

Minutes of the Workforce Development Board (LWDA #40)

Wednesday, January 27, 2016

10:00 a.m.

Ramada Lafayette Conference Center
Lafayette, LA

I. Call to Order

The Workforce Development Board #40 Meeting was called to order at 10:08 a.m., by Mr. Bob Manuel, Workforce Development Board #40 Chairperson.

Roll Call

Members Present:

Myron Berzas	Thomas LeBlanc
Sharon Clement	Bob Manuel
Christine Cluse	Shonia Pipes
Randall Domingue	Norman Renee
Randy Doucet	Rebecca Shirley
Gary Duplechain	Janet Tassin
Patrick Fontenot	Chad Theriot
Candy Gerace	Al Vidrine
Roy Guidry	
Suzanne Kidder	

Members Absent:

Nathaniel Chaisson
Beth Guidry
Greg Hulin
Mike Ortego
Craig Prosper
Willie Smith
Carol Thomas

Quorum: Yes

LWDB Employees Present

Brenda Hubbard-Thomas, Executive Director
Carmen Ocampo, Program Advisor
Debbie Fontenot, Accounting Supervisor
Melissa Grimmett, Regional Industry Coordinator

AWI Employee Present

Mike Morris, Director

Mrs. Brenda Hubbard-Thomas recognized Special Guests in Attendance.

Mr. Bill Fontenot, St. Landry Parish President
Cheryl Castille, St. Landry Parish Government
Representative Dustin Miller, District 40
Harlen Henegar, LWC, OWD Director of Field Operations
Cortney Boutte-Breaux, LWDB #41 Interim Administrator
Debbie Aymond, LRS Regional Manager
Bill Rodier, St. Landry Economic Development

II. Welcome and Introduction of LWDB Staff

Mrs. Brenda Hubbard-Thomas welcomed board members, staff and guests to the first meeting of 2016.

III. Approval of June 19, 2015 WIB #40 Minutes

A **motion** to approve the minutes of the LWDB #40 on October 30, 2015 was made by Randy Doucet and seconded by Patrick Fontenot. There were no oppositions or abstentions. The motion carried unanimously.

IV. LWDB #40 Certification Approval by Louisiana Workforce Commission

Mrs. Brenda Hubbard-Thomas explained the certification and approval process in which each member appointed to the board must meet the criteria set forth as defined in WIOA. The certification package of LWDA #40 was submitted to LWC and was determined that all standards were met for certification. LWDB #40 has been certified as a Local Workforce Development Board, and has been approved to function as the official workforce board in Fourth Planning District.

V. LWDB #40 Budget

Mrs. Brenda Hubbard-Thomas presented the budget for 2015-2016, which included the breakdown of expenses from July 1, 2015 through December 31, 2015, 2014-2015 carryovers, Job Driven NEG and STEP funding.

A **motion** to approve the budget was made by Tommy LeBlanc and seconded by Randy Doucet. There were no oppositions or abstentions. The motion carried unanimously.

VI. Monitoring Guide

Mrs. Brenda Hubbard-Thomas presented the Monitoring Guide tool that is used by the local monitor of LWDA #40 when conducting monitoring reviews to insure compliance.

A **motion** to approve the Monitoring Guide was made by Randy Doucet and seconded by Patrick Fontenot. There were no oppositions or abstentions. The motion carried unanimously.

Mrs. Hubbard and Ms. Ocampo gave a brief description of the role and responsibility of the local monitor of LWDA #40. Additionally, LWC Local Programmatic Monitoring Training is scheduled in February.

VII. 2016 Region IV Eligible Training Provider List

Ms. Carmen Ocampo provided information on the approval process of eligible training providers. Ms. Ocampo presented a list of eligible training providers in Region IV for 2016 as well as programs pending approval and programs rejected.

VIII. Acadiana Works, Inc. - Restructure Organizational Plan

Mrs. Brenda Hubbard-Thomas provided a WIOA summary of the structure and delivery of services as defined under WIOA. The parish presidents of LWDA #40 have given the authority to LWDB 40 to oversee, administer funds and make any decisions necessary to enhance the quality of services throughout LWDA #40.

