

**MINUTES**  
**WORKFORCE DEVELOPMENT BOARD**

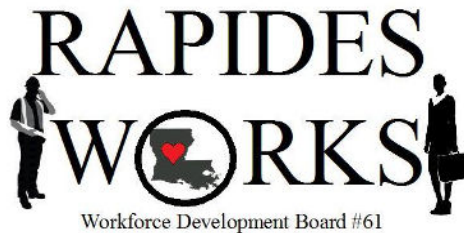
**Thursday, August 17, 2023 – 7:30 a.m.**  
**Central Louisiana Community Technical College (CLTCC),**  
**516 Murray Street, Alexandria, LA 71301**  
**Multi-purpose room on the left side of the breezeway (from Desoto St.)**

**Attendance**

<b>Members present</b>	<b>Members absent</b>	<b>Guest</b>	<b>Staff</b>
Connie Baker	Valerie Aymond	Quanda Charles	Theresa Coker
Cynthia Baker	David Broussard	Larunda Pierce	Sharon Neal
Karyn Barrett	Steve Bryant	Jeff Powell	Caitlin Wolff
Chad Bynog	Rich Dupree	Jay Scott	
Sally Cowan	Larry George		
Marianne Dore'	Jeff Johnson		
Tim Dousay	Paula Johnson		
Paul Fuselier	Kashawna Jones		
Twanda Hamilton	Deborah Randolph		
Kevin Hood	Jeff Ryan		
Ginger Humbles	Nolan Spillers		
Haywood Joiner	Sara Stokes		
Rose Killian	Leona Venson		
Donald LaCombe			
Gary Nugent			
Lloyd Price			
Jimmy Sawtelle			
Cindy Sayes			
Cyndi Szczespanski			
Shanna Worth			
Quorum Present - YES	20 out of 33		

**CALL TO ORDER**





Chairperson, Rose Killian, called the meeting of the Rapides Parish Workforce Development Board to order. Rose asked for a roll call. The above members were present for the meeting.

## **ANNOUNCEMENTS**

**HOST - CLTCC Chancellor, Jimmy Sawtelle.**



**GUEST SPEAKER, Sally Cowan**



Please welcome Sally Cowan as she shares with us today about CCAC. Sarah Cowan has been the executive director for Cenla CAC for 4 years. She received her master's degree in business administration from LSU Shreveport and her bachelor's degree in business education at Southern University, Baton Rouge, LA. She is the minister/worship leader at St. Matthew Baptist Church in Boyce, LA. She has three wonderful children. She loves helping people and believes that love is an action word that shows who we are and lets our true colors shine through in our communities.

She will be introducing her Program Director, Pamela Ballott, to briefly discuss the programs for Cenla Community Action Committee.

## **AGENDA ITEMS**

### **1. Minutes from Workforce Development Board meeting of February 16th, 2023**

**Background Information:** The minutes from the last meeting of the Workforce Development Board need to be reviewed and approved

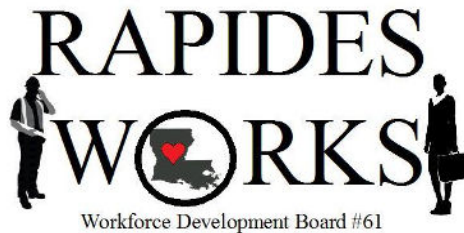
**Exhibit #1:** Minutes from WDB meeting February 16<sup>th</sup>, 2023

**Action:** Motion

**On motion by Ginger Humbles, seconded by Cindy Szczespanski, with -0- nays, -0- abstained and 20 yes votes, the minutes from February 16, 2023 were approved.**

### **2. Minutes from Workforce Development Board meeting of May 18, 2023**





**Background Information:** The minutes from the last meeting of the Workforce Development Board need to be reviewed and approved.

**Exhibit #2:** Minutes from WDB meeting May 18, 2023

**Action:** Motion

**On motion by Paul Fuselier, seconded by Cindy Sally Cowan, with -0- nays, -0- abstained and 20 yes votes, the minutes from May 18, 2023 were approved.**

### **3. New/Revised Policies and Procedures for WIOA**

**Background Information:** The following policies have been revised:

- a. 100-08 Office Policies- This policy was revised to update office hours, dress code, and cell phone policy.
- b. 800-01-07 Relocation Policy- Policy establishing that the agency does not pay or reimburse staff or participant relocation costs.
- c. 100-10 Family Size/Family Income- Policy outlines family size and family income as it relates to participant eligibility.
- d. 400-07 Reemployment Services and Eligibility Assessment (RESEA)- Policy is obsolete as RACJ staff do not offer RESEA services. LWC staff handle all RESEA claims at this time.

