

**MINUTES**

Thursday, August 15, 2019 – 7:30 a.m.

Held at: CHRISTUS St. Frances Cabrini Hospital – 3330 Masonic Dr., Alexandria, LA 71301  
3<sup>rd</sup> floor - Conference Room 3A/3B

**ATTENDANCE**

Members present	Members absent	Other Attendees / Guest	Staff
Valerie Aymond Long	Cynthia Baker	Julie Bonial	Elaine Morace
Connie Baker	Tim Dousay	Sandra McQuain	Maria Adams
David Broussard	Rich Dupree	Misty Slayter	Jimmie Bernard
Chad Bynog	Larry George	Susan Clinton	
Sonia Chevallier	Jeff Johnson	Ginny Juneau	
Sally Cowan	Kashawna Jones	Heather Daigrepoint	
Marianne Dore'	Wayne Kusmierczyk	LaKeshia Williams	
Landry Ducote	Debbie Norman	Eric Cearley	
Justin Giallonardo	Deborah Randolph	Destini Norfar	
Kelli Haygood	Jeff Ryan		
Bill Higgins	Sara Stokes		
Ginger Humbles	Aiesha Wright		
Paula Johnson			
Toni Johnson			
Haywood Joiner			
Robert Leavines			
Bill McDermott			
Christine McGraw			
Gary Nugent			
Tommy Peek			
Gary Perkins			
Lloyd Price			
Jimmy Sawtelle			
Quorum Present	Yes	Chair votes only to break a tie	

**CALL TO ORDER**

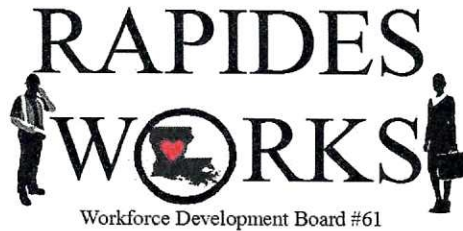
Chairperson, Sonia Chevallier, called the meeting of the Rapides Parish Workforce Development Board to order.

**GUEST SPEAKERS**



Sandra McQuain, Executive Director of the England Economic and Industrial Developmental District, discussed the plans for the England Economic and Industrial Development District for 2019.





## **AGENDA ITEMS**

### **1. Minutes from Workforce Development Board meeting of May 16, 2019**

It was requested the Workforce Development Board review and approve the minutes from the May 16, 2019 meeting.

No Discussion

**On motion by Valerie Aymond Long, seconded by Gary Nugent, with -0- nays, -0- abstained and 22 yes votes, the minutes from May 16, 2019 were approved.**

### **2. LWDA61 – Funding Allocation Under the Workforce Innovation and Opportunity Act (WIOA) for PY19/FY20 (7/1/19 – 6/30/20)**

It was requested the Workforce Development Board approve the WIOA PY19/FY20 (7/1/19 – 6/30/20) budget as presented. The budget includes a new allocation of \$1,180,842 (a decrease of \$83,069 from the previous year's funding level) along with carry over funds in the amount of \$496,132 (an increase of \$219,295 from the previous year's funding level) for a total funding level of \$1,440,807 (an overall decrease of \$99,941).

No Discussion

**On motion by Robert Leavines, seconded by Christine McGraw, with -0- nays, -0- abstained and 22 yes votes, the Funding Allocation Under the Workforce Innovation and Opportunity Act (WIOA) for PY19/FY20 (7/1/19 – 6/30/20) was approved.**

### **3. LWDA61 – WIOA PY18/FY19 Budget Amendment**

It was requested the Workforce Development Board approve the amendment to the WIOA PY18/FY19 program as presented. The purpose of the WIOA amendment is to re-program funds to the various line items to reflect actual expenses for the grant year ending 6/30/19.