Ms. Candy Gerace made the **motion** to grant approval and authority to the Oversight Committee Chairperson to move forward with the Restructure of the Delivery of Services throughout local area 40 and provide a plan. It was seconded by Rebecca Shirley. There were no oppositions or abstentions. The motion carried unanimously.

IX. Relocation of St. Landry Parish Business and Career Solution Center

Mrs. Brenda Hubbard-Thomas provided an update of the St. Landry Parish BCSC. A request was presented to extend the month-to-month lease through February.

A **motion** to approve extending the lease for St. Landry BSCS on Diesi Street was made by Candy Gerace and seconded by Patrick Fontenot. There were no oppositions or abstentions. The motion carried unanimously.

X. Job Driven National Emergency Grant (JD NEG)

Mrs. Brenda Hubbard-Thomas provided an update of the Job Driven National Emergency Grant, including the enrollments in Individual Training Accounts (ITA's) and On-the-Job Training (OJT) for LWDA's #31, #40, and #41. An additional \$350,000 has been received to continue providing services to eligible individuals which will increase enrollments. A request to consider extending the enrollment date of March 31, 2016 was made to LWC.

XI. Strategies to Empower People (STEP)

Mrs. Brenda Hubbard-Thomas provided an update of the STEP contract. To date, WDB 40 has not received reimbursement from LWC. AWI Inc. has been utilizing discretionary funds that are near depletion. The AWI Director questioned the possibility of utilizing WIOA funds to reimburse for STEP services until funding is received from the state. The LWDB #40 Accountant stated that use of WIOA funds could result in questioned cost. The WDB has some discretionary funds that may cover a payroll or two until STEP funding is received.

Mr. Harlen Henegar, Director of Field Operations with LWC stated that unfortunately this is a problem state-wide. They have contracts with LWDBs throughout the state in which the smaller areas are having more difficulty. Mr. Henegar added they have had a hard time getting the negotiated contract complete, but anticipate receiving funding in the next couple of weeks.

A **motion** to authorize payment to Acadiana Works, Inc. for a one month period using discretionary funds was made by Randy Doucet. Additionally, If STEP funding has not been received after this time period, the WDB Director will notify the Chairman. Motion was seconded by Roy Guidry. There were no oppositions or abstentions. The motion carried unanimously.

XII. Grant Opportunities

Mrs. Brenda Hubbard-Thomas request approval to allow LWDB #40 to collaborate with LWDB #41 and South Louisiana Community College in pursuit of securing the Strengthening Working Families Initiative Grant. LWDB #40 will serve as fiscal agent. This grant provides low to middle skilled parents an opportunity to advance in their careers in high growth or high demand H1B industries, addressing barriers to accessing training and employment faced by those with childcare responsibilities. The deadline to submit a proposal is March 16, 2016.

A **motion** to approve LWDB #40 as the fiscal agent in grant opportunities was made by Candy Gerace and seconded by Roy Guidry. There were no oppositions or abstentions. The motion carried unanimously.

XIII. Region IV Business Industry Coordinator Report

Mrs. Melissa Grimmert provided an update on recent Business Services activities. In the packets she highlighted the Regional Newsletter which is geared toward businesses and contains useful and helpful information. An article introducing members of LWDBs #40 and #41 was also included in this issue. Mrs. Grimmert also gave an overview of the 2016 Career Connections event for 10th grade students in Iberia, Lafayette, St. Martin, and Vermilion Parishes. Students will have an opportunity to explore careers in demand occupations. Board members were encouraged to register and help educate our youth. The event will be held on February 17, 2016 at the Cajundome Convention Center. An update on the Jumpstart Initiative was also presented. Mrs. Grimmert also discussed the Vermilion Parish Job Fair scheduled on March 30, 2016 and seeking employers to participate.

XIV. Oversight Committee Chair Report

Mr. Chad Theriot, Oversight Committee Chair, provided a committee selection form for members of the board to consider volunteering to serve. Mr. Theriot encouraged members of the board to serve on at least one committee. The committees are LWDA #40 Youth Committee, Once Stop Delivery System Committee, Bylaws Committee, Region IV Business Services Coordination Committee, and the Occupational Forecasting Committee.

