

MINUTES

Workforce Development Board

Thursday, May 21, 2020 – 7:30 a.m.

Held at: 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 was held via video conference using ZOOM.

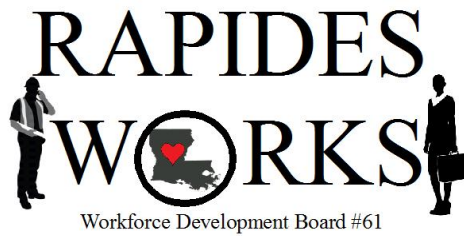
ATTENDANCE

Members present	Members absent	Other Attendees / Guest	Staff
Valerie Aymond Long	Justin Giallonardo	Susan Clinton	Elaine Morace
Connie Baker	Kashawna Jones	Lakeshia Williams	Maria Adams
Cynthia Baker	Gary Nugent		Jimmie Bernard
Karyn Barrett	Lloyd Price		
David Broussard	Deborah Randolph		
Chad Bynog	Sara Stokes		
Sally Cowan	Aiesha Wright		
Marianne Dore'			
Tim Dousay			
Landry Ducote			
Rich Dupree			
Paul Fuselier			
Larry George			
Bill Higgins			
Kelli Haygood			
Ginger Humbles			
Jeff Johnson			
Paula Johnson			
Toni Johnson			
Haywood Joiner			
Wayne Kusmierczyk			
Robert Leavines			
Bill McDermott			
Debbie Norman			
Tommy Peek			
Gary Perkins			
Jeff Ryan			
Jimmy Sawtelle			
Quorum Present	Yes	28 of 35	Chair votes only to break a tie

CALL TO ORDER

Chairperson, Kelli Haygood, called the meeting of the Rapides Parish Workforce Development Board to order. Kelli asked for a roll call since the meeting was held via Zoom. The above members were present for the meeting. No members of the public joined the meeting.





GUEST SPEAKER

There were no guest speakers at the meeting.

AGENDA ITEMS

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

It was requested the Workforce Development Board review and approve the minutes from the February 20, 2020 meeting.

Kelli Haygood stated a correction was made to the draft Minutes from February 20, 2020. The correction was made to correct Lloyd Price's attendance at the meeting. He was indicated as absent for the meeting, but the minutes were corrected to reflect he attended the meeting.

On motion by Paul Fuselier, seconded by Haywood Joiner, with -0- nays, -0- abstained and 27 yes votes, the minutes from February 20, 2020 were approved with corrections.

2. Renewal of One-Stop Operator

It was requested to renew the One-Stop Operator Contract. 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. The contract was renewed July 1, 2018 for one year then renewed July 1, 2019 for an additional year. This request is to renew the contract for the third year for the period of July 1, 2020 through June 30, 2021. This renewal concludes the term limit for the contract.

No Discussion.

Haywood Joiner with Louisiana State University at Alexandria abstained from voting on the item due to conflict of interest.

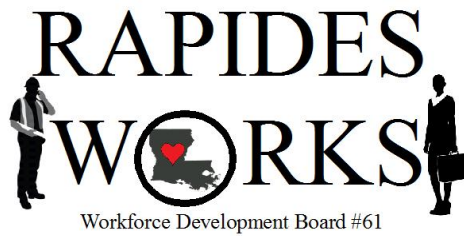
On motion by Rich Dupree, seconded by Paul Fuselier, with -0- nays, -1- abstained and 26 yes votes, the Renewal of One-Stop Operator Contract was approved.

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.

Kelli called for a motion to add this item to the agenda since it was not included in the initial agenda that was posted. This item was added to the agenda by motion of Paul Fuselier and seconded by Tommy Peek with -0- nays, -0- abstained and 27 yes votes.

It was requested the board approve the WDB Chairperson to sign the Comprehensive Memorandum of Understanding (MOU) and allow board staff to issue MOU to required partner agencies for signature. 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.

No Discussion.

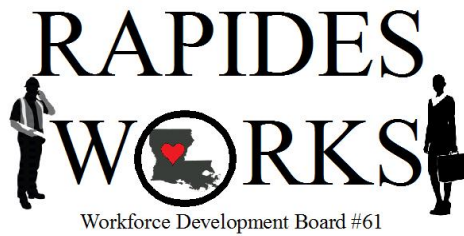
On motion by Paul Fuselier, seconded by Connie Baker, with -0- nays, -0- abstained and 27 yes votes, the Approval of WDB Chairperson to sign the Comprehensive Memorandum of Understanding (MOU) and allow board staff to issue MOU to required partner agencies for signature was approved.

4. New/Revised Policies and Procedures

It was requested the following new/revised policies and procedure are approved:

- a. Rapides Workforce Development Board By-Laws – The By-Laws were revised to update regulations for Standing Committees.
- b. 100-10-01 Procurement of the One-Stop Operator – This new procedure addresses the procurement of the one-stop-operator.
- c. 100-15 COVID-19 Emergency Guidance for WIOA Operations – This new policy addresses 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 new policy was for Adults and Dislocated Workers modeled from Office of Workforce Development Policy 2-29.1.
- g. 400-08-01 Co-Enrollment - This new procedure was 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 new policy was for Youth Services modeled from Office of Workforce Development Policy 2-29.1.
- o. 500-09-01 Co-Enrollment - This new procedure was 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.

Elaine Morace, WDB Director, discussed each item and provided additional information pertaining to the writing/revision of the policies/procedures.

No Discussion.

On motion by Haywood Joiner, seconded by Rich Dupree, with -0- nays, -0- abstained and 27 yes votes, the new/revised policies and procedures were approved.

ADDITIONAL INFORMATION

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

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

Kelli Haygood stated Rapides Parish (Area 61) has either met or exceeded all WIOA indicators except the Credential Attainment for the youth. The youth in this measure exited between July 1, 2017 and June 30, 2018. The difference between the level attained and the passing threshold is less than 5% of the performance goal.

No action was required for information only.

6. Mandatory Ethics Training

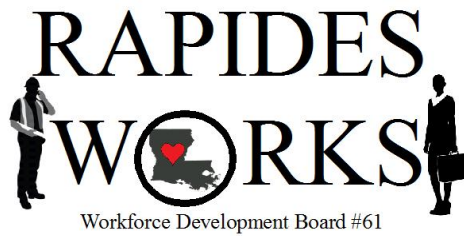
Commencing January 1, 2012, Pursuant to R.S. 42:1170 each “public servant” is required to receive a minimum of one-hour education and training on the Code of Governmental Ethics during each year of his public employment or term of public service. Workforce Development Board members, WDB staff and all non-members on the Committees are classified as public servants or public employees.

No action was required for information only.

REPORTS/UPDATES

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





INFORMATIONAL ATTACHMENTS

COMMENTS OR QUESTIONS FROM CHAIR

No Comments or Questions from Chair

COMMENTS OR QUESTIONS FROM FLOOR

No Comments or Questions from floor.

ADJOURNMENT

The meeting was adjourned by Chairperson.

Kelli Daygood

Workforce Development Board Chair

August 20, 2020
Date

