

Workforce Development Board #61

## **AGENDA**

**Thursday, February 15<sup>th</sup>, 2024 – 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.)**

## **CALL TO ORDER**

## **ANNOUNCEMENTS**

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

CLTCC introduction of the new Vice Chancellor of Workforce Development

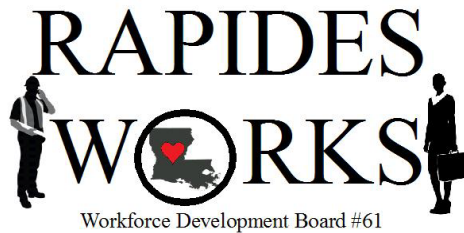


**GUEST SPEAKER, Rich Dupree**



Please welcome guest speaker, Rich Dupree, who has been serving as the Mayor of Pineville since July 1st, 2022. With 22 years of experience as Chief of Staff for Pineville's previous Mayor, he has consistently demonstrated his dedication and commitment to the growth and prosperity of Pineville. Today, he will be discussing with us the current state of the city of Pineville. Mayor Dupree has played a pivotal role in the community and economic development of Pineville, leading to the city being awarded nine Community Achievement Awards by the Louisiana Municipal Association and six certifications from the Louisiana Industrial Development Executive's Association. In addition to his administrative responsibilities, Mayor Dupree is actively involved in the community as a radio broadcaster and through his various roles on boards and committees. Furthermore, Mayor Dupree's devotion to his family is evident as he has been married to his high school sweetheart, Suzie, for 38 years. Together, they are proud parents of two sons and grandparents to five grandchildren.





## **AGENDA ITEMS**

### **1. Minutes from Workforce Development Board meeting of August 17, 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 August 17, 2023

**Action:** Motion

### **2. Minutes from Workforce Development Board meeting of November 16, 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 November 16, 2023

**Action:** Motion

### **3. PY23/FY24 Service Contract for the One-Stop Operator**

Background Information: Motion to approve renewal of One Stop Operator contract with LSU-A for another term. Louisiana State University at Alexandria was selected as the One-Stop Operator and entered into a contract in December 2020 and up for renewal for the contract period January 1, 2024, through December 31, 2024. The contract was written for one year with an option to renew the contract yearly for three years.

**Exhibit # 3:** One-Stop Operator Contract Renewal

**Action:** Motion

### **4. PY23/FY24 Budget Amendment #1 for Recaptured Funds from WIOA PY22/FY23**

Background Information: Request the Workforce Development Board to approve Amendment #1 to the Louisiana Workforce Commission (LWC) Contract #2000770807 to reflect recaptured funds of \$55,934.62. These funds will allow our Workforce Professionals to continue to work in case management for our participants to ensure they find new employment.

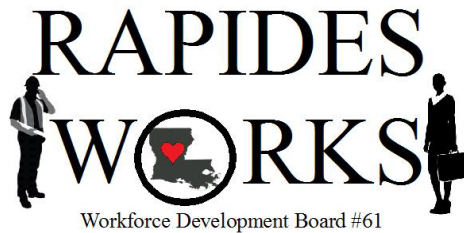
**Exhibit #4:** PY22/FY23 Budget Amendment #1 for Recaptured Funds from WIOA PY20/FY21

**Action:** Motion

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

Background Information: Authorize the WDB chairperson to sign the Professional Service's Contract (*when approved and executed*) for Supplemental Monitoring for the period of January 1, 2024 - June 30, 2024. 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, and Youth programs and services. This position is necessary to train the newly hired Workforce Enforcement Coordinator.





**Exhibit #5:** Professional Services Contract for Supplemental Monitoring  
**Action:** Motion

#### **6. Agreement between Chief Elected Official and Rapides Workforce Development Board**

Background Information: The Agreement between the 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.

**Exhibit #6:** 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

### **ADDITIONAL INFORMATION**

#### **7. Subsequent Designation**

Background Information: Subsequent Designation certifies that the local area's performance levels are accurate and fiscal integrity has been sustained during the review periods PY2020 (7/1/2020 – 6/30/2022) and PY2021 (7/1/2021 – 6/30/2022). The application for Subsequent Designation was presented to the Rapides Parish Police Jury at their regularly scheduled December meeting and the CEO has signed the application for submission to LWC. This function must be completed every two (2) years.

**Exhibit #7:** Subsequent Designation and Supporting Documentation  
**Action:** No Action Required - For Information Only

#### **8. 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 02/07/2024 and signed by the WDB OSO Monitor, Paul Fuselier. This monitoring period covered PY23 2<sup>nd</sup> Quarter (10/01/2023 – 12/31/2023).

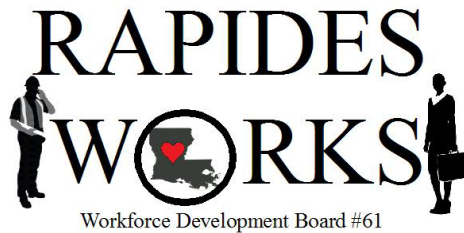
**Exhibit #8:** 1<sup>st</sup> Quarter OSO Monitoring Report October – December 2023  
**Action:** No Action required - For Information Only

#### **9. 4th Quarter Performance Results (April – June 2023) by Local Workforce Development Area (LWDA)**

Background Information: Louisiana Workforce Commission has released the Fourth Quarter Performance Results for PY22. The results are broken down by LWDA.

