

MINUTES

Workforce Development Board

Thursday, August 20, 2020 – 7:30 a.m.

Held at: 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 was held via video conference using ZOOM.

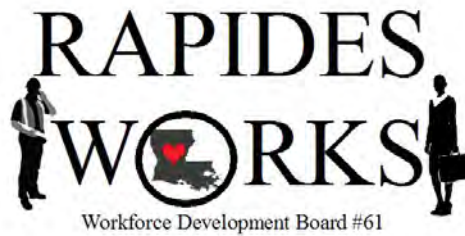
ATTENDANCE

Members present	Members absent		Other Attendees / Guest	Staff
Valerie Aymond Long	David Broussard		Susan Clinton	Elaine Morace
Connie Baker	Landry Ducote		Lakeshia Williams	Maria Adams
Cynthia Baker	Justin Giallonardo			Jimmie Bernard
Karyn Barrett	Kashawna Jones			
Chad Bynog	Robert Leavines			
Sally Cowan	Gary Nugent			
Marianne Dore'	Tommy Peek			
Tim Dousay	Gary Perkins			
Rich Dupree	Lloyd Price			
Paul Fuselier	Sara Stokes			
Larry George	Aiesha Wright			
Kelli Haygood				
Bill Higgins				
Ginger Humbles				
Jeff Johnson				
Paula Johnson				
Toni Johnson				
Haywood Joiner				
Wayne Kusmierczyk				
Bill McDermott				
Debbie Norman				
Deborah Randolph				
Jeff Ryan				
Jimmy Sawtelle				
Quorum Present	Yes	24 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 and asked each member to provide a brief update for the board regarding business operations during COVID-19. The above members were present for the meeting. No members of the public joined the meeting.





GUEST SPEAKER



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

AGENDA ITEMS

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

It was requested the Workforce Development Board review and approve the minutes from the May 21, 2020 meeting.

No Discussion.

On motion by Rich Dupree, seconded by Valerie Aymond Long, with -0- nays, -0- abstained and 23 yes votes, the minutes from May 21, 2020 were approved.

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

It was requested the Workforce Development Board approve the RMLA 6 2020-2024 Combined Regional Plan. 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.

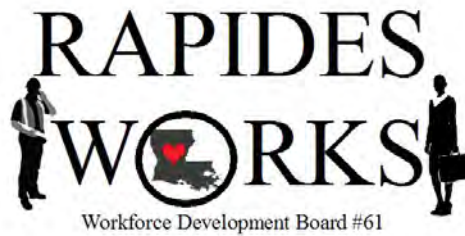
No Discussion.

On motion by Rich Dupree, seconded by Paul Fuselier, with -0- nays, -0- abstained and 23 yes votes, the RMLA 6 2020- 2024 Combined Regional Plan was approved.

3. Procurement of One-Stop Operator

It was requested the Workforce Development Board approve the Procurement of One-Stop Operator. 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.





Kelli Haygood, Board Chairperson, stated upon approval to issue the RFP as written, the RFP will be issued September 14, 2020 with proposal submission due by October 14, 2020. The Evaluation Committee will review the submitted proposals October 26 – 30, 2020. The selected entity will be presented to the Workforce Development Board at the November 2020 Meeting for approval. The selected entity will be presented to the Rapides Parish Police Jury at the December meeting for final approval. Provision of Services for the new contract will begin January 1, 2021.

No Discussion.

On motion by Deborah Randolph, seconded by Sally Cowan, with -0- nays, -0- abstained and 23 yes votes, the Procurement of One-Stop Operator was approved.

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

It was requested 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 2nd-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).

Susan Clinton, Accountant, presented the budget to the Board.

No Discussion.

On motion by Paul Fuselier, seconded by Haywood Joiner, with -0- nays, -0- abstained and 23 yes votes, the Funding Allocation Under the Workforce Innovation and Opportunity Act (WIOA) for PY20/FY21 (7/1/20 – 6/30/21) was approved.

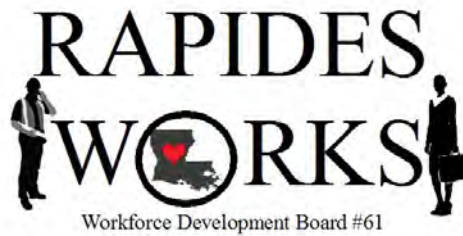
5. Prior Approval

It was requested 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.

No Discussion.





On motion by Haywood Joiner, seconded by Rich Dupree, with -0- nays, -0- abstained and 23 yes votes, 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 that apply to normal program operations for the program contract year, July 1, 2020 through June 30, 2021 (PY20FY21) was approved.

