



8/4/2020

The Rapides Workforce Development Board 61 meeting of August 20, 2020 has been declared as an essential government meeting. Pursuant to Section 2 (C) of Governor John Bell Edwards' Proclamation Number: JBE 2020-75 that states;

**SECTION 2:**

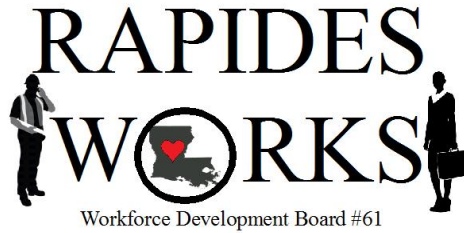
C) All state agencies, boards and commissions, and local political subdivisions of the state shall continue to provide for attendance at essential governmental meetings via teleconference or video conference and such attendance shall be allowed during the pendency of this emergency. All efforts shall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

Rapides Parish Workforce Development Board shall conduct their WDB meeting via ZOOM Videoconferencing on August 20, 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".



## **AGENDA**

Thursday, August 20, 2020 – 7:30 a.m.

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

**THE ZOOM MEETING LINK WILL BE <https://zoom.us/j/92530858540>**

## **CALL TO ORDER**

**Each Board Member is invited to provide a brief update on their business operations.**

## **GUEST SPEAKER**



Sally Cowan, Executive Director of the Cenla Community Action Committee, Inc. will provide the board with an overview of services.

## **AGENDA ITEMS**

### **1. Minutes from Workforce Development Board meeting of May 21, 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 May 21, 2020

**Action:** Motion

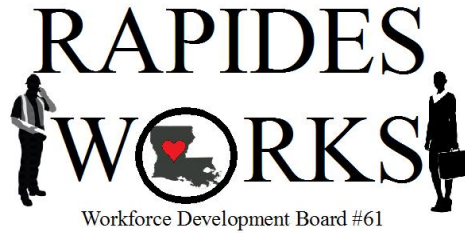
### **2. Approval of RMLA 6 2020- 2024 Combined Regional Plan**

Background Information: WIOA law and state policy required a combine region/local plan be created and approved by the Board. The RMLA 6 2020-2024 Combined Regional Plan draft was posted to the Rapides Parish Police Jury (RPPJ) Website, Office of Workforce Development page to provide the opportunity for public comment, as required by the Workforce Innovation and Opportunity Act (WIOA). The RMLA 6 2020-2024 Combined Regional Plan draft was also sent to the WDB-61 board members to inform that the plan was available and assessible to the general public. WIOA requires that the Combined Plan be posted for public comment for 30 days. The 30-day requirement was fulfilled on Tuesday, July 30, 2020 with no public comments received.

**Exhibit # 2:** Draft of RMLA 6 2020- 2024 Combined Regional Plan

**Action:** Motion





### **3. Procurement of One-Stop Operator**

Background information: WIOA Sec 121 (d)(1) and 20 CFR §678.605 state the One-Stop Operator must be competitively procured every 4 years. The competitive process must be based on the more stringent of either the Uniform Guidance 2 CFR 200.318 - .326 OR the State law procurement process. The minimum role of the OSO is to coordinate services provided by the partners and the service providers. The One-Stop Operator Contract period will be January 1, 2021 – December 31, 2021 with an option for the board to renew up to three additional one-year periods.

**Exhibit #3:** LWDA-61 Request for Proposal (RFP) for WIOA One-Stop Operator Services Draft  
**Action:** Motion

### **4. LWDA 61 – Funding Allocation Under the Workforce Innovation and Opportunity Act (WIOA) for PY20/FY21 (7/1/20 – 6/30/21)**

Background Information: Request the Workforce Development Board approve the WIOA PY20/FY21 (7/1/20 – 6/30/21) budget as presented. The budget includes a new total allocation of \$1,320,888 (an increase of \$140,046 from the previous year's funding level) along with carry over funds in the amount of \$306,236 (to include normal operational 2<sup>nd</sup>-year funding \$178,450 program, \$42,165 admin and transfer carry over \$85,621) for a total funding level of \$1,627,124 (an overall increase of \$186,317).

