

MINUTES

Workforce Development Board

Thursday, August 18, 2022 – 7:30 a.m.

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

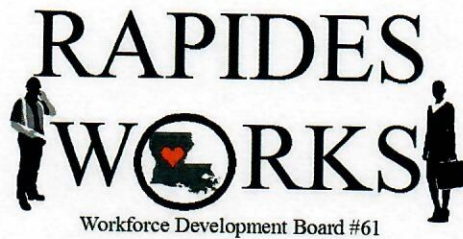
Multi-purpose room on the left side of the breezeway (from Desoto St.)

Members present	Members absent	Other Attendees / Guest	Staff
Baker, Cynthia	Aymond, Valerie	Donald Lacombe	Theresa Coker
Barrett, Karyn	Baker, Connie		Elaine Morace
Bonial, Julie	Bryant, Steve		Amanda Basco
Broussard, David	Fuselier, Paul		Kristy Gremillion
Bynog, Chad	Hood, Kevin		Carmie Lucas
Cowan, Sally	Johnson, Toni		Jackie Whitaker
Dore'. Marianne	Nugent, Gary		Emily Miller
Dousay, Tim	Price, Lloyd		
Dupree, Rich	Randolph, Deborah		
George, Larry	Ryan, Jeff		
Giallonardo, Justin	Venson, Leona		
Higgins, Bill			
Humbles, Ginger			
Johnson, Jeff			
Joiner, Haywood			
Jones, Kashawna			
Killion, Rose *			
Sawtelle, Jimmy			
Sayes, Cindy			
Spillers, Nolan			
Stokes, Sara			
Szczespanski, Cyndi			
Worth, Shanna			
Quorum Present	Yes	23 of 35	Chair* votes only to break a tie

CALL TO ORDER

Chairperson, Rose Killion, called the meeting of the August 18, 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

Rose recognized Dr. Haywood Joiner for his Service Above Self Award, presented by the Rotary Club of Alexandria

ANNOUNCEMENTS

Chancellor of CLTCC, Jimmy Sawtelle, host of the WDB August 18, 2022 meeting gave an update on CLTCC. He stated CLTCC had a great enrollment for the fall semester. 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:



Shanna Worth gave an update on the hotel industry in Central Louisiana. She stated that the hospitality industry is hiring and that hotels are currently seeing a 100% occupancy rate right now. Travel and tourism is in full swing since the pandemic.

AGENDA ITEMS

1. Minutes from Workforce Development Board meeting of May 19, 2022

It was request that the minutes from the last meeting on May 19, 2022 of the Workforce Development Board be reviewed and approved.

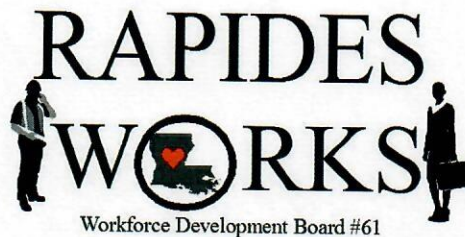
Exhibit #1: Minutes from WDB meeting May 19, 2022

Action: Motion

No Discussion.

On motion by Rich Dupree, seconded by Haywood Joiner, with -0- nays, -0- abstained and 17 yes votes, the minutes from May 19, 2022 were approved.





2. LWDA 61 – Funding Allocation Under the Workforce Innovation and Opportunity Act (WIOA) for PY22/FY23 (7/1/22 – 6/30/23)

It was requested that the Workforce Development Board approve the WIOA PY22/FY23 (7/1/22 – 6/30/23) budget as presented. The budget includes a new total allocation of \$964,406 (a decrease of \$138,285 from the previous year's funding level) along with carry over funds in the amount of \$461,699 (to include normal operational 2nd-year funding \$173,593 program, \$25,907 admin and transfer carry over \$104,392) for a total funding level of \$1,233,224 (an overall decrease of \$138,285). Most LWDA's experienced a reduction in allocation in PY22 FY23

Exhibit #2: WIOA Budget

Action: Motion

No Discussion.

On motion by Cindy Sayes, seconded by Sally Cowan, with -0- nays, -0- abstained and 17 yes votes, PY22/FY23 Budget was approved.

