



MINUTES

Workforce Development Board

Thursday, February 17, 2022 – 7:30 a.m.

Held at: Pursuant of the State of Louisiana Proclamation Numbers JBE 75-2020 / 204 JBE 2021 / 7 JBE 2022 and due to meeting restriction and quorum requirements, the Workforce Development Board 61 meeting was held via video conference using ZOOM.

ATTENDANCE

Members present	Members absent	Other Attendees / Guest	Staff
Aymond, Valerie	Sally Cowan	John Smith - Speaker	Elaine Morace
Baker, Connie	Rich Dupree	Misty Slayter - CLTCC	Susan Clinton
Baker, Cynthia	Justin Giallonardo	Dr. Randall Dupont - LSUA	Sandy Verzwylvelt
Barrett, Karyn	Paula Johnson	Nanette Hill (OSO)	
Bonial, Julie	Kashawna Jones	Pamela Ballott (Cenla CAC)	
Broussard, David	Gary Nugent		
Bryant, Steve	Deborah Randolph		
Bynog, Chad	Cindy Sayes		
Dore', Marianne	Nolan Spillers		
Dousay, Tim	Sara Stokes		
Fusilier, Paul			
George, Larry			
Higgins, Bill			
Hood, Kevin			
Humbles, Ginger			
Johnson, Jeff			
Johnson, Toni			
Joiner, Haywood			
Killion, Rose (Chair)			
Price, Lloyd			
Ryan, Jeff			
Sawtelle, Jimmy			
Szczespanski, Cyndi			
Venson, Leona			
Worth, Shanna			
Quorum Present	Yes	25 of 35	Chair votes only to break a tie

CALL TO ORDER

Chairperson, Rose Killion, called the meeting of the February 17, 2022, Rapides Parish Workforce Development Board to order. Rose welcomed new board members Cyndi Szczepanski, Human Resource Manager for UTLX, who is replacing Timothy Adam, UTLX. Leona Venson, President of Rapides Federation of Teachers who is replacing Landry Ducote of IBEW, Local 576. Rose asked for a roll call since the meeting was held via Zoom The above members and other attendees were present for the meeting.

Rose called upon Dr. Haywood Joiner for the Invocation

ANNOUNCEMENTS



Jeff Ryan of Cleco and Chair of the Central Louisiana Society for Human Resource Management (CLSHRM) Workforce Development Committee announced the following:

CLSHRM will be hosting the 6th Annual Cenla Career Fair on Tuesday, March 29 from 10:00 am to 2 pm at the Randolph Riverfront Center in Alexandria. Employers can register for the event by going to the website <https://clshrm.shrm.org/central-louisiana-society-human-resource-management> and scrolling to the Career Fair registration link at the bottom of the chapter’s home page. The registration fee can be paid with the online registration, or an employer can request to receive an invoice and pay by check.

GUEST SPEAKER

Mr. John Smith Apprenticeship Navigator for LWC presented via ZOOM, a PowerPoint presentation on Registered Apprenticeship. The presentation was emailed to the board following the meeting.



Registered Apprenticeship is a proven workforce development strategy which results in:

- **Dependable staff**
- **Low attrition rates**
- **Increased productivity**

If you’re looking to increase proficiency, productivity, and retention, Registered Apprenticeship may be the perfect solution to fit all of your needs.

Join us via Zoom on Thursday, February 17th at 7:30 am to hear John Smith, LWC Apprenticeship Navigator, present how this program could benefit you!

AGENDA ITEMS

1. Minutes from Workforce Development Board meeting of November 18, 2021

It was requested the minutes from the last meeting of the Workforce Development Board reviewed and approved.

Exhibit #1: Minutes from WDB meeting November 18, 2021

Action: Motion

No Discussion.

On motion by Paul Fusilier, seconded by Haywood Joiner, with -0- nays, -0- abstained and 22 yes votes, the minutes from November 18, 2021, were approved.

2. New/Revised Policies and Procedures for WIOA

It was requested that the following policies are approved.

- a) 500-04 Youth Services - Work Experience – This policy was updated to reflect current guidelines and references for On-the-Job Training and Pre-Employment Screenings, Supportive Services, and On-the-Job Training.
- b) 700-02 Monitoring Services – Internal Program Monitoring – This policy was revised to update types of monitoring processes that may be included during internal program monitoring such as in-office desk monitoring, virtual desk monitoring in addition to physical participant program file monitoring (when applicable).

Exhibit #2: Revised Policies and Procedures

Action: Motion

No Discussion.

On motion by Connie Baker, seconded by Valerie Aymond, with -0- nays, -0- abstained and 22 yes votes, New/Revised Policies were approved.

3. Revised Rapides Workforce Development Board By-Laws

It was requested that the Rapides Workforce Development Board By-Laws, Section 6 "Length of Appointment", which were revised to add specific guidance on when WDB membership begins, be reviewed and approved.

Exhibit #3: Page 3, Section 6 of the Rapides Workforce Development Board By-laws

Action: Motion

No Discussion

On motion by Ginger Humbles, seconded by Leona Venson, with -0- nays, -0- abstained and 22 yes votes, Revised Workforce Development Board By-Laws were approved.



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. The quarterly monitoring was completed on 2/09/2022 and signed by the WDB OSO Monitor, Paul Fusilier. This monitoring period covered PY21 2nd Quarter (10/01/2021 – 12/31/2021).