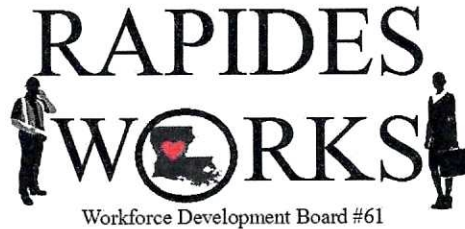
No Discussion

**On motion by Valerie Aymond Long, seconded by Connie Baker, with -0- nays, -0- abstained and 22 yes votes, the LWDA61 – WIOA PY18/FY19 Budget Amendment was approved.**

### **4. LWDA61 – Contract with Louisiana Workforce Commission (LWC) for a Louisiana Job Employment & Training (LaJET) Program for FY20**

It was requested the Workforce Development Board approve the LaJET FY19 (10/1/19 – 9/30/20) budget as presented. The Louisiana Workforce Commission (LWC) is contracting with the Local Workforce Development Area (#61 – Rapides) to provide job readiness activities to enable Supplemental Nutrition Assistance Program (SNAP) recipients in their transition to self-sufficiency for the period 10/1/19 – 9/30/20). This contract has not yet been issued and is expected to be for the same amount as the previous year at \$195,847.





No Discussion

**On motion by Kelli Haygood, seconded by Tommy Peek, with -0- nays, -0- abstained and 22 yes votes, the LWDA61 – Contract with Louisiana Workforce Commission (LWC) for a Louisiana Job Employment & Training (LaJET) Program for FY20 was approved.**

#### **5. Revised Policies for WIOA**

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

- a. 100-02 Definitions – This policy was revised to define needs-related payments.
- b. 400-01 Work-Based Training – This policy was revised to align with State Policy 3-27.
- c. 400-02 Scholarship Training – This policy was revised to increase the duration of scholarship training to not exceed 24 months.
- d. 400-03 Supportive Services – This policy was revised to align with State Policy 2-29.

Christine McGraw questioned policy revision regarding needs-related payments. She questioned if participants are required to apply for comparable services. As an example, Christine questioned if a participant seeking WIOA training dollars has a disability if they are required to apply and follow through with State Vocational Rehabilitation Program.

Elaine Morace clarified that costs are not duplicated and that the case managers create an individual plan with each participant and evaluate all the participant's needs and if a need can be serviced or paid by another entity then the case manager works with that entity.

Christine McGraw suggests policies are reviewed to determine if there is verbiage in the policies that all participants are referred to outside services if a need exists and services are not duplicated.

**On motion by Christine McGraw, seconded by Ginger Humbles, with -0- nays, -0- abstained and 22 yes votes, the revised policies were approved.**

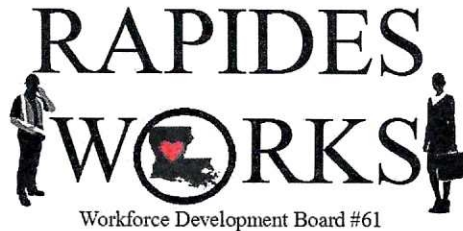
#### **ADDITIONAL INFORMATION**

##### **6. WDB Member New Appointment and Re-Appointments**

New appointments were authorized by Mr. Theodore Fountaine Jr., the Rapides Parish Police Jury President. Gary Perkins, Owner/Partner of WildWood Pizza, will replace Mike Johnson representing private sector membership. Sally Cowan, Executive Director for Cenla Community Action Committee, will replace Joan Lee representing Community Based Organizations. Marianne Dore', Senior Talent Acquisition Specialist for Crest Industries will replace Sarah Sasser representing private sector membership. Justin Giallonardo, President of Business Development for D'Argent Companies, will replace Yoel Borges.

