

## **AGENDA**

Thursday, August 16, 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 SPEAKER**



Tony Davis, Executive Director of the Natchitoches Community Alliance Foundation, Inc., will discuss the Advanced Manufacturing Technician (AMT) program.



Jimmy Sawtelle, Chancellor of Central Louisiana Technical Community College (CLTCC), will provide an update on CLTCC.

## **AGENDA ITEMS**

### **1. Minutes from Workforce Development Board meeting of May 17, 2018**

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 May 17, 2018

**Action:** Motion

### **2. LWDA61 – Funding Allocation Under the Workforce Innovation and Opportunity Act (WIOA) for PY18/FY19 (7/1/18 – 6/30/19)**

Background Information: Request the Workforce Development Board approve the WIOA PY18/FY19 (7/1/18 – 6/30/19) budget as presented. The budget includes a new allocation of \$1,263,911 (an increase of \$199,180 from the previous year's funding level) along with carry over funds in the amount of \$276,837 (an increase of \$21,016 from the previous year's funding level) for a total funding level of \$1,540,748 (an overall increase of \$220,196).

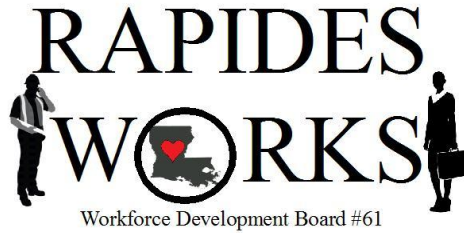
**Exhibit #2:** WIOA Budget

**Action:** Motion

### **3. LWDA61 – WIOA PY17/FY18 Budget Amendment**

Background Information: Request the Workforce Development Board approve the amendment to the WIOA PY17/FY18 program as presented. The purpose of the WIOA amendment is to re-program funds to the various line items to reflect actual expenses for the grant year ending 6/30/18.

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Workforce Development Board



**Exhibit #3:** WIOA Budget Amendment #1  
**Action:** Motion

**4. LWDA61 – Contract with Louisiana Workforce Commission (LWC) for a Louisiana Job Employment & Training (LaJET) Program for FY19**

Background Information: Request the Workforce Development Board approve the LaJET FY19 (10/1/18 – 9/30/19) budget as presented. The Louisiana Workforce Commission (LWC) is contracting with the Local Workforce Development Area (#61 – Rapides) to provide job readiness activities to enable Supplemental Nutrition Assistance Program (SNAP) recipients in their transition to self-sufficiency for the period 10/1/18 – 9/30/19). This contract has not yet been issued and is expected to be for the same amount as the previous year at \$195,847.

**Exhibit #4:** LaJET Budget  
**Action:** Motion

**5. Revised Policies for WIOA**

Background Information: The following policies have been revised/drafted.

- a. 400-01 On-The-Job Training (OJT)/Upgrade Training – This policy was revised to allow OJT contracts to be approved for up to \$5,000.00. OJT's were previously capped at \$2,500.00.
- b. 500-03 Procurement of Youth Services – This policy was revised to reflect current practice.
- c. 500-08 Program Exit and Follow up services for youth – This policy was revised to further define follow up services.
- d. 800-01 Fiscal Policy – This policy was revised to reflect changes in the payroll frequency from semi-monthly to bi-weekly.

**Exhibit #5:** Revised Policies  
**Action:** Motion

**6. Performance Levels for the Workforce Innovation and Opportunity Act (WIOA) Title I programs for Program Years 2018 and 2019**

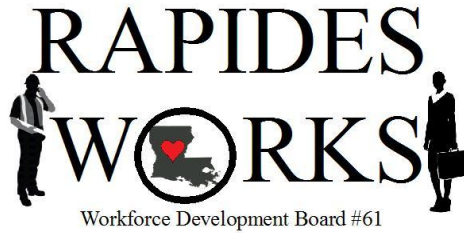
Background: Motion and ratify the negotiated performance levels for 2018 and 2019 between RPPJ and the Workforce Development Board.

**Exhibit #6:** Performance Levels for the Workforce Innovation and Opportunity Act (WIOA) Title I programs for Program Years 2018 and 2019  
**Action:** Motion

**ADDITIONAL INFORMATION**

**7. WDB Member New Appointment and Re-Appointments**

Background Information: New appointments were authorized by the Rapides Parish Police Jury President, Mr. Davron Moreau. Tommy Peek, the Human Resources Generalist II, will replace



Tony Murry representing private sector membership. Toni Johnson, Economic Stability Manager for Rapides Parish ES/Vernon Parish ES, will replace Carla Peters representing Governmental and Economic Development and Community Representatives.

Re-appointments will go before the Rapides Parish Police Jury in September for approval for those listed with effective termination dates of October 2018:

<u>Members</u>	<u>New Term Dates</u>
Valerie Aymond	10/1/2018 – 10/1/2021
Tim Dousay	10/1/2018 – 10/1/2021
Michael Johnson	10/1/2018 – 10/1/2021
Debbie Norman	10/1/2018 – 10/1/2021
Jeff Ryan	10/1/2018 – 10/1/2021
Joan Lee	10/1/2018 – 10/1/2021
Jeff Johnson	10/1/2018 – 10/1/2021
Haywood Joiner	10/1/2018 – 10/1/2021
David Broussard	10/1/2018 – 10/1/2021
Chad Bynog	10/1/2018 – 10/1/2021
Rich Dupree	10/1/2018 – 10/1/2021

**Exhibit #7:** Updated WDB Appointments  
**Action:** No Action required - For Information Only

**8. One-Stop Operator Monitoring**

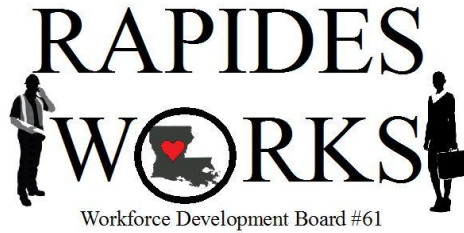
Background: According to USDOL’s Employment and Training Administration TEGL 15-16, “The Local WDB must measure, track, and monitor performance, service deliverables, and achievement of program or performance measures.” The PY17 4<sup>th</sup> Quarter monitoring was completed on 07/25/2018.

**Exhibit #8:** OSO Monitoring Report for April, May and June 2018 (4<sup>th</sup> Qtr. PY17)  
**Action:** No Action required

**9. Intergovernmental Agreement**

Background: Renewal of the agreement between the Rapides Parish School Board, the Rapides Parish Police Jury, and the Rapides Workforce Development Board to facilitate cooperation and coordination between the parties so that we can engage and provide opportunities and services for former students who become out-of-school youth (drop-outs)

**Exhibit #9:** Intergovernmental Agreement between the Rapides Parish School Board, the Rapides Parish Police Jury, and the Rapides Workforce Development Board.  
**Action:** No Action required



## **10. Third Quarter Performance Results by Local Workforce Development Area (LWDA)**

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

**Exhibit #10:** Third Quarter Performance (January – March 2018) by LWDA

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

## **11. 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 #11:** Ethics Training Correspondence dated February 2, 2018.

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

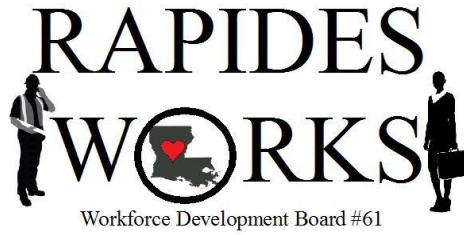
## **REPORTS/UPDATES**

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

## **INFORMATIONAL ATTACHMENTS**

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



**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**