

# Minutes of the Meeting

For

## Local Workforce Development Board (LWDA #40)

Wednesday, July 27, 2016

10:00 a.m.

Ramada Lafayette Conference Center

Lafayette, LA

### I. Call to Order

The Local Workforce Development Board #40 Meeting was called to order at 10:09 a.m., by Mr. Bob Manuel, Local Workforce Development Board #40 Chairperson.

### Roll Call

#### **Members Present:**

Myron Berzas	Beth Guidry
Nathaniel Chaisson	Roy Guidry
Sharon Clement	Bob Manuel
Christine Cluse	Shonia Pipes
Randall Domingue	Norman Rene
Randy Doucet	Rebecca Shirley
Gary Duplechain	Willie Smith
Patrick Fontenot	Chad Theriot

#### **Members Absent:**

Candy Gerace  
Greg Hulin  
Suzanne Kidder  
Thomas LeBlanc  
Mike Ortego  
Craig Prosper  
Janet Tassin  
Carol Thomas  
Al Vidrine

**Quorum: Yes**

#### **LWDB Employees Present**

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

#### **AWI Employee Present**

Mike Morris, Director/LAC  
Wendy Venable, LAC Assistant

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

Mr. Bill Fontenot, Chief Elected Official (CEO)

Mr. Ronald Darby, Vermilion Parish President

Cortney Boutte-Breaux, LWDB #41 Interim Administrator

Debbie Aymond, LRS Regional Manager

Jermaine Ford, Director of Corporate College, South Louisiana Community College

Brian Wedemeyer, Director of HSE Compliance

**II. Welcome and Introduction**

Mrs. Brenda Hubbard-Thomas welcomed board members, staff and guest.

**III. Approval of April 27, 2016 LWDB #40 Minutes**

A **motion** to approve minutes of the April 27, 2016 board meeting was made by Chad Theriot and seconded by Randy Doucet. There were no oppositions or abstentions. The motion carried unanimously.

**IV. Oversight Committee Chair Report**

A motioned to enter into executive session was made by Randy Doucet and seconded by Chad Theriot. There were no oppositions or abstentions. The motion carried unanimously.

A motioned to enter into regular session was made by Randy Doucet and seconded by Patrick Fontenot. There were no oppositions or abstentions. The motion carried unanimously.

A motion to allow Acadiana Works, Inc. to continue on a month-to-month extension of the existing contract until the RFP (Request for Proposal) process is complete and also giving authority to the CEO, LWDB #40 Executive Director and Oversight Committee Chairperson to approve Acadiana Works, Inc. budget (month to month) set enrollment benchmarks and make any other changes as deemed necessary was made by Randy Doucet and seconded by Chad Theriot. There were no oppositions or abstentions. The motion carried unanimously.

**V. Guest Speakers**

Mrs. Brenda-Hubbard Thomas introduced Mr. Jermaine Ford, Director of Corporate College at South Louisiana Community College. Mr. Ford gave a thorough overview of the Scaffolding Training that is currently being offered at South Louisiana Community College and the partnership with the Industrial Scaffolding Committee. Mr. Ford informed the board that there is a projection of 5,000 job openings in scaffold builders over the next few years. The four week training offered will give individuals an opportunity to quickly return back to work. There were 40 students that completed the training. All completers are working or scheduled to go to work.

Mr. Jermaine Ford introduced Mr. Brian Wedemeyer, Chairperson of the Scaffolding Association Committee. The Industrial Scaffolding Committee improves the safety and performance of the workforce through training and certification of scaffold

builders. Mr. Wedemeyer discussed the need for Scaffold builders, which would give individuals a marketable skill set and put them in touch with companies that are going to buy it. The committee partnered with The Brock Group, Brand Energy & Infrastructure, Excel Modular Scaffold, Safeway Group, Scaffolding Rental and Turner Industries on behalf of the Scaffolding Training which is recognized by the Louisiana Workforce Commission as an Industry Based Certification Program.

