

**MINUTES**

**Workforce Development Board**

Thursday, February 25, 2021 – 7:30 a.m.

Held at: Pursuant of the State of Louisiana Proclamation Number JBE 2020-75 and due to meeting restriction and quorum requirements, the November Workforce Development Board 61 meeting was held via video conference using ZOOM.

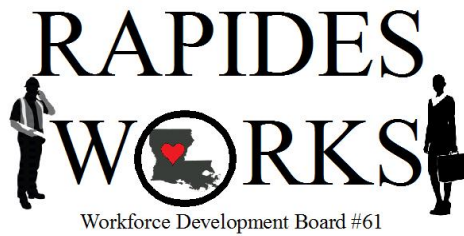
**ATTENDANCE**

<b>Members present</b>	<b>Members absent</b>	<b>Other Attendees / Guest</b>	<b>Staff</b>
Valerie Aymond Long	David Broussard	Susan Clinton	Elaine Morace
Connie Baker	Steve Bryant	Jamie Thatcher	Maria Adams
Cynthia Baker	Tim Dousay	Misty Slayter	
Karyn Barrett	Landry Ducote	Dr. Randall Dupont	
Chad Bynog	Jeff Johnson	Nanette Hill (One-Stop Operator)	
Sally Cowan	Toni Johnson	Donna Bailey	
Marianne Dore'	Kashawna Jones		
Rich Dupree	Debbie Norman		
Paul Fuselier	Gary Nugent		
Larry George	Tommy Peek		
Justin Giallonardo	Deborah Randolph		
Kelli Haygood	Nolan Spillers		
Bill Higgins	Aiesha Wright		
Ginger Humbles			
Paula Johnson			
Haywood Joiner			
Bill McDermott			
Gary Perkins			
Lloyd Price			
Jeff Ryan			
Jimmy Sawtelle			
Sara Stokes			
Quorum Present	Yes	21 of 35	Chair votes only to break a tie

**CALL TO ORDER**

Chairperson, Kelli Haygood, called the meeting of the Rapides Parish Workforce Development Board to order. Kelli stated the Workforce Development Board was originally scheduled for Thursday, February 18, 2021 but was rescheduled due to inclement weather. Kelli asked for a roll call since the meeting was held via Zoom The above members were present for the meeting. No members of the public joined the meeting.





## **GUEST SPEAKER**



Donna Bailey, VP of Human Resources for RoyOMartin, discussed operations at RoyOMartin and the successful partnership with the Rapides American Job Center.

## **AGENDA ITEMS**

### **1. Minutes from Workforce Development Board meeting of November 19, 2020**

It was requested the Workforce Development Board review and approve the board minutes from the November 19, 2020.

No Discussion.

**On motion by Paul Fuselier, seconded by Haywood Joiner, with -0- nays, -0- abstained and 21 yes votes, the minutes from November 19, 2020 were approved.**

### **2. Apprenticeship Grant Memorandum of Understanding**

It was requested the Workforce Development Board approve and ratify the Apprenticeship Grant Memorandum of Understanding between Louisiana Workforce Commission and Rapides Workforce Development Board 61. This Memorandum of Understanding is to provide funds that will support qualifying apprentices through On-the-Job Training and/or Related Technical Instruction in LWDA-61.

No Discussion.

**On motion by Paula Johnson, seconded by Sally Cowan, with -0- nays, -0- abstained and 21 yes votes, the Apprenticeship Grant Memorandum of Understanding was approved and ratified.**

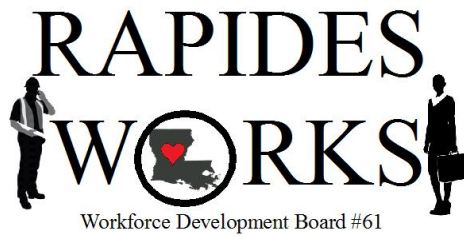
### **3. LWDA 61 – National Dislocated Worker COVID-19 Relief Grant (DWG) Budget Amendment**

It was requested the Workforce Development Board approve the amendment to the National Dislocated Worker COVID-19 Relief Grant program as presented. The purpose of the DWG amendment is to adjust line items within the current budget.

No Discussion.

**On motion by Rich Dupree, seconded by Haywood Joiner, with -0- nays, - 0- abstained and 21 yes votes, the LWDA 61 – National Dislocated Worker COVID-19 Relief Grant (DWG) Budget Amendment was approved.**





#### **4. New/Revised Policies and Procedures for WIOA**

It was requested the Workforce Development Board review and approve the following new/revised policies:

- a. 100-04 Equal Employment Opportunity – This policy was revised to update the nondiscrimination assurance statement.
- b. 400-03 – Supportive Services - This policy was revised to update supportive services.