**Exhibit #4:** WIOA Budget  
**Action:** Motion

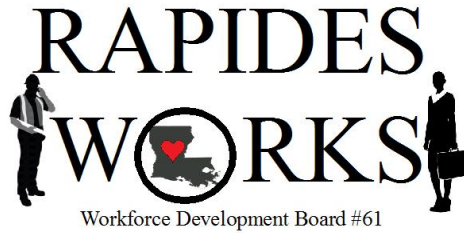
### **5. Prior Approval**

Background information: LWDA-61 WIOA Program requests the Workforce Development Board (WBD-61) grant prior approval for normal operational expenditures for §200.456 Participant support costs & §200.474 Travel costs, and for all other subparts of 2CFR Part 2002, CFR §200.407 (*See Attachment*) that apply to normal program operations for the program contract year, July 1, 2020 through June 30, 2021 (PY20FY21).

The Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements, specifically at 2 CFR Part 2002 & CFR §200.407 provides guidance and establishes procedures regarding general cost principles, allowable costs, and prior written approval related to Workforce Innovation and Opportunity Act (WIOA) Title I funds. OEWD and WOD employees follow established Sub-recipient's (Rapides Parish Police Jury (RPPJ)) travel policies and procedures which are found in Section 2-21 of the local municipal ordinances and the Police Jury's Personnel Policy & Procedures Manual. These RPPJ policies were adopted and approved by the LWDA-61 WDB and are mirrored in LWDA-61's policies and procedures.

**Exhibit #5:** RPPJ Article II Section 2-21, 2 CFR § 200.407, RPPJ Policies  
**Action:** Motion





## **6. National Dislocated Worker COVID-19 Relief Grant (DWGs)**

**Background Information:** The National Dislocated Worker COVID-19 Relief Grant (DWGs) is a discretionary grant awarded by the Secretary of Labor, under Section 170 of WIOA to help states and territories respond to the coronavirus public health emergency and to employ workers temporarily. The Rapides Parish Police Jury, WIOA grant recipient, has submitted a grant application and budget proposal to Louisiana Workforce Commission (LWC) for the DWG grant. The RPPJ received \$771,870.50 of the 2-year proposed \$2,531,000 budget. 26-30 positions will be employed in the first year from these funds. The state expects to issue more funding through future contracts as more federal funding is awarded to the state (LWC). Additionally, contracted professional services for program/fiscal monitoring of the Covid19 Disaster Recovery Dislocated Worker Grant (DDWG) requirements and WIOA Program/Fiscal Monitoring is needed to ensure program compliance within the grant and WIOA program. This professional service is an allowable expense out of both contracts.

**Exhibit #6a:** LWDA 61 - COVID19 Dislocated Worker Grant Letter and Proposed Budget

**Exhibit #6b:** Workforce Innovation and Opportunity Act (WIOA), COVID-19 Disaster Recovery Dislocated Worker Grant (DDWG) - DW-34679-20-60-A-22

**Action:** Motion

## **7. Revised Policies for WIOA**

**Background Information:** The following policies have been revised/drafted.

- a. 400-02 Scholarship Training – This policy was revised to remove manager’s approval to allow modifications of ITA amounts in excess of \$8000.00.
- b. 400-09 Measurable Skill Gain – This is a new policy to address Measurable Skill Gain for Adults/Dislocated Workers. The policy is in response to LWC monitoring.
- c. 400-10 HiRE Data Entry Process – This is a new policy to address the HiRE Data Entry Process for WIOA case management. The policy is in response to LWC monitoring.
- d. 500-06 Supportive Services – This policy was revised to address justification needed for approval of supportive services for Youth.
- e. 500-10 Measurable Skill Gain – This is a new policy to address Measurable Skill Gain for youth. The policy is in response to LWC monitoring.
- f. 500-11 HiRE Data Entry Process – This is a new policy to address the HiRE Data Entry Process for WIOA case management. The policy is in response to LWC monitoring.

