

August 5, 2021

The Rapides Workforce Development Board 61 meeting of August 19, 2021 has been declared as an essential government meeting. Pursuant to Section 2 (C) of Governor John Bell Edwards' Proclamation Number: 75 JBE 2020 that states;

**SECTION 2:**

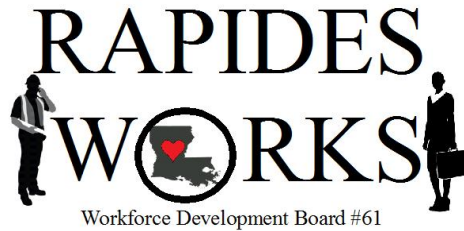
C) All state agencies, boards and commissions, and local political subdivisions of the state shall continue to provide for attendance at essential governmental meetings via teleconference or video conference and such attendance shall be allowed during the pendency of this emergency. All efforts shall be made to provide for observation and input by members of the public. Before any meeting conducted pursuant to this section, the state agency, boards and commission, or local political subdivision of the state shall first provide a written certification that it will otherwise be unable to operate due to quorum requirements. Such certification shall be posted at the same time and in the same manner as the agenda for the meeting. Nothing in this order shall be interpreted to waive any notice requirements.

Additionally pursuant to Proclamation Number 137 JBE 2021 where Governor John Bell Edwards renewed the Public Health Emergency, the Rapides Parish Workforce Development Board (WDB) shall conduct their WDB meeting via ZOOM Videoconferencing on August 19, 2021 at 7:30 A.M. due to the current COVID-19 Emergency.

LWDA 61's Workforce Development Board consists of 35 members with a quorum of 18. It will be unable to operate due to quorum requirements unless it conducts its meeting via Teleconference or Videoconference during the current emergency. The agenda consists of imperative items that need to be voted on at this quarterly meeting.

Connie Baker

A handwritten signature in cursive script that reads "Connie Baker".



## **AGENDA**

Thursday, August 19, 2021 – 7:30 a.m.

**Pursuant of the State of Louisiana Proclamation Numbers JBE 75-2020 / 137 JBE 2021 and due to meeting restriction and quorum requirements, the Workforce Development Board 61 meeting will be held via video conference using ZOOM.**

**THE ZOOM MEETING LINK WILL BE <https://us06web.zoom.us/j/85449782330>**

## **CALL TO ORDER**



## **GUEST SPEAKER(s)**

Jimmy Sawtelle, Chancellor of Central Louisiana Technical Community College (CLTCC), will provide the board with an update regarding operations at CLTCC.

## **AGENDA ITEMS**

### **1. Minutes from Workforce Development Board meeting of May 20, 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 May 20, 2021

**Action:** Motion

### **2. Chairperson and Vice Chairperson Election**

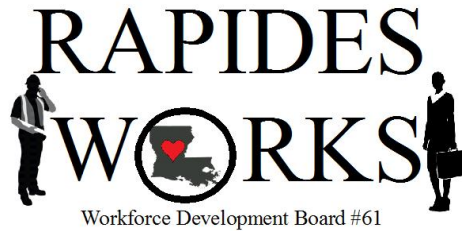
**Background Information:** Per the Rapides Workforce Development Board Bylaws Article II – Organization Section I – Officers, Officers shall be selected by a majority vote of the members present. The Chairperson and Vice-Chairperson shall be selected from the representatives of the private sector. The Board needs to elect a Chairperson and re-elect or elect Vice Chairperson. The current Chairperson Kelli Haygood has resigned her position on the board due to new employment outside Rapides Parish.

**Action:** Motion

### **3. LWDA 61 – Funding Allocation Under the Workforce Innovation and Opportunity Act (WIOA) for PY21/FY22 (7/1/21 – 6/30/22)**

**Background Information:** Request the Workforce Development Board approve the WIOA PY21/FY22 (7/1/21 – 6/30/22) budget as presented. The budget includes a new total allocation of \$1,102,691 (a decrease of \$220,564 from the previous year's funding level) along with carry over funds in the amount





of \$498,495 (to include normal operational 2<sup>nd</sup>-year funding \$198,484 program, \$48,040 admin and transfer carry over \$71,000) for a total funding level of \$1,380,648 (an overall decrease of \$246,476). All LWDA's experienced a reduction in allocation in PY21FY22.

**Exhibit #3:** WIOA Budget  
**Action:** Motion

#### **4. LWDA 61 – PY20/FY21 Budget Amendments**

Background Information: Request the Workforce Development Board to approve Amendment #1 to the Louisiana Workforce Commission (LWC) Contract #2000508594 to reflect LWC's change to the contract budget in the amount of \$2,368 for PY20 Dislocated Worker Program in accordance with the Training and Employment Guidance Letter (TEGL) 15-20 to provide adjusted funding levels for PY20 allotments for the Dislocated Worker program.