**Exhibit #3:** Draft Policies

**Action:** Motion

**On motion by Sally Cowan, seconded by Cindy Sayes, with -0- nays, -0- abstained and 20 yes votes, the New/Revised Policies and Procedures for WIOA were approved.**

### **4. Approval of RMLA 6 2020-2024 Combined Regional Plan Modification Draft**

**Background Information:** WIOA law and state policy required a combined regional/Local plan be modified and approved by the board. The RMLA 6 2020-2024 combined plan modification draft was posted to the Rapides Parish Police Jury (RPPJ) website, Office of Workforce Development page to provide the opportunity for public comment, as required by the Workforce Innovation and Opportunity ACT (WIOA). WIOA requires that the combined plan be posted for public comment for 30 days. The 30-day requirement was fulfilled on March 29, 2023, with no public comment received.

**Exhibit #4:** Draft of RMLA 6 2020-2024 Combined Regional Plan Modification available upon request.

**Action:** Motion

**On motion by Connie Baker, seconded by Cindy Sayes, with -0- nays, -0- abstained and 20 yes votes, the RMLA 6 2020-2024 Combined Regional Plan Modification Draft was approved.**





## **5. Approval of Comprehensive Memorandum of Understanding (MOU) between LWC and partner agencies.**

Background Information: The Workforce Innovation and Opportunity Act (WIOA) sec. 121(c)(1) requires the Local Board (Rapides WDB), with the agreement of the Chief Elected Official (CEO), to develop and enter into a Memorandum of Understanding (MOU) between the Local Board and the One-Stop Partners, consistent with WIOA sec. 121(c)(2), concerning the operation of the one-stop delivery system in a local area. Additionally, the sharing and allocation of infrastructure costs among one-stop partners is governed by WIOA sec 121(h), its implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200. The Rapides WDB provides local oversight of workforce programming for the Local Workforce Development Area 61. The Comprehensive MOU between the Rapides Parish Police Jury, the Workforce Development Board and Local Workforce Area One-Stop Partners will be effective July 1, 2023, through June 30, 2026. Because of the vast size of this document, LWDA 61 Memorandum of Understanding was posted to the Rapides Parish Police Jury (RPPJ) website, Office of Workforce Development page for reference.

**Exhibit #5:** Memorandum of Understanding  
**Action:** Motion

**On motion by Haywood Joiner, seconded by Gary Nugent, with -0- nays, -0- abstained and 20 yes votes, the Comprehensive Memorandum of Understanding (MOU) between LWC and partner agencies was approved.**

## **6. LWDA 61 – PY22/FY23 Budget Transfer**

Background Information: Request the Workforce Development Board to approve PY22/FY23 WIOA budget transfer of \$15,590.25 from PY22 Dislocated Worker Program Funds to PY22 Adult Program Funds. This transfer is to meet the workforce needs by expanding participation in scholarship training for adults, in various in-demand occupations.

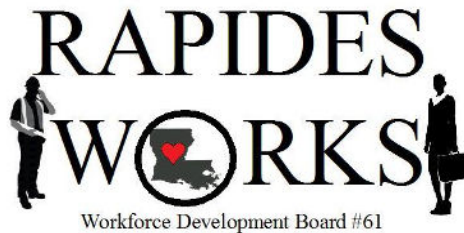
**Exhibit #6:** LWDA 61 – PY22/FY23 Budget Transfer  
**Action:** Motion

**On motion by Cindy Sayes, seconded by Haywood Joiner, with -0- nays, -0- abstained and 20 yes votes, the LWDA 61 – PY22/FY23 Budget Transfer was approved.**

## **7. LWDA 61 – Funding Allocation Under the Workforce Innovation and Opportunity Act (WIOA) for PY23/FY24 (7/1/23 – 6/30/24)**

Background Information: Request the Workforce Development Board approve the WIOA PY22/FY23 (7/1/23 – 6/30/24) budget as presented. The budget includes a new total allocation of \$828,460 (a decrease of \$135,946 from the previous year's funding level) along with carryover funds in the amount of \$210,000 for a total funding level of \$1,038,460 (an overall decrease of \$135,948). Most LWDA's





experienced a reduction in allocation in PY23 FY24. Request the board approve the subaward grant agreement under WIOA.