Rapides Parish Police Jury President, Mr. Theodore Fountaine, Jr., approved the following re-appointments for those listed with effective termination dates of October/November 2019:





Members

Connie Baker  
Cynthia Baker  
Marianne Dore'  
Landry Ducote  
Justin Giallonardo  
Bill Higgins  
Paula Johnson  
Toni Johnson  
Kashawna Jones  
Wayne Kusmierczyk  
Tommy Peek  
Lloyd Price  
Deborah Randolph  
Jimmy Sawtelle

New Term Dates

10/1/2019 – 10/1/2022  
10/1/2019 – 10/1/2022  
10/1/2019 – 10/1/2022  
10/1/2019 – 10/1/2022  
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10/1/2019 – 10/1/2022  
10/1/2019 – 10/1/2022  
10/1/2019 – 10/1/2022

**No action was required for information only.**

**7. 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." The PY18 4<sup>th</sup> Quarter monitoring was completed on 08/9/2019.

**No action was required for information only.**

**8. Third Quarter Performance Results by Local Workforce Development Area (LWDA)**

Louisiana Workforce Commission has released the Third Quarter Performance Results for PY18. The results are broken down by LWDA.

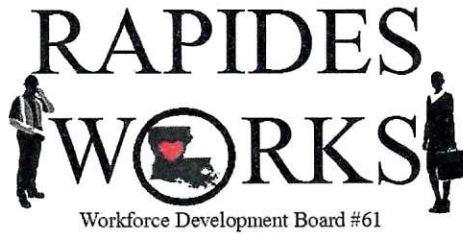
**No action was required for information only.**

**9. 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/her 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

## **INFORMATIONAL ATTACHMENTS**

### **ADDITIONAL INFORMATION**

#### **Commonly used acronyms-**

<b>LWC</b>	Louisiana Workforce Commission
<b>OWD</b>	Office of Workforce Development
<b>NEG</b>	National Emergency Grant
<b>ETA</b>	Employment and Training Administration
<b>TEGL</b>	Training and Employment Guidance Letter
<b>LWDAs</b>	Local Workforce Development Areas
<b>IEP</b>	Individual Employment Plan
<b>UI</b>	Unemployment Insurance
<b>O*NET</b>	Occupational Information Network
<b>USDOL</b>	United States Department of Labor
<b>WARN</b>	Worker Adjustment and Retraining Notification Act
<b>LRS</b>	Louisiana Rehabilitation Services
<b>HIRE</b>	Helping Individuals Reach Employment
<b>DCFS</b>	Department of Children & Family Services
<b>MOU</b>	Memorandum of Understanding
<b>WDB</b>	Workforce Development Board
<b>FY</b>	Fiscal Year
<b>PY</b>	Program Year
<b>WIOA</b>	Workforce Innovation and Opportunity Act
<b>WIF</b>	Workforce Innovation Funds
<b>IWTP</b>	Incumbent Worker Training Program

### **NEW BUSINESS**

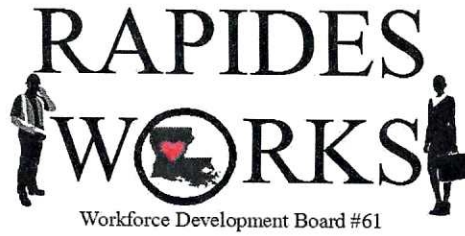
#### **Chairperson and Vice Chairperson Motion**

Chairperson Sonia Chevallier announced her resignation from the board and called for a motion to select a new chairperson/vice chairperson. Sonia Chevallier nominated Kelli Haygood as Chairperson and Connie Baker as Vice Chairperson.

A call was made for other nominations.

**On motion by Valerie Aymond, seconded by Haywood Joiner, with -0- nays, -0- abstained and 22 yes votes, the Workforce Development Board elected Kelli Haygood as Chairperson and Connie Baker as Vice Chairperson.**



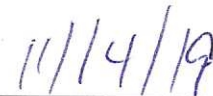


**COMMENTS OR QUESTIONS FROM FLOOR**

No Comments or Questions

**ADJOURNMENT**

  
\_\_\_\_\_  
Workforce Development Board Chair

  
\_\_\_\_\_  
Date

