

5/6/2020

The Rapides Workforce Development Board 61 meeting of May 21, 2020 has been declared as an essential government meeting. Pursuant to Section 4 of Governor John Bell Edwards' Proclamation Number: JBE 2020-30 that states;

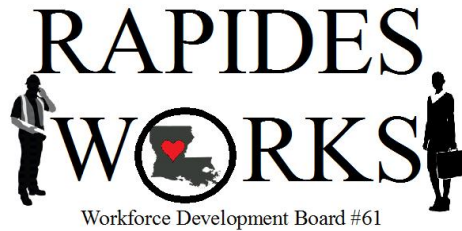
**SECTION 4:** All state agencies, boards and commissions, and local political subdivisions of the state shall provide for attendance at essential governmental meetings via teleconference or video conference and such attendance shall be allowed during the pendency of this emergency. All efforts shall 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.

Rapides Parish Workforce Development Board shall conduct their WDB meeting via ZOOM Videoconferencing on May 21, 2020 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 consist of imperative items that need to be voted on at this quarterly meeting.

Kelli Haygood

A handwritten signature in blue ink that reads "Kelli Haygood". The signature is written in a cursive, flowing style.



## **AGENDA**

Thursday, May 21, 2020 – 7:30 a.m.

**Pursuant of the State of Louisiana Proclamation Number JBE 2020-30 Section 4 and due to meeting restriction and quorum requirements, the May Workforce Development Board 61 meeting will be held via video conference using ZOOM.**

**THE ZOOM MEETING LINK WILL BE <https://zoom.us/j/99603185917>**

## **CALL TO ORDER**

### **AGENDA ITEMS**

#### **1. Minutes from Workforce Development Board meeting of February 20, 2020**

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 20, 2020

**Action:** Motion

#### **2. Renewal of One-Stop Operator**

Background Information: Louisiana State University at Alexandria was selected as the One-Stop Operator and entered into contract on July 1, 2017 for a period of one year with an option to renew the contract for three years. It was renewed July 1, 2018 for one year then renewed July 1, 2019 for an additional year. This request is to renew the contact for the third year for the period of July 1, 2020 through June 30, 2020. This renewal will conclude the term limit for the contract.

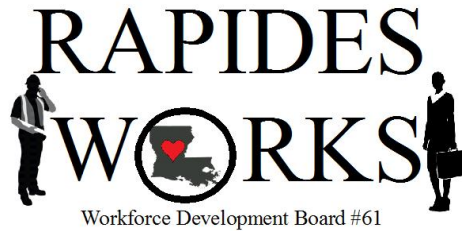
**Exhibit # 2:** One-Stop Operator Monitoring Report for January, February & March 2019 (3<sup>rd</sup> Qtr. PY19)

**Action:** Motion

#### **3. Approval of WDB Chairperson to sign the Comprehensive Memorandum of Understanding (MOU) and allow board staff to issue MOU to required partner agencies for signature.**

Background Information: The Workforce Innovation and Opportunity Act (WIOA) sec. 121(c)(1) requires the Local Board (Rapides WDB), with the agreement of the Chief Elected Official (CEO), to develop and enter into a Memorandum of Understanding (MOU) between the Local Board and the One-Stop Partners, consistent with WIOA sec. 121(c)(2), concerning the operation of the one-stop delivery system in a local area. Additionally, the sharing and allocation of infrastructure costs among one-stop partners is governed by WIOA sec 121(h), its implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200. The Rapides WDB provides local oversight of workforce programming for the Local Workforce Development Area 61. The Comprehensive MOU between the Rapides Parish Police Jury, the Workforce Development





Board and Local Workforce Area One-Stop Partners will be effective July 1, 2020 through June 30, 2023.

**Exhibit # 3:** Memorandum of Understanding

**Action:** Motion

#### **4. New/Revised Policies and Procedures**

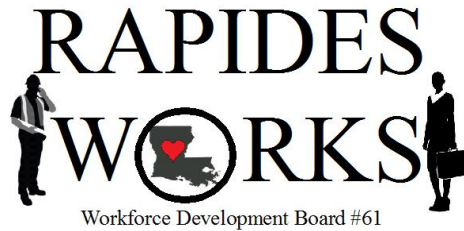
Background Information: The following policies are new or have been revised:

- a. Rapides Workforce Development Board By-Laws – The By-Laws are being revised to update regulations for Standing Committees.
- b. 100-10-01 Procurement of the One-Stop Operator – This is a new procedure to address the procurement of the one-stop-operator.
- c. 100-15 COVID-19 Emergency Guidance for WIOA Operations – This is a new policy to address COVID-19 emergency guidance for WIOA programs.
- d. 400-03 Supportive Services – This policy was revised to update guidance for documenting and justifying supportive services for Adults and Dislocated Workers.
- e. 400-03-01 Supportive Services – This procedure was revised to update guidance for documenting and justifying supportive services for Adults and Dislocated Workers.
- f. 400-08 Co-Enrollment – This is a new policy for Adults and Dislocated Workers modeled from Office of Workforce Development Policy 2-29.1.
- g. 400-08-01 Co-Enrollment - This is a new procedure for Adults and Dislocated Workers to define the procedures for co-enrollment.
- h. 500-02 Youth Eligibility Criteria – This policy was revised to provide flexibility in guidelines for accessing youth for Basic Skills Deficiency and allows more assessment tools to gauge status of basic skills deficiency.
- i. 500-04 Work Experience – This policy was revised to update the definition of Work Experience and guidelines for Work Experience.
- j. 500-06 Supportive Services - This policy was revised to update guidance for documenting and justifying supportive services for youth.
- k. 500-06-01 Supportive Services -This procedure was revised to update guidance for documenting and justifying supportive services for youth.
- l. 500-07 Incentives – The policy was revised to further define allowable incentive payments.
- m. 500-08 Program Exit and Follow-up Services for Youth - This policy was revised to include more guidelines for Follow-up Services.
- n. 500-09 Co-Enrollment – This is a new policy for Youth Services modeled from Office of Workforce Development Policy 2-29.1.
- o. 500-09-01 Co-Enrollment - This is a new procedure for youth to define the procedures for co-enrollment.
- p. 600-01 – Assessment Policy – This policy was revised to update available assessments offered at the Career Center.

**Exhibit #4:** New/Revised Policies

**Action:** Motion





## **ADDITIONAL INFORMATION**

### **5. Second Quarter Performance Results (October – December 2019) by Local Workforce Development Area (LWDA)**

Background Information: Louisiana Workforce Commission has released the Second Quarter Performance Results for PY19. The results are broken down by LWDA.

**Exhibit #5:** Second Quarter Performance (October – December 2019) by LWDA

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

### **6. 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 #6:** Ethics Training Correspondence dated January 17, 2020.

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

## **REPORTS/UPDATES**

1. Financial Report
2. Rapides Business & Career Solutions Center Report

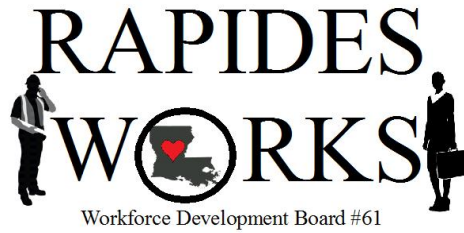
## **INFORMATIONAL ATTACHMENTS**

## **ADDITIONAL INFORMATION**

### **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





Workforce Development Board #61

- 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**

