

Minutes of the Workforce Development Board (LWDA #40)

Friday, October 30, 2015
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 10:18 a.m., by Mr. Bill Fontenot, St. Landry Parish President, and LWDA #40 Local Grant Recipient.

Roll Call

Members Present:

Myron Berzas	Thomas Leblanc
Nathaniel Chaisson	Bob Manuel
Sharon Clement	Mike Ortego
Christine Cluse	Shonia Pipes
Randall Domingue	Norman Renee
Randy Doucet	Rebecca Shirley
Gary Duplechain	Willie Smith
Patrick Fontenot	Janet Tassin
Beth Guidry	Chad Theriot
Roy Guidry	Carol Thomas
Suzanne Kidder	

Members Absent:

Candy Gerace
Greg Hulin
Craig Prosper
Al Vidrine

Quorum: Yes

WDB Employees Present

Brenda Hubbard-Thomas, Executive Director
Carmen Ocampo, Program Advisor
Debbie Fontenot, Accounting Supervisor
Verna Dunbar, Special Projects/EO/ADA Coordinator
Melissa Grimmett, Regional Industry Coordinator

AWI Employees Present

Mike Morris, Director
Karen Aucoin, MIS Specialist

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

Mr. Bill Fontenot, St. Landry Parish President
Cheryl Castille, St. Landry Parish Government
Bruce Gaudin, LWDB #40 Attorney
Linda Duhon, Vermilion Parish Police Jury
Cortney Boutte-Breaux, WDB #41 Interim Administrator
Debbie Aymond, LRS Regional Manager
Randy Broussard, LRS
Rob Roux, LWC Attorney
Greg Declouet, LWC Business Service
Lorie Cherry, LWC
Andre France, LWC
Delia Garza – MET – Former WIB Member
Catherine Watson – Former WIB Member

II. Welcome and Introduction of WDB Staff

Mr. Bill Fontenot welcomed board members and guest(s). Mr. Fontenot introduced Workforce Development Board staff and provided members with a background of knowledge and experience of a team that continues to excel throughout many years of program changes.

III. Overview of the Workforce Innovation and Opportunity Act (WIOA)

Mrs. Brenda Hubbard-Thomas provided a brief overview of the Workforce Innovation and Opportunity Act (WIOA) of 2014 that replaced the Workforce Investment Act (WIA) of 1998.

IV. Introduction of Board Members

Mrs. Brenda Hubbard-Thomas introduced and gave a brief biography of each board member. Ms. Thomas also thanked members for their cooperation during the nomination process.

V. Swearing-In of Board Members

Mr. Rob Roux, LWC Attorney bestowed the Oath of Office to all board members present, officially making them members of LWDB #40. Each member present received the Code of Governmental Ethics pamphlet and signed the Oath of Office form to submit to the Secretary of State.

VI. Election of Officers

Mrs. Brenda Hubbard-Thomas explained the nomination and election process of officers.

Chairperson: A **motion** to elect Robert “Bob” Manuel as LWDB #40 Chairperson was made by Randy Doucet and seconded by Roy Guidry. There were no other nominations, opposition or abstentions. The motion carried unanimously.

Vice Chairperson: A **motion** to elect Patrick Fontenot as LWDB #40 Vice Chairperson was made by Willie Smith and seconded by Randy Doucet. There were no other nominations, opposition or abstentions. The motion carried unanimously.

Secretary: A **motion** to elect Randy Doucet as LWDB #40 Secretary was made by Roy Guidry and seconded by Beth Guidry. There were no other nominations, opposition or abstentions. The motion carried unanimously.

Oversight Committee Chairperson: The LWDB #40 Chairperson appointed Mr. Chad Theriot as Chairperson of the Oversight Committee. A **motion** to accept Chad Theriot as Chairperson of the Oversight Committee was made by Beth Guidry and seconded by Randy Doucet. There were no oppositions or abstentions. The motion carried unanimously.

VII. Approval of Amendment to Articles of Incorporation

Mr. Bruce Gaudin, Attorney for LWDB #40 explained the Articles of Incorporation and purpose of the amendment due to the name change, address, registered agents and the new Board of Directors.