**Exhibit #4:** LWDA 61 – PY20/FY21 Budget Amendment  
**Action:** Motion

#### **5. LWDA 61 – PY21/FY22 Budget Transfer**

Background Information: Request the Workforce Development Board to approve PY21/FY22 WIOA budget transfer of \$129,600.00 from FY22 Dislocated Worker Program Funds to FY22 Adult Program Funds. This transfer is to meet the workforce needs by expanding participation in scholarship training, for adults, in various in-demand occupations. This transfer is contingent upon approval by Louisiana Workforce Commission (LWC).

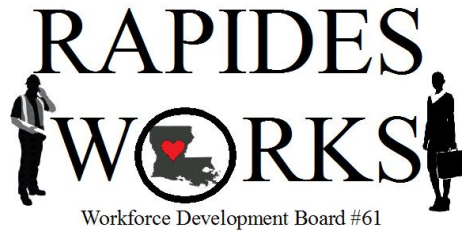
**Exhibit #5:** LWDA 61 – PY20/FY21 Budget Transfer  
**Action:** Motion

#### **6. Revised WIOA Regional Plan for Workforce Development Boards 60 & 61 for the period July 1, 2020 through June 30, 2024.**

Background Information: Per letter from the Louisiana Workforce Commission dated April 27, 2021, regarding Local Plan Deficiency the LWDB 61 WIOA Regional Plan for period July 1, 2020 – June 30, 2024 was revised to include language that defines LWDA-61 Sector initiatives on neutral intermediaries, or neutral conveners in Rapides Parish to aid in closing the gaps between employers and jobseekers. The Regional Plan, with the revision, was posted for public comment on June 30, 2021 through July 30, 2021. No comments were received.

**Exhibit #6:** Letter dated April 27, 2021, from LWC regarding plan approval and revised WIOA Regional Plan for Workforce Development Boards 60 & 61 for the period July 1, 2020 through June 30, 2024.  
**Action:** Motion





## 7. Prior Approval

Background information: LWDA-61 WIOA Program requests the Workforce Development Board (WBD-61) grant prior approval for normal operational expenditures for §200.456 Participant support costs & §200.474 Travel costs, and for all other subparts of 2CFR Part 2002, CFR §200.407 (*See Attachment*) that apply to all normal program operations for the program contract year, July 1, 2021 through June 30, 2022 (PY21FY22).

The Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements, specifically at 2 CFR Part 2002 & CFR §200.407 provides guidance and establishes procedures regarding general cost principles, allowable costs, and prior written approval related to Workforce Innovation and Opportunity Act (WIOA) Title I funds. OEWD and WOD employees follow established Sub-recipient's (Rapides Parish Police Jury (RPPJ)) travel policies which are found in Section 2-21 of the local municipal ordinances and the Police Jury's Personnel Policy & Procedures Manual. These RPPJ policies were adopted and approved by the LWDA-61 WDB and are mirrored in LWDA-61's policies and procedures.

**Exhibit #7:** RPPJ Article II Section 2-21, 2 CFR § 200.407, RPPJ Policies

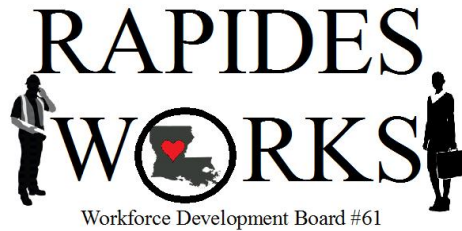
**Action:** Motion

## 8. New/Revised Policies for WIOA

Background Information: The following policies have been revised:

- a. 100-01 Acronyms - This policy was reviewed during internal policy audit and revised to align with current standards.
- b. 100-02 – Definitions - This policy was reviewed during internal policy audit and revised to align with current standards.
- c. 100-03 Emergency Response and Evacuation Plan - This policy was reviewed during internal policy audit and revised to align with current standards.
- d. 100-05 Fee-for-Services - This policy was reviewed during internal policy audit and revised to align with current standards.
- e. 100-06 Security of Files - This policy was reviewed during internal policy audit and revised to align with current standards.
- f. 100-07 Priority of Services for Veterans - This policy was reviewed during internal policy audit and revised to align with current standards.
- g. 100-09 Monitoring - This policy was reviewed during internal policy audit and revised to align with current standards.
- h. 100-10 One-Stop Operator - This policy was reviewed during internal policy audit. There were no changes to this policy.
- i. 100-11 Infrastructure Funding Agreement - This policy was reviewed during internal policy audit. There were no changes to this policy.
- j. 100-12 Record Retention - This policy was reviewed during internal policy audit and revised to align with current standards.
- k. 100-13 One-Stop Certification Policy - This policy was reviewed during internal policy audit and revised to align with current standards.





