



AGENDA

Thursday, May 16th, 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,



Paul Fuselier, Business Development Director over Western Louisiana for Acadian Companies – Ambulance Services, will be providing the board information and speaking on Acadian Companies efforts to train locally for opportunities to work in EMS.

AGENDA ITEMS

1. Minutes from Workforce Development Board meeting of February 15, 2024

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 15, 2024

Action: Motion

2. WIOA contract Budget Revision Request

Background Information: Request the Workforce Development Board to approve revision to Contract #2000770807 to move 50% equaling \$90,387.50 from the dislocated worker funds to adult funds. These funds will allow our Workforce Professionals to continue to work in case management for our participants to ensure they find new employment.

Exhibit #2: FY24 Budget Revision Request for FY24

Action: Motion





3. 2024-2026 Rapides Parish School Board Memorandum of Agreement

Background Information: 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 2024 -2026 Memorandum of Agreement would be effective July 1, 2024 through June 30, 2026. The Rapides Parish School Board experiences many 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 School Board for signature at the June meeting.

Exhibit #3: 2024-2026 Rapides Parish School Board Intergovernmental Agreement

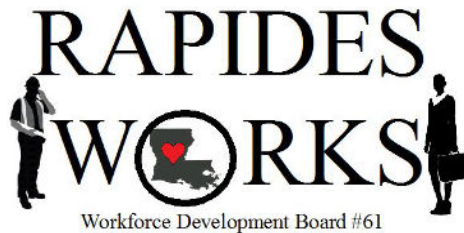
Action: Motion

4. Updated/Revised LWDA-61 Rapides American Job Center Policies

Background Information: During an internal policy audit all policies were found to need revisions or updates to meet standards and be made current.

- a. 100-01 Acronyms - Upon review no changes were required.
- b. 100-02 – Definitions - Upon review no changes were required.
- c. 100-03 Emergency Response and Evacuation Plan – Upon review revisions were needed to align with current standards. Position and job title specific verbiage removed.
- d. 100-04 Equal Employment Opportunity - Upon review no changes were required.
- e. 100-05 Fee-for-Services Upon review no changes were required.
- f. 100-06 Security of Files - Upon review no changes were required.
- g. 100-07 Priority of Services for Veterans - Upon review no changes were required.
- h. 100-08 Office Policies - Upon review revisions were needed to align with current standards. Position and job title specific verbiage removed, verbiage added encompassing time clock operations, verbiage added to update Training to include Supervisor's sexual harassment, and Cyber Security training.
- i. 100-09 WIOA Program Monitoring-External Monitoring - Upon review no changes were required.
- j. 100-10 One-Stop Operator - Upon review no changes were required.
- k. 100-11 Infrastructure Funding Agreement - Upon review no changes were required.
- l. 100-12 Record Retention - Upon review revisions were needed to align with current standards. Updated verbiage on Programmatic file retention.
- m. 100-13 One-Stop Certification Policy - Upon review revisions were needed to align with current standards. Position and job title specific verbiage removed.
- n. 100-14 Inmate Labor - Upon review no changes were required.
- o. 100-15 Pandemic Emergency Plan - Upon review revisions were needed to align with current standards. Policy renamed from COVID-19 Emergency Guidance for WIOA Operations to Pandemic Emergency Plan, verbiage specific to the COVID-19 pandemic programs were removed.
- p. 100-16 WIOA Grievance & Complaint Policy – Upon review no changes were required.
- q. 200-01 Career Services - Upon review no changes were required.
- r. 300-01 Business Services - Upon review no changes were required.
- s. 400-01 WIOA Adult and Dislocated Worker Program - Upon review revisions were needed to align with current standards. Removed DWG Verbiage, removed verbiage about form LWDA 61-34.
- t. 400-03 Supportive Services - Upon review no changes were required.
- u. 400-04 Rapid Response - Upon review no changes were required.
- v. 400-05 Priority of Services for Adults and Dislocated Workers - Upon review no changes were required.
- w. 400-06 Eligible Training Providers - Upon review no changes were required.
- x. 400-08 Co-Enrollment - Upon review no changes were required.
- y. 400-09 Measurable Skills Gain - Upon review no changes were required.
- z. 400-10 HiRE Data Entry Process - Upon review revisions were needed to align with current standards Position and job title specific verbiage removed.
- aa. 400-11 Incentives - Upon review no changes were required.
- bb. 400-12 Adult & Dislocated Worker Program Exit and Follow-up - Upon review no changes were required.
- cc. 500-01 WIOA Youth Program - Upon review revisions were needed to align with current standards. Position and job title specific verbiage removed.





- dd. 500-03 Procurement of Youth Services - Upon review no changes were required.
- ee. 500-04 Work Experience – Upon review revisions were needed to align with current standards. Position and job title specific verbiage removed.
- ff. 500-05 Performance Measures - Upon review revisions were needed to align with current standards. Position and job title specific verbiage removed.
- gg. 500-06 Supportive Services - Upon review no changes were required.
- hh. 500-07 Incentives - Upon review revisions were needed to align with current standards. Position and job title specific verbiage removed.
- ii. 500-08 Stipends - Upon review revisions were needed to align with current standards. Position and job title specific verbiage removed.
- jj. 500-09 Co-Enrollment - Upon review no changes were required.
- kk. 500-10 Measurable Skills Gain - Upon review no changes were required.
- ll. 500-11 HiRE Data Entry Process - Upon review revisions were needed to align with current standards. Position and job title specific verbiage removed.
- mm. 600-01 Assessments - Upon review no changes were required.
- nn. 700-01 Management Information Services (MIS) - Upon review revisions were needed to align with current standards. Position and job title specific verbiage was modified.
- oo. 700-02 Monitoring Services-Internal Program Monitoring - Upon review revisions were needed to align with current standards. References updated.
- pp. 800-01 Fiscal Policy - Upon review no changes were required.
- qq. 800-01-07 Relocation Policy - Upon review no changes were required.
- rr. 800-01-08 Adult, Dislocated, and Youth Family Size and Family Income Calculator - Upon review no changes were required.
- ss. 800-02 Program Income - Upon review no changes were required.
- tt. 800-03 Audit Process and Resolution- Upon review no changes were required.

Exhibit # 4: No attachment.
Action: Motion

ADDITIONAL INFORMATION

5. 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 05/02/2024 and signed by the WDB OSO Monitor, Paul Fuselier. This monitoring period covered PY23 3rd Quarter (01/01/2024 – 03/31/2024).

Exhibit #5: 3rd Quarter OSO Monitoring Report January – March 2024
Action: No Action required - For Information Only

6. 2nd Quarter Performance Results (October - December 2023) by Local Workforce Development Area (LWDA)

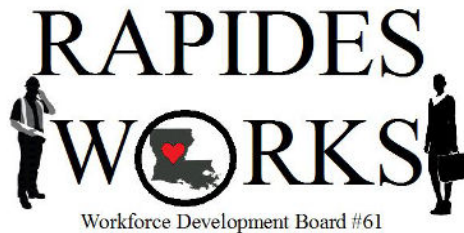
Background Information: Louisiana Workforce Commission has released the Second Quarter Performance Results for PY23. The results are broken down by LWDA.

Exhibit #6: Second Quarter Performance (October - December 2023) by LWDA
Action: No Action Required - For Information Only

7. 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 #7: Ethics Training Correspondence dated January 1, 2024
Action: No Action Required - For Information Only

REPORTS/UPDATES

1. Financial Report
2. Rapides American Job Center Report

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

COMMENTS OR QUESTIONS FROM FLOOR

ADJOURNMENT

