

MINUTES

Workforce Development Board

Thursday, November 18, 2021 – 7:30 a.m.

Held at: Pursuant of the State of Louisiana Proclamation Numbers JBE 75-2020 / 204 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	David Broussard	Susan Clinton	Elaine Morace
Valerie Aymond	Steve Bryant	Misty Slayter	Maria Adams
Karyn Barrett	Marianne Dore'	Dr. Randall Dupont	Sandy Verzwylvelt
Connie Baker	Landry Ducote	Nanette Hill (OSO)	
Cynthia Baker	Rich Dupree	Terry Secret (RoyOMartin)	
Julie Bonial	Toni Johnson		
Chad Bynog	Gary Nugent		
Sally Cowan	Deborah Randolph		
Tim Dousay	Jeff Ryan		
Paul Fuselier	Nolan Spillers		
Larry George			
Justin Giallonardo			
Bill Higgins			
Kevin Hood			
Ginger Humbles			
Jeff Johnson			
Paula Johnson			
Haywood Joiner			
Kashawna Jones			
Rose Killion			
Lloyd Price			
Jimmy Sawtelle			
Cindy Sayes			
Sara Stokes			
Shanna Worth			
Quorum Present	Yes	25 of 35	Chair votes only to break a tie





CALL TO ORDER

Chairperson, Rose Killion, called the meeting of the Rapides Parish Workforce Development Board to order. Rose welcomed new board members Julie Bonial – Human Resource Director at AFCO Industries who is replacing Bill McDermott, Cindy Sayes – President / Owner of Sayes Office Supplies who is replacing Gary Perkins and Shanna Worth – Director of Sales at Courtyard by Marriott who is replacing Debbie Norman. Rose 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



Mr. Terry Secrest, the Executive Vice President of Manufacturing and Product Sales for RoyOMartin provided the board with an update regarding operations at RoyOMartin.

AGENDA ITEMS

1. Minutes from Workforce Development Board meeting of August 19, 2021

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

Exhibit #1: Minutes from WDB meeting August 19, 2021

Action: Motion

No Discussion.

On motion by Ginger Humbles, seconded by Connie Baker, with -0- nays, -0- abstained and 24 yes votes, the minutes from August 19, 2021 were approved.

2. Rapides Parish Workforce Development Board 2022 Meeting Schedule

It was requested the Rapides Parish Workforce Development Board 2022 Meeting Schedule was approved. In an effort to comply with the Louisiana Open Meeting Law each WDB has been encouraged by the Louisiana Workforce Commission Policy Team to make available an annual calendar of scheduled Workforce Development Board meetings.

Exhibit #2: Draft 2022 Workforce Development Board Meeting Schedule

Action: Motion





No Discussion.

On motion by Kevin Hood, seconded by Paul Fuselier, with -0- nays, -0- abstained and 24 yes votes the Rapides Parish Workforce Development Board 2022 Meeting Schedule was approved.

3. Renewal of One-Stop Operator

It was requested the One-Stop Operator Contact is renewed. Louisiana State University at Alexandria was selected as the One-Stop Operator and entered into contract December 2020 for contract period January 1, 2021 through December 31, 2021. The contract was written for a period of one year with an option to renew the contract yearly for three years.

Exhibit # 3: One-Stop Operator Monitoring Report for July, August, September 2021 (1st Qtr. PY21).

Action: Motion

Paul Fuselier, OSO Monitor, commented that the One-Stop Operator is doing a phenomenal job as evidence by the Quarterly Monitoring. Paul recommends that the board vote to renew the contract.

On motion by Connie Baker, seconded by Larry George, with -0- nays, -1- abstained and 23 yes votes, the Renewal of One-Stop Operator Contract was approved.

Haywood Joiner, LSUA, abstained from voting on this item due to a conflict of interest.

4. American Job Center Certification Review

It was requested per the OWD Policy 1117-02 & OWD Policy 4-18, the Workforce Development Board 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 61 Certification Team assessed the Rapides American Job Center using the One-Stop Center Certification Checklist and met 100% of the Benchmarked items and General Criteria.