Mr. Jermaine Ford discussed their outreach efforts to recruit students into the program. SLCC conducts Community On-Boarding Sessions at the local workforce board offices and at the colleges. Currently, they have approximately 100 people on a waiting list to enroll in this training. Mr. Ford educated the board on the Non-Credit programs versus Credit programs. And due to the Scaffolding Training being a Non-Credit program, students are unable to apply for FAFSA, which would give them a grant or guarantee them a loan regardless of credit. The 4 week Industrial Scaffolding Training is \$4500, including \$1000 worth of tools they receive. Mr. Ford thanked Mrs. Brenda-Hubbard, Mr. Mike Morris, Mrs. Cortney Boutte-Breaux, and the Workforce Development Boards for the assistance received in helping individual with training cost.

**VI. WIOA Contract**

Mrs. Brenda Hubbard-Thomas presented the WIOA contract which included the allocation for Program Year 2016-2017. LWDA #40 received an increase of \$972,608 from Program Year 2015-2016.

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

**VII. STEP Contract**

Mrs. Brenda Hubbard-Thomas presented the Strategies to Empower People (STEP) contract which included the allocation for 2016-2017.

A **motion** to approve the STEP contract was made by Randy Doucet and seconded by Beth Guidry. There were no oppositions or abstentions. The motion carried unanimously.

**VIII. Local/Regional Plan**

Mrs. Brenda Hubbard-Thomas provided information on the Workforce Innovation and Opportunity Act (WIOA) Plan for Local and Regional Workforce Development Areas required by WIOA. The Local/Regional Plan can be found on the websites of St. Landry Parish Government and Local Workforce Development Board #40. She also informed the board that all public comments must be received by July 29<sup>th</sup>. Ms. Thomas requested approval of the plan subject to changes due to public comments.

A **motion** to approve the 2016-2020 Local/Regional Draft WIOA Plan for Region IV was made by Beth Guidry and seconded by Randy Doucet. There were no oppositions or abstentions. The motion carried unanimously.

**IX. LWDB #40 Budget**

Mrs. Brenda Hubbard-Thomas presented and discussed the budget for 2015-2016, which included the breakdown of expenses from July 1, 2015 through June 30, 2016, 2014-2015 carryovers, Job Driven NEG and STEP funding. LWDB #40 expended 76.6% of its budget.

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

**X. LWDA #40 Proposed Budget**

Mrs. Brenda Hubbard-Thomas presented and discussed the allocations received from Louisiana Workforce Commission (LWC) in addition to the proposed budget for Program Year 2016-2017. Review and discussion of allocations also included an estimate of carryover funds. LWDB #40 is continuously seeking cost savings measures in every effort to channel more funding into training.

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

**XI. LWC Comprehensive Monitoring Report**

Mrs. Brenda Hubbard-Thomas distributed the Comprehensive Monitoring Report that was conducted by the Louisiana Workforce Commission (LWC) Office of Workforce Development's Compliance and Monitoring Division during the months of May – June 2016. The report outlined only the results of the Administrative Fiscal review. There were no findings in the report. However, an area of concern was identified to develop a travel policy detailing an allowable limit for mileage reimbursement.

Mrs. Brenda Hubbard-Thomas also distributed a letter from the Louisiana Workforce Commission that resolved the findings from a previous monitoring report. Ms. Thomas explained that some adjustments were made in LWDA #40 functions and duties to clearly define allowable Administrative and/or Programmatic cost.

Additionally, Ms. Thomas stated that the annual financial audit of LWDA #40, conducted by Darnall, Sikes, Gardes & Frederick for year ending December 31, 2015 has been completed. There were no findings.

**XII. Monitoring Report**

Mrs. Carmen Ocampo presented a Programmatic and Fiscal Monitoring Report for LWDA #40. Ms. Ocampo discussed the Scope of Review and gave a summary of Areas of Concern and Findings identified.

