

MINUTES

Workforce Development Board

Thursday, November 14, 2019 – 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
Valerie Aymond Long	David Broussard	Susan Clinton	Elaine Morace
Connie Baker	Landry Ducote		Maria Adams
Cynthia Baker	Larry George		
Chad Bynog	Ginger Humbles		
Sally Cowan	Toni Johnson		
Marianne Dore'	Wayne Kusmierczyk		
Tim Dousay	Robert Leavines		
Rich Dupree	Christine McGraw		
Paul Fuselier	Tommy Peek		
Justin Giallonardo	Deborah Randolph		
Kelli Haygood	Jeff Ryan		
Bill Higgins	Jimmy Sawtelle		
Jeff Johnson	Sara Stokes		
Paula Johnson	Aiesha Wright		
Haywood Joiner			
Kashawna Jones			
Bill McDermott			
Debbie Norman			
Gary Nugent			
Gary Perkins			
Lloyd Price			
Quorum Present	Yes	21 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 introduced new board member, Paul Fuselier, the Community and Governmental Relation Manager for Acadian Ambulances, who replaced Sonia Chevallier and thanked all board members for volunteering their time to the community.





GUEST SPEAKER



Justin Giallonardo, President of Business Development for D'Argent Companies, discussed D'Argent Companies and the real estate market.

AGENDA ITEMS

1. Minutes from Workforce Development Board meeting of August 15, 2019

It was requested the Workforce Development Board review and approve the minutes from the August 15, 2019 meeting.

No Discussion

On motion by Valerie Aymond Long, seconded by Haywood Joiner, with -0- nays, -0- abstained and 20 yes votes, the minutes from August 15, 2019 were approved.

2. Rapides Parish Workforce Development Board 2020 Meeting Schedule

It was requested the Workforce Development Board approve the 2020 Workforce Development Board Meeting Schedule.

No Discussion

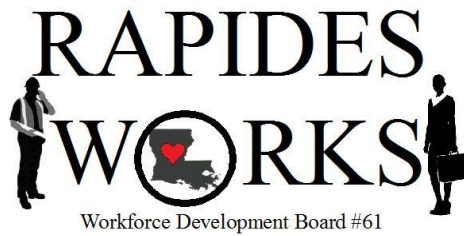
On motion by Rich Dupree, seconded by Chad Bynog, with -0- nays, -0- abstained and 20 yes votes, the Workforce Development Board 2020 Meeting Schedule was approved.

3. Revised WIOA Regional Plan for Workforce Development Boards 60 & 61 for the period July 1, 2018 through June 30, 2020.

It was requested the Workforce Development Board approve the revision to the WIOA Regional Plan for Workforce Development Boards 60 & 61 for the period July 1, 2018 through June 30, 2018. The plan was revised per letter from the Louisiana Workforce Commission dated September 18, 2019 regarding Local Plan Deficiency to include language that defines the eligibility criteria in the Ninth Youth Barrier "Requires Additional Assistance". The revised plan was placed on the Rapides Parish Police Jury website on October 8, 2019 for a period of 30 days for public review and comments. No comments were received.

No Discussion





On motion by Haywood Joiner, seconded by Valery Aymond Long, with -0- nays, -0- abstained and 20 yes votes, the Revised WIOA Regional Plan for Workforce Development Boards 60 & 61 for the period July 1, 2018 through June 30, 2020 was approved.

4. WIOA Allocation Amendment

It was requested the Workforce Development Board approve the WIOA Allocation Amendment. The Louisiana Workforce Commission provided amendment # 1 to increase the contract amount for WIOA Title I Adult, Dislocated Worker and Youth PY 2018/FY2019 funds by \$1,985. This changed the allocation from \$1,180,842 to \$1,182,827. It was also requested the Workforce Development Board authorize amendment of the LWDA-61 WIOA PY18/FY19 budget as necessary.

No Discussion

On motion by Connie Baker, seconded by Debbie Norman, with -0- nays, -0- abstained and 20 yes votes, the WIOA Allocation Amendment and budget revision was approved.

5. LWDA61–Louisiana Job Employment & Training (LaJET) Program FY19 Budget Amendment

It was requested the Workforce Development Board approve the budget amendment for the LaJET FY19 (10/1/19 – 9/30/20) budget as presented. The contract was amended to purchase supplies and equipment.

No Discussion

On motion by Rich Dupree, seconded by Paul Fuselier, with -0- nays, -0- abstained and 20 yes votes, the LWDA61–Louisiana Job Employment & Training (LaJET) Program FY19 Budget Amendment was approved.

6. Annual Performance Results for PY 2018 by Local Workforce Development Area (LWDA)

It was requested the Workforce Development Board approve the Workforce Operations Department to create and implement a corrective action plan no later than December 15th, 2019 to improve the failed measure and submit for board review at the February 2020 meeting. The measure for Employment Rate 2nd Quarter After Exit for youth failed to meet the performance goal as indicated in the Annual Performance Results for PY208 by Local Workforce Development Area released by the Louisiana Workforce Commission.

