

**Minutes of the
Local Workforce Development Board #40 Meeting**

Wednesday, December 7, 2016
10:00 a.m.
Ramada Lafayette Conference Center
Lafayette, LA

I. CALL TO ORDER

The meeting of the Workforce Development Board #40 was called to order at 10:13am by CEO and St. Landry Parish President, Bill Fontenot.

II. PLEDGE OF ALLEGIANCE

Bill Fontenot led all members and guests in the Pledge of Allegiance.

III. ROLL CALL

Cortney Boutte'-Breux completed the roll call. The following members were present:

PRESENT

Deborah Aymond	Beth Guidry	Shonia Pipes	Chad Theriot
Nathaniel Chaisson	Suzanne Kidder	Michael Pritchard	Brenda Thibeaux
Sharon Clement	Ryan LaGrange	Norman Rene	
Christine Cluse	Thomas LeBlanc	Rebecca Shirley	
Gary Duplechin	Bob Manuel	Willie Smith	
Patrick Fontenot	Mike Ortego	Angela Tauzin	

ABESENT

Jeanette Barras
Myron Berzas
James Debaillon
Candy Gerace
Roy Guidry
Carlos Perez
Al Vidrine

QUORUM: YES

Introduction of Guests

Brenda Hubbard-Thomas, Director, introduced leadership, partners, and guests to the first meeting of the newly formed Local Workforce Development Board #40. The following were in attendance:

Ronald Darby, President of the Vermilion Parish Police Jury
Tina Johnstone, Local Area Coordinator for Lafayette Parish
Bruce Gaudin, Attorney for Workforce Development Board #40
Andre Perez, Special Projects for South Louisiana Community College
Connor Chaveaux, Adult Education for South Louisiana Community College
Amanda Cain, CFO for St. Landry Parish Government
Fabien Tucker, Representative of St. Martin Parish Government
Donald Bergeron, Representative of Evangeline Parish Police Jury
Shanae Nelson, Director of Community Development with Lafayette Consolidated Gov't
John Williams, Attorney for Louisiana Workforce Commission
Jermaine Ford, Director of the Corporate College for South Louisiana Community College
Anna Osland, Director of Workforce Initiatives with One Acadiana
Kimberly Buck, Communications Director for Louisiana Workforce Commission
Laura Faul, Representative of Acadia Parish Police Jury
Charles Goings, Certified Public Accountant for Workforce Development Board #40

IV. WELCOME

Mr. Bill Fontenot, Chief Elected Official, welcomed all members and guest present. He thanked everyone for attending the first meeting of the newly formed Local Workforce Development Board #40.

V. VISION OF LWDA #40 – Mr. Bill Fontenot, CEO

Mr. Fontenot thanked the board members for their willingness to serve on the board in a leadership capacity. Mr. Fontenot also thanked the Parish Presidents for coming to the table and being a part of the re-designation process, along with the leadership from Lafayette Parish. Mr. Bill stated that there are more steps to take in regards to implementation, but we are almost there.

John Williams, Attorney for the Louisiana Workforce Commission, proceeded to swear in all appointed members. Oath of Office forms were completed and stamped by Mr. Williams.

Upon completion of swearing all members in, each board member present then introduced themselves by stating their employer and position.

VI. SPECIAL GUEST SPEAKER – Mr. Bryan Moore, Director of Office of Workforce Development, LWC

Mr. Fontenot informed all members that due to an illness, Mr. Moore was not able to make the meeting. However, Mr. Moore asked that Mr. Fontenot relay the following message: "I would like to congratulate Mr. Fontenot, all of the other Parish Presidents, and all of the board members for making re-designation a reality after several months of deliberation and hard work".

VII. ELECTION OF OFFICERS

Bruce Gaudin, Attorney, stated that the board members present would need to elect officers for the newly formed Workforce Development Board #40. Bruce stated that the three officers that needed to be elected were Chairperson, Vice-Chairperson, and Secretary. He also stated that the individuals

nominated and elected must be from the private sector, and if accepted, he explained that the positions are vital to the board and the individuals selected would need to meet with staff and the CEO frequently. Bruce asked that once a Chairperson was elected, that Chairperson would take over as Chairperson and conduct the meeting.

Bruce then opened the floor for nominations for the Chairperson. Chad Theriot nominated Bob Manuel, however, Mr. Manuel had to decline this position as his work schedule would not allow him the opportunity to be heavily involved. Norman Rene nominated Patrick Fontenot. With no other nominations, Bruce opened the floor for a motion to elect Patrick Fontenot as Chairperson of the Workforce Development Board #40. A motion to elect Patrick Fontenot as Chairperson of Local Workforce Development Board #40 was made by Bob Manuel and seconded by Nathaniel Chaisson. With no oppositions or abstentions, all members were in favor.

