

MINUTES

Workforce Development Board

Thursday, August 19, 2021 – 7:30 a.m.

Held at: Pursuant of the State of Louisiana Proclamation Numbers JBE 75-2020 / 137 JBE 2021 and due to meeting restriction and quorum requirements, the Workforce Development Board 61 meeting was held via video conference using ZOOM.

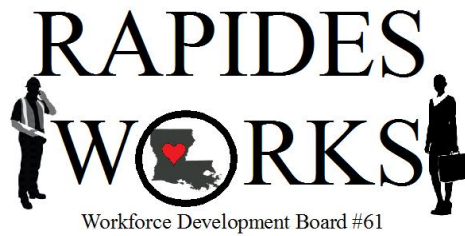
ATTENDANCE

Members present	Members absent	Other Attendees / Guest	Staff
Timothy Adam	Karyn Barrett	Susan Clinton	Elaine Morace
Valerie Aymond Long	David Broussard	Misty Slayter	Maria Adams
Connie Baker	Landry Ducote	Dr. Randall Dupont	
Cynthia Baker	Rich Dupree	Nanette Hill (One-Stop Opera	
Steve Bryant	Justin Giallonardo		
Chad Bynog	Kashawna Jones		
Sally Cowan	Debbie Norman		
Marianne Dore'	Gary Nugent		
Tim Dousay	Gary Perkins		
Paul Fuselier	Jeff Ryan		
Larry George	Nolan Spillers		
Bill Higgins	Sara Stokes		
Kevin Hood			
Ginger Humbles			
Jeff Johnson			
Paula Johnson			
Toni Johnson			
Haywood Joiner			
Killion, Rose			
Bill McDermott			
Lloyd Price			
Deborah Randolph			
Jimmy Sawtelle			
Quorum Present	Yes	23 of 35	Chair votes only to break a tie

CALL TO ORDER

Acting Chairperson, Connie Baker, called the meeting of the Rapides Parish Workforce Development Board to order. Connie announced that Chairperson Kelli Haygood has resigned her position on the board due to accepting employment with an employer outside the parish. Elaine Morace presented Kelli with a plaque thanking her for her service to the board. Connie





also welcomed new board members Timothy Adam, Manager – Health and Safety with UTLX who replaced Kelli Haygood and Kevin Hood, Human Resources / External Relations Manager with Procter and Gamble who replaced Aiesha Wright. Connie asked for a roll call since the meeting was held via Zoom The above members and other attendees were present for the meeting.

GUEST SPEAKER



Dr. Jimmy Sawtelle, Chancellor of Central Louisiana Technical Community College (CLTCC), provided the board with an update regarding operations at CLTCC.

AGENDA ITEMS

1. Minutes from Workforce Development Board meeting of May 20, 2021

It was requested the minutes from the last meeting of the Workforce Development Board are reviewed and approved.

Exhibit #1: Minutes from WDB meeting May 20, 2021

Action: Motion

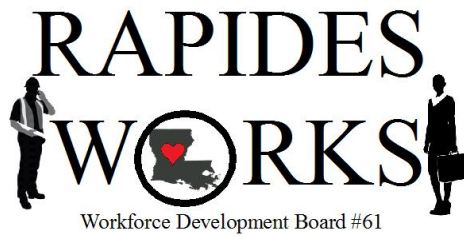
No Discussion.

On motion by Valery Aymond Long, seconded by Deborah Randolph, with -0- nays, -0- abstained and 22 yes votes, the minutes from May 20, 2021 were approved.

2. Chairperson and Vice Chairperson Election

It was requested the board elect the Board Chairperson and elect or re-elect the Board Vice Chairperson. Per the Rapides Workforce Development Board Bylaws Article II – Organization Section I – Officers, Officers shall be selected by a majority vote of the members present. The Chairperson and Vice-Chairperson shall be selected from the representatives of the private sector. This election per By-Laws is to occur at the last meeting of the year in odd number years or at any meeting called to fill a vacant position should a vacancy occur.





The vote occurred at this meeting due to the current Chairperson Kelli Haygood has resigned her position on the board. Board Chairperson and Vice Chairperson will begin their terms at the November 2021 meeting.

Connie opened the floor for nominations of Chairperson.

Rose Killion was nominated as Chairperson by Paul Fuselier. No other nominations were made for Chairperson.

No Discussion.

Action: Motion

On motion by Paul Fuselier, seconded by Haywood Joiner, with -0- nays, -0- abstained and 22 yes votes, Rose Killion was elected as Chairperson.

