

MINUTES

Workforce Development Board

Thursday, May 17, 2018 – 7:30 a.m.

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

ATTENDANCE

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

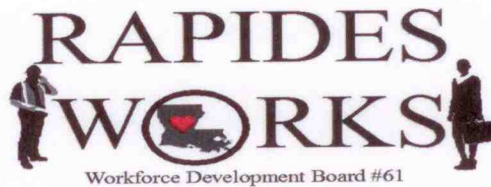
CALL TO ORDER

Chairperson, Sonia Chevallier, called the meeting of the Rapides Parish Workforce Development Board to order.

GUEST SPEAKERS

David Broussard, Airpark Development Manager, provided an update detailing what is in store for England Airpark and Community. David discussed construction projects at the airpark and the airport.

Dr. Haywood Joiner provided an update regarding LSUA.



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

AGENDA ITEMS

1. Renewal of One-Stop Operator

It was requested the Workforce Development Board approve a motion to be placed before the Rapides Parish Police Jury recommending the renewal of the One-Stop Operator Contract with Louisiana State University at Alexandria for one optional term from July, 2018 to June 30, 2019.

On motion by Mike Johnson, seconded by Connie Baker, with -0- nays, -0- abstained and 19 yes votes, the recommendation to the Rapides Parish Police Jury to renew the One-Stop Operator was approved.

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

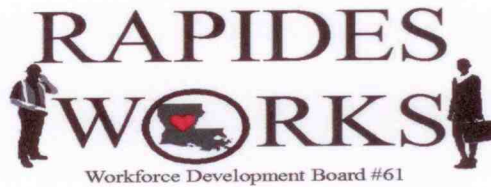
It was requested the Workforce Development Board review and approve the minutes from the February 15, 2018 meeting.

On motion by Christine McGraw, seconded by Dr. Haywood Joiner, with -0- nays, -0- abstained and 19 yes votes, the minutes from February 15, 2018 were approved.

3. New/Revised Policies for WIOA

It was requested the Workforce Development Board review and approve the following new/revised policies that were created/revised in response to a monitoring tool provided by the Louisiana Workforce Commission.

- 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.

On motion by Julie Bonial, seconded by Christine McGraw, with -0- nays, -0- abstained and 19 yes votes, the new/revised policies were approved.

ADDITIONAL INFORMATION

4. WDB Member NEW Appointment

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

No action was required for information only.

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

The Louisiana Workforce Commission released the Second Quarter Performance Results for PY17. The results are broken down by LWDA. Rapides Parish (Area 61) has either met or exceeded all WIOA indicators.

No action was required for information only.

6. 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.

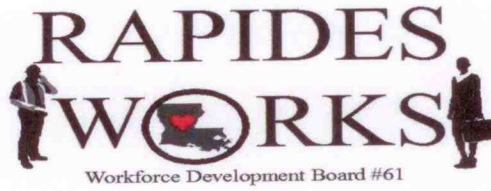
REPORTS/UPDATES

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

INFORMATIONAL ATTACHMENTS

ADDITIONAL INFORMATION

COMMENTS OR QUESTIONS FROM CHAIR



COMMENTS OR QUESTIONS FROM FLOOR

Connie Baker discussed the Manufacturing Council and the Advanced Manufacturing Technician (AMT) Program.

ADJOURNMENT

The meeting was adjourned by Chairperson.

Sonia Chevalier
Workforce Development Board Chair

8/16/18
Date