**Exhibit #7:** WIOA Budget

**Action:** Motion

**On motion by Ginger Humbles, seconded by Paul Fuselier, with -0- nays, -0- abstained and 20 yes votes, the LWDA 61 – Funding Allocation Under the Workforce Innovation and Opportunity Act (WIOA) for PY23/FY24 (7/1/23 – 6/30/24) was approved.**

**8. Subaward Grant Agreement to Rapides Parish Police Jury Under the Workforce Innovation and Opportunity Act (WIOA) for PY23/FY24 (7/1/23 – 6/30/24)**

Background Information: The Governor of Louisiana had received a grant from the United States Department of Labor (USDOL) to administer the Workforce Innovation and Opportunity Act (WIOA). The Governor has authorized The Louisiana Workforce Commission (LWC), Office of Workforce Development, acting as State Administrative Entity (SAE) under this agreement, to award and oversee allocations of these funds to the Local Workforce Development Board (LWDR) and the local are Chief Elected Official. Request for board to approve the subaward grant agreement to RPPJ under WIOA.

**Exhibit #8:** Subaward Grant Agreement

**Action:** Motion

**On motion by Paul Fuselier, seconded by Haywood Joiner, with -0- nays, -0- abstained and 20 yes votes, the Subaward Grant Agreement to Rapides Parish Police Jury Under the Workforce Innovation and Opportunity Act (WIOA) for PY23/FY24 (7/1/23 – 6/30/24).**

**9. Rapides Parish Workforce Development Board 2024 Meeting Schedule**

Background Information: 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 #9:** Draft 2024 Workforce Development Board Meeting Schedule

**Action:** Motion

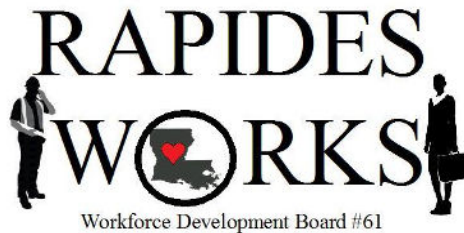
**On motion by Connie Baker, seconded by Paul Fuselier, with -0- nays, -0- abstained and 20 yes votes, the Rapides Parish Workforce Development Board 2024 Meeting Schedule was approved.**

**10. Revised Rapides Workforce Development Board By-Laws**

It was requested that the Rapides Workforce Development Board By-Laws, Section 6 "Length of Appointment", which were revised to add specific guidance on when WDB membership begins, be reviewed, and approved.







**Exhibit #10:** Page 3, Section 6 of the Rapides Workforce Development Board By-laws

**Action:** Motion

**On motion by Cindy Szczespanski, seconded by Gary Nugent, with -0- nays, -0- abstained and 20 yes votes, the Revised Rapides Workforce Development Board By-Laws were approved.**

**11. Professional Services Contract for Supplemental Monitoring**

Background Information: Authorize the WDB chairperson to sign the Professional Service Contract (*when approved and executed*) for Supplemental Monitoring for the period of June 1, 2023-December 31, 2023. 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 #11:** Professional Services Contract for Supplemental Monitoring

**Action:** Motion

**On motion by Sally Cowan, seconded by Ginger Humbles, with -0- nays, -0- abstained and 20 yes votes, the Professional Services Contract for Supplemental Monitoring was approved.**

**12. LWC Comprehensive AJC Certification Matrix Scoring Criteria**

Background Information: The Louisiana Workforce Commission's American Job Center (AJC) Certification is intended to ensure that every comprehensive AJC complies with key Workforce Innovation and Opportunity Act (WIOA) statutory and regulatory requirements. The Louisiana Workforce Commission has drafted a new matrix for your review.

**Exhibit #12:** AJC Certification Matrix Scoring Criteria

**Action:** Motion

**On motion by Twanda Hamilton, seconded by Shanna Worth, with -0- nays, -0- abstained and 20 yes votes, the LWC Comprehensive AJC Certification Matrix Scoring Criteria was approved.**

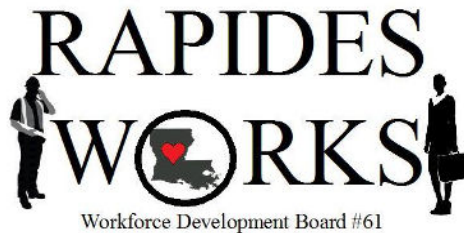
**ADDITIONAL INFORMATION**

**13. Selection of WDB 61 Director**

Rapides Parish Police Jury appointed Sharon Neal as OEWD/WDB 61 Director at the March 13, 2023, session. We welcome Sharon officially as our new director.