Connie opened the floor for nominations of Vice Chairperson

Connie Baker was nominated for re-election as Vice Chairperson by Paul Fuselier. No other nominations were made for Vice Chairperson.

No Discussion.

Action: Motion

On motion by Paul Fuselier, seconded by Haywood Joiner, with -0- nays, -0- abstained and 22 yes votes, Connie Baker was re-elected as Vice Chairperson.

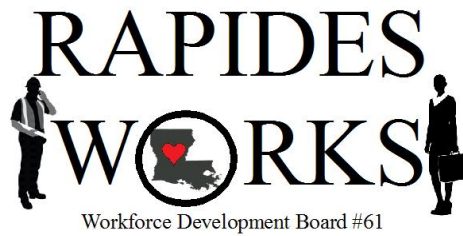
3. LWDA 61 – Funding Allocation Under the Workforce Innovation and Opportunity Act (WIOA) for PY21/FY22 (7/1/21 – 6/30/22)

It was requested the Workforce Development Board approve the WIOA PY21/FY22 (7/1/21 – 6/30/22) budget as presented. The budget includes a new total allocation of \$1,102,691 (a decrease of \$220,564 from the previous year's funding level) along with carry over funds in the amount of \$498,495 (to include normal operational 2nd-year funding \$198,484 program, \$48,040 admin and transfer carry over \$71,000) for a total funding level of \$1,380,648 (an overall decrease of \$246,476). All LWDA's experienced a reduction in allocation in PY21FY22.

Exhibit #3: WIOA Budget

Action: Motion





No Discussion.

On motion by Kevin Hood, seconded by Paul Fuselier, with -0- nays, -0- abstained and 22 yes votes, LWDA 61 – Funding Allocation Under the Workforce Innovation and Opportunity Act (WIOA) for PY21/FY22 (7/1/21 – 6/30/22) was approved.

4. LWDA 61 – PY20/FY21 Budget Amendment

It was requested the Workforce Development Board approve Amendment #1 to the Louisiana Workforce Commission (LWC) Contract #2000508594 to reflect LWC's change to the contract budget in the amount of \$2,368 for PY20 Dislocated Worker Program in accordance with the Training and Employment Guidance Letter (TEGL) 15-20 to provide adjusted funding levels for PY20 allotments for the Dislocated Worker program.

Exhibit #4: LWDA 61 – PY20/FY21 Budget Amendment

Action: Motion

No Discussion.

On motion by Kevin Hood, seconded by Deborah Randolph, with -0- nays, -0- abstained and 22 yes votes, LWDA 61 – PY20/FY21 Budget Amendment was approved.

5. LWDA 61 – PY21/FY22 Budget Transfer

It was requested the Workforce Development Board approve PY21/FY22 WIOA budget transfer of \$129,600.00 from FY22 Dislocated Worker Program Funds to FY22 Adult Program Funds. This transfer is to meet the workforce needs by expanding participation in scholarship training, for adults, in various in-demand occupations. This transfer is contingent upon approval by Louisiana Workforce Commission (LWC).

Exhibit #5: LWDA 61 – PY20/FY21 Budget Transfer

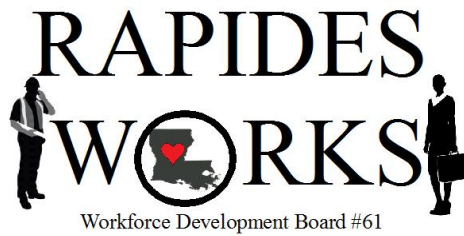
Action: Motion

No Discussion.

On motion by Kevin Hood, seconded by Paul Fuselier, with -0- nays, -0- abstained and 22 yes votes, LWDA 61 – PY20/FY21 Budget Transfer was approved contingent upon approval by Louisiana Workforce Commission.

6. Revised WIOA Regional Plan for Workforce Development Boards 60 & 61 for the period July 1, 2020 through June 30, 2024.





It was requested the Workforce Development Board approve the revised WIOA Regional Plan for Workforce Development Boards 60 & 61 for the period July 1, 2020 through June 30, 2024. Per letter from the Louisiana Workforce Commission dated April 27, 2021, regarding Local Plan Deficiency the LWDB 61 WIOA Regional Plan for period July 1, 2020 – June 30, 2024 was revised to include language that defines LWDA-61 Sector initiatives on neutral intermediaries, or neutral conveners in Rapides Parish to aid in closing the gaps between employers and jobseekers. The Regional Plan, with the revision, was posted for public comment on June 30, 2021 through July 30, 2021. No comments were received.

Exhibit #6: Letter dated April 27, 2021, from LWC regarding plan approval and revised WIOA Regional Plan for Workforce Development Boards 60 & 61 for the period July 1, 2020 through June 30, 2024.