3. LWDA 61 – PY22/FY23 Budget Transfer

It was requested that the Workforce Development Board to approve PY22/FY23 WIOA budget transfer of \$113,550 from FY23 Dislocated Worker Program Funds to FY23 Adult Program Funds. This transfer is to meet the workforce needs by expanding participation in scholarship training, and On the Job training (OJT) for adults, in various in-demand occupations. This transfer will occur after receipt of the signed WIOA contract from Louisiana Workforce Commission (LWC).

Exhibit #3: LWDA 61 – PY22/FY23 Budget Transfer

Action: Motion

Discussion:

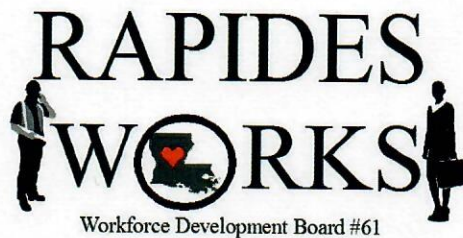
Elaine Morace explained why the budget transfer is important, and that it will help put more adults to work, and expand our OJT program.

On motion by Ginger Humbles, seconded by Shanna Worth, with -0- nays, -0- abstained and 17 yes votes, Budget transfer was approved.

4. DDWG amended budget for approval

It was requested for the extension of the DDWG contract, to include additional funding, through March 31, 2023, was submitted August 2022. To date, LWDA-61 has employed 43 people in the NDWG program, serving multiple organizations/agencies operating Covid-19 relief programs in our local area. These local organizations continue to express a need for help, as the Covid crisis is still increasing. We have 15 current participants that need additional funding to satisfy their current employers. In addition, our local Rapides Parish School K-12 system has recently requested , for the new 2022-2023 school year, 30+





sanitation and intake workers to help decrease the potential spread of the COVID variants. This transfer is contingent upon approval by Louisiana Workforce Commission (LWC).

Exhibit #4: DDWG Contract Amendment #2 Budget Revision

Action: Motion

Discussion:

Elaine Morace spoke more about the amended budget and how this extension will put 30 new participants to work inside of Rapides Parish Schools, to help with sanitation efforts while COVID is still here.

On motion by Larry George, seconded by Justin Giallonardo, with -0- nays, -0- abstained and 17 yes votes, the item was approved.

5. 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 (10) on Labor Standards Violations. 10.01.01 Formal Procedure steps, when an individual alleges a violation of labor standards.

b. 800-01 Fiscal Policy – This policy was revised and updated to add specifics (7.1.1 and 7.1.2) accounting staff titles. The Basic of Accounting and Charts of Accounts section was revised and updated to add specifics (8.4.3-8.5.4.1) accounts receivable, Future 2 described and change a discontinued code to inactive code. Internal Control section was revised and updated to add specifics (9.7-9.7.4) describing how to handle improper payments.

Exhibit #5: Revised Policies and Procedures

Action: Motion

Discussion:

Elaine Morace pointed out the changes for each policy.

On motion by Haywood Joiner, seconded by Julie Bonial, with -0- nays, -0- abstained and 17 yes votes, the item was approved.

6. 2022-2024 Rapides Parish School Board Intergovernmental Agreement

It was requested to authorize the WDB chairperson to sign the Intergovernmental Agreement with the Rapides Parish School Board and the Rapides Parish Police Jury for the purpose of placing DDWG COVID positions within the Rapides Parish School System for the 2022-2023 school year. This is contingent upon Rapides Parish Police Jury and Rapides Parish School Board approvals.



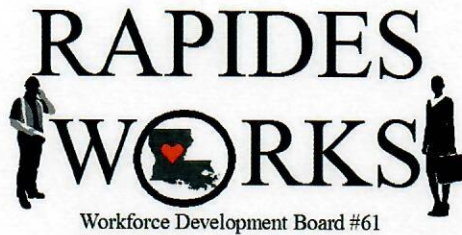


Exhibit #6: 2022-2024 Rapides Parish School Board Intergovernmental Agreement

Action: Motion

Discussion:

Elaine Morace explained how both Rapides Parish Policy Jury's attorney and Rapides Parish School Boards attorney have both looked over this agreement and were in agreeance that it looked good. Elaine also explained that this agreement is to put 30 participants in our DDWG program to work in our schools as sanitation techs.

