

**MINUTES**

Thursday, May 16, 2019 – 7:30 a.m.

Held at: CHRISTUS St. Frances Cabrini Hospital – 3330 Masonic Dr., Alexandria, LA 71301  
3<sup>rd</sup> floor - Conference Room 3A/3B

**ATTENDANCE**

| <b>Members present</b> | <b>Members absent</b> | <b>Other Attendees / Guest</b> | <b>Staff</b>                    |
|------------------------|-----------------------|--------------------------------|---------------------------------|
| Valerie Aymond Long    | Yoel Borges           | LaKeshia Williams              | Elaine Morace                   |
| Connie Baker           | David Broussard       | Julie Bonial                   | Maria Adams                     |
| Cynthia Baker          | Tim Dousay            | Susan Clinton                  |                                 |
| Chad Bynog             | Landry Ducote         | Sandy Verzwylvelt              |                                 |
| Sonia Chevallier       | Kelli Haygood         | Sally Cowan                    |                                 |
| Rich Dupree            | Ginger Humbles        |                                |                                 |
| Larry George           | Michael Johnson       |                                |                                 |
| Bill Higgins           | Toni Johnson          |                                |                                 |
| Jeff Johnson           | Kashawna Jones        |                                |                                 |
| Paula Johnson          | Joan Lee              |                                |                                 |
| Haywood Joiner         | Debbie Norman         |                                |                                 |
| Wayne Kusmierczyk      | Tommy Peek            |                                |                                 |
| Robert Leavines        | Deborah Randolph      |                                |                                 |
| Bill McDermott         | Jeff Ryan             |                                |                                 |
| Christine McGraw       | Sarah Sasser          |                                |                                 |
| Gary Nugent            | Sara Stokes           |                                |                                 |
| Lloyd Price            |                       |                                |                                 |
| Jimmy Sawtelle         |                       |                                |                                 |
| Aiesha Wright          |                       |                                |                                 |
| Quorum Present         | Yes                   | 19 of 35                       | Chair votes only to break a tie |

**CALL TO ORDER**

Chairperson, Sonia Chevallier, called the meeting of the Rapides Parish Workforce Development Board to order.

**GUEST SPEAKERS**



Chris Karam, CEO of Christus St. Frances Cabrini Health System, updated the Board on St. Frances Cabrini Health System.





Lakeshia Williams, One-Stop Operator, provided an update on the goals and accomplishments of the One-Stop Operator.

### **AGENDA ITEMS**

#### **1. Renewal of One-Stop Operator**

It was requested the Workforce Development Board approve a motion to be placed before the Rapides Parish Police Jury recommending the renewal of the One-Stop Operator Contract with Louisiana State University at Alexandria for one optional term from July, 2019 to June 30, 2020.

**On motion by Christine McGraw, seconded by Valery Aymond Long, with -0- nays, -1- abstained and 17 yes votes, the recommendation to the Rapides Parish Police Jury to renew the One-Stop Operator was approved. Haywood Joiner abstained from the vote due to conflict of interest.**

#### **2. Minutes from Workforce Development Board meeting of February 21, 2019**

It was requested the Workforce Development Board review and approve the minutes from the February 21, 2019 meeting.

**On motion by Haywood Joiner, seconded by Gary Nugent, with -0- nays, -0- abstained and 18 yes votes, the minutes from February 21, 2019 were approved.**

#### **3. New/Revised Policies**

It was requested the Workforce Development Board review and approve the following revised policies.

- a. 100-08 Office Policies – The policy was revised to update the cell phone usage policy.
- b. Rapides Workforce Development Board By-Laws – The By-Laws were revised to ensure compliance with federal audit of the Louisiana Workforce Commission.

