



MINUTES

Workforce Development Board

Thursday, October 22, 2015 – 7:30 a.m.

Held at: Central Louisiana Business Incubator, 1501 Wimbledon Blvd., Alexandria LA

ATTENDANCE

Members present	Members absent	Other Attendees / Guest	Staff
Valerie Aymond	Susan Broussard	Richard Billings, Chief Elected Official	Jacqueline Braddock
Connie Baker	Kris Hickman		Carol Stanford
Cynthia Baker	Paula Johnson		Terry Willett
Yoel Borges	Tammye Jones		Amanda Wells
David Broussard	Richard Kyle		Elaine Morace
Chad Bynog	Kenneth Paul		Anna Sweat
Catherine Cassels	Todd Urbina		Dara Antee
Sonia Chevalier			
Tim Dousay			
Rich Dupree			
Kenneth Gorum			
Kelli Hall			
Matthew Hennings			
Bill Higgins			
Ginger Humbles			
Linda James			
Jeff Johnson			
Michael Johnson			
Haywood Joiner			
Lafe Jones			
Robert Leavines			
Joan Lee			
Christine McGraw			
Debbie Norman			
Gary Nugent			
Carla Peters			
Lloyd Price			
Deborah Randolph			
Bill Robinson			
Jimmy Sawtelle			
Joe Sharp			
Quorum Present	Yes	31	

CALL TO ORDER

Mr. Richard Billings, Chief Elected Official called the meeting of the Rapides Parish Workforce Development Board to order.

AGENDA ITEMS

1. Board Composition, Functions, Responsibilities

Workforce Innovation and Opportunity Act (WIOA) implementation required changes to the Workforce Development Boards. Chad Bynog and Dara Antee presented a PowerPoint presentation and explained the changes, the functions and responsibilities of the new Board.

No action required for information only.

Oath of Office was administered by Elaine Morace, Notary. All members present were sworn in and completed required forms.

2. Selection of Chairperson and Vice-Chairperson

The bylaws approved by the Chief Elected Official required the Board to elect officers from the membership. Officers were selected from Business representatives.

Sonia Chevallier was nominated as Chairperson for the Workforce Development Board on motion by Linda James and seconded by Chad Bynog. Bill Robinson closed the nomination, with -0- nays, -0- abstained, and 31 yes votes. Ms. Chevallier was elected and accepted the position.

Kris Hickman was nominated as Vice Chairperson for the Workforce Development Board on motion by Bill Robinson, seconded by Valerie Aymond. Christine McGraw closed the nomination, with -0- nays, -0- abstained, and 31 votes of yes. Ms. Hickman was appointed the Vice Chairperson position.

3. Terms for Board Members

In order to preserve continuity on the Board, one-third of the Board members' term will end each year. To facilitate this, 1/3 of the Board members will have a 1 year term, 1/3 will have a 2 year term, and 1/3 will have a 3 year term. After the first term expiration for each Member, all Board members will have 2 year terms. Upon entering the Board meeting each member drew a number 1, 2, or 3 out of a basket. Term limits are:

1 Year Term	2 Year Term	3 Year Term
Connie Baker	Sonia Chevallier	Valerie Aymond
Cynthia Baker	Kenneth Gorum	David Broussard
Yoel Borges	Kellie Hall	Chad Bynog
Matthew Hennings	Ginger Humbles	Catherine Cassels
Bill Higgins	Linda James	Tim Dousay
Lafe Jones	Robert Leavines	Rich Dupree
Carla Peters	Christine McGraw	Jeff Johnson
Lloyd Price	Gary Nugent	Michael Johnson
Deborah Randolph	Bill Robinson	Haywood Joiner
Jimmy Sawtelle		Joan Lee
Joe Sharp		Debbie Norman

4. 2016 Calendar

The bylaws require this Board to meet once a quarter. Each year a proposed calendar of quarterly meetings has to be approved by the Board. The calendar will be published on the Board's website (www.rapideswib.com) and posted at the Rapides Parish Courthouse in compliance with the Open meeting law (Louisiana R.S. 42:12).

On motion by Sonia Chevallier, seconded by Gary Nugent, with -0- nays, -0- abstained and 31 yes votes. The 2016 calendar was approved.

5. Committee Membership

The LWC policy strongly encourages the creation of three standing committees: One-Stop, Youth, and Disability. Due to the similarities, it was proposed that the consolidation of the One-Stop and Disability into one committee – the One-Stop Committee.

