



**MINUTES**

**Workforce Development Board**

Thursday, May 19, 2022 – 7:30 a.m.

Held at: Central Louisiana Community Technical College (CLTCC),  
516 Murray Street, Alexandria, LA 71301

Multi-purpose room on the left side of the breezeway (from Desoto St.)

<b>Members present</b>	<b>Members absent</b>	<b>Other Attendees / Guest</b>	<b>Staff</b>
Baker, Connie	Aymond, Valerie	Nannette Hill	Susan Clinton
Barrett, Karyn	Baker, Cynthia		Elaine Morace
Bryant, Steve	Bonial, Julie		Nickie Bradley
Dore, Marianne	Broussard, David		
Dupre, Rich	Bynog, Chad		
Fusilier, Paul	Cowan, Sally		
George, Larry	Dousay, Tim		
Higgins, Bill	Giallonardo, Justin		
Hood, Kevin	Humbles, Ginger		
Johnson, Paula	Johnson, Jeff		
Joiner, Haywood	Johnson, Toni		
Killion, Rose *	Jones, Kashawna		
Nugent, Gary	Randolph, Deborah		
Price, Lloyd	Ryan, Jeff		
Sawtelle, Jimmy	Spillers, Nolan		
Sayes, Cindy	Stokes, Sara		
Szczespanski, Cyndi	Venson, Leona		
Worth, Shanna			
<b>Quorum Present</b>	<b>Yes</b>	<b>18 of 35</b>	<b>Chair* votes only to break a tie</b>

**CALL TO ORDER**

Chairperson, Rose Killion, called the meeting of the May 19, 2022, Rapides Parish Workforce Development Board to order. Rose asked for a roll call. The above members and other attendees were present for the meeting.

Rose called upon Dr. Haywood Joiner for the Invocation





Workforce Development Board #61

## **ANNOUNCEMENTS**

Chancellor of CLTCC, Jimmy Sawtelle, host of the WDB May 19, 2022 meeting gave an update on CLTCC. He stated they are losing 3 colleges. CLTCC's goal is to provide excellent customer service, and strive to make sure they are improving every day. Jimmy Sawtelle expressed that CLTCC wants more training across Central Louisiana.



## **GUEST SPEAKER:**



Cyndi Szczepanski – Human Resources Manager, UTLX Manufacturing, Alexandria, LA gave a presentation on UTLX. She reported that since January/February of this year, steel has leveled off and UTLX has been able to retain employees. While many people are applying to UTLX, the main problem we see is that resumes are not updated and do not reflect current employee information which impedes the hiring process.

## **AGENDA ITEMS**

### **1. Minutes from Workforce Development Board meeting of February 17, 2022**

It was request that the minutes from the last meeting on February 17, 2022 of the Workforce Development Board be reviewed and approved.

**Exhibit #1:** Minutes from WDB meeting February 17, 2022

**Action:** Motion

No Discussion.

**On motion by Paul Fusilier, seconded by Paula Johnson, with -0- nays, -0- abstained and 17 yes votes, the minutes from February 17, 2022 were approved.**







## 2. New/Revised Policies for WIOA

It was requested that the following policy revisions be reviewed and approved.

- a. 100-16 WIOA Grievance and Complaint Policy Youth Services - This policy was revised and updated to add specifics (4.6.1) on official filing date of a grievance or complaint and also updated guidance on maintaining case files.
- b. 100-08 Office Policies – This policy was revised to add Social Media 15.3 to the office policy section, 15 Internal Communication, Media Communication.
- c. 500-10 Measurable Skills Gain (Youth) Policy - This policy was revised and updated to more accurately document completions and milestones, measure skills progression & positive improvement during WIOA Youth Work Experience activity. Also added to the policy is a mid-point and post evaluation to the youth work experience.

**Exhibit #2:** Revised Policies and Procedures

**Action:** Motion

No Discussion.

**On motion by Rich Dupree, seconded by Haywood Joiner, with -0- nays, -0- abstained and 17 yes votes, Revised Policies were approved.**

## 3. DDWG amended budget for approval

It was requested to approve the extension of the DDWG contract, to include additional funding, through December 31, 2022, was submitted in January 2022. The request was granted by Louisiana Workforce Commission (LWC) and the contract amendment was signed by the LWC Executive Director, Ava Cates on March 26, 2022.

**Exhibit #3:** DDWG Contract Amendment #1 Budget Revision

**Action:** Motion

No Discussion

**On motion by Gary Nugent, seconded by Kevin Hood, with -0- nays, -0- abstained and 17 yes votes, DDWG Budget Amendment was approved.**

## 4. 2022-2024 Rapides Parish School Board Intergovernmental Agreement

It is requested to Authorize the WDB chairperson to sign the Intergovernmental Agreement with the Rapides Parish School Board for the purpose of engaging out of school youth. The 2022 – 2024 Intergovernmental Agreement would be effective July 1, 2022 through June 30, 2024. The Rapides Parish School Board experiences a large number of students who drop out of high school each year. The Rapides Workforce Development Board and the Rapides Parish School Board are collaborating to remain





connected with these youth and provide services. After approval from the WDB and the chairperson's signature, this item will be sent for the Rapides Parish Police Jury President signature at the June meeting.

**Exhibit #4:** 2022-2024 Rapides Parish School Board Intergovernmental Agreement

**Action:** Motion

Discussion:

Elaine Morace spoke more about the agreement for renewal. Jimmy Sawtelle stated that CLTCC has free programs for HiSET/High School Diplomas.