Mr. Fontenot then thanked the board for nominating him as Chairperson. He stated that he has a vested interest in our workforce, he has attended many state and local meetings, and feels that the re-designation will only make our region stronger. As Chairperson, he committed to ensuring all parishes are served, no matter the size or location.

As the newly elected Chairperson, Patrick Fontenot then opened the floor for nominations for the Vice-Chairperson. Mike Ortego was nominated by Bob Manuel and Ryan LaGrange nominated Angela Tauzin. Mr. Ortego declined this position due to his employment schedule. With no other nominations, Mr. Fontenot opened the floor for a motion to approve Angela Tauzin as Vice-Chairperson of the Workforce Development Board #40. A motion to approve Angela Tauzin as the Vice-Chairperson was made by Bob Manuel and seconded by Shonia Pipes. With no oppositions or abstentions, all members were in favor.

Patrick Fontenot then opened the floor for nominations for the Secretary. Willie Smith nominated Chad Theriot. With no other nominations, Chairperson Patrick Fontenot opened the floor for a motion. A motion to approve Chad Theriot as the Secretary was made by Bob Manuel and seconded by Nathaniel Chaisson. With no oppositions or abstentions, all members were in favor.

VIII. **Approval of Minutes**

The Lafayette Workforce Development Board met on July 14, 2016 and the Workforce Development Board met on July 27, 2016. Minutes from the previous board meetings were included in the packets for review. Mr. Patrick Fontenot, Chairperson, asked that the board review the minutes. He then opened the floor for a motion to approve both minutes presented. A motion to approve the minutes of the July 14, 2016 meeting of Lafayette Workforce Development Board #41 and the minutes of the July 27, 2016 meeting of the Local Workforce Development Board #40 was made by Chad Theriot and seconded by Ryan LaGrange. With no oppositions or abstentions, all members were in favor.

IX. **Proposed Meeting Schedule for 2017**

A proposed meeting schedule for 2017 was provided to all board members. Mr. Patrick Fontenot did note that there was one change to the schedule with the first meeting of 2017 being held February 15th,

however, all other dates would remain the same. With no further comments, Mr. Fontenot opened the floor for a motion to approve the proposed schedule with the one change presented. A motion to approve the 2017 proposed meeting schedule was made by Bob Manuel and seconded by Chad Theriot. With no oppositions or abstentions, all members were in favor.

X. Overview of Local Workforce Development Board #40

a. Re-designation:

Bruce Gaudin provided an update on re-designation of Local Workforce Development Areas #40 & #41. Bruce referred to the letter that was sent by the Executive Director of the Louisiana Workforce Commission which was included in the packets. He mentioned that on September 13th, the Workforce Investment Council approved the request for re-designation of Local Workforce Development Areas #40 & #41, and recommended to the Governor for approval. With approval being granted, the new single area, comprised of Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, and Vermilion Parishes was established as Local Workforce Development Area #40.

b. Allocation – Program Year 2016-2017:

Brenda Hubbard-Thomas referenced the summary of allocations included in the packets that listed each parish. Brenda stated that a committee would be formed to meet and review the budgets from the two previous local areas to help transition and terminate the Lafayette contract which would allow the funds allocated to Lafayette Parish be transferred to the new grant recipient, St. Landry Parish Government. Brenda also mentioned that in the meantime, participant files would be subject to review to ensure each file is accounted for. Brenda mentioned that this committee would also be responsible for reviewing the options for procuring a One-Stop Operator and/or a Career Services Provider. She stated that the Committee Chairperson would be appointed during this meeting and would be responsible for soliciting members of such committee, both board members and non-board members. This committee would present recommendations of how to move forward with procuring a One-Stop Operator and/or Career Service Provider at the next board meeting, which will take place on February 15, 2017.

The option of having multiple providers in one single local area was discussed, however, Mr. Goings advised the board members that the administrative cost incurred would tap into the 10% administrative funds allocated to the local area which could cause issues.

It was also mentioned that the two providers that are currently providing services in Region IV will remain in place until the board, in agreement with the CEO, decides how to move forward with the procurement of a One-Stop Operator and/or Service Provider. However, in the meantime, no service shall be interrupted and each office will continue to provide quality of services to clients on a day to day basis.

