



## **AGENDA**

Thursday, October 22, 2015 – 7:30 a.m.  
Central Louisiana Business Incubator – 1501 Wimbledon Blvd., Alexandria, LA 71303  
Community Room

## **CALL TO ORDER**

## **RECOGNITIONS**

**Mr. Richard Billings** – Chief Elected Official for Rapides Workforce Development Area 61

## **AGENDA ITEMS**

### **1. Board Composition, Functions, Responsibilities**

**Exhibit #1:** Section 3 – Functions and Section 5 – Bylaws in the Orientation Manual

Background Information: Workforce Innovation and Opportunity Act (WIOA) implementation required changes to the Workforce Development Boards. Chad Bynog will explain the changes and the functions and responsibilities of the new Board.

### **2. Selection of Chairperson and Vice-Chairperson**

**Action:** Vote on nominated candidates

Background Information: The bylaws approved by the Chief Elected Official require the Board to elect officers from the membership. Officers must be selected from Business representatives.

### **3. Terms for Board Members**

**Exhibit #1:** Section 5 – Bylaws in the Orientation Manual

**Action:** Term selection

Background Information: In order to preserve continuity on the Board, one-third of the Board members' term will end each year. To facilitate this, 1/3 of the Board members will have a 1 year term, 1/3 will have a 2 year term, and 1/3 will have a 3 year term. After the first term expiration for each Member, all Board members will have 2 year terms.

### **4. 2016 Calendar**

**Exhibit #1:** Section 9 – Meeting Calendar in Orientation Manual

**Action:** Motion

Background Information: The bylaws require this Board to meet once a quarter. Each year a proposed calendar of quarterly meetings has to be approved by the Board. The calendar will be

published on the Board's website ([www.rapideswib.com](http://www.rapideswib.com)) and posted at the Rapides Parish Courthouse in compliance with the Open meeting (Louisiana R.S. 42:12).

## 5. Committee Membership

**Exhibit #1:** Section 2 – Organization and Section 5 – Bylaws in Orientation Manual

Background Information: The LWC policy strongly encourages the creation of three standing committees: One-Stop, Youth, and Disability. Due to the similarities, we are proposing the consolidation of the One-Stop and Disability into one committee – the One-Stop Committee.

## 6. Mandatory Ethics Training

**Exhibit #1:** Section 10 – Ethics Training / Financial Disclosure in Orientation Manual

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.

## 7. Conflict of Interest

**Exhibit #2:** Section 5 - Bylaws in Orientation Manual

Background Information: Pursuant to Section 5 – Bylaws in the Orientation Manual, we are required to have on file in our office a signed Conflict of Interest statement from each Board member which details activities which would constitute a conflict of interest.

## 8. Funding Allocation under the Workforce Innovation and Opportunity Act (WIOA) – PY15 / FY16

**Exhibit #3:** Financial Reports  
**Action:** Motion

Background Information: Requesting the WDB approve the budget and budget amendments as presented. The budget includes a new WIOA allocation of \$715,791.00 (an increase of \$27,586.00 from the previous year's funding) along with WIA carry-over in the amount of \$305,933.00 for a total funding level of \$1,021,724.00 for the period 7/1/15 – 6/30/16.

In addition, budget amendment #1 to the PY14 / FY 15 WIA budget is included for WDB approval and its purpose is to re-program funds to various line items to reflect actual expenses for the Grant Year ending 6/30/15. Budget amendment #2 is for the YouthBuild program and its purpose is to realign the line item budget to reflect changes in the delivery of services under this contract with respect to the work experience component and the replacing one staff member.

## 9. Contract with Louisiana Workforce Commission (LWC) for a Strategies to Empower People (S.T.E.P.) Program

**Exhibit #4:** STEP Budget

**Action:** Motion

Background Information: The Louisiana Workforce Commission (LWC) contracted with the Local Workforce Development Area (#61 – Rapides) to provide case management services to work eligible cash assistance recipients, as referred by the Louisiana Department of Children and Family Services (DCFS), to move those families from cash assistance to employment for the period 7/1/15 – 6/30/16. The maximum contract amount is \$44,692.00 and a line item budget is provided for Board review and approval.

## **10. LAJet Contract for Fiscal Year 2015 / 2016**

**Exhibit 5:** LaJET Budget

**Action:** Motion

Background Information: Requesting the WDB approve the line item budget for the Louisiana Job Employment Training (LaJET) for fiscal year October 1, 2015 – September 30, 2016 in the amount of \$239,685.00. The program provides Job Readiness Training for food stamp recipients.

## **11. Minutes from Workforce Investment Board meeting of May 21, 2015**

**Exhibit #6:** Minutes from WIB meeting May, 21, 2015

**Action:** Motion

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

## **12. Revised Policies for WIOA**

**Exhibit #7:** Revised policies

**Action:** Motion

Background Information: Some of the policies in the current Policies and Procedures Manual required revision due to the implementation of WIOA. Those policies have been revised and are being submitted to the Board for review and approval.

## **13. Eligible Training Provider List – Program Addition**

**Exhibit #8:** CDL Training

**Action:** Motion

Background Information: The Central Louisiana Technical Community College (CLTCC) has added a new program to their offerings: CDL Training. The cost is \$2500 per class and the duration is 240 hours. As the Heavy and Tractor-Trailer Truck Driver occupation is an in-demand occupation at this time and Coastal Truck Driving School is also an approved provider of the CDL Training, we are requesting the Board review and approve this new program at CLTCC.

## **REPORTS/UPDATES**

## **INFORMATIONAL ATTACHMENTS**

## **ADDITIONAL INFORMATION**

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**