**On motion by Cindy Sayes, seconded by Shanna Worth, with -0- nays, -0- abstained and 17 yes votes, the item was approved.**

#### **5. Professional Services Contract For Supplemental Monitoring**

It was requested to authorize the WDB chairperson to sign the Professional Service Contract (*when approved and executed*) for Supplemental Monitoring for the period of July 1, 2022- June 20, 2022. This contract agreement is to obtain monitoring services as required by the Workforce Innovation & Opportunity Act (WIOA) of 2014 for LWDA 61 Adult, Dislocated Worker, Youth and National Dislocated Worker Covid 19 Disaster Grant (DDWG) programs and services. The employee in this position that administers this job function has submitted her verbal resignation. This contract will supplement our current internal program monitoring until we can hire and train a new employee to perform this duty.

**Exhibit #5:** Professional Services Contract For Supplemental Monitoring (No exhibit)

**Action:** Motion

Discussion:

Paul Fusilier asked if there was sufficient budget for this contract cost. Elaine Morace stated that there was sufficient budget.

**On motion by Kevin Hood, seconded by Paul Fusilier, with -0- nays, -0- abstained and 17 yes votes, the item was approved.**

### **ADDITIONAL INFORMATION**

#### **6. One-Stop Operator Monitoring**

Background: 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 quarterly monitoring was completed on 05/05/2022 and signed by the WDB OSO Monitor, Paul Fusilier. This monitoring period covered PY21 3<sup>rd</sup> Quarter (01/01/2022 – 03/31/2022).

Discussion:







Paul Fusilier stated that the OSO newsletter is great, and he encouraged people to provide information on their respective agencies or companies.

**Exhibit #6:** 3<sup>rd</sup> Quarter OSO Monitoring Report – January – March 2022

**Action:** No Action required

### **7. 3rd Quarter Performance Results (January - March 2022) by Local Workforce Development Area (LWDA)**

Background Information: Louisiana Workforce Commission has released the 3rd Quarter Performance Results for PY21. The results are broken down by LWDA.

Discussion

Elaine Morace stated that participants must complete training. Completion of training begins the follow up process for 4 quarters which measures performance (if the participant is employed)

**Exhibit #7:** 3rd Quarter Performance (January- March 2022) by LWDA

**Action:** No Action Required - For Information Only

### **8. RPPJ – Louisiana Workforce Commission Lease Agreement 2022-2027**

Background Information: LWC leases approximately 3,546 square feet of shared space, in the American Job Center. The current lease expires July 31, 2022, and the newly signed lease commences August 1, 2022 and ends July 31, 2027, with an option to renew for one five-year period.

**Exhibit #8:** Louisiana Workforce Commission Lease Agreement 2022-2027

**Action:** No Action required - For Information Only

### **9. The Louisiana Workforce Commission (LWC), Office of Workforce Development (OWD) Compliance Monitoring-2020 Audit Report**

Background Information: The LWC Compliance And Monitoring Unit has completed a review of LWDA 61's fiscal year 2021 audit report was prepared by Payne, Moore and Herrington, LLP pursuant to 2 CFR Part 200, Subpart F. There were no findings noted, and no further action is necessary.

Discussion:

Jimmy Sawtelle extended congratulations regarding a successful audit.

**Exhibit #9:** The Louisiana Workforce Commission (LWC), Office of Workforce Development (OWD) Compliance Monitoring-2020 Audit Report

**Action:** No Action Required - For Information Only





## **10. Mandatory Ethics Training**

**Background Information:** 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 01, 2022.

**Action:** No Action Required - For Information Only

## **REPORTS/UPDATES**

### **1. Financial Report**

### **2. Rapides American Job Center Report**

Elaine gave the report and mentioned Summer Youth Program and added that if anyone needs summer help and would like to participate as an employer worksite, to contact her at the center. Youth participants are tested for interests such as electrical, welding, plumbers, nursing, etc.

Connie Baker asked when the new allocation would be available. No definite news as this depends on when the Secretary signs the new program year contract.

## **INFORMATIONAL ATTACHMENTS**

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







- WDB** Workforce Development Board
- FY** Fiscal Year
- PY** Program Year
- WIOA** Workforce Innovation and Opportunity Act
- WIF** Workforce Innovation Funds
- IWTP** Incumbent Worker Training Program

### **COMMENTS OR QUESTIONS FROM CHAIR**

Please take a moment to complete your satisfaction survey and leave it on the table or with Elaine or Nickie.

### **COMMENTS OR QUESTIONS FROM FLOOR**

**Connie Baker:** all is going well. Natchitoches Chamber of Commerce best manufacturing awarded to Roy O'Martin

**Karyn Barrett:** all is going well but trying to fill positions is difficult.

**Steve Bryant:** business is booming and hard to up with demand.

**Marianne Dore:** Busy and hiring.

**Rich Dupree:** July 1<sup>st</sup> I will be sworn in as Mayor of Pineville. City of Pineville is growing; however, the police department is down by 2 and the fire department is down by 5 positions.

**Paul Fusilier:** staffing is tough and there are some problems with training EMTs and Paramedics.

**Bill Higgins:** June kids, 3000 coming back. Additional testing results show kids doing well.

**Kevin Hood:** bringing 230 employees in next year. We are growing and stable.

**Paula Johnson:** VA is getting back to normal. VA needs physicians & nurses.

**Haywood Joiner:** building 2 round-a-bouts at LSUA. 3 new programs: dental, surgical, & respiratory.

**Gary Nugent:** he is retiring and looking for replacement.

**Jimmy Sawtelle:** Today is graduation day at 5pm. **Lisa Doney:** it's been 2 years since they hosted a community event.

**Shanna Worth:** The star ranked as #1 in occupancy with Alexandria at 97%. Weekends are full. The hotel industry in Alexandria is back in full swing. Weekend events are up. Housekeeping and front desk staffing are down, and we are hiring.

### **ADJOURNMENT**

The meeting was adjourned by Chairperson.

Workforce Development Board Chair

Date