- l. 100-14 Inmate Labor - This policy was reviewed during internal policy audit and revised to align with current standards.
- m. 100-16 WIOA Grievance & Complaint Policy – This is a new policy to address EEO Grievances and Complaints.
- n. 200-01 Job-Seeker Services - This policy was reviewed during internal policy audit and revised to align with current standards.
- o. 300-01 Business Services - This policy was reviewed during internal policy audit and revised to align with current standards.
- p. 400-03 Supportive Services - This policy was revised to update allowable travel supportive services.
- q. 400-06 Eligible Training Providers - This policy was reviewed during internal policy audit and revised to align with current standards.
- r. 400-10 HiRE Data Entry Process - This policy was reviewed during internal policy audit and revised to align with current standards.
- s. 400-11 Incentives - This policy was reviewed during internal policy audit and revised to align with current standards.
- t. 500-11 HiRE Data Entry Process - This policy was reviewed during internal policy audit and revised to align with current standards.
- u. 600-01 Assessments - This policy was reviewed during internal policy audit and revised to align with current standards.
- v. 700-01 Management Information Services (MIS) - This policy was reviewed during internal policy audit and revised to align with current standards.
- w. 700-02 Monitoring Services - This policy was reviewed during internal policy audit. There were no changes to this policy.

**Exhibit #8:** Draft Policies  
**Action:** Motion

### **ADDITIONAL INFORMATION**

#### **9. 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 #9:** 4<sup>th</sup> Quarter OSO Monitoring Report – April - June 2021  
**Action:** No Action required

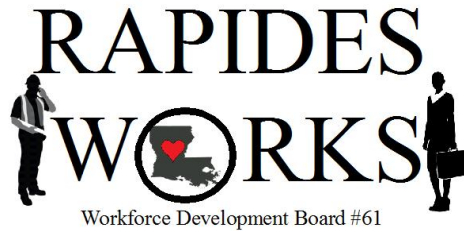
#### **10. Fourth Quarter Performance (April – June 2021) by Local Workforce Development Area (LWDA)**

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

**Exhibit #10:** Fourth Performance Results for PY 2020 by LWDA  
**Action:** No Action Required - For Information Only

Agenda – August 19, 2021 (7:30 AM)  
Workforce Development Board





**11. Rapides Parish Annual WIOA Monitoring Report – WIOA – 61 – PY19/FY20**

Background Information: The Louisiana Workforce Commission (LWC), Compliance and Monitoring Unit has completed a virtual monitoring review for Program Year 2019 (PY19) of the Workforce Innovation and Opportunity Act (WIOA) Title I -Adult, Dislocated Worker, and Youth programs administered by Local Workforce Development Board 61 (LWDB 61). No findings of non-compliance were identified during the review.

**Exhibit #11:** Rapides Parish Annual WIOA Monitoring Report – WIOA – 61 – PY19/FY20 Letter dated June 14, 2021

**Action:** No Action Required - For Information Only

**12. WDB Member New Appointment and Re-Appointments**

Background Information: New appointments were authorized by Mr. Craig Smith, the Rapides Parish Police Jury President. Kevin Hood, Human Resources/External Relations Manager with Proctor and Gamble will replace Aiesha Wright representing private sector membership. Timothy Adam, Manager – Health and Safety for UTLX, will replace Kelli Haygood representing private sector membership.

Rapides Parish Police Jury President, Mr. Craig Smith, approved the following re-appointments for those listed with effective termination dates of October 2021:

<u>Members (Reappointments)</u>	<u>New Term Dates</u>
Valerie Aymond Long	10/1/2021 – 10/1/2024
David Broussard	10/1/2021 – 10/1/2024
Chad Bynog	10/1/2021 – 10/1/2024
Sally Cowan	10/1/2021 – 10/1/2024
Tim Dousay	10/1/2021 – 10/1/2024
Rich Dupree	10/1/2021 – 10/1/2024
Jeff Ryan	10/1/2021 – 10/1/2024
Jeff Johnson	10/1/2021 – 10/1/2024
Haywood Joiner	10/1/2021 – 10/1/2024

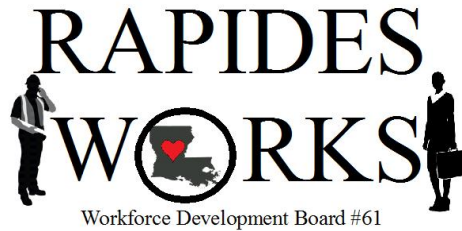
**Exhibit #12:** Updated WDB Appointments

**Action:** No Action required - For Information Only

**13. 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 #13:** 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-**

<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**