A list of committees and a description of such committees was provided. An electronic committee selection form will be created and forwarded to each member to allow them an opportunity to select the committees in which they have an interest in serving.

Mr. Patrick Fontenot, Chairperson, then appointed Chad Theriot as Chairperson of the One-Stop Delivery System Committee. However, he encouraged the board members to please think about serving on this committee or just dive in to serving on a committee as that will be the way to learn the ropes of workforce development. Chad accepted his appointment as the One-Stop Delivery System Committee Chairperson and reminded board members that they now have an opportunity to help establish procedures that will ensure a level of efficiency.

c. Annual Performance Report:

Brenda Hubbard-Thomas explained that the contract between the Louisiana Workforce Commission and St. Landry Parish Government are based on performance measures and goals. She then congratulated Mike Morris with AWI and Tina Johnstone with Lafayette Consolidated Government for meeting and/or exceeding all negotiated performance goals for program year 2015.

d. Letter from LWC of Fiscal and Programmatic Monitoring Reviews – LWDA #40 & #41:

Brenda Hubbard-Thomas referred the board members to their packets regarding a letter composed by Mr. Bryan Moore, Director of OWD with the Louisiana Workforce Commission. This letter provided an update on the fiscal and programmatic monitoring reviews that were conducted on both LWDA #40 & #41. All area of concerns and/or findings were resolved and closed.

Bob Manuel inquired to see if the board needed to appoint the Executive Director, however, Mr. Bruce Gaudin informed the board that the Executive Director, Brenda Hubbard-Thomas, was appointed by the CEO as the board staff are employees of St. Landry Parish Government.

XI. Upcoming Events/Updates/Reminders

a. Labor Law Seminar – December 14, 2016:

Cortney Boutte'-Breux invited all board members to attend the upcoming Labor Law Seminar that will be held on December 14, 2016 at the Lafayette Ramada Conference Center in Lafayette. Cortney mentioned items of discussion would be focused on employment laws and legislative changes that may affect the workplace.

b. LWC/OWD Apprenticeship Training – January 24-26, 2017:

Cortney Boutte'-Breux stated that the Office of Workforce Development would be hosting an Apprenticeship Conference to revitalize the apprenticeship programs in the State of Louisiana. The Louisiana Workforce Commission is looking to establish new programs across the state and will be inviting business and industry at this conference.

c. Career Connections 2017

Cortney Boutte'-Breaux informed the board members of the 2017 Career Connections event which is hosted by community partners for 4,000 10th grades students around Acadiana. This event allows the students to explore the many career opportunities in our region while talking with executives regarding the training needed in order to work in such occupations. She did mention that all members would get a registration form if they would like to register to attend.

d. LWDA #40 Partner Meetings – 2017

Missy Grimmett, Industry Coordinator for Region IV, handed out a schedule of partner meetings that will take place in 2017. Missy invited the board members to attend such meetings as there will be meetings in each parish and these meetings allow all workforce development partners, community action agency partners, education and training partners, and vocational rehabilitation partners to find out the services that are available in each respective parish and/or programs currently available for the public.

e. Reminder – 2016 Ethics Training Deadline – December 31, 2016

Carmen Ocampo, Program Advisor, reminded all members that pursuant to Louisiana State Law, each member of the board is subject to an annual ethics training. She mentioned that the training is accessible online and asked that the board members let her know once the training is completed.

f. Reminder – Financial Disclosure Deadline – May 15, 2017

Carmen Ocampo informed all board members that they would need to complete the Personal Financial Disclosure Form by May 15, 2017. She did remind the members that the forms could not be submitted until state and federal taxes are filed. Reminders would be sent to all board members in 2017.

g. Reminder: Please complete and return the WDB Meeting Survey

Carmen also reminded the board members present that each member was provided with a survey and asked that they complete the survey. Upon request by Dr. Willie Smith, Cortney Boutte'-Breaux stated that she would create an electronic survey that would be sent to all members.

h. Women-Owned and Minority Owned Training

Rebecca Shirley mentioned that there would be a Tools & Resources for Women-Owned and Minority-Owned Businesses training hosted on December 15, 2016. She stated that she would send a flyer to the administrative staff and asked that it be forwarded to all members.

XII. Other Business

There was no other business.

XIII. Public Comment

There were no public comments.

XIV. Adjourn

A motion to adjourn the meeting was made by Chad Theriot and seconded Norman Rene. With no oppositions or abstentions, the meeting adjourned at 11:35 a.m.

Patrick Fontenot, LWDB #40 Chairperson

Cortney Boutte'-Breux, LWDB#40 Recording Secretary