Action: Motion

No Discussion.

On motion by Haywood Joiner, seconded by Sally Cowan, with -0- nays, -0- abstained and 22 yes votes, the revised WIOA Regional Plan for Workforce Development Boards 60 & 61 for the period July 1, 2020 through June 30, 2024 was approved.

7. Prior Approval

It was requested the Workforce Development Board grant Prior Approval for normal operational expenditures for §200.456 Participant support costs & §200.474 Travel costs, and for all other subparts of 2CFR Part 2002, CFR §200.407 that apply to all normal program operations for the program contract year, July 1, 2021 through June 30, 2022 (PY21FY22).

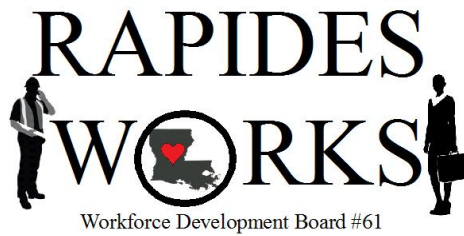
The Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements, specifically at 2 CFR Part 2002 & CFR §200.407 provides guidance and establishes procedures regarding general cost principles, allowable costs, and prior written approval related to Workforce Innovation and Opportunity Act (WIOA) Title I funds. OEWD and WOD employees follow established Sub-recipient's (Rapides Parish Police Jury (RPPJ)) travel policies which are found in Section 2-21 of the local municipal ordinances and the Police Jury's Personnel Policy & Procedures Manual. These RPPJ policies were adopted and approved by the LWDA-61 WDB and are mirrored in LWDA-61's policies and procedures.

Exhibit #7: RPPJ Article II Section 2-21, 2 CFR § 200.407, RPPJ Policies

Action: Motion

No Discussion.





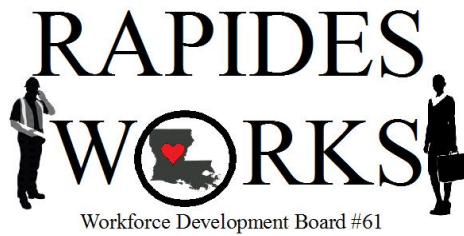
On motion by Larry George, seconded by Ginger Humbles, with -0- nays, -0- abstained and 22 yes votes, Prior Approval was approved.

8. New/Revised Policies for WIOA

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

- a. 100-01 Acronyms - This policy was reviewed during internal policy audit and revised to align with current standards.
- b. 100-02 – Definitions - This policy was reviewed during internal policy audit and revised to align with current standards.
- c. 100-03 Emergency Response and Evacuation Plan - This policy was reviewed during internal policy audit and revised to align with current standards.
- d. 100-05 Fee-for-Services - This policy was reviewed during internal policy audit and revised to align with current standards.
- e. 100-06 Security of Files - This policy was reviewed during internal policy audit and revised to align with current standards.
- f. 100-07 Priority of Services for Veterans - This policy was reviewed during internal policy audit and revised to align with current standards.
- g. 100-09 Monitoring - This policy was reviewed during internal policy audit and revised to align with current standards.
- h. 100-10 One-Stop Operator - This policy was reviewed during internal policy audit. There were no changes to this policy.
- i. 100-11 Infrastructure Funding Agreement - This policy was reviewed during internal policy audit. There were no changes to this policy.
- j. 100-12 Record Retention - This policy was reviewed during internal policy audit and revised to align with current standards.
- k. 100-13 One-Stop Certification Policy - This policy was reviewed during internal policy audit and revised to align with current standards.
- l. 100-14 Inmate Labor - This policy was reviewed during internal policy audit and revised to align with current standards.
- m. 100-16 WIOA Grievance & Complaint Policy – This is a new policy to address EEO Grievances and Complaints.
- n. 200-01 Job-Seeker Services - This policy was reviewed during internal policy audit and revised to align with current standards.
- o. 300-01 Business Services - This policy was reviewed during internal policy audit and revised to align with current standards.
- p. 400-03 Supportive Services - This policy was revised to update allowable travel supportive services.





- q. 400-06 Eligible Training Providers - This policy was reviewed during internal policy audit and revised to align with current standards.
- r. 400-10 HiRE Data Entry Process - This policy was reviewed during internal policy audit and revised to align with current standards.
- s. 400-11 Incentives - This policy was reviewed during internal policy audit and revised to align with current standards.
- t. 500-11 HiRE Data Entry Process - This policy was reviewed during internal policy audit and revised to align with current standards.
- u. 600-01 Assessments - This policy was reviewed during internal policy audit and revised to align with current standards.
- v. 700-01 Management Information Services (MIS) - This policy was reviewed during internal policy audit and revised to align with current standards.
- w. 700-02 Monitoring Services - This policy was reviewed during internal policy audit. There were no changes to this policy.

