



MINUTES

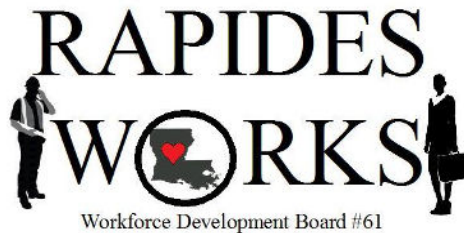
Workforce Development Board

Thursday, February 15, 2024 – 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
Connie Baker	Valerie Aymond Long	Lindsay Green	Sharon Neal
Cynthia Baker	David Broussard	Christina Hurd	John Depril
Karyn Barrett	Steve Bryant	Rodney McNeal	Theresa Coker
Chad Bynog	Sally Cowan	Nannette Hill	Caitlin Wolff
Marianne Dore'	Twanda Hamilton		
Tim Dousay	Kevin Hood		
Rich Dupree	Jessica Paul		
Paul Fuselier	Lloyd Price		
Larry George	Nolan Spillers		
Ginger Humbles			
Jeff Johnson			
Paula Johnson			
Haywood Joiner			
Kashawna Jones			
Rose Killion			
Donald Lacombe			
Gary Nugent			
Larunda Pierce			
Deborah Randolph			
Jeff Ryan			
Jimmy Sawtelle			
Cindy Sayes			
Cyndi Szczespanski			
Shanna Worth			
Quorum Present	Yes 24 of 33	Chair* votes only to break a tie	



CALL TO ORDER

Chairperson, Rose Killion, called the meeting of the February 15, 2024 Rapides Parish Workforce Development Board to order. Rose asked for a roll call along with a quick update of each line of business. The above members and other attendees were present for the meeting.

Rose called upon Dr. Haywood Joiner for the Invocation

ANNOUNCEMENTS

Chairperson Rose Killion thanked CLTCC for hosting the WDB meetings. Mr. Sawtelle provided an update on his application for accreditation.



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.

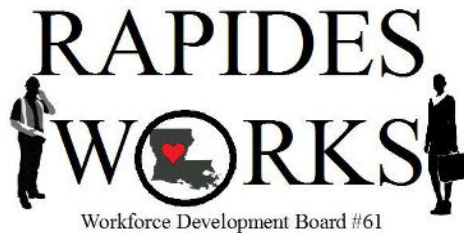
Chairperson Rose Killian called on Theresa Coker to provide the Financial Report.

Theresa Coker explained the information contained within Report #1.

Chairperson Rose Killian called on Sharon Neal to cover the Quarter 1 and Quarter 2 Rapides American Job Center Report.

Sharon Neal explained Report 2 and provided an update on the Job Center.





Sharon Neal called on Chad Bynog to provide an update on the business services of the Rapides American Job Center.

Chad Bynog provided the board with an update on the business services.

AGENDA ITEMS

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

It was requested that the minutes from the August 2023 of the Workforce Development Board be reviewed and approved.

Exhibit #1: Minutes from WDB meeting August 17, 2023

Action: Motion

No Discussion.

On motion by Paula Johnson, seconded by Cyndi Szczespanski, with -0- nays, -0- abstained and 23 yes votes, the minutes from August 17, 2023, were approved.

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

It was requested that the minutes from the last meeting of the Workforce Development Board be reviewed and approved.

Exhibit #1: Minutes from WDB meeting November 16, 2023

Action: Motion

No Discussion.

On motion by Gary Nugent, seconded by Paul Fuselier, with -0- nays, -0- abstained and 23 yes votes, the minutes from November 16, 2023, were approved.

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

A motion was requested 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.

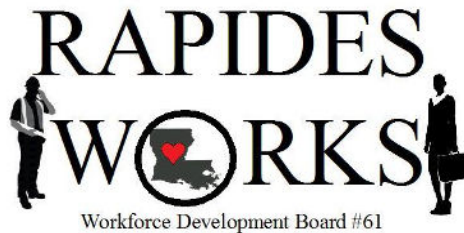
Exhibit # 3: One-Stop Operator Contract Renewal

Action: Motion

No Discussion.

On motion by Paul Fuselier, seconded by Ginger Humbles, with -0- nays, -0- abstained and 23 yes votes, the PY23/FY24 Service Contract for the One-Stop Operator was approved.





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

It was requested that 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

No Discussion.

On motion by Rich Dupree, seconded by Haywood Joiner, with -0- nays, -0- abstained and 23 yes votes, the PY23/FY24 Budget Amendment #1 for Recaptured Funds from WIOA PY22/FY23 was approved.

5. Professional Services Contract for Supplemental Monitoring

It was requested for the WDB chairperson to authorize and 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

No Discussion.

On motion by Cindy Sayes, seconded by Larry George, with -0- nays, -0- abstained and 23 yes votes, the Professional Services Contract for Supplemental Monitoring was approved.

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

It was requested that 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

No Discussion.

On motion by Paul Fuselier, seconded by Cyndi Szczespanski, with -0- nays, -0- abstained and 23 yes votes, the Agreement between Chief Elected Official and Rapides Workforce Development Board was approved for signature.





ADDITIONAL INFORMATION

7. Subsequent Designation

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

No Action Required - For Information Only

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

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

No Action Required - For Information Only

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

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

No Action Required - For Information Only

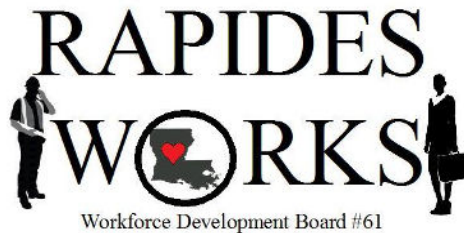
10. 1st Quarter Performance Results (July – September 2023) by Local Workforce Development Area (LWDA)

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

No Action Required - For Information Only





11. WDB Member New Appointment and Re-Appointments

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

No Action Required - For Information Only

12. WDB Board Member Resignation

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

No Action Required - For Information Only

13. Youth Waivers

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

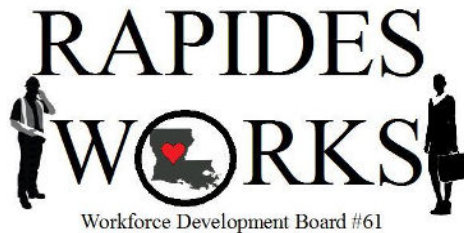
Action: No Action required - For Information Only

No Action Required - For Information Only

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

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

No Action Required - For Information Only

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

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

No Action Required - For Information Only

16. 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 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

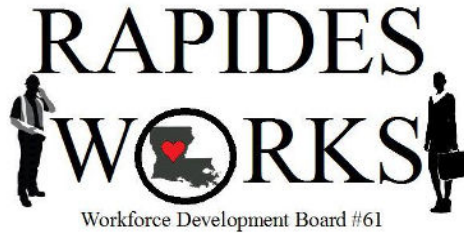
No Action Required - For Information Only

17. Rapides Workforce Development Board By-Laws Attendance Reminder

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

No Action Required - For Information Only



REPORTS/UPDATES

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

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 the chair

COMMENTS OR QUESTIONS FROM FLOOR

Jimmy Sawtelle commented on two items.

1. The new secretary of the Louisiana Workforce Commission and how she has already visited and spoke in Central Louisiana.
2. Commended Sharon Neal for her participation as a panelist at the Cenla Work Ready Network Summit that took place on Thursday February 8th, 2024.

ADJOURNMENT

The Meeting was adjourned by the chairperson.

Workforce Development Board Chair

5/16/2024

Date