**On motion by Valery Aymond Long, seconded by Rich Dupree, with -0- nays, -0- abstained and 18 yes votes, the revised policies were approved.**

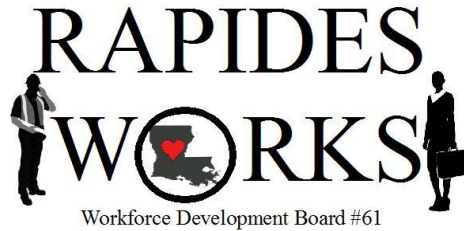
### **ADDITIONAL INFORMATION**

#### **4. WDB Membership Changes**

A new appointment was authorized by Mr. Theodore Fontaine Jr., Rapides Parish Police Jury President. Bill McDermott, Human Resource Manager for AFCO, will replace Julie Bonial representing private sector membership.

**No action was required for information only.**





## **5. Second Quarter Performance Results (October – December 2018) by Local Workforce Development Area (LWDA)**

Louisiana Workforce Commission released the Second Quarter Performance Results for PY18. The results are broken down by LWDA.

**No action was required for information only.**

## **6. 2018 LWIOA Non-Discrimination Plan Letter**

A positive review and feedback of the 2018 LWIOA Non-Discrimination Plan.

**No action was required for information only.**

## **7. 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 was required for information only.**

## **REPORTS/UPDATES**

1. Financial Report
2. Rapides Business & Career Solutions Center Report

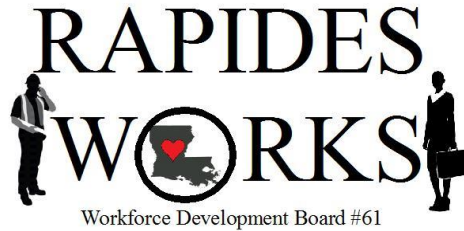
## **INFORMATIONAL ATTACHMENTS**

## **ADDITIONAL INFORMATION**

### **Commonly used acronyms-**

|              |   |
|--------------|---|
| <b>LWC</b>   | Louisiana Workforce Commission                    |
| <b>OWD</b>   | Office of Workforce Development                   |
| <b>NEG</b>   | National Emergency Grant                          |
| <b>ETA</b>   | Employment and Training Administration            |
| <b>TEGL</b>  | Training and Employment Guidance Letter           |
| <b>LWDAs</b> | Local Workforce Development Areas                 |
| <b>IEP</b>   | Individual Employment Plan                        |
| <b>UI</b>    | Unemployment Insurance                            |
| <b>O*NET</b> | Occupational Information Network                  |
| <b>USDOL</b> | United States Department of Labor                 |
| <b>WARN</b>  | Worker Adjustment and Retraining Notification Act |
| <b>LRS</b>   | Louisiana Rehabilitation Services                 |





|             |  |
|-------------|--|
| <b>HIRE</b> | Helping Individuals Reach Employment     |
| <b>DCFS</b> | Department of Children & Family Services |
| <b>MOU</b>  | Memorandum of Understanding              |
| <b>WDB</b>  | Workforce Development Board              |
| <b>FY</b>   | Fiscal Year                              |
| <b>PY</b>   | Program Year                             |
| <b>WIOA</b> | Workforce Innovation and Opportunity Act |
| <b>WIF</b>  | Workforce Innovation Funds               |
| <b>IWTP</b> | Incumbent Worker Training Program        |

### **COMMENTS OR QUESTIONS FROM CHAIR**

Sonia Chevallier stressed the importance of attendance of board members to ensure a quorum. She expressed gratitude and thanked all members for their willingness to serve on the board and their commitment to workforce development in Rapides Parish but reminded members if they are unable to attend a board meeting, they must provide a reason for not attending so their absence can be excused and not violate by-laws.

### **COMMENTS OR QUESTIONS FROM FLOOR**

Chad Bynog, Industry Sector Coordinator, stated there was an error in Report 2 regarding Graph #12. He stated Feb-19 should be 133 and the overall Distinct Employers for the Qtr. should be 354.

Sally Cowan, Executive Director for Cenla Community Action Committee, Inc, announced the retirement of former director Joan Lee and her appointment as the new Executive Director.

### **ADJOURNMENT**