A **motion** to accept the amendment to the Articles of Incorporation was made by Patrick Fontenot, seconded by Randy Doucet. There were no oppositions or abstentions. The motion carried unanimously.

VIII. Approval of Local Workforce Development Board #40 Bylaws

Mrs. Brenda Hubbard-Thomas reviewed and explained the Bylaws for LWDB #40.

A **motion** to accept the bylaws was made by Chad Theriot and seconded by Mike Ortego. There were no oppositions or abstentions. The motion carried unanimously.

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

A **motion** to approve the minutes of the WIB #40 on June 19, 2015 was made by Randy Doucet and seconded by Willie Smith. There were no oppositions or abstentions. The motion carried unanimously.

X. Approval of Proposed Meeting Schedule for 2016

Mrs. Brenda Hubbard-Thomas presented a proposed meeting schedule for 2016.

A **motion** to have the LWDB #40 meetings on the last Wednesday of the first month of each quarter was made by Mike Ortego and seconded by Randy Doucet. There were no oppositions or abstentions. The motion carried unanimously.

XI. LWDB #40 Contract and Allocations

Mrs. Brenda Hubbard-Thomas discussed the contract between Louisiana Workforce Commission and The Local Grant Recipient, St. Landry Parish Government and Fiscal Agent, Local Workforce Development Board #40.

Allocations were also reviewed and discussed.

XII. PY14 WIA Annual Performance Report

Mrs. Brenda Hubbard-Thomas presented the PY14 Final Annual Performance Report. LWDB #40 met and/or exceeded all performance measures.

XIII. LWDB #40 Budget

Mrs. Brenda Hubbard-Thomas presented the budget for 2015-2016, which included the breakdown of expenses from July 1, 2015 through September 30, 2015, 2014-2015 carryovers, Job Driven NEG and STEP funding.

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

XIV. Acadiana Works, Inc. Contract

Mrs. Brenda Hubbard-Thomas provided an overview of the Acadiana Works, Inc. contract with LWDB #40. Ms. Hubbard recommended that the board continue the contract with AWI, Inc. on a month to month basis, while the Oversight Committee reviews the restructure plan of AWI Inc. The month to month modification will not affect the terms and conditions of the original contract budget which includes the STEP program and WIA performance measures.

A **motion** to continue AWI's contract on a month to month basis, to include a recommendation by the Oversight Committee at the next scheduled meeting of the LWDB #40 was made by Chad Theriot and seconded by Randy Doucet. There were no oppositions or abstentions. The motion carried unanimously.

XV. Acadiana Work, Inc. Budget

Mr. Mike Morris presented the Acadiana Works, Inc. budget, beginning July 1, 2015 through September 30, 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.

A **motion** to approve the budget was made by Mike Ortego and seconded by Norman Rene. There were no oppositions or abstentions. The motion carried unanimously.

XVI. Program Activities

Mrs. Karen Aucoin presented a report of the 2014-2015 total training clients served, 2015-2016 total training enrollment projections and staff monthly activity reports.

Mrs. Aucoin also gave a brief explanation of services provided in each local Business and Career Solution Center.

XVII. Job Driven National Emergency Grant (JD NEG)

Mrs. Brenda Hubbard-Thomas reviewed and discussed the Job Driven NEG previously approved by the Workforce Investment Board. The contract includes a Memorandum of Understanding between local areas LWDA #31, LWDA #40 and LWDA #41, wherein, LWDB #40 serves as fiscal agent for the contract. Mrs. Hubbard also provided a report of number of enrollments in Individual Training Accounts (ITA's) and On-the-Job Training (OJT).

Job Driven National Emergency Grant (JD NEG) Request for Additional funds

Mrs. Brenda Hubbard-Thomas and Cortney Boutte-Breaux discussed the possibility of a Super Regional Collaboration Initiative which includes LWDB #40, LWDB #41, SLCC, LEDA and One Acadiana. This initiative would temporarily address workforce

needs in Baton Rouge and Lake Charles by employing a large number of individuals currently unemployed as a result of the Oil & Gas layoffs in Region IV. A request was made by Ms. Thomas to accept additional JDNEG funds should this initiative come to fruition.

