

MINUTES

Workforce Development Board

Thursday, May 20, 2021 – 7:30 a.m.

Held at: Pursuant of the State of Louisiana Proclamation Number JBE 2020-75 and due to meeting restriction and quorum requirements, the November Workforce Development Board 61 meeting was held via video conference using ZOOM.

ATTENDANCE

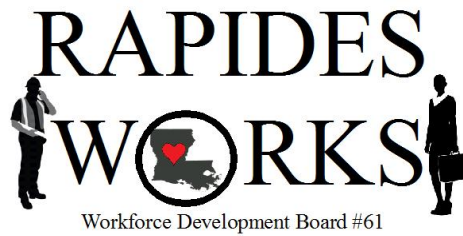
Members present	Members absent	Other Attendees / Guest	Staff
Connie Baker	Valerie Aymond Long	Susan Clinton	Elaine Morace
Karyn Barrett	Cynthia Baker	Ben Russo	Maria Adams
Steve Bryant	David Broussard	Misty Slayter	
Chad Bynog	Landry Ducote	Dr. Randall Dupont	
Sally Cowan	Paul Fuselier	Nanette Hill (One-Stop Operator)	
Marianne Dore'	Paula Johnson	Linda LaFever	
Tim Dousay	Toni Johnson	Eric Irby	
Rich Dupree	Haywood Joiner		
Larry George	Debbie Norman		
Justin Giallonardo	Gary Nugent		
Kelli Haygood	Gary Perkins		
Bill Higgins	Deborah Randolph		
Ginger Humbles	Jeff Ryan		
Jeff Johnson	Sara Stokes		
Kashawna Jones	Aiesha Wright		
Killion, Rose			
Bill McDermott			
Lloyd Price			
Jimmy Sawtelle			
Nolan Spillers			
Quorum Present	Yes	20 of 35	Chair votes only to break a tie

CALL TO ORDER

Chairperson, Kelli Haygood, called the meeting of the Rapides Parish Workforce Development Board to order. Kelli welcomed the newest board member, Rose Killion who is replacing Tommy Peek. Kelli asked for a roll call since the meeting was held via Zoom The above members and other attendees were present for the meeting.

Kelli introduced Eric Irby who recently assumed the role of Business Services Representative for Region 6 which includes Rapides Parish. Eric discussed his role with the board.





GUEST SPEAKER



Ben Russo, Executive Director of Central Louisiana Regional Port, provided the board with an update regarding operations at the Central Louisiana Regional Port including tenants and what they produce.

AGENDA ITEMS

1. Minutes from Workforce Development Board meeting of February 25, 2021

It was requested the Workforce Development Board review and approve the board minutes from the February 25, 2021.

No Discussion.

On motion by Ginger Humbles, seconded by Larry George, with -0- nays, -0- abstained and 19 yes votes, the minutes from February 25, 2021 were approved.

2. LWDA 61 – PY20/FY21 Budget Amendment

It was requested the Workforce Development Board approve the amendment of the PY20/FY21 budget to reflect a transfer of \$71,000.00 from the FY21 Dislocated Worker Program to the FY21 Adult Program. Approval of this amendment is contingent upon the approval from the Louisiana Workforce Commission (LWC). This item was added to the Agenda after it was publicly posted; therefore, this item required a majority vote to be added to the agenda.

Exhibit #2: LWDA 61 – PY20/FY21 Budget Amendment

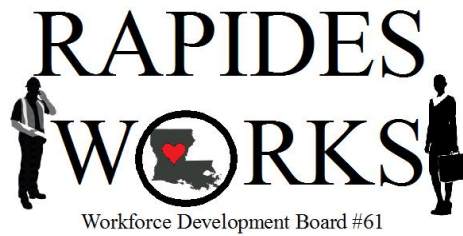
Action: Motion

On motion by Larry George, seconded by Bill McDermott, with -0- nays, -0- abstained and 19 yes votes, the addition of the motion regarding the PY20/FY21 Budget Amendment approved.

No Discussion.

On motion by Ginger Humbles, seconded by Sally Cowan, with -0- nays, -0- abstained and 19 yes votes, PY20/FY21 Budget Amendment was approved contingent upon LWC approval.



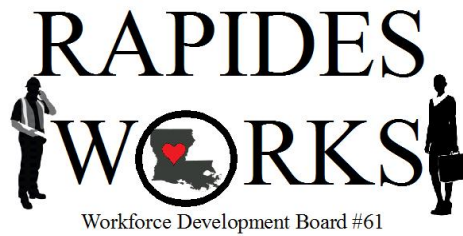


3. New/Revised Policies and Procedures for WIOA

It was requested the Workforce Development Board review and approve the following new/revised policies and procedures.:

- a. 100-08 Office Policies – This policy was reviewed during policy audit and revised to align with current standards.
- b. 100-10-02 One-Stop Operator Monitoring – This is a new procedure drafted in response to LWC Virtual Monitoring.
- c. 400-01 – WIOA Adult and Dislocated Worker Program
- d. 400-02 – Scholarship Training – This policy is being obsolete due to it was combined with 400-01 WIOA Adult and Dislocated Worker Program
- e. 400-03 – Supportive Services - This policy was reviewed during policy audit and revised to align with current standards.
- f. 400-04 – Rapides Response – This policy was reviewed during policy audit and revised to align with current standards.
- g. 400-05 – Priority of Service for Adults and Dislocated Workers – This policy was reviewed during policy audit and revised to align with current standards.
- h. 400-12 - Adult & Dislocated Worker Program Exit and Follow-up – This is a new policy drafted in response to LWC Virtual Monitoring.
- i. 400-12-01 Adult & Dislocated Worker Follow-up Procedures – This is a new procedure drafted in response to LWC Virtual Monitoring.
- j. 500-01 – Fourteen Required Elements for WIOA Youth Programs – This policy is being obsolete due to it was combined with 500-01 WIOA Youth Program
- k. 500-01 – WIOA Youth Program – This policy was previously numbered 500-02 and was reviewed during policy audit and revised to align with current standards.
- l. 500-03 Procurement of Youth Services - This policy was reviewed during policy audit and revised to align with current standards.
- m. 500-04 Work Experience – This policy was revised in response to LWC Virtual Monitoring.
- n. 500-05 Performance Measures - This policy was reviewed during policy audit and revised to align with current standards.
- o. 500-06 Supportive Services - This policy was reviewed during policy audit and revised to align with current standards.
- p. 500-07 Incentives - This policy was reviewed during policy audit and revised to align with current standards.
- q. 500-08 Program Exit and Follow up Services for Youth – This policy is being obsolete due to it was combined with 500-01 WIOA Youth Program
- r. 800-01 – Fiscal Policy - This policy was reviewed during policy audit and revised to align with current standards.
- s. 800-01-02 – Program Operations - This procedure was revised in response to LWC Virtual Monitoring to include services procurement procedures from Rapides Parish Police Jury.
- t. 800-01-03 – Payroll Procedures - This procedure was revised in response to LWC Virtual Monitoring
- u. 800-02 – Program Income - This policy was reviewed during policy audit and revised to align with current standards.





- v. 800-03 – Audit Process and Resolution - This policy was reviewed during policy audit and revised to align with current standards.

Exhibit #3: Draft Policies
Action: Motion

Elaine Morace, Board Director, informed the board that all policies and procedures are undergoing an internal review and are being revised to align with current practices. Only procedures that are revised in response to external monitoring require approval from the Board. Procedures that are revised in response to internal review do not require WDB approval.

On motion by Rich Dupree, seconded by Connie Baker, with -0- nays, -0- abstained and 19 yes votes, the new/revised policies and procedures were approved.

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.”

Exhibit #4: 3rd Quarter OSO Monitoring Report – January - March 2021
Action: No Action required

Dr. Randall Dupont with Louisiana State University at Alexandria introduced Nanette Hill as the OSO. Nanette was originally hired an interim basis but will now assume OSO responsibilities. Nanette discussed the monitoring report.

No action was required for information only.

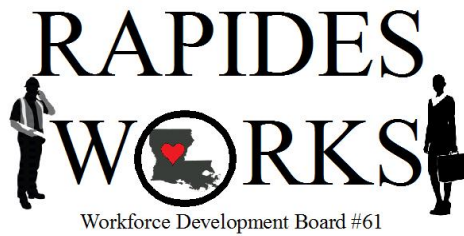
5. Third Quarter Performance (January – March 2021) by Local Workforce Development Area (LWDA)

Louisiana Workforce Commission has released the Third Quarter Performance Results for PY20. The results are broken down by LWDA.

Exhibit #5: Third Quarter Performance Results for PY 2020 by LWDA
Action: No Action Required - For Information Only

Elaine briefly addressed the failed measures for Measurable Skills Gain for Adults and Youth, Employment Rate 2nd Quarter After Exit for Dislocated Workers, and Median Earnings 2nd Quarter After Exit for Youth. She stated the impact of COVID is becoming more visible in performance. The Department of Labor/ETA has acknowledged the situation and is currently discussing the impact and potential adjustments to performance measures made in light of the COVID impact.





No action was required for information only.

6. WDB Member NEW Appointment

New appointment was authorized by the Rapides Parish Police Jury President, Mr. Craig Smith. Rose Killion, Human Resource Specialist for Boise Cascade, will replace Tommy Peek.

Exhibit #6: Updated WDB Appointments

Action: No Action required - For Information Only

No Discussion.

No action was required for information only.

7. 2020 Non-Discrimination Plan Letter

A positive review and feedback of the 2020 Non-Discrimination Plan.

Exhibit #7: 2020 Non-Discrimination Plan Letter

Action: No Action Required - For Information Only

No Discussion.

No action was required for information only.

8. 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 #10: Ethics Training Correspondence dated January 26, 2021.

Action: No Action Required - For Information Only

No Discussion.

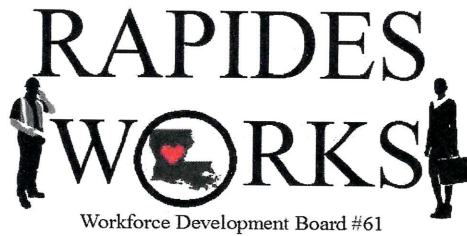
No action was required for information only.

REPORTS/UPDATES

1. Financial Report

2. Rapides American Job Center Report





Elaine Morace, Director, informed the board that beginning at the August 2021 meeting, the meetings will no longer be held via Zoom and that the meetings will be held at CLTCC. She also announced the Center will be open fully on June 1, 2021. Staff and visitors will comply with all COVID protocol to ensure the safety of both visitors and staff. Elaine discussed Center operations to include the kickoff of the Summer Youth Program and assessments at the Center.

Chad Bynog, Industry Sector Coordinator, discussed LWC Workforce Week.

INFORMATIONAL ATTACHMENTS

COMMENTS OR QUESTIONS FROM CHAIR

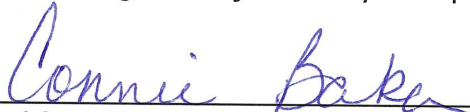
No Comments or Questions from Chair

COMMENTS OR QUESTIONS FROM FLOOR

No Comments or Questions from floor.

ADJOURNMENT

The meeting was adjourned by Chairperson.



Workforce Development Board Chair

08/19/2021

Date