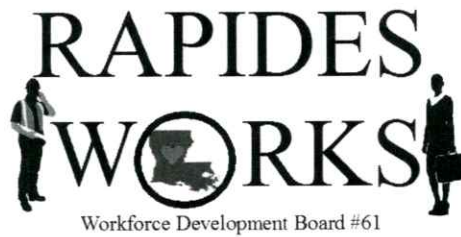
Exhibit #4: AJC Certification Matrix Scoring Criteria

Action: Motion

No Discussion.

On motion by Sally Cowan, seconded by Cindy Sayes, with -0- nays, -0- abstained and 24 yes votes, Rapides American Job Center Certification Review was approved.





5. Agreement between Chief Elected Official and Rapides Workforce Development Board

It was requested that the Agreement between Chief Elected Official and Rapides Workforce Development Board is signed when a new Chief Elected Official is selected by the Rapides Parish Police Jury. The agreement signifies the roles and responsibilities of the Office of Economic and Workforce Development as the fiscal agent and administrative entity, and the Workforce Operations Department as the provider of Title I Adult, Dislocated Worker, and Youth services authorized by the Workforce Innovation and Opportunity Act of 2014. This Agreement will be signed in February 2022.

Exhibit #5: Draft Agreement between Chief Elected Official and Rapides Workforce Development Board

Action: Motion to authorize Chairperson to sign Agreement between Chief Elected Official and Rapides Workforce Development Board

No Discussion.

On motion by Kevin Hood, seconded by Ginger Humbles, with -0- nays, -0- abstained and 24 yes votes, the 2022 Agreement between Chief Elected Official and Rapides Workforce Development Board was approved.

6. Subsequent Designation

It was requested that the Subsequent Area Designation be approved. The Subsequent Area Designation certifies that the local area's performance levels are accurate and fiscal integrity has been sustained during the review periods PY18 (7/1/2018 – 6/30/2019) and PY19 (7/1/2019 – 6/30/2020). The application for Subsequent Designation will be presented to the Rapides Parish Police Jury at their regularly scheduled December meeting and the CEO is requested to sign the application before submission to LWC. This function must be completed every two (2) years.

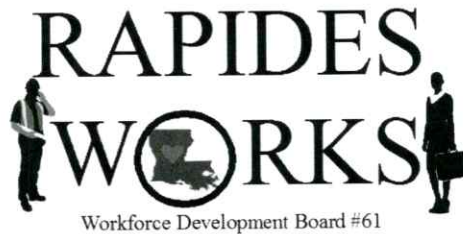
Exhibit #6: Application for Subsequent Designation and Supporting Documentation

Action: Motion to authorize the chairperson to sign the application for Subsequent Designation

No Discussion.

On motion by Cindy Sayes, seconded by Larry George, with -0- nays, -0- abstained and 24 yes votes, the Subsequent Designation was approved.





7. New/Revised Policies for WIOA

It was requested that the following policies and procedures are approved.

- a. 100-09 WIOA Program Monitoring – External Monitoring – This policy has been revised in combination with Policy 700-02 to distinguish External Program Monitoring from Internal Program Monitoring.
- b. 100-13 One-Stop Certification – This policy was revised to update the certification timeline.
- c. 400-03-01 Supportive Services – This procedure was updated to raise the cap on uniform supportive services from \$150.00 to \$300.00 for WIOA Adult/Dislocated Workers.
- d. 500-06-01 Supportive Services – This procedure was updated to raise the cap on uniform supportive services from \$150.00 to \$300.00 for WIOA youth participants.
- e. 500-08 Stipends – This is a new policy to allow for and define stipends awarded to WIOA youth participants.
- f. 600-01 Assessments – This policy was revised to add Applied Excel as an assessment provided by the RAJC.
- g. 700-02 Monitoring Services – Internal Monitoring Services - This policy has been revised in combination with Policy 100-09 to distinguish External Program Monitoring from Internal Program Monitoring.

Exhibit #7: Revised Policies and Procedures

Action: Motion

No Discussion.

On motion by Julie Bonial, seconded by Kevin Hood, with -0- nays, -0- abstained and 24 yes votes, New/Revised Policies and Procedures were approved.

ADDITIONAL INFORMATION

8. 4th Quarter Performance Results (April - June 2021) by Local Workforce Development Area (LWDA)

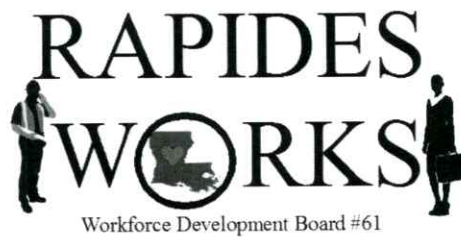
Louisiana Workforce Commission has released the Fourth Quarter Performance Results for PY20. The results are broken down by LWDA. Rapides Parish is Area 61.