Valerie Aymond Long questioned how the performance measure are measured. Chad Bynog discussed the performance measures.





On motion by Justin Giallonardo, seconded by Paul Fuselier, with -0- nays, -0- abstained and 20 yes votes, the creation and implementation of a corrective action plan to address the failed performance measure was approved.

7. New/Revised Policies for WIOA

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

- a. 100-02 Definitions – This policy was revised to remove the definition for ‘Additional Assistance Youth Barrier’ due to the Additional Assistance Youth Barrier is defined in policy 500-02 Youth Eligibility Criteria.
- b. 100-13 One-Stop Certification Policy – This is a new policy. This policy includes a new One-Stop Certification Checklist.
- c. 500-01 Fourteen Required Elements for WIOA Youth Programs – This policy was revised to further define the Fourteen Required Elements for WIOA Youth Programs.
- d. 500-02 Youth Eligibility Criteria – This policy was reviewed due to OWD Policy 2-21 “Youth Program Operations” requires that LWDBs must establish and *review annually*, a policy addressing their criteria for youth “requiring additional assistance” to “complete an educational program or to secure and hold employment”.
- e. 500-06 Supportive Services - This policy was revised to further define documentation of supportive services for WIOA youth participants and to address an area of concern in the recent Louisiana Workforce Commission audit. The area of concern was to address WIOA dollars being used as a last resort and the method in which it will be determined other resources are not available.
- f. 800-01 Fiscal Policy – This policy was revised to align the policy with current center practices and to address an area of concern in the recent Louisiana Workforce Commission audit. The area of concern was to clarify how budget modifications/transfer of funds are addressed.

No Discussion

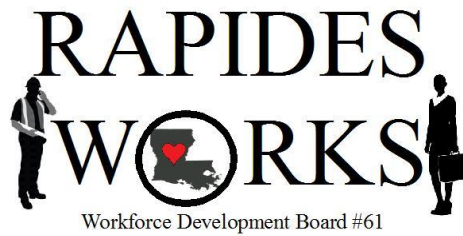
On motion by Gary Nugent, seconded by Chad Bynog, with -0- nays, -0- abstained and 20 yes votes, the new/revised policies were approved.

8. American Job Center Certification Review

It was requested the Workforce Development Board approve the American Job Center (AJC) Certification. Per the OWD Policy 1117-02 & OWD Policy 4-18, the Workforce Development Board must review and update the certification criteria every two (2) years as a part of the review and modification of the State and local planning process. Per policy 100-13 One-Stop Certification Policy, the Workforce Development Board 61 Certification Team assessed the Career Center using the One-Stop Center Certification Checklist and met 100% of the Benchmarked items and General Criteria.

No Discussion





On motion by Rich Dupree, seconded by Valerie Aymond Long, with -0- nays, -0- abstained and 20 yes votes, the America Job Center Certification was approved.

9. Establish an Executive Committee to Review Special Concerns

It was requested the Workforce Development Board approve the establishment of an Executive Committee to Review Special Concerns. The committee will consist of the Board Chairperson, Vice-Chairperson and a nominated board member.

Kelli Haygood nominated Valerie Aymond Long to serve on the committee. No other nominations were presented.

On motion by Connie Baker, seconded by Debbie Norman, with -0- nays, -0- abstained and 20 yes votes, the establishment of an Executive Committee to Review Special Concerns was approved. The committee will consist of Chairperson, Kelli Haygood, Vice-Chairperson, Connie Baker, and Valerie Aymond Long.

ADDITIONAL INFORMATION

10. WDB Member New Appointment

A new appointment was authorized by Mr. Theodore Fontaine Jr., the Rapides Parish Police Jury President. Paul Fuselier, Community and Governmental Relation Manager for Acadian Companies – Ambulance Services, replaced Sonia Chevallier representing private sector membership.

No action was required for information only.

11. One-Stop Operator Monitoring Report

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 PY19 1st Quarter monitoring was completed on 10/23/2019.

No action was required for information only.

12. 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.

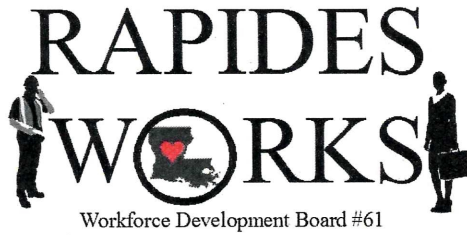
REPORTS/UPDATES

1. Financial Report

2. Rapides Business & Career Solutions Center Report

Minutes – November 14, 2019 (7:30 AM)
Workforce Development Board





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.

Kell Bays

Workforce Development Board Chair

2/20/2020

Date