Exhibit #4: 2nd Quarter OSO Monitoring Report – October – December 2021

Action: No Action required

No Discussion

No action was required for information only.

5. 1st Quarter Performance Results (July - September 2021) by Local Workforce Development Area (LWDA)

Background Information: Louisiana Workforce Commission has released the First Quarter Performance Results for PY21. The results are broken down by LWDA.

Exhibit #5: First Quarter Performance (July - September 2021) by LWDA

Action: No Action Required - For Information Only

Rose Killion, WDB Chairperson, informed the board that The 1st Quarter 2021 Performance Results (July - September 2021) were released by LWC however the 2nd Quarter 2021 (October – December) Performance was received just prior to this meeting and was added as an edition to Exhibit #5.

No Discussion

No action was required for information only.

6. WDB Member NEW Appointments

New member appointments were authorized by the Rapides Parish Police Jury President, Mr. Craig Smith. Cyndi Szczepanski, Human Resource Manager for UTLX, will replace Timothy Adam, UTLX. Leona Venson, President of Rapides Federation of Teachers will replace Landry Ducote of IBEW, Local 576.

Exhibit #6: Updated WDB Appointments

Action: No Action required - For Information Only

No Discussion

No action was required for information only.



7. Mandatory Ethics Training

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 #7: Ethics Training Correspondence dated January 01, 2022.

Action: No Action Required - For Information Only

No Discussion

No action was required for information only.

REPORTS/UPDATES

1. Financial Report
2. Rapides American Job Center Report

INFORMATIONAL ATTACHMENTS

COMMENTS OR QUESTIONS FROM CHAIR

No Comments or Questions from the Chair

COMMENTS OR QUESTIONS FROM FLOOR

Several Board members gave updates:

Valerie Aymond, Gilchrist Construction stated that their company was coming into the season of production and that labor construction and craft positions are in high demand. Gilchrist has 25 positions open. Gilchrist expect projects to grow with plenty of infrastructure money coming into the state of Louisiana.

Pamela Ballott, Sally Cowan's proxy from Cenla CAC, attended the meeting and gave a brief update on Cenla CAC. The agency they are still closed to the public and entry is by appointment only, but that they are still providing full array of services to the public.

Marianne Dore' of Crest stated that they have positions open and are expecting a good turn out at the job fairs.

Paul Fusilier of Acadian Ambulance gave an update on staffing challenges. Acadian is working on a process to bridge the gap in staffing with a program to hire while prospects are still in-school and help to pay for their schooling.

Kevin Hood of Proctor & Gamble stated that they are doing well and dealing with the rise in Covid recently as well as possible. They are recruiting and interviewing for technicians.

Ginger Humbles of Southern Administrative Services stated that in their Alexandria office they have no openings but are still focused on recruiting and retention in their Arkansas offices. They are doing a marketing campaign for nurses.



Jeff Johnson of CLTCC adult education. They are operating at normal capacity and doing HiSET testing on a normal basis.

Toni Johnson of DCFS stated that there are no major changes in the agency, but that DCFS is hiring and that applicants would need the PLE Civil Service exam in order to be considered.

Haywood Joiner of LSUA stated that there is major construction on the LSUA campus to address the drainage project and that the school is working to meet the needs of high demand medical careers in the area, especially nursing. Expanding programs from other campuses to address the need for surgical techs and dental hygienist.

Jeff Ryan of Cleco stated that most employees at Cleco are back in the office and things are going well. Cleco is offering for employees to work at home a couple of days a week. Cleco is finally getting back out to college and career fairs.

Jimmy Sawtelle of CLTCC provided an update on Covid protocols and that the school is fully staffed, and people are back to work. He spoke about Foster Promise, a \$10MM program that will provide for those who might not qualify for other financial aid. The Jobs Act, which is the extension of Pell grants for programs that are under 600 clock hours. This will benefit employers and students for short term training. CLTCC has approximately 55 nursing students attending nighttime training. CLTCC wishes to offer to be a part of and even to host any career fairs in the future.

Cyndi Szczespanski of UTLX reported that supply chain issues and the cost of steel have slowed down production and they have had layoffs. The demand is there and as soon as issues resolve they will be ramping up staffing.

Shanna Worth of Courtyard By Marriott gave a brief update regarding the hospitality industry in Cenla. Courtyard by Marriott stayed open throughout the pandemic housing utility workers, doctors and airline staff, etc. At this time occupancy is at a high with 85-97% per week. The facility is seeing an increase in events that had decreased during the covid pandemic. They are experiencing staffing challenges and have been utilizing workforce development help with Eric Irby, LWC Business Services Representative here at the Rapides American Job Center.

Randall Dupont, of LSUA Business College made an announcement regarding Leadership Cenla. Applications are due March 24, 2022. Last year, 2021, they had 35 members. For more information go to <https://www.lsua.edu/continuingeducation/leadershipcenla>

Nannette Hill, OSO for the Rapides American Job Center encouraged everyone to send updates on special announcements, events and information to her at nhill@lsua.edu to distribute in the e-bulletins and/or the quarterly newsletter.

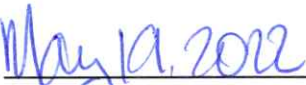
David Broussard, England Airpark, stated that all of their 32 employees are back to work, and people are flying again. Covid-19 has presented some problems with airline staffing, but they are dealing with it. There is a \$25MM runway extension project in progress now.

ADJOURNMENT

The meeting was adjourned by Chairperson.



Workforce Development Board Chair



Date