A **motion** to approve the request for additional funds was made by Rebecca Shirley and seconded by Randy Doucet. There were no oppositions or abstentions. The motion carried unanimously.

XVIII. Strategies to Empower People (STEP) Contract

Mrs. Brenda Hubbard-Thomas gave a brief summary of the STEP program and funding received. Mr. Myron Berzas, DCFS Area Director added that the Federal Government requires individuals who receive FITAP (**Family Independence Temporary Assistance Program**) are required to have a work or educational activity of 20 hours per week. They are working with these participants to provide supportive services and achieving their goal. There are about 6000 cases state-wide.

A **motion** to approve the STEP contract was made by Chad Theriot and seconded by Mike Ortego. There were no oppositions or abstentions. The motion carried unanimously.

XIX. Regionalism

Mrs. Brenda Hubbard-Thomas discussed Regionalism in Regional IV and pointed out a few collaborations already in place, namely Regional Strategic Plan, Regional Advisory Committee, Regional Business Services Team, Regional Business Account, Regional OJT Contract, Regional Staff Trainings, Regional Newsletters, Regional MOU, Regional Business Performance Measures, Regional Partner Meetings and Regional Job Fairs. Mr. Greg Declouet commended Region IV for leading the state in collaboration.

XX. Region IV Business Industry Coordinator Report

Mrs. Melissa Grimmatt gave an overview of her assistance to employers and job seekers throughout Region IV including career and job fairs, workforce training seminars, business development trainings, etc. Ms. Grimmatt also discussed employed verses unemployed reports, unemployment rates, jobs vacancies in HiRE and information on demand occupations. Mrs. Grimmatt also makes presentations to teachers and counselors including Demand Occupations, Louisiana Star Jobs and My Life My Way.

XXI. Review and Approval of Local Workforce Development Board #40 Personnel Policy Manual

A **motion** to approve the Local Workforce Development Board #40 Personnel Policy Manual was made by Randy Doucet and seconded by Chad Theriot. There were no oppositions or abstentions. The motion carried unanimously.

XXII. Other Business

Mrs. Brenda Hubbard-Thomas requested approval to relocate the LWDB #40 staff from 230 West Bellevue St. in Opelousas to St. Landry Economic Development and relocate the St. Landry Business & Career Solution Center staff from its current

location on Diesi Street to Bellevue Street. This relocation would result in cost savings that would channel additional funding to training.

A **motion** to approve the relocation of WDB staff and St. Landry Parish Business & Career Solutions Center staff, in addition, authorize the Oversight Committee to oversee the move and make any decisions as deemed necessary, was made by Thomas Leblanc and seconded by Patrick Fontenot. . There were no oppositions or abstentions. The motion carried unanimously.

Website:

Ms. Brenda Hubbard-Thomas and Ms. Cheryl Castille informed the board of the need to upgrade the LWDB #40 website. Ms. Castille recommended monetary assistance from each parish leader to hire a web developer. Mr. Chad Theriot volunteered to do an assessment of the software and also provide a recommendation at the next scheduled meeting of the WDB.

Software:

A **motion** to approve upgrading software was made by Mike Ortego and seconded by Randy Doucet. There were no oppositions or abstentions. The motion carried unanimously.

Training Opportunities:

The Chairperson recommended approval from the board to authorize the Oversight Committee to seek training opportunities with partner agencies.

A **motion** to approve giving the Oversight Committee authority was made by Randy Doucet and seconded by Mike Ortego. There were no oppositions or abstentions. The motion carried unanimously.

Updates/Reminders

- Labor Law Seminar – December 9, 2015
- Louisiana Workforce Symposium – December 16, 2015
- Reminder: 2015 Ethics Training Deadline - December 31, 2015
- Career Connections – February 17, 2016
- Next LWDB #40 Meeting – January 27, 2016

A **motion** to adjourn the October 30, 2015, meeting of the Local Workforce Development Board #40 was made by Randy Doucet at 12:14 p.m. Mike Ortego seconded. There were no oppositions or abstentions. The motion carried unanimously.

Robert “Bob” Manuel, LWDB #40 Chair