No Discussion.

**On motion by Larry George, seconded by Sally Cowan, with -0- nays, -0- abstained and 21 yes votes, the new/revised policies and procedures were approved.**

#### **ADDITIONAL INFORMATION**

##### **5. One-Stop Operator Monitoring**

According to USDOL's Employment and Training Administration TEGL 15-16, "The Local WDB must measure, track, and monitor performance, service deliverables, and achievement of program or performance measures."

Dr. Randall Dupont with Louisiana State University at Alexandria provided the board with an update regarding the One-Stop Operator. He introduced Nanette Hill, who was recently hired to act as interim One-Stop Operator while Lakeisha Williams in out on leave.

Elaine Morace thanked Ginger Humbles for serving as the One-Stop Operator Monitor for the One-Stop Operator during the last contract that ended December 2020. She stated board member Paul Fuselier will serve as the One-Stop Operator Monitor for the 2021 contract.

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

##### **6. Second Quarter Performance (October – December 2020) by Local Workforce Development Area (LWDA)**

Louisiana Workforce Commission has released the First Quarter Performance Results for PY19. The results are broken down by LWDA.

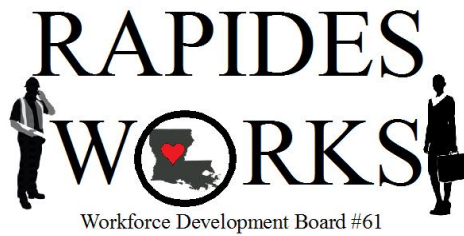
Kelli Haygood briefly addressed the failed measures for Measurable Skills Gain for Dislocated Workers and Youth. She stated new ways of capturing measurable skills gains have been identified and discussed with the Workforce Professionals.

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

##### **7. Agreement between Chief Elected Official and Rapides Workforce Development Board**

The Agreement between Chief Elected Official and Rapides Workforce Development Board is signed when a new Chief Elected Official is selected by the Rapides Parish Police Jury. The agreement signifies the roles and responsibilities of the Office of Economic and Workforce





Development as the fiscal agent and administrative entity, and the Workforce Operations Department as the provider of Title I Adult, Dislocated Worker, and Youth services authorized by the Workforce Innovation and Opportunity Act of 2014.

No Discussion.

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

### **8. Workforce Development Board Certification Approval – LWDB61**

Workforce Innovation and Opportunity Act (WIOA) requires that each Local Workforce Development Board be certified bi-annually. The LWDB61 has received the Board Certification Approval.

No Discussion.

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

### **9. LWDB-61 Youth Waiver Request Information**

LWDB-61 in Rapides Parish is asking Louisiana Workforce Commission (LWC) to consider submitting a waiver to the USDOL requesting that the 75% expenditure requirement for Out-of-School Youth (OSY) be lowered to 50%.

No Discussion.

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

### **10. 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 Discussion.

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

**Exhibit #10:** Ethics Training Correspondence dated January 26, 2021.

**Action:** No Action Required - For Information Only

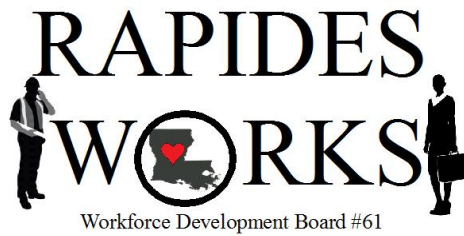
## **REPORTS/UPDATES**

**1.** Financial Report

**2.** Rapides American Job Center Report

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Workforce Development Board





Elaine Morace, Director, discussed the Center's operations during COVID to include continuing assessments for local employers and conducting business services and WIOA activities by appointment. Elaine encouraged board members to reach out and network with new One-Stop Operator to share best practices and share activities She informed the board RPPJ has submitted a grant application to Cenla Community Foundation (CLCF) COVID-19 Relief Grant. If granted the full \$10,000, the Center will purchase One (1) Walk Through Body Temperature Gate® with Metal Detection and two (2) Check Host® Fever Scanners. This technology with metal detection and temperature scanner will be used at the main entrances to the American Job Center, for employee and customer intake by all AJC partners.

Chad Bynog, Industry Sector Coordinator, discussed RoyOMartin success story sent to LWC and USDOL which included the drive thru job fair and partnership with the Center to facilitate in house job fairs.

### **INFORMATIONAL ATTACHMENTS**

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

No Comments or Questions from Chair

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

No Comments or Questions from floor.

### **ADJOURNMENT**

The meeting was adjourned by Chairperson.

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Workforce Development Board Chair

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Date