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





**Exhibit #13:** Rapides Parish Police Jury motion  
**Action:** No Action Required- For Information Only

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

Background Information: 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 05/10/2023. This monitoring period covered PY22 3<sup>rd</sup> Quarter and 4<sup>th</sup> Quarters. (01/01/2023 – 3/31/2023 and 04/01/2023-6/31/2023)

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

**Exhibit #14:** 3<sup>rd</sup> and 4<sup>th</sup> Quarter OSO Monitoring Report Jan- March and April-June 2023  
**Action:** No Action required

#### **15. Negotiated Performance Rates (PY22/PY23)**

Background Information: Louisiana Workforce Commission has released the negotiated performance rates for PY22/PY23.

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

**Exhibit #15:** LWC Negotiated Rates  
**Action:** No Action Required - For Information Only

#### **16. The Louisiana Workforce Commission (LWC), Office of Workforce Development (OWD) Compliance Monitoring- PY 20/FY21**

Background Information: The LWC, Office of Workforce Development Compliance and Monitoring Unit, completed an onsite monitoring review for Program Year 2020/ Fiscal Year 2021 of the WIOA Title I-Adult, Dislocated Worker, and Youth programs administered by LWDB 61 to determine if LWDB 61 is in compliance with the requirements of WIOA.

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

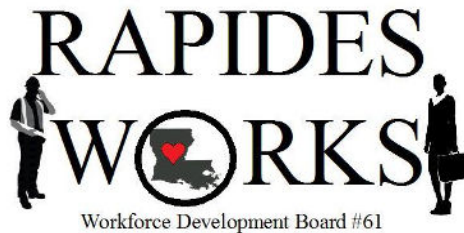
**Exhibit #16:** The Louisiana Workforce Commission (LWC), Office of Workforce Development (OWD) Annual WIOA Monitoring Report.  
**Action:** No Action Required - For Information Only

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

#### **17. The Rapides Foundation Grant Award to the Rapides American Job Center**

Background Information: The Rapides American Job Center was approved to receive grant funding from The Rapides Foundation under the Reconnecting Cenla Program Grant in the amount of \$300,000 to support our Youth Empowerment Services (Y.E.S.) program.





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

**Exhibit # 17:** The Rapides Foundation approval letter  
**Action:** No Action Required- For Information Only

**18. 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.

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

**Exhibit #18:** Ethics Training Correspondence dated January 1, 2023.  
**Action:** No Action Required - For Information Only

**19. LWDA 61 Modified Local Plan Approval Letter**

Background Information: The WIOA requires local workforce development boards and chief elected officials to engage in regional and local workforce planning processes to prepare as well as submit regional plans for local areas. A Regional Plan is a four-year action plan to develop, align, and integrate service delivery strategies and resources among the multiple local workforce development areas in a given region. The substance of the Regional Plan is described at WIOA Section 106c (2) and 20 CFR 679.510.

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

**Exhibit #19** LWDA 61 Modified Local Plan Approval Letter  
**Action:** No Action Required - For Information Only

**REPORTS/UPDATES**

- 1. Financial Reports **1** and **2** from May 18, 2023 and August 17, 2023
- 2. Rapides American Job Center Reports **3** and **4** from May 18, 2023 and August 17, 2023

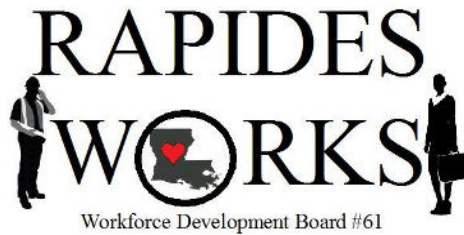
**INFORMATIONAL ATTACHMENTS**

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**

No comments or Questions from Chair.

**COMMENTS OR QUESTIONS FROM FLOOR**

No comments or questions from the floor.

**ADJOURNMENT**

The meeting was adjourned by the Chairperson.

---

Workforce Development Board Chair

---

Date

