

January 28, 2022

The Rapides Workforce Development Board 61 meeting of February 17, 2022, has been declared as an essential government meeting. Pursuant to Section 2 (C) of Governor John Bell Edwards' Proclamation Number: 75 JBE 2020 that states;

**SECTION 2:**

C) All state agencies, boards and commissions, and local political subdivisions of the state shall continue to provide for attendance at essential governmental meetings via teleconference or video conference and such attendance shall be allowed during the pendency of this emergency. All efforts shall be made to provide for observation and input by members of the public. Before any meeting conducted pursuant to this section, the state agency, boards and commission, or local political subdivision of the state shall first provide a written certification that it will otherwise be unable to operate due to quorum requirements. Such certification shall be posted at the same time and in the same manner as the agenda for the meeting. Nothing in this order shall be interpreted to waive any notice requirements.

Additionally pursuant to Proclamation Number 7 JBE 2022 where Governor John Bell Edwards renewed the Public Health Emergency, the Rapides Parish Workforce Development Board (WDB) shall conduct their WDB meeting via ZOOM Videoconferencing on February 17, 2022 at 7:30 A.M. due to the current COVID-19 Emergency.

LWDA 61's Workforce Development Board consists of 35 members with a quorum of 18. It will be unable to operate due to quorum requirements unless it conducts its meeting via Teleconference or Videoconference during the current emergency. The agenda consists of imperative items that need to be voted on at this quarterly meeting.

Rose Killion  
Chairperson, Workforce Development Board #61



## **AGENDA**

**Thursday, February 17, 2022 – 7:30 a.m.**

**Pursuant of the State of Louisiana Proclamation Numbers JBE 75-2020 / 204 JBE 2021/7 JBE 2022 and due to meeting restriction and quorum requirements, the Workforce Development Board 61 meeting will be held via video conference using ZOOM.**

**THE ZOOM MEETING LINK WILL BE <https://us06web.zoom.us/j/82705950236>**

## **CALL TO ORDER**

## **ANNOUNCEMENTS**



**Jeff Ryan of Cleco and Chair of the Central Louisiana Society for Human Resource Management (CLSHRM) Workforce Development Committee.**

CLSHRM will be hosting the 6th Annual Cenla Career Fair on Tuesday, March 29 from 10:00 am to 2 pm at the Randolph Riverfront Center in Alexandria. Employers can register for the event by going to the website <https://clshrm.shrm.org/central-louisiana-society-human-resource-management> and scrolling to the Career Fair registration link at the bottom of the chapter's home page. The registration fee can be paid with the online registration, or an employer can request to receive an invoice and pay by check.

## **GUEST SPEAKER**



**Why should you build an Apprenticeship Program!?**

**Registered Apprenticeship is a proven workforce development strategy which results in:**

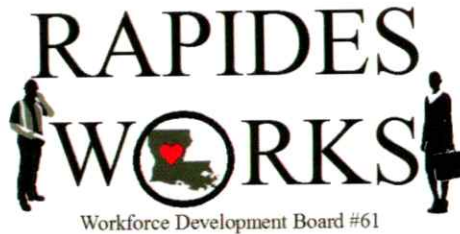
- **Dependable staff**
- **Low attrition rates**
- **Increased productivity**

**If you're looking to increase proficiency, productivity, and retention, Registered Apprenticeship may be the perfect solution to fit all of your needs.**

**Join us via Zoom on Thursday, February 17<sup>th</sup> at 7:30 am to hear John Smith, LWC Apprenticeship Navigator, present how this program could benefit you!**







## **AGENDA ITEMS**

### **1. Minutes from Workforce Development Board meeting of November 18, 2021**

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 November 18, 2021

**Action:** Motion

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

Background Information: The following policies have been revised or updated.

- a) 500-04 Youth Services - Work Experience –This policy was updated to reflect current guidelines and references for On-the-Job Training and Pre-Employment Screenings, Supportive Services, and On-the-Job Training.
- b) 700-02 Monitoring Services – Internal Program Monitoring – This policy was revised to update types of monitoring processes that may be included during internal program monitoring such as in-office desk monitoring, virtual desk monitoring in addition to physical participant program file monitoring (when applicable).

**Exhibit #2:** Revised Policies and Procedures

**Action:** Motion

### **3. Revised Rapides Workforce Development Board By-Laws**

Background Information: The Rapides Workforce Development Board By-Laws, Section 6 “Length of Appointment”, were revised to add specific guidance on when WDB membership begins.

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

**Action:** Motion

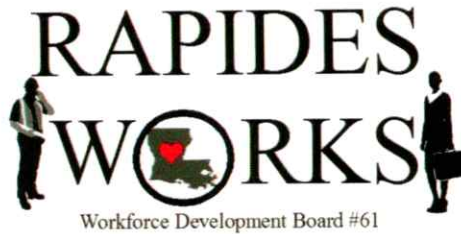
### **4. One-Stop Operator Monitoring**

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 2/09/2022 and signed by the WDB OSO Monitor, Paul Fusilier. This monitoring period covered PY21 2<sup>nd</sup> Quarter (10/01/2021 – 12/31/2021).

**Exhibit #4:** 2<sup>nd</sup> Quarter OSO Monitoring Report – October – December 2021

**Action:** No Action required





## **ADDITIONAL INFORMATION**

### **5. 1st Quarter Performance Results (July - September 2021) by Local Workforce Development Area (LWDA)**

Background Information: Louisiana Workforce Commission has released the First Quarter Performance Results for PY21. The results are broken down by LWDA.

**Exhibit #5:** First Quarter Performance (July - September 2021) by LWDA

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

### **6. WDB Member NEW Appointments**

Background Information: New member appointments were authorized by the Rapides Parish Police Jury President, Mr. Craig Smith. Cyndi Szczepanski, Human Resource Manager for UTLX, will replace Timothy Adam, UTLX. Leona Venson, President of Rapides Federation of Teachers will replace Landry Ducote of IBEW, Local 576.

**Exhibit #6:** Updated WDB Appointments

**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 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 01, 2022.

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

## **REPORTS/UPDATES**

1. Financial Report
2. Rapides American Job Center Report

## **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**