Mr. Theriot also discussed the development of a new website for LWDB #40 and adding messaging to the website. The request for \$1500 per parish was presented at the Parish Presidents' meeting. If received, it would be enough to develop.

Mr. Theriot also completed an assessment of hardware and software at the LWDB #40 office. A detailed report of his assessment was distributed to each member. A recommendation to purchase a few new computers this year, refurbish the existing, replace all equipment over the next 2-3 years and also going to On-line Office 365 was made. Mr. Theriot recommends a budget in the amount \$7000 over a 3 year

period to include hardware, services, and installation fees, thereafter costing \$3000 per year. Additionally, on-going software would cost \$2000 per year.

A **motion** to approve the Oversight Committee Chair Report and budget for office equipment for LWDB #40 was made by Randy Doucet and seconded by Tommy LeBlanc. There were no oppositions or abstentions. The motion carried unanimously.

XV. Acadiana Works, Inc. Budget

Mr. Mike Morris presented the Acadiana Works, Inc. budget, beginning July 1, 2015 through December 31, 2015, this included the 2015-2016 allocations and 2014-2015 carryovers. The Job Driven NEG and STEP is also included in the budget. Mr. Morris also gave a brief explanation and eligibility of each of the funded programs. Mr. Morris was asked if he will expend 20% of his of funding toward training? Mr. Morris stated that the legislation requires 20% of Youth funding be spent on training, but the state also included in the LWDB #40 contract that 20% of program funding shall be dedicated toward participants' training, with a focus on demand occupation for Adult, Dislocated Worker and Youth. Mrs. Hubbard-Thomas conducted a meeting with the contractor (AWI, Inc.) which focused on the low enrollments and a plan to increase enrollments and caps for ITA and OJT. This increase would align caps as a region and increase funding spent. However, Mr. Morris stated he sent out emails to his staff to push and increase enrollments. He also added that there was a late start due to the date of receiving allocations, but assured the board that there will be an increase in enrollments next quarter. A **motion** to approve the budget was made by Candy Gerace and seconded by Shonia Pipes. There were no oppositions or abstentions. The motion carried unanimously.

XVI. Other Business

Mrs. Brenda Hubbard-Thomas and Mr. Patrick Fontenot gave an overview of the Workforce Symposium that was held on December 15-16, 2015 in Baton Rouge. The event was hosted by Louisiana Workforce Commission, Louisiana Board of Regents, Louisiana Department of Education, Louisiana Department of Children and Family Services, Louisiana Community and Technical College System, and Louisiana Economic Development to educate board members and partners. Mr. Fontenot also provided comments about the symposium, stating there is a magnificent mechanism in place that works and he participated in a Poverty Simulation workshop that was outstanding. It opened his eyes to the life of poverty and trying to survive. Ms. Janet Tassin also attended the symposium and stated her experience from an educational background. It was an eye opener for her as well.

Mrs. Brenda Hubbard-Thomas is working with LWDA #41 in efforts conduct a poverty simulation provided by New Orleans Community Action Agency. All board members will be invited.

Increase in Funding

A **motion** to approve increasing the maximum funding to \$1000 per participant for ITA's and \$2500 per participant for OJT's was made by Randy Doucet and seconded by Rebecca Shirley. There were no oppositions or abstentions. The motion carried unanimously.

Mr. Harlen Henegar provided an update on Re-entry. LWC recently received an additional \$725,000 by USDOL Veterans Program to create a special initiative to provide re-entry services to veterans that are being released from prison. Mr. Henegar also announced the new executive team at LWC.

Updates/Reminders

- Career Connections – February 17, 2016
- Vermilion Parish Job Fair – March 30, 2016
- **Reminder: Tier 2.1 Personal Financial Disclosure Deadline - May 15, 2016**
- Next LWDB #40 Meeting – April 27, 2016

A **motion** to adjourn the January 27, 2016, meeting of the Local Workforce Development Board #40 was made by Randy Doucet at 11:38 a.m. Patrick Fontenot seconded. There were no oppositions or abstentions. The motion carried unanimously.

Robert "Bob" Manuel, LWDB #40 Chair