On motion by Ginger Humbles, seconded by Sara Stokes, with -0- nays, -0- abstained and 17 yes votes, the item was approved.

ADDITIONAL INFORMATION

7. Existing Local Area Application for Subsequent Designation

The WIOA outlines the term "Subsequent Designation" of local workforce development areas in WIOA section 106(b)(3). This section which states that "After the period for which a local area is initially designated under paragraph (2), the Governor shall approve a request for subsequent designation as a local area from such local area, if such area - (1) performed successfully; (2) sustained fiscal integrity; and (3) in the case of a local area in a planning region, met the requirements described in subsection (c)(1)."

LWDA 61 submitted the Existing Local Area Application for Subsequent Designation on July 12, 2022, and it is contingent upon approval by Louisiana Workforce Commission (LWC).

Exhibit #7: Existing Local Area Application for Subsequent Designation

Action: No Action required

8. 2021 Compliance Monitoring Review Report

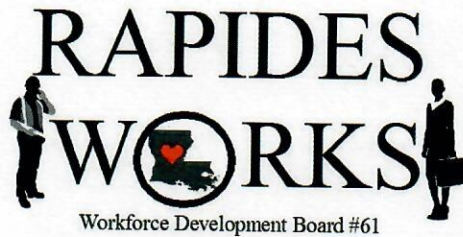
A compliance monitoring visit was performed at Local Workforce Investment Area #61 (LWDA #61) Office of Economic & Workforce Development-on Wednesday, July 14, 2021. The office was selected to ensure compliance with the Equal Opportunity (EO) Regulations at Section 188 of the Workforce Investment Act (WIA) and CFR Part 37, requirements of the Louisiana Workforce Commission's (LWC) Non-Discrimination Plan (NDP), Americas with Disabilities Act (ADA), pertinent Federal and State opportunity regulations, other required program policies and procedures, and to provide technical assistance and training to the designated personnel.

A review of the Non-Discrimination Plan (including a review of personnel policies, the organizational chart and complaint procedures) and site inspection revealed NO DEFICIENCIES.

Exhibit #8: 2021 Compliance Monitoring Review Report LWDB #61

Action: No Action required





9. 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 quarterly monitoring was completed on 08/04/2022 and signed by the WDB OSO Monitor, Paul Fusilier. This monitoring period covered PY21 4th Quarter (04/01/2022 – 06/30/2022).

Exhibit #9: 4th Quarter OSO Monitoring Report – April – June 2022

Action: No Action required

10. 3rd Quarter Performance Results (January - March 2022) by Local Workforce Development Area (LWDA)

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

Exhibit #10: 3rd Quarter Performance (January- March 2022) by LWDA

Action: No Action Required - For Information Only

11. 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 #11: Ethics Training Correspondence dated January 01, 2022.

Action: No Action Required - For Information Only

REPORTS/UPDATES

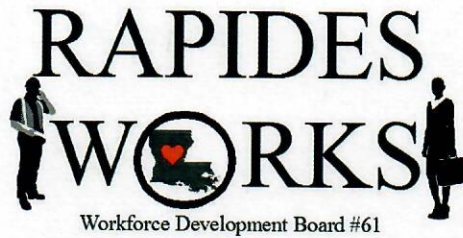
1. Financial Report

2. Rapides American Job Center Report

Elaine gave the report and mentioned the Summer Youth Program. Emily Miller, one of our Youth Program participants gave a speech on how this program changed her life, and provided her with the opportunity to attend school, when she was worried she would not be able to.

INFORMATIONAL ATTACHMENTS





Commonly used acronyms-

LWC	Louisiana Workforce Commission
OWD	Office of Workforce Development
NEG	National Emergency Grant
ETA	Employment and Training Administration
TEGL	Training and Employment Guidance Letter
LWDAs	Local Workforce Development Areas
IEP	Individual Employment Plan
UI	Unemployment Insurance
O*NET	Occupational Information Network
USDOL	United States Department of Labor
WARN	Worker Adjustment and Retraining Notification Act
LRS	Louisiana Rehabilitation Services
HIRE	Helping Individuals Reach Employment
DCFS	Department of Children & Family Services
MOU	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 Amanda.

COMMENTS OR QUESTIONS FROM FLOOR

ADJOURNMENT

The meeting was adjourned by Chairperson.

Workforce Development Board Chair

Date

