

AGENDA

Thursday, May 19, 2022 – 7:30 a.m.

**Central Louisiana Community Technical College (CLTCC),
516 Murray Street, Alexandria, LA 71301**

Multi-purpose room on the left side of the breezeway (from Desoto St.)

CALL TO ORDER

ANNOUNCEMENTS

HOST - CLTCC Chancellor, Jimmy Sawtelle.



GUEST SPEAKER:



Cyndi Szczepanski – Human Resources Manager, UTLX Manufacturing, Alexandria, LA. Cyndi began at UTLX in September 2021, from Tulsa, OK where she was previously a Human Resources Manager for a Wind Towers Manufacturer. Cyndi has 25 years' experience in Human Resources in manufacturing, service, and academic human resources.

AGENDA ITEMS

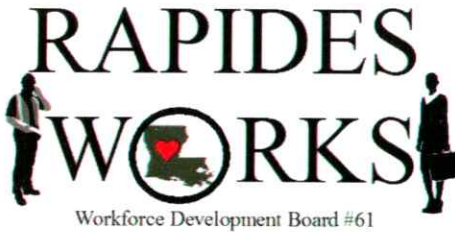
1. Minutes from Workforce Development Board meeting of February 17, 2022

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 17, 2022

Action: Motion





2. New/Revised Policies for WIOA

Background Information: The following policies have been revised or updated.

- a. 100-16 WIOA Grievance and Complaint Policy Youth Services - This policy was revised and updated to add specifics (4.6.1) on official filing date of a grievance or complaint and also updated guidance on maintaining case files.
- b. 100-08 Office Policies – This policy was revised to add Social Media 15.3 to the office policy section, 15 Internal Communication, Media Communication.
- c. 500-10 Measurable Skills Gain (Youth) Policy - This policy was revised and updated to more accurately document completions and milestones, measure skills progression & positive improvement during WIOA Youth Work Experience activity. Also added to the policy is a mid-point and post evaluation to the youth work experience.

Exhibit #2: Revised Policies and Procedures

Action: Motion

3. DDWG amended budget for approval

Background Information: A request for extension of the DDWG contract, to include additional funding, through December 31, 2022, was submitted in January 2022. The request was granted by Louisiana Workforce Commission (LWC) and the contract amendment was signed by the LWC Executive Director, Ava Cates on March 26, 2022.

Exhibit #3: DDWG Contract Amendment #1 Budget Revision

Action: Motion

4. 2022-2024 Rapides Parish School Board Intergovernmental Agreement

Background Information: Authorize the WDB chairperson to sign the Intergovernmental Agreement with the Rapides Parish School Board for the purpose of engaging out of school youth. The 2022 – 2024 Intergovernmental Agreement would be effective July 1, 2022 through June 30, 2024. The Rapides Parish School Board experiences a large number of students who drop out of high school each year. The Rapides Workforce Development Board and the Rapides Parish School Board are collaborating to remain connected with these youth and provide services. After approval from the WDB and the chairperson's signature, this item will be sent for the Rapides Parish Police Jury President signature at the June meeting.

Exhibit #4: 2022-2024 Rapides Parish School Board Intergovernmental Agreement

Action: Motion





5. Professional Services Contract For Supplemental Monitoring

Background Information: Authorize the WDB chairperson to sign the Professional Service Contract (*when approved and executed*) for Supplemental Monitoring for the period of July 1, 2022- June 20, 2022. This contract agreement is to obtain monitoring services as required by the Workforce Innovation & Opportunity Act (WIOA) of 2014 for LWDA 61 Adult, Dislocated Worker, Youth and National Dislocated Worker Covid 19 Disaster Grant (DDWG) programs and services. The employee in this position that administers this job function has submitted her verbal resignation. This contract will supplement our current internal program monitoring until we can hire and train a new employee to perform this duty.

Exhibit #5: Professional Services Contract For Supplemental Monitoring (No exhibit)

Action: Motion

ADDITIONAL INFORMATION

6. 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 05/05/2022 and signed by the WDB OSO Monitor, Paul Fusilier. This monitoring period covered PY21 3rd Quarter (01/01/2022 – 03/31/2022).

Exhibit #6: 3rd Quarter OSO Monitoring Report – January – March 2022

Action: No Action required

7. 3rd Quarter Performance Results (January - March 2022) by Local Workforce Development Area (LWDA)

Background Information: Louisiana Workforce Commission has released the 3rd Quarter Performance Results for PY21. The results are broken down by LWDA.

Exhibit #7: 3rd Quarter Performance (January- March 2022) by LWDA

Action: No Action Required - For Information Only

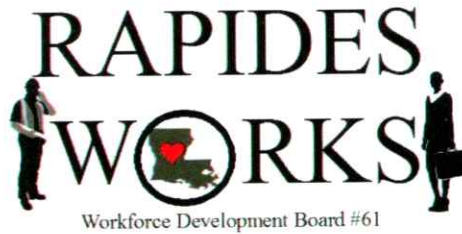
8. RPPJ – Louisiana Workforce Commission Lease Agreement 2022-2027

Background Information: LWC leases approximately 3,546 square feet of shared space, in the American Job Center. The current lease expires July 31, 2022, and the newly signed lease commences August 1, 2022 and ends July 31, 2027, with an option to renew for one five-year period.

Exhibit #8: Louisiana Workforce Commission Lease Agreement 2022-2027

Action: No Action required - For Information Only





9. The Louisiana Workforce Commission (LWC), Office of Workforce Development (OWD) Compliance Monitoring-2020 Audit Report

Background Information: The LWC Compliance And Monitoring Unit has completed a review of LWDA 61's fiscal year 2021 audit report was prepared by Payne, Moore and Herrington, LLP pursuant to 2 CFR Part 200, Subpart F. There were no findings noted, and no further action is necessary.

Exhibit #9: The Louisiana Workforce Commission (LWC), Office of Workforce Development (OWD) Compliance Monitoring-2020 Audit Report

Action: No Action Required - For Information Only

10. 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 #10: Ethics Training Correspondence dated January 01, 2022.

Action: No Action Required - For Information Only

REPORTS/UPDATES

1. Financial Report
2. Rapides American Job Center Report



INFORMATIONAL ATTACHMENTS

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

