regarding operations at the Central Louisiana Regional Port including tenants and what they produce.

AGENDA ITEMS

1. Minutes from Workforce Development Board meeting of February 25, 2021

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 February 25, 2021

Action: Motion

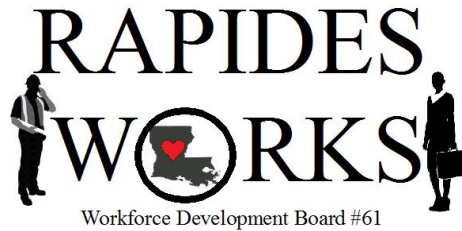
2. LWDA 61 – PY20/FY21 Budget Amendment

Background Information: Request the Workforce Development Board approve the amendment of the PY20/FY21 budget to reflect a transfer of \$71,000.00 from the FY21 Dislocated Worker Program to the FY21 Adult Program.

Exhibit #2: LWDA 61 – PY20/FY21 Budget Amendment

Action: Motion



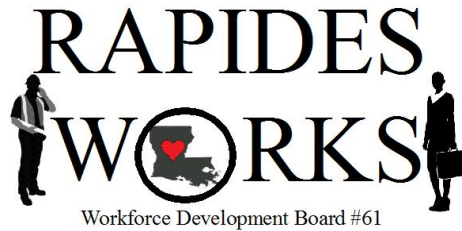


3. New/Revised Policies and Procedures for WIOA

Background Information: The following policies have been revised:

- a. 100-08 Office Policies – This policy was reviewed during policy audit and revised to align with current standards.
- b. 100-10-02 One-Stop Operator Monitoring – This is a new procedure drafted in response to LWC Virtual Monitoring.
- c. 400-01 – WIOA Adult and Dislocated Worker Program
- d. 400-02 – Scholarship Training – This policy is being obsolete due to it was combined with 400-01 WIOA Adult and Dislocated Worker Program
- e. 400-03 – Supportive Services - This policy was reviewed during policy audit and revised to align with current standards.
- f. 400-04 – Rapides Response – This policy was reviewed during policy audit and revised to align with current standards.
- g. 400-05 – Priority of Service for Adults and Dislocated Workers – This policy was reviewed during policy audit and revised to align with current standards.
- h. 400-12 - Adult & Dislocated Worker Program Exit and Follow-up – This is a new policy drafted in response to LWC Virtual Monitoring.
- i. 400-12-01 Adult & Dislocated Worker Follow-up Procedures – This is a new procedure drafted in response to LWC Virtual Monitoring.
- j. 500-01 – Fourteen Required Elements for WIOA Youth Programs – This policy is being obsolete due to it was combined with 500-01 WIOA Youth Program
- k. 500-01 – WIOA Youth Program – This policy was previously numbered 500-02 and was reviewed during policy audit and revised to align with current standards.
- l. 500-03 Procurement of Youth Services - This policy was reviewed during policy audit and revised to align with current standards.
- m. 500-04 Work Experience – This policy was revised in response to LWC Virtual Monitoring.
- n. 500-05 Performance Measures - This policy was reviewed during policy audit and revised to align with current standards.
- o. 500-06 Supportive Services - This policy was reviewed during policy audit and revised to align with current standards.
- p. 500-07 Incentives - This policy was reviewed during policy audit and revised to align with current standards.
- q. 500-08 Program Exit and Follow up Services for Youth – This policy is being obsolete due to it was combined with 500-01 WIOA Youth Program
- r. 800-01 – Fiscal Policy - This policy was reviewed during policy audit and revised to align with current standards.
- s. 800-01-02 – Program Operations - This procedure was revised in response to LWC Virtual Monitoring to include services procurement procedures from Rapides Parish Police Jury.
- t. 800-01-03 – Payroll Procedures - This procedure was revised in response to LWC Virtual Monitoring
- u. 800-02 – Program Income - This policy was reviewed during policy audit and revised to align with current standards.





- v. 800-03 – Audit Process and Resolution - This policy was reviewed during policy audit and revised to align with current standards.

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.”

Exhibit #4: 3rd Quarter OSO Monitoring Report – January - March 2021

Action: No Action required

5. Third Quarter Performance (January – March 2021) by Local Workforce Development Area (LWDA)

Background Information: Louisiana Workforce Commission has released the Third Quarter Performance Results for PY20. The results are broken down by LWDA.

Exhibit #5: Third Quarter Performance Results for PY 2020 by LWDA

Action: No Action Required - For Information Only

6. WDB Member NEW Appointment

Background Information: New appointment was authorized by the Rapides Parish Police Jury President, Mr. Craig Smith. Rose Killion, Human Resource Specialist for Boise Cascade, will replace Tommy Peek.

Exhibit #6: Updated WDB Appointments

Action: No Action required - For Information Only

7. 2020 Non-Discrimination Plan Letter

Background Information: A positive review and feedback of the 2020 Non-Discrimination Plan.

Exhibit #7: 2020 Non-Discrimination Plan Letter

Action: No Action Required - For Information Only

8. 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.



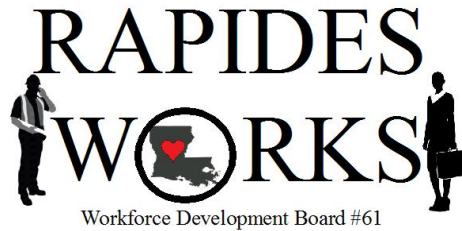


Exhibit #8: Ethics Training Correspondence dated January 26, 2021.
Action: No Action Required - For Information Only

REPORTS/UPDATES

1. Financial Report
2. Rapides American Job Center Report

INFORMATIONAL ATTACHMENTS

1. 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

