



MINUTES

Workforce Development Board

Thursday, November 16, 2017 – 7:30 a.m.

Held at: Central Louisiana Business Incubator, 1501 Wimbledon Blvd., Alexandria LA

ATTENDANCE

Members present	Members absent	Other Attendees / Guest	Staff
Valerie Aymond	Connie Baker	Misty Slayter	Maria Adams
Julie Bonial	Cynthia Baker	Christi Nation	Bruce Kelly
Yoel Borges	David Broussard		Elaine Morace
Chad Bynog	Susan Broussard		Anna Sweat
Sonia Chevallier	Tim Dousay		
Kelli Hall	Landry Ducote		
Bill Higgins	Rich Dupree		
Ginger Humbles	Larry George		
Jeff Johnson	Michael Johnson		
Paula Johnson	Robert Leavines		
Haywood Joiner	Tony Murray		
Lafe Jones	Gary Nugent		
Joan Lee	Deborah Randolph		
Christine McGraw	Sarah Sasser		
Debbie Norman	Sara Stokes		
Nathalia Osby	Aiesha Wright		
Carla Peters			
Lloyd Price			
Jimmy Sawtelle			
Quorum Present	Yes	19 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 SPEAKER

Misty Slayter, Vice Chancellor of Workforce Development at Central Louisiana Technical & Community College spoke to the board about CLTCC’s Workforce Strategic Plan and key initiatives that will grow Central Louisiana’s workforce. CLTCC’s Workforce Strategic Plan targets three groups which are high school students entering post secondary, under employer workers and incumbent workers. CLTCC also engages in outreach to the 500 high school students that are currently enrolled in manufacturing career pathways.

Chad Bynog discussed the upcoming employer forum that will take place early next year. The committee was asked to submit suggestions for topics to be presented at the forum.

AGENDA ITEMS



1. APPROVAL OF MINUTES

It was requested that the Workforce Development Board review and approve the minutes from the August 17, 2017 meeting.

On motion by Valerie Aymond, seconded by Lafe Jones, with -0- nays, -0- abstained and 18 yes votes, the minutes from August 17, 2017 were approved.

2. Chairperson and Vice Chairperson Nomination

Per the Rapides Workforce Development Board bylaws Article II – Organization Section I – Officers, the Board needed to re-elect or elect a Chairperson and Vice Chairperson.

On motion by Valerie Aymond, seconded by Christine McGraw, with -0- nays, -0- abstained and 18 yes votes, the Workforce Development Board re-elected Sonia Chevallier as Chairperson and Kelli Hall as Vice Chairperson.

3. Rapides Parish Workforce Development Board 2018 Meeting Schedule

In an effort to comply with the Louisiana Open Meeting Law each WDB is encouraged by the Louisiana Workforce Commission Policy Team to make available an annual calendar of scheduled Workforce Development Board Meetings.

On motion by Lafe Jones, seconded by Haywood Joiner, with -0- nays, -0- abstained and 18 yes votes, the Workforce Development Board approved the 2018 Meeting Schedule.

4. WIOA Allocation Amendment

Louisiana Workforce Commission provided an amendment to increase the contract amount for WIOA funds by \$969.00 back to the original funded levels due to an increase of state funds from the Adult and Dislocated Worker programs. This will change the allocation from \$815,224.00 to \$816,193.00.

On motion by Joan Lee, seconded by Lloyd Price, with -0- nays, -0- abstained and 18 yes votes, the Workforce Development Board approved the WIOA Allocation Amendment.

5. New/Revised Policies for WIOA

The following policies have been revised/drafted

- a. 100-10 One-Stop Operator – The policy was revised to clarify that monitoring of the One-Stop Operator will occur on a quarterly basis.
- b. 400-01 On-The-Job Training – The policy was revised to allow no more than 50% of participants enrolled in OJT to reside outside of Rapides Parish.
- c. 500-04 Work Experience – The policy was revised to clarify allowable program expenditures for youth work experience.
- d. 100-11 Infrastructure Funding Agreement – This is a new policy. Per USDOL Employment and Training Administration TEGL 17-16 the Infrastructure Funding Agreement One-Stop Operating



Budget must be periodically reconciled against actual costs incurred and adjusted accordingly. Louisiana Workforce Commission's policy recommended a quarterly reconciliation.

On motion by Valerie Aymond, seconded by Joan Lee, with -0- nays, -0- abstained and 18 yes votes, the Workforce Development Board approved the new/revised policies for WIOA.

6. Local Governance Agreement - Firewall

WIOA requires that a firewall exist to separate fiscal and program activities and to establish clear roles and responsibilities eliminating any conflicts of interest. This agreement along with a series of job descriptions, organization charts, and board bylaws constitute the Firewall documentation.

On motion by Paula Johnson, seconded by Ginger Humbles, with -0- nays, -0- abstained and 18 yes votes, the Workforce Development Board approved the new/revised policies for WIOA.

6A. AJC Certification

This item was added to the agenda during the meeting. LWC created a policy regarding American Job Center Certification, Policy number 1117-02. In order for a one-stop center to be certified as an American Job Center by a Workforce Development Board in Louisiana, the board must ensure the center being considered employ the minimum criteria.

On motion by Lafe Jones, seconded by Valerie Aymond, with -0- nays, -0- abstained and 18 yes votes, the Workforce Development Board approved the motion to certify the Rapides AJC as meeting certification.

ADDITIONAL INFORMATION

7. Louisiana Workforce Commission (LWC) for a Strategies to Empower People (STEP) Program

The PY16 STEP contract expired as of 6/30/17 and LWC desired to time the STEP contract at the same time as the LaJET contract – to run from 10/1 each year through 9/30 of the next year. A 3 month contract was executed and expired 9/30/17. As of that date, LWC had not presented us with a renewal contract and DCFS still owed Rapides for reimbursements from the PY16 contract. Therefore, the Rapides Parish Police Jury decided not to renew the STEP services contract and authorized the President to sign a letter of termination. That letter was sent to Ms. Ava Dejoie, Executive Director of LWC on October 9, 2017. Subsequent to the letter, on October 17th we received notification from LWC of the strong possibility that LWC will take over providing the Louisiana's STEP services in the local areas and hire state employee(s) to operate the program.

No action was required for information only.



8. 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." To that end, the Chairperson of the WDB appointed Susan Broussard as OSO Monitor. Ms. Broussard agreed and completed the PY17 1st Quarter monitoring on 10/31/17.

No action required for information only.

9. Equal Opportunity Compliance

The Equal Opportunity & Compliance Division of Louisiana's Workforce Commission has completed a Methods of Administration desk review and found us in compliance with the EO Regulations at Section 188 of WIOA.

No action required for information only.

10. 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 required for information only.

REPORTS/UPDATES

1. Financial Report
2. Education Subcommittee Report
3. Rapides Business & Career Solutions Center Report

COMMENTS OR QUESTIONS FROM CHAIR

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ADJOURNMENT

The meeting was adjourned by Chairperson.

Kull Haggard

Workforce Development Board Chair

2/22/18

Date