**Exhibit #7:** Revised Policies

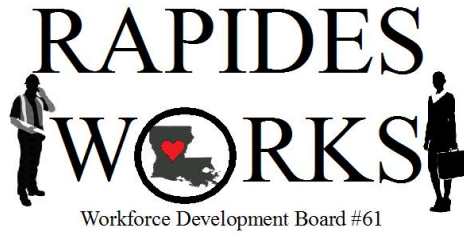
**Action:** Motion

## **ADDITIONAL INFORMATION**

### **8. 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 PY19 4<sup>th</sup> Quarter monitoring was completed on 07/29/2020.

**Exhibit #8:** OSO Monitoring Report for April, May and June 2020 (4<sup>th</sup> Qtr. PY19)

**Action:** No Action required

### **9. Louisiana Job Employment & Training (LaJET) Program Contract**

Background: The current LaJet contact will expire September 30, 2020. The Rapides Parish Police Jury will not pursue the SNAP E&T grant opportunity with the Department of Children and Family Services for the upcoming program year beginning October 2020. This decision is due contract requirements within the new contact which require match funds.

**Exhibit #9:** Letter to the Louisiana Department of Children and Family Services (DCFS) dated July 27, 2020.

**Action:** No Action required

### **10. Louisiana Workforce Commission (LWC) Letter to Workforce Board Members**

Background: The Louisiana Workforce Commission (LWC) issued a report showing the number of participants served in the Adult, Dislocated Worker and Youth categories for the period of January - March 2020. In addition to WIOA participants, the report includes the number of job seekers served under the Wagner-Peyser program. Lastly, the report details the rate at which funds allocated for LWDA 61 are being spent through March 31, 2020.

**Exhibit #10:** Letter to Workforce Board Members

**Action:** No Action required

### **11. Update to Annual Performance Results for PY 2018 by Local Workforce Development Area (LWDA) Corrective Action Plan**

Background: At the November 19, 2019 Workforce Development Board Meeting, the board approved the creation and implementation of a correction action plan to address the LWC Annual Performance Results for PY2018 failed measure for Employment Rate 2<sup>nd</sup> Quarter After Exit for youth. The corrective action plan, developed by Deborah LeBlanc, was implemented December 15, 2019.

**Exhibit #11:** No Exhibit

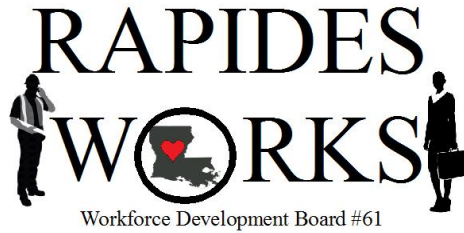
**Action:** No Action Required - For Information Only

### **12. Fourth Quarter Performance Results by Local Workforce Development Area (LWDA)**

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

**Exhibit #12:** Fourth Quarter Performance (April – June 2020) by LWDA





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

**13. Louisiana Workforce Boards' Directors Association presentation to the Louisiana Workforce Investment Council July 29, 2020**

Background Information: Louisiana Workforce Board's Director Association presented a PowerPoint slideshow to the Louisiana Workforce Investment Council presented July 29, 2020.

**Exhibit #13:** Louisiana Workforce Boards' Director's Association Presentation

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

**14. 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 #14:** Ethics Training Correspondence dated January 17, 2020.

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

**REPORTS/UPDATES**

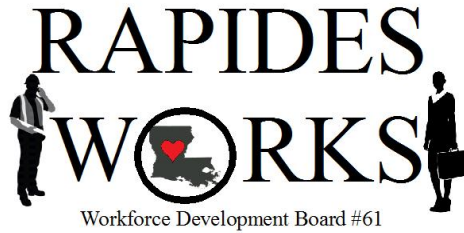
1. Financial Report
2. Rapides Business & Career Solutions Center Report

**INFORMATIONAL ATTACHMENTS**

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





- 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**

