

November 2, 2021

The Rapides Workforce Development Board 61 meeting of November 18, 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;

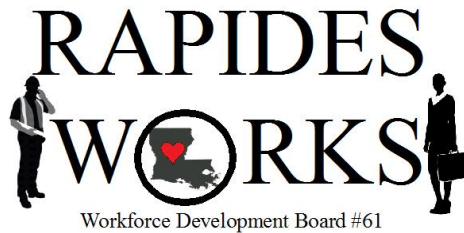
**SECTION 2:**

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 204 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 November 18, 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.

Rose Killion



## **AGENDA**

Thursday, November 18, 2021 – 7:30 a.m.

**Pursuant of the State of Louisiana Proclamation Numbers JBE 75-2020 / 204 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/83206257603>**

## **CALL TO ORDER**

## **GUEST SPEAKER**



Terry Secret, Executive Vice President of Manufacturing and Product Sales for RoyOMartin will discuss operations at RoyOMartin.

## **AGENDA ITEMS**

### **1. Minutes from Workforce Development Board meeting of August 19, 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 August 19, 2021

**Action:** Motion

### **2. Rapides Parish Workforce Development Board 2022 Meeting Schedule**

Background Information: In an effort to comply with the Louisiana Open Meeting Law each WDB has been encouraged by the Louisiana Workforce Commission Policy Team to make available an annual calendar of scheduled Workforce Development Board meetings.

**Exhibit #2:** Draft 2022 Workforce Development Board Meeting Schedule

**Action:** Motion

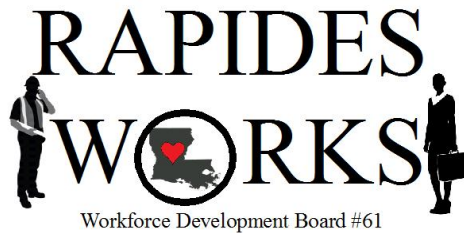
### **3. Renewal of One-Stop Operator**

Background Information: Louisiana State University at Alexandria was selected as the One-Stop Operator and entered into contract December 2020 for contract period January 1, 2021 through December 31, 2021. The contract was written for a period of one year with an option to renew the contract yearly for three years.

**Exhibit # 3:** One-Stop Operator Monitoring Report for July, August, September 2021 (1st Qtr. PY21)

**Action:** Motion





#### **4. American Job Center Certification Review**

Background Information: Per the OWD Policy 1117-02 & OWD Policy 4-18, the Workforce Development Board must review and update the certification criteria every two (2) years as a part of the review and modification of the State and local planning process. Per Policy 100-13 One-Stop Certification Policy, the Workforce Development 61 Certification Team assessed the Rapides American Job Center using the One-Stop Center Certification Checklist and met 100% of the Benchmarked items and General Criteria.

**Exhibit #4:** AJC Certification Matrix Scoring Criteria  
**Action:** Motion

#### **5. Agreement between Chief Elected Official and Rapides Workforce Development Board**

Background Information: The Agreement between Chief Elected Official and Rapides Workforce Development Board is signed when a new Chief Elected Official is selected by the Rapides Parish Police Jury. The agreement signifies the roles and responsibilities of the Office of Economic and Workforce Development as the fiscal agent and administrative entity, and the Workforce Operations Department as the provider of Title I Adult, Dislocated Worker, and Youth services authorized by the Workforce Innovation and Opportunity Act of 2014. This Agreement will be signed in February 2022.

**Exhibit #5:** Draft Agreement between Chief Elected Official and Rapides Workforce Development Board  
**Action:** Motion to authorize Chairperson to sign Agreement between Chief Elected Official and Rapides Workforce Development Board

#### **6. Subsequent Designation**

Background Information: Subsequent Designation certifies that the local area's performance levels are accurate and fiscal integrity has been sustained during the review periods PY18 (7/1/2018 – 6/30/2019) and PY19 (7/1/2019 – 6/30/2020). The application for Subsequent Designation will be presented to the Rapides Parish Police Jury at their regularly scheduled December meeting and the CEO is requested to sign the application before submission to LWC. This function must be completed every two (2) years.

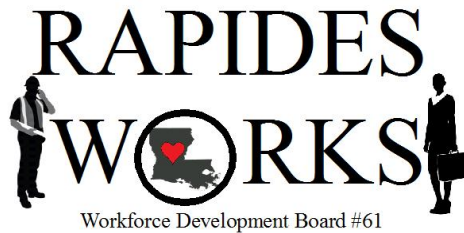
**Exhibit #6:** Application for Subsequent Designation and Supporting Documentation  
**Action:** Motion to authorize the chairperson to sign the application for Subsequent Designation

#### **7. New/Revised Policies and Procedures for WIOA**

Background Information: The following policies and procedures have been revised.

