

## **CALL TO ORDER**

WDB President Sharon Neal called the meeting of the May 16th, 2024, Rapides Parish Workforce Development Board to order. WDB President Sharon Neal Called upon Dr. Haywood Joiner to say a blessing over the meeting.

Dr. Haywood Joiner said a blessing over the WDB meeting.



WDB President Sharon Neal then called upon the guest speaker, Mr. Paul Fusilier, to provide the board information and speak on Acadian Companies' efforts to train locally for EMS opportunities.

WDB President Sharon Neal asked for a roll call along with a quick update of each line of business, and the above members and other attendees were present at the meeting. Ms. Neal thanked the CLTCC staff that were present for hosting the WDB meeting.



WDB President Sharon Neal called on Theresa Coker to provide the Financial Report.

Theresa Coker explained the information contained within Report #1.

WDB President Sharon Neal explained the Quarter 3 Rapides American Job Center Report.

WDB President 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 May 16th, 2024**

It was requested that the minutes from the May 16, 2024, of the Workforce Development Board be reviewed and approved.

Exhibit #1: Minutes from WDB meeting May 16, 2024

Action: Motion

No Discussion.

**On motion by Gary Nugent, seconded by Paul Fuselier, with -0- nays, -0- abstained and 19 yes votes, the minutes from May 16th, 2024, were approved.**





**2. WIOA Contract Budget Revision Request**

It was requested that the Workforce Development Board 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

No Discussion.

**On motion by Cindy Sayes, seconded by Kevin Hood, with -0- nays, -0- abstained and 19 yes votes, the WIOA Contract Budget Revision Request, were approved.**

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

A motion was requested to Authorize the WDB chairperson to sign the Memorandum of 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: One-Stop Operator Contract Renewal

Action: Motion

No Discussion.

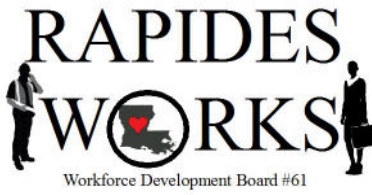
**On motion by Haywood Joiner, seconded by Sally Cowan, with -0- nays, -0- abstained and 19 yes votes, the 2024-2026 Rapides Parish School Board Memorandum of Agreement was approved.**

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

It was requested that the Workforce Development Board approve and authorize the WDB Chairperson to sign all policies that were found during an internal audit to require revisions or updates to meet standards and be made current. All of current LWDA-61 Policies required revisions or updates.

- |    |   |     |   |
|----|---|-----|---|
| a. | 100-01 Acronyms   | y.  | 400-09 Measurable Skills Gain   |
| b. | 100-02 – Definitions  | z.  | 400-10 HiRE Data Entry Process  |
| c. | 100-03 Emergency Response and Evacuation                      | aa. | 400-11 Incentives   |
| d. | 100-04 Equal Employment Opportunity                           | bb. | 400-12 Adult & Dislocated Worker Program Exit and Follow-up                     |
| e. | 100-05 Fee-for-Services                                       | cc. | 500-01 WIOA Youth Program   |
| f. | 100-06 Security of Files                                      | dd. | 500-03 Procurement of Youth Services  |
| g. | 100-07 Priority of Services for Veterans                      | ee. | 500-04 Work Experience  |
| h. | 100-08 Office Policies  | ff. | 500-05 Performance Measures   |
| i. | 100-09 WIOA Program Monitoring-External Monitoring            | gg. | 500-06 Supportive Services  |
| j. | 100-10 One-Stop Operator                                      | hh. | 500-07 Incentives   |
| k. | 100-11 Infrastructure Funding Agreement                       | ii. | 500-08 Stipends   |
| l. | 100-12 Record Retention                                       | jj. | 500-09 Co-Enrollment  |
| m. | 100-13 One-Stop Certification Policy                          | kk. | 500-10 Measurable Skills Gain   |
| n. | 100-14 Inmate Labor   | ll. | 500-11 HiRE Data Entry Process  |
| o. | 100-15 Pandemic Emergency Plan                                | mm. | 600-01 Assessments  |
| p. | 100-16 WIOA Grievance & Complaint Policy                      | nn. | 700-01 Management Information Services (MIS)                                    |
| q. | 200-01 Career Services  | oo. | 700-02 Monitoring Services-Internal Program Monitoring                          |
| r. | 300-01 Business Services                                      | pp. | 800-01 Fiscal Policy  |
| s. | 400-01 WIOA Adult and Dislocated Worker Program               | qq. | 800-01-07 Relocation Policy   |
| t. | 400-03 Supportive Services                                    | rr. | 800-01-08 Adult, Dislocated, and Youth Family Size and Family Income Calculator |
| u. | 400-04 Rapid Response   | ss. | 800-02 Program Income   |
| v. | 400-05 Priority of Services for Adults and Dislocated Workers | tt. | 800-03 Audit Process and Resolution   |
| w. | 400-06 Eligible Training Providers                            |     |   |
| x. | 400-08 Co-Enrollment  |     |   |





**Exhibit #4:** No attachments were provided in the exhibits as they were distributed digitally prior to the meeting  
**Action:** Motion

No Discussion.

**On motion by Cyndi Szczespanski, seconded by Lloyd Price, with -0- nays, -0- abstained and 19 yes votes, the Updated/Revised LWDA-61 Rapides American Job Center Policies was approved.**

### **ADDITIONAL INFORMATION**

#### **5. 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 2<sup>nd</sup> Quarter (10/01/2023 – 12/31/2023).

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

**No Action Required - For Information Only**

#### **6. 2<sup>nd</sup> Quarter Performance Results (October - December 2023) by Local Workforce Development Area (LWDA)**

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

**Exhibit #9:** Second Quarter Performance (October - December 2023) by LWDA  
**Action:** No Action Required - For Information Only

**No Action Required - For Information Only**

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

**No Action Required - For Information Only**



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**

No comments or questions from the president

**COMMENTS OR QUESTIONS FROM FLOOR**

No comments or questions from the floor.

**ADJOURNMENT**

The Meeting was adjourned by the president.

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 Workforce Development Board Chair

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 Date