Exhibit #8: Fourth Quarter Performance (April – June 2021) by LWDA

Action: No Action Required - For Information Only

Rose Killion, WDB Chairperson, informed the board that this report is typically released by LWC prior to the August meeting; however, the report was not issued until after the August 2021 meeting. Rapides Parish (Area 61) exceeded all negotiated levels. The 1st Quarter 2021 Performance Results (August – October 2021) results have not been released at this time.





No action was required for information only.

9. Annual Performance Results for PY 2020 by Local Workforce Development Area (LWDA)

Louisiana Workforce Commission has released the Annual Performance Results for PY20. The results are broken down by LWDA. Rapides Parish is Area 61.

Exhibit #9: Annual Performance Results for PY 2020 by LWDA

Action: No Action Required - For Information Only

Rose Killion, WDB Chairperson, informed the board that the report reflects current numbers for Rapides Parish but 4th quarter numbers for the other areas across the state. Additionally, Rapides Parish (Area 61) exceeded all negotiated levels.

No action was required for information only.

10. Youth Waivers

The Employment & Training Administration of the U.S. Department of Labor has approved two youth waivers. The first waiver approves the State's request to waive the requirement that the State expend 75 percent of Governor's reserve youth funds on Out-of-School Youth. The waiver allows the State to lower the expenditure requirement of Governor's reserve to 50% for Out-of-School Youth. This waiver is for PY2020 and PY2021. The second waiver approves the State's request to waive the requirement limiting Individual Training Accounts (ITA) to only Out-of-School Youth, ages 16-24. ITA's may be used for In-School-Youth ages 16-21 through June 30, 2022.

Exhibit #10: Email from Louisiana Workforce Commission

Action: No Action required - For Information Only

No Discussion

No action was required for information only.

11. Rapides Parish Workforce Operations Department (WOD) 2020-2023 Memorandum of Understanding – Partner Services Agreement, Authorization and Signature Update

The Rapides Parish Workforce Operations Department (WOD) 2020-2023 Memorandum of Understanding – Partner Services Agreement, Authorization and Signature has been updated to





include the National Dislocated Worker Disaster Grant (NDWG) per direction from LWC and USDOL.

Exhibit #11: Rapides Parish Workforce Operations Department (WOD) 2020-2023 Memorandum of Understanding – Partner Services Agreement, Authorization and Signature Update

Action: No Action required - For Information Only

Elaine Morace gave a brief explanation of the two (2) youth waivers.

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. Julie Bonial, Human Resource Director at AFCO Industries, replaced Bill McDermott representing private sector membership. Cindy Sayes, President / Owner of Sayes Office Supplies, replaced Gary Perkins representing private sector membership. Shanna Worth, Director of Sales at Courtyard by Marriott, replaced Debbie Norman representing private sector membership.

Exhibit #12: Updated WDB Appointments

Action: No Action required - For Information Only

No Discussion

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.

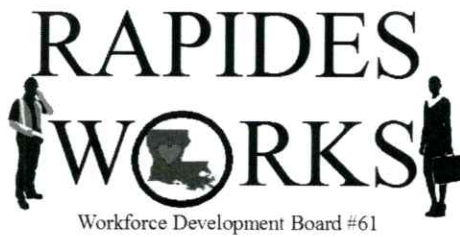
Exhibit #13: Ethics Training Correspondence dated January 26, 2021.

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


Valerie Aymond, Gilchrist Construction, stated that employers are struggling with hiring and retaining entry level staff and asked Chad Bynog, Industry Coordinator, LWC, for suggestions, for employers, in handling the barriers jobseekers are facing when re-entering the workforce after Covid. Chad Bynog responded that there are variety of solutions including boosting wages, scheduling, depending on the particular industry and/or hiring justice involved individuals. He stated that unfortunately, there are no clear solutions and employers have gotten creative in their recruitment efforts.

ADJOURNMENT

The meeting was adjourned by Chairperson.



Workforce Development Board Chair



Date