6. 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 required for information only.

7. Conflict of Interest

Pursuant to Section 5 – Bylaws in the Orientation Manual, we are required to have on file in our office a signed Conflict of Interest statement from each Board member which details activities which would constitute a conflict of interest. All present members were given a conflict of interest form to fill out and return back during the meeting.

8. Funding Allocation under the Workforce Innovation and Opportunity Act (WIOA) – PY15 / FY16

Requesting the WDB approve the budget and budget amendments as presented. The budget includes a new WIOA allocation of \$715,791.00 (an increase of \$27,586.00 from the previous year's funding) along with WIA carry-over in the amount of \$305,933.00 for a total funding level of \$1,021,724.00 for the period 7/1/15 – 6/30/16.

In addition, budget amendment #1 to the PY14/FY 15 WIA budget is included for WDB approval and its purpose is to re-program funds to various line items to reflect actual expenses for the Grant Year ending 6/30/15. Budget amendment #2 is for the YouthBuild program and its purpose is to realign the line item budget to reflect changes in the delivery of services under this contract with respect to the work experience component and the replacing of one staff member.

On motion by Haywood Joiner, seconded by Joan Lee, with -0- nays, -0- abstained and 31 yes votes. The budget was approved.

9. Contract with Louisiana Workforce Commission (LWC) for the Strategies to Empower People (S.T.E.P.) Program

The Louisiana Workforce Commission (LWC) contracted with the Local Workforce Development Area (#61 – Rapides) to provide case management services to work eligible cash assistance recipients, as referred by the Louisiana Department of Children and Family Services (DCFS), to move those families from cash assistance to employment for the period 7/1/15 – 6/30/16. The maximum contract amount is \$44,692.00 and a line item budget is provided for Board review and approval.

On motion by Christine McGraw, seconded by Sonia Chevallier, with -0- nays, -0- abstained and 31 yes votes. The line item STEP budget was approved.

10. LAJet Contract for Fiscal Year 2015 / 2016

Requested the WDB approve the line item budget for the Louisiana Job Employment Training (LaJET) for fiscal year October 1, 2015 – September 30, 2016 in the amount of \$239,685.00. The program provides Job Readiness Training for food stamp recipients.

On motion by Deborah Randolph, seconded by Bill Robinson, with -0- nays, -0- abstained and 31 yes votes. The line item budget for LaJET was approved.

11. Minutes from Workforce Investment Board meeting of May 21, 2015

The minutes from the last meeting of the Workforce Investment Board needed to be reviewed and approved. The new Board members abstained as they were not part of the May meeting.

On motion by Catherine Cassels, seconded by Linda James, with -0- nays, 10 abstained and 21 yes votes, the minutes from the May 21, 2015 meeting were approved.

12. Revised Policies for WIOA

Some of the policies in the current Policies and Procedures Manual required revision due to the implementation of WIOA. Those policies were revised and were submitted to the Board for review and approval.

On motion by Valerie Aymond, seconded by Connie Baker, with -0- nays, 1 abstained and 30 yes votes, the WIOA Policies and Procedures were approved.

13. Eligible Training Provider List – Program Addition

The Central Louisiana Technical Community College (CLTCC) has added a new program to their offerings: CDL Training. The cost is \$2500 per class and the duration is 240 hours. As the Heavy and Tractor-Trailer Truck Driver occupation is an in-demand occupation at this time and Coastal Truck Driving School is also an approved provider of the CDL Training, it was requested that the Board review and approve this new program at CLTCC.

On motion by Sonia Chevallier, seconded by Valerie Aymond, with -0- nays, -0- abstained and 31 yes votes, the CDL Training at CLTCC was approved.

REPORTS/UPDATES

1. Rapides Business & Career Solutions Center Report

COMMENTS OR QUESTIONS FROM CHAIR

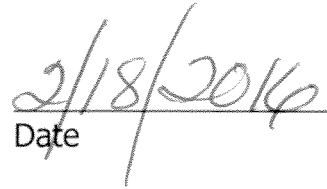
Sonia Chevallier thanked the new Board for the opportunity to serve as the Chairperson.

COMMENTS OR QUESTIONS FROM FLOOR

ADJOURNMENT

There being no additional business for discussion, motion to adjourn by Sonia Chevallier and seconded by Bill Robinson the meeting was adjourned.


Workforce Development Board Chair


Date