**Exhibit #9:** Last Quarter Performance (April– June 2023) by LWDA  
**Action:** No Action Required - For Information Only





## **10. 1st Quarter Performance Results (July – September 2023) by Local Workforce Development Area (LWDA)**

Background Information: Louisiana Workforce Commission has released the Fourth Quarter Performance Results for PY22. The results are broken down by LWDA.

**Exhibit #10:** First Quarter Performance (July– September 2023) by LWDA  
**Action:** No Action Required - For Information Only

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

Background Information: New appointments were authorized by Mr. Joseph “Joe” Bishop, the Rapides Parish Police Jury President. Jessica Paul, Human Resources Talent, Plastipak Packaging, LLC., will replace Charlie Dupont. LaRunda Pierce, Career Tech Education Coordinator, Rapides Parish School Board, will replace Bill Higgins.

Rapides Parish Police Jury President, Mr. Craig Smith, approved the following re-appointments for those listed with effective termination dates of October 2023:

<u>Members (Reappointments)</u>	<u>New Term Dates</u>
Karyn Barrett	10/01/2023 – 10/01/2026
Larry George	10/01/2023 – 10/01/2025
Ginger Humbles	10/01/2023 – 10/01/2026
Kevin Hood	10/01/2023 – 10/01/2026
Gary Nugent	10/01/2023 – 10/01/2025
Nolan Spillers	10/01/2023 – 10/01/2026

**Exhibit #11:** Updated WDB Appointments and Resignation  
**Action:** No Action Required - For Information Only

## **12. WDB Board Member Resignation**

Background Information: Ms. Leona Venson has officially resigned from the Board as of January 30, 2024.

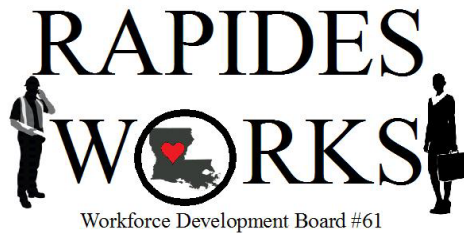
**Exhibit #12:** Resignation Letter  
**Action:** No Action Required - For Information Only

## **13. Youth Waivers**

Background Information: 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 #13:** Correspondence Letter Louisiana Workforce Commission  
**Action:** No Action required - For Information Only





#### **14. 2021 Single Audit Report for Louisiana Workforce Development Area (LWDA) 61**

Background Information: The Louisiana Workforce Commission (LWC), Office of Workforce Development (OWD) Compliance and Monitoring Unit is in receipt of the 2021 Single Audit Report for Louisiana Workforce Development Area (LWDA) 61, which was prepared by Payne, Moore & Herrington, LLP pursuant to 2 CFR Part 200, Subpart F – Audit Requirements 200.501. The Compliance and Monitoring Unit has completed a review of the report and there were no findings noted in the Schedule of Findings & Questioned Costs section as it relates to the federal program awards administered through the Louisiana Workforce Commission.

**Exhibit #14:** LWDA Decision Letter

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

#### **15. Grant Proposal Information Before the Submission for Central Louisiana Community Foundation's 2024 Grants Endowment (LWDA 61)**

Background Information: The Louisiana Workforce Development Area (LWDA) 61 seeks to submit for the 2024 Grants Endowment with the Central Louisiana Community Foundation, to absorb expenses for the low-income, at-risk youth within the Cenla area to be able to complete the HiSET program and increase the number of individuals earning the education and skill set needed to enter the workforce and acquire gainful employment. We seek to provide individual guidance and assistance for attaining education to access better employment and career opportunities to improve their overall quality of life. This effort aspires to alleviate the potential for more struggling youth in our area and region.

**Exhibit #15:** No Documents

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

#### **16. 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 of 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 #16:** Ethics Training Correspondence dated January 1, 2024

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

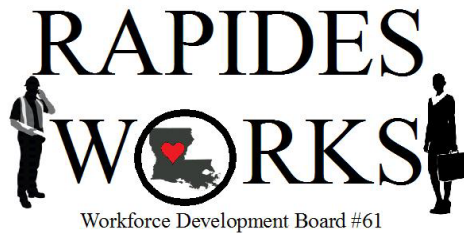
#### **17. Rapides Workforce Development Board By-Laws Attendance Reminder**

Background Information: Per the RWDB By-Laws, Article I Section 8 Part A "Failure to attend two (2) regularly scheduled meetings without valid reason in a calendar year or two (2) consecutive meetings without a valid reason. Failure to provide a written or verbal explanation of the reason for the absence within thirty (30) days of the absence to the Chairperson or his designee shall create a reputable presumption that said absence was "without valid reason". CEO will immediately be notified of a member's continued absence."

**Exhibit #17:** RWDB By-Laws with highlighted areas covering Article I, Section 8, Part A.

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





## **REPORTS/UPDATES**

1. Financial Report
2. Rapides American Job Center Report (Q1&Q2)

## **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
<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

## **COMMENTS OR QUESTIONS FROM CHAIR**

## **COMMENTS OR QUESTIONS FROM FLOOR**

## **ADJOURNMENT**