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

Kelli called for a motion to add the approval of the National Dislocated Worker COVID-19 Relief Grant (DWG) and the approval of contracting professional services for program/fiscal monitoring of the COVID-19 Disaster Recovery Dislocated Worker Grant (DDWG) and WIOA Program/Fiscal Monitoring to the agenda since these items were not included in the initial agenda that was posted.

On motion by Paul Fuselier, seconded by Deborah Randolph, with -0- nays, -0- abstained and 23 yes votes, the approval of the National Dislocated Worker COVID-19 Relief Grant (DWG) was added to the agenda.

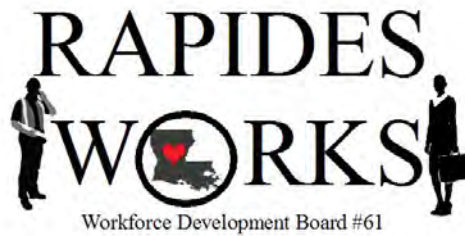
On motion by Valerie Aymond Long, seconded by Rich Dupree, with -0- nays, -0- abstained and 23 yes votes, the approval of contracting professional services for program/fiscal monitoring of the COVID-19 Disaster Recovery Dislocated Worker Grant (DDWG) and WIOA Program/Fiscal Monitoring was added to the agenda.

It was requested the Workforce Development Board (WDB-61) ratify approval of the submission of the National Dislocated Worker COVID-19 Relief Grant (DWG), approve the National Dislocated Worker COVID-19 Relief Grant (DWG) and approve contracting professional services for program/fiscal monitoring of the COVID-19 Disaster Recovery Dislocated Worker Grant (DDWG) and WIOA Program/Fiscal Monitoring. 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.

No Discussion.

On motion by Paul Fuselier, seconded by Haywood Joiner, with -0- nays, -0- abstained and 23 yes votes, the Board approved to ratify submission of the National Dislocated Worker COVID-19 Relief Grant (DWG).





On motion by Deborah Randolph, seconded by Valerie Aymond Long, with -0- nays, -0- abstained and 23 yes votes, the National Dislocated Worker COVID-19 Relief Grant (DWG) was approved.

On motion by Rich Dupree, seconded by Valerie Aymond, with -0- nays, -0- abstained and 23 yes votes, contracting professional services for program/fiscal monitoring of the COVID-19 Disaster Recovery Dislocated Worker Grant (DDWG) and WIOA Program/Fiscal Monitoring was approved.

7. Revised Policies for WIOA

It was requested the Workforce Development Board review and approve the following revised/drafted policies:

- 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.

No Discussion.

On motion by Paul Fuselier, seconded by Marianne Dore’, with -0- nays, -0- abstained and 23 yes votes, the new/revised policies and procedures were approved.

ADDITIONAL INFORMATION

8. 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 PY19 4th Quarter monitoring was completed on 07/29/2020.

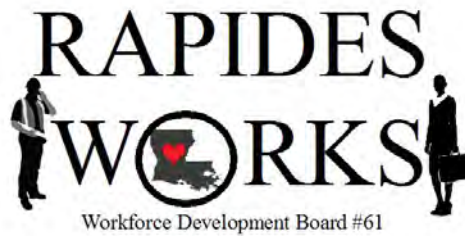
No Discussion.

No action was required for information only.

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

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 to contract requirements within the new contract which require match funds.

No Discussion.

No action was required for information only.

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

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.

No Discussion.

No action was required for information only.

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

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 2nd Quarter After Exit for youth. The corrective action plan, developed by Deborah LeBlanc, was implemented December 15, 2019.

Kelli stated an update to the Annual Performance Results for PY2018 by Local Workforce Development Area (LWDA) Corrective Action Plan will be tabled to the November 19, 2020 meeting. This item is being tabled due to Deborah LeBlanc retired in May 2020 and Maria Adams has been moved into the Workforce Professional Program Coordinator position. Additionally, Jimmie Bernard has assumed the role of the MIS manager. Together Maria and Jimmie are working to learn their positions and review the implementation of the corrective action plan. Additionally, the PY2019 Annual Performance Results should be available.

No Discussion.

No action was required for information only.

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

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

Elaine Morace, Board Director, stated Rapides Parish (Area 61) has either met or exceeded all WIOA indicators for the quarter.

No Discussion.





No action was required for information only.

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

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

Kelli stated two WDB Board Directors presented the PowerPoint at the July 29th Workforce Investment Council (WIC) meeting in Baton Rouge. The goal of the presentation was to give the WIC members and overview of WIOA and share best practices of local boards across the state and gave insight of our roles within our communities.

No Discussion.

No action was required for information only.

14. 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.

Workforce Development Board Chair

Minutes – August 20, 2020 (7:30 AM)
Workforce Development Board

Date