Mr. Randy Doucet questioned AWI, Inc. on continuous issues in the local monitoring report. Mr. Doucet asked what steps are taken to fix these problems. AWI Director, Mike Morris, replied that he receives monitoring report, shares it with his staff and

have them initially respond to the monitoring report. Mr. Morris added that he cannot make excuses for his staff.

The local monitor questioned AWI, Inc. on a previous Corrective Action Plan dated June 10, 2015 that was submitted due to findings. One item on the CAP stated; A GPA report has been developed to use as a tool for case managers to track their participants. To date, staff is not utilizing this tool. Mr. Mike Morris also stated that he shared it with his staff and will send again and copy the LWDB #40 Director and local monitor.

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

### **Executive Director's Report**

- Mrs. Brenda Hubbard-Thomas provided information regarding the Cost Allocation Agreement. The OWD 2-30 policy (Cost Allocation Agreement Policy) was distributed, reviewed and discussed.
- Mrs. Brenda Hubbard-Thomas provided an update of the Job Driven NEG, including budgets and enrollments in ITAs, OJTs, and Customized Training for LWDA #31, #40, and #41.
- Mrs. Brenda Hubbard-Thomas reviewed The Pulse Regional Newsletter which highlighted the Industrial Scaffolding Customized Training Program. This is a super-regional initiative geared to assist dislocated workers help them enroll in training and quickly return to the workforce.
- Mr. William K. Fontenot, CEO and Mrs. Brenda Hubbard-Thomas provided an update on the status of Re-designation of Local Workforce Development Boards #40 and #41. Mr. Fontenot also discussed the public meeting that was held on Monday, July 25, 2016 in St. Landry Parish. Two additional public meetings are forthcoming. These meetings will be held in Lafayette and New Iberia.
- Mrs. Thomas presented the PY 2015 3rd Quarter Performance Report. LWDA #40 met and/or exceeded all performance measures.

A **motion** to approve the Executive Director's Report was made by Randy Doucet and seconded by Chad Theriot. There were no oppositions or abstentions. The motion carried unanimously.

### **XIII. Acadiana Work, Inc. Budget**

Mr. Mike Morris presented the budget, beginning, July 1, 2015 through June 30, 2016, including 2015-2016 allocations and 2014-2015 carryovers. The Job Driven NEG and STEP is also included in the budget.

AWI, Inc. was questioned again on the percentage of funding spent toward training. Mr. Morris stated all bills have not been processed. The board of directors requested that Mr. Morris forward this information to LWDB #40 by COB Friday, July 29, 2016.

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

### **Enrollment/Traffic Reports**

Ms. Wendy Venable presented a report of the total clients enrolled from July 1, 2015 to June 30, 2016 in each parish including carryovers.

A **motion** to approve the Enrollment Report and recommendation was made by Chad Theriot and seconded by Randy Doucet. There were no oppositions or abstentions. The motion carried unanimously.

### **Acadiana Works, Inc. Participant Training Outcome Report**

Ms. Wendy Venable presented a Participant Training Outcome Report recommended by the board of directors at the previous meeting. The report detailed participants that were enrolled in training that exited during program year (July 1, 2015 to June 30, 2016). The report indicated employment status/information on each participant. Mr. Patrick Fontenot expressed his concern of the low number of participants that exited during the program year.

A **motion** to approve AWI, Inc. Participant Training Outcome Report was made by Chad Theriot and seconded by Randy Doucet. There were no oppositions or abstentions. The motion carried unanimously.

### **Updates/Reminders**

- Diversity Job Fair – October 13, 2016-Heymann Center
- Workforce Investment Council Meeting – September 13, 2016
- Reminder: Ethics Training Deadline – December 31, 2016

A **motion** to adjourn the July 27, 2016, meeting of the Local Workforce Development Board #40 was made by Chad Theriot at 12:08 p.m. and seconded by Randy Doucet. There were no oppositions or abstentions. The motion carried unanimously.

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**Robert “Bob” Manuel, LWDB #40 Chair**