Exhibit #8: 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 Ginger Humbles, seconded by Haywood Joiner, with -0- nays, -0- abstained and 22 yes votes, new/revised policies were approved.

ADDITIONAL INFORMATION

9. 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.”

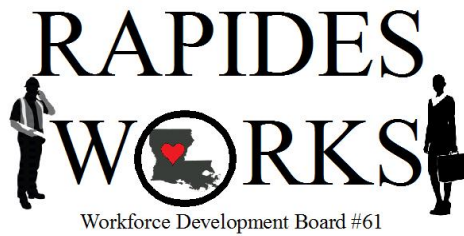
Exhibit #9: 4th Quarter OSO Monitoring Report – April - June 2021

Action: No Action required

No Discussion.

No action was required for information only.





10. Fourth Quarter Performance (April – June 2021) by Local Workforce Development Area (LWDA)

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

Exhibit #10: Fourth Quarter Performance Results for PY 2020 by LWDA

Action: No Action Required - For Information Only

Connie stated the report is typically released by LWC prior to this meeting; however, at this time, the report has not been issued by LWC. This report will be included in the November 2021 meeting.

No action was required for information only.

11. Rapides Parish Annual WIOA Monitoring Report – WIOA – 61 – PY19/FY20

The Louisiana Workforce Commission (LWC), Compliance and Monitoring Unit has completed a virtual monitoring review for Program Year 2019 (PY19) of the Workforce Innovation and Opportunity Act (WIOA) Title I -Adult, Dislocated Worker, and Youth programs administered by Local Workforce Development Board 61 (LWDB 61). No findings of non-compliance were identified during the review.

Exhibit #11: Rapides Parish Annual WIOA Monitoring Report – WIOA – 61 – PY19/FY20 Letter dated June 14, 2021

Action: No Action Required - For Information Only

No Discussion.

No action was required for information only.

12. WDB Member New Appointment and Re-Appointments

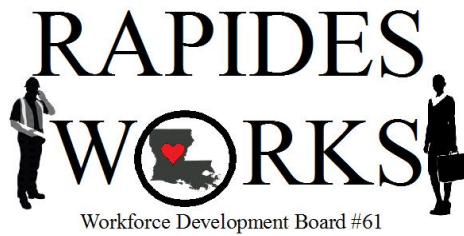
New appointments were authorized by Mr. Craig Smith, the Rapides Parish Police Jury President. Kevin Hood, Human Resources/External Relations Manager with Proctor and Gamble replaced Aiesha Wright representing private sector membership. Timothy Adam, Manager – Health and Safety for UTLX, replaced Kelli Haygood representing private sector membership.

Rapides Parish Police Jury President, Mr. Craig Smith, approved the following re-appointments for those listed with effective termination dates of October 2021:

Members (Reappointments)

New Term Dates





Valerie Aymond Long	10/1/2021 – 10/1/2024
David Broussard	10/1/2021 – 10/1/2024
Chad Bynog	10/1/2021 – 10/1/2024
Sally Cowan	10/1/2021 – 10/1/2024
Tim Dousay	10/1/2021 – 10/1/2024
Rich Dupree	10/1/2021 – 10/1/2024
Jeff Ryan	10/1/2021 – 10/1/2024
Jeff Johnson	10/1/2021 – 10/1/2024
Haywood Joiner	10/1/2021 – 10/1/2024

Connie announced that Debbie Normand and Gary Perkins will not renew their term when it ends in October 2021. She thanked them for their service to the board.

Exhibit #12: Updated WDB Appointments
Action: No Action required - For Information Only

No action was required for information only.

13. 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.

Exhibit #10: Ethics Training Correspondence dated January 26, 2021.
Action: No Action Required - For Information Only

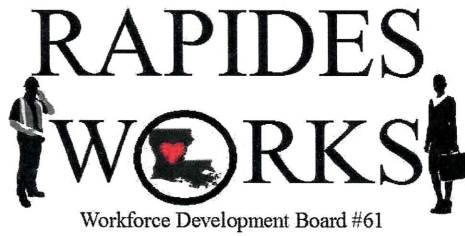
No Discussion.

No action was required for information only.

REPORTS/UPDATES

- 1. Financial Report**
- 2. Rapides American Job Center Report**





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

November 18, 2021

Date 11/18/2021

