



**MINUTES**

**Workforce Development Board**

Thursday, February 15, 2018 – 7:30 a.m.

Held at: Christus St. Frances Cabrini Hospital, 3330 Masonic Dr., Alexandria LA 71301  
3<sup>rd</sup> Floor - Conference Room 3A

**ATTENDANCE**

<b>Members present</b>	<b>Members absent</b>	<b>Other Attendees / Guest</b>	<b>Staff</b>
Valerie Aymond	Connie Baker	Davron Moreau	Maria Adams
Cynthia Baker	Julie Bonial	Larkin Simpson	Bruce Kelly
Yoel Borges	David Broussard	Heather Daigrepoint	Elaine Morace
Chad Bynog	Sonia Chevallier	Misty Slayter	
Rich Dupree	Tim Dousay		
Larry George	Landry Ducote		
Kelli Haygood	Ginger Humbles		
Bill Higgins	Robert Leavines		
Jeff Johnson	Tony Murray		
Michael Johnson	Debbie Norman		
Paula Johnson	Nathalia Osby		
Haywood Joiner	Carla Peters		
Lafe Jones	Deborah Randolph		
Joan Lee	Sarah Sasser		
Christine McGraw	Aiesha Wright		
Gary Nugent			
Lloyd Price			
Jeff Ryan			
Jimmy Sawtelle			
Sara Stokes			
Quorum Present	Yes	20 of 35	Chair votes only to break a tie

**CALL TO ORDER**

Vice-Chairperson, Kelli Haygood, called the meeting of the Rapides Parish Workforce Development Board to order.

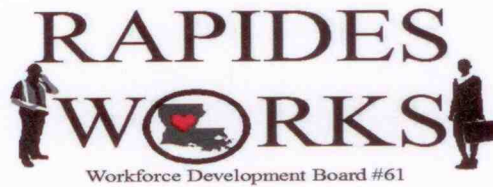
**GUEST SPEAKER**

Larkin Simpson, Vice President of Major Employers, discussed CLEDA’s future plan for the Major Employers Division. Mr. Simpson highlighted the value of having a strong workforce development for medium/large businesses looking to expand into or relocate to Central Louisiana.

**AGENDA ITEMS**

**1. APPROVAL OF MINUTES**

It was requested the Workforce Development Board review and approve the minutes from the November 16, 2017 meeting.



**On motion by Lafe Jones, seconded by Valerie Aymond, with -0- nays, -0- abstained and 19 yes votes, the minutes from November 16, 2017 were approved.**

## **2. LWDA 61 – WIOA PY17/FY18 Budget Amendment**

It was requested 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 anticipated expenses for the grant year ending 6/30/18.

**On motion by Gary Nugent, seconded by Christine McGraw, with -0- nays, -0- abstained and 19 yes votes, the Workforce Development approved the budget amendment.**

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

The following policies have been revised/drafted

- a. 100-08 Office Policies – The policy was revised to include section on ethics and FEMA training.
- b. 800-01 Fiscal Policy - The policy was revised to include section on Budgeting as per the requirements from the Legislative Auditor.

**On motion by Joan Lee, seconded by Christine McGraw, with -0- nays, -0- abstained and 19 yes votes, the Workforce Development Board approved the new/revised policies for WIOA.**

## **ADDITIONAL INFORMATION**

### **4. One-Stop Operator Monitoring**

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." Ms. Humbles agreed to be the OSO Monitor and has completed the PY17 2<sup>nd</sup> Quarter monitoring on 1/31/18.

**No action was required for information only.**

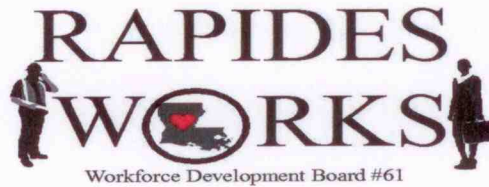
### **5. Mandatory Ethics Training**

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.

**No action was required for information only.**

## **REPORTS/UPDATES**

### **1. Financial Report**



## 2. Rapides Business & Career Solutions Center Report

### **INFORMATIONAL ATTACHMENTS**

1. Dept of Education – 2015/16 Counts of Students Exiting School under a Potential Dropout Code
2. WBD Calendar update

### **COMMENTS OR QUESTIONS FROM CHAIR**

Kelli Haygood informed the committee that Susan Broussard has resigned from the committee and welcomed Jeff Ryan as a new board member. Kelli also thanked Cabrini Hospital for hosting the board meetings.

### **COMMENTS OR QUESTIONS FROM FLOOR**

Mike Johnson asked for clarification regarding Exhibit #2 and what amendments were made to the budget. Elaine Morace responded.

Christine McGraw questioned the requirement in revised policy 100-08 Office Policies that employees are to shake hands with customers. Elaine Morace responded shaking customer's hands is an example of a basic rule for customer service and that it is optional for staff.

Misty Slayter discussed CLTCC's partnership with KBR and Fort Polk and the upcoming Pipefitter training that is scheduled to begin on March 13, 2018. The training has previously been reserved for veterans but is now being opened to public with priority given to veterans.

### **ADJOURNMENT**

The meeting was adjourned by Vice-Chairperson.

  
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Workforce Development Board Chair

  
\_\_\_\_\_  
Date