- a. 100-09 WIOA Program Monitoring – External Monitoring – This policy has been revised in combination with Policy 700-02 to distinguish External Program Monitoring from Internal Program Monitoring.





- b. 100-13 One-Stop Certification – This policy was revised to update the certification timeline.
- c. 400-03-01 Supportive Services – This procedure was updated to raise the cap on uniform supportive services from \$150.00 to \$300.00 for WIOA Adult/Dislocated Workers.
- d. 500-06-01 Supportive Services – This procedure was updated to raise the cap on uniform supportive services from \$150.00 to \$300.00 for WIOA youth participants.
- e. 500-08 Stipends – This is a new policy to allow for and define stipends awarded to WIOA youth participants.
- f. 600-01 Assessments – This policy was revised to add Applied Excel as an assessment provided by the RAJC.
- g. 700-02 Monitoring Services – Internal Monitoring Services - This policy has been revised in combination with Policy 100-09 to distinguish External Program Monitoring from Internal Program Monitoring.

**Exhibit #7:** Revised Policies and Procedures

**Action:** Motion

### **ADDITIONAL INFORMATION**

#### **8. 4th Quarter Performance Results (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 #8:** Fourth Quarter Performance (April – June 2021) by LWDA

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

#### **9. Annual Performance Results for PY 2020 by Local Workforce Development Area (LWDA)**

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

**Exhibit #9:** Annual Performance Results for PY 2020 by LWDA

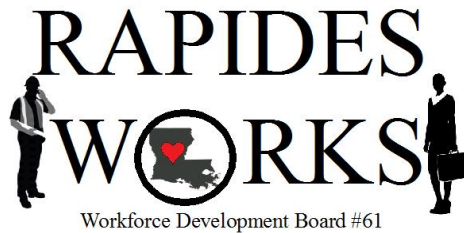
**Action:** No Action Required - For Information Only

#### **10. Youth Waivers**

Background Information: The Employment & Training Administration of the U.S. Department of Labor has approved two youth waivers. The first waiver approves the State's request to waive the requirement that the State expend 75 percent of Governor's reserve youth funds on Out-of-School Youth. The waiver allows the State to lower the expenditure requirement of Governor's reserve to 50% for Out-of-School Youth. This waiver is for PY2020 and PY2021. The second waiver approves the State's request to waive the requirement limiting Individual Training Accounts (ITA) to only Out-of-School Youth, ages 16-24. ITA's may be used for In-School-Youth ages 16-21 through June 30, 2022.

**Exhibit #10:** Email from Louisiana Workforce Commission





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

**11. Rapides Parish Workforce Operations Department (WOD) 2020-2023 Memorandum of Understanding – Partner Services Agreement, Authorization and Signature Update**

Background Information: The Rapides Parish Workforce Operations Department (WOD) 2020-2023 Memorandum of Understanding – Partner Services Agreement, Authorization and Signature has been updated to include the National Dislocated Worker Disaster Grant (NDWG) per direction from LWC and USDOL.

**Exhibit #11:** Rapides Parish Workforce Operations Department (WOD) 2020-2023 Memorandum of Understanding – Partner Services Agreement, Authorization and Signature Update

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

**12. WDB Member New Appointment**

Background Information: New appointments were authorized by Mr. Craig Smith, the Rapides Parish Police Jury President. Julie Bonial, Human Resource Director at AFCO Industries, will replace Bill McDermott representing private sector membership. Cindy Sayes, President / Owner of Sayes Office Supplies, will replace Gary Perkins representing private sector membership. Shanna Worth, Director of Sales at Courtyard by Marriott, will replace Debbie Norman representing private sector membership.

**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.

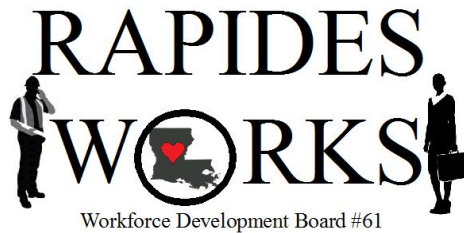
**Exhibit #13:** Ethics Training Correspondence dated January 26, 2021.

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

**REPORTS/UPDATES**

1. Financial Report
2. Rapides American Job Center Report





**INFORMATIONAL ATTACHMENTS**

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**

