

## **AGENDA**

Thursday, May 17, 2018 – 7:30 a.m.

CHRISTUS St. Frances Cabrini Hospital – 3330 Masonic Dr., Alexandria, LA 71301  
3<sup>rd</sup> floor - Conference Room 3A/3B

## **CALL TO ORDER**

## **GUEST SPEAKERS**



David Broussard, Airpark Development Manager, will provide an update for what is in store for England Airpark and Community. David will discuss construction projects at the airpark and the airport.



Dr. Haywood Joiner will provide an update regarding LSUA.



Christi Nation, One-Stop Operator, and Ginger Humbles, One-Stop Operator Monitor, will provide an update on the goals and accomplishments of the One-Stop Operator.

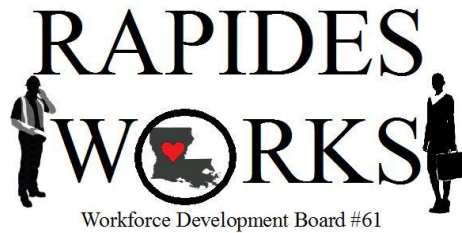
## **AGENDA ITEMS**

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

**Background Information:** Louisiana State University at Alexandria was selected as the One-Stop Operator and entered into contract on July 1, 2017 for a period of one year with an option to renew the contract for three years.

**Exhibit # 1:** One-Stop Operator Monitoring Report for January, February & March 2018 (3<sup>rd</sup> Qtr. PY17)

**Action:** Motion



## **2. Minutes from Workforce Development Board meeting of February 15, 2018**

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

**Exhibit #2:** Minutes from WDB meeting February 15, 2018

**Action:** Motion

## **3. New/Revised Policies for WIOA**

Background Information: The following policies have been revised/drafted. LWC provided a monitoring tool indicating areas of policy that they will be reviewing. The new/revised policies are in response to the monitoring tool.

- a. 100-08 Office Policies – The policy was revised to include the process in which new/existing staff is made aware of policy/procedure changes.
- b. 100-12 Record Retention – This is a new policy.
- c. 400-01 On-The-Job Training (OJT)/Upgrade Training – This policy was revised to allow OJT contracts to be approved for less than \$10.00 per hour with manager approval.
- d. 400-02 Scholarship Training – This policy was revised to indicate that non-durable items are allowable items for reimbursement. Additionally to define priority of enrollment.
- e. 400-03 Supportive Services – This policy was revised to change supportive services payments to participants from bi-weekly to monthly.
- f. 500-02 Youth Eligibility Criteria – This policy was revised to properly reflect the criteria for the Ninth Youth Barrier. Previously the criterion was mislabeled as the Eighth Youth Barrier.
- g. 500-04 Work Experience – This policy was revised to indicate that a work experience participant may be compensated at the same rate as similarly situated employees who are trainees, including periodic increases.
- h. 800-01 Fiscal Policy – This policy was revised to define administrative costs and to further define cash receipts and cash disbursements.
- i. 800-02 Program Income – This is a new policy.
- j. 800-03 Audit Process and Resolution – This is a new policy.

**Exhibit #3:** New/Revised Policies

**Action:** Motion

## **ADDITIONAL INFORMATION**

### **4. WDB Member NEW Appointment and Re-Appointments**

Background Information: New appointment was authorized by the Rapides Parish Police Jury President, Mr. Davron Moreau. Wayne Kusmierczyk, the Senior Plant Manager for Stella-Jones, will replace Lafe Jones representing private sector membership.

**Exhibit #4:** Updated WDB Appointments

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



## **5. Second Quarter Performance Results (October – December 2017) by Local Workforce Development Area (LWDA)**

Background Information: Louisiana Workforce Commission has released the Second Quarter Performance Results for PY17. The results are broken down by LWDA.

**Exhibit #5:** Second Quarter Performance (October – December 2017) by LWDA  
**Action:** No Action Required - For Information Only

## **6. 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 #6:** Ethics Training Correspondence dated February 2, 2018.  
**Action:** No Action Required - For Information Only

## **REPORTS/UPDATES**

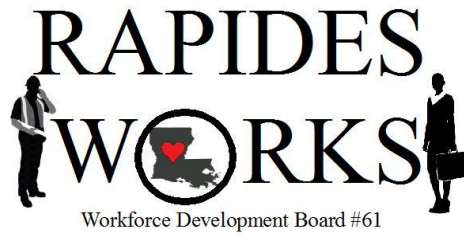
1. Financial Report
2. Rapides Business & Career Solutions Center Report

## **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              |



**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**