



AmericanJobCenter®
 WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

Chairperson: Ms. Sarita Scheufens ~ Vice-Chairperson: Mr. Brad Nelson ~ Secretary: Ms. Juana Felton
 Economic Development: Mr. R.B. Smith ~ Labor/Apprenticeship: Mr. Steve Gaspard ~ Private Business: Ms. Nicole Moncrief
 Disability Committee: Ms. Debra Jones ~ Youth Committee: Ms. Tommeke Semien

Local Workforce Development Area 51
 Thursday, September 22, 2022
 Meeting at 11:30 AM

We Put People to Work!

American Job Center
 2424 3rd Street
 Lake Charles LA

AGENDA

1. Call to Order, Pledge of Allegiance, Roll Call

			2022	2023	2018				2019				2020				2021				2022				
			Ethics Training	Financial Disclosure	Jan 25	Apr 26	Jun 28	Sep 27	Jan 24	May 16	Jul 25	Aug 29	Oct 24	Jan 23	May 21	Jun 25	Oct 6	Jan 6	May 25	Jun 24	Sep 24	Jan 27	May 12	Jul 28	Sep 29
Private Sector Members																									
1	Ms. Jennie Stevens	2023	5/13/2022																						
2	Mr. Joel McSpadden	2023	1/20/2022																						
3	Mr. Dale Logan	2023																							
4	Ms. Nicole Moncrief	2023			P	A	P	A	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A
5	Mr. Brad Nelson	2024			P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Ms. Christina Detiveaux	2023					A	P	P	A	A	P	A	P	A	P	P	P	P	P	P	P	P	P	P
7	Ms. Sarita Scheufens	2024			P	A	P	P	P	P	A	P	A	P	A	P	P	P	P	P	P	P	P	P	A
8	Mr. Daniel Campbell	2024	3/3/2022											P	P	P	P	P	P	P	P	P	A	P	P
9	Mr. Boyd Sockrider	2023	8/2/2022																		A	A	A	A	P
10	Ms. Ruth Carnes	2024	4/14/2022			P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
11	Mr. Lonnie Harper	2024	1/25/2022			P	A	P	P	P	P	A	A	P	A	A	P	P	A	A	A	P	P	P	A
12	Ms. Donna Bailey	2024			A	P	P	P	P	P	A	A	P	A	P	P	P	A	P	A	P	A	A	A	A
13	Ms. Rebecca Coward	2025																							P
14	Ms. Kelli Beavers	2024																P	P	P	P	P	P	P	A
15	Mr. Rand Alford	2023	5/02/2022			P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A
16	Mr. Logan Morris	2025																				A	P	A	A
17	Ms. Debra Jones	2023			P	P	A	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
Public Sector Members			Ethics Training	Financial Disclosure	Jan 25	Apr 26	Jun 28	Sep 27	Jan 24	Apr 25	Jul 25	Aug 29	Oct 24	Jan 23	May 21	Jun 25	Oct 6	Jan 6	May 25	Jun 24	Sep 24	Jan 27	May 12	Jul 28	Sep 29
1	Dr. David Lafargue	2025																							P
2	Ms. Tommeke Semien	2023			P	A	A	A	P	P	P	A	P	P	P	A	A	P	P	P	P	P	P	P	P
3	Ms. Lori Webb	2025																							P
4	Mr. Steve Gaspard	2024			P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	A	P	P	P	P	A
5	Mr. Richard Paulk	2025					P	P	P	A	A	P	P	P	P	P	A	A	A	A	A	A	A	A	P
6	Ms. Teri Johnson	2023																A	P	A	A	A	P	P	A
7	Mr. Courtney Jacob	2025																							P
8	Mr. Brian Teegardin	2024	1/3/2022		P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
9	Mr. Harold Beard	2025	1/12/2022															P	A	A	P	P	P	A	P
10	Ms. Michelle McInnis	2025	7/28/2022																						P
11	Ms. DeAnna Binning	2022																			P	P	P	P	
12	Ms. Cassie Henry	2022			A	A	P	A	P	A	A	P	A	P	P	A	A	A	P	P	A	P	P	A	
13	Ms. Janice Breland	2025					A	P	A	P	A	P	P	P	A	P	P	P	P	P	A	A	P	P	
14	Ms. Faith Hooks	2025																A	P	P	A	A	A	A	
15	Ms. Jacqueline Reviel	2025											P	A	P	A	P	P	P	P	A	P	A	A	
PJ	Mr. Mike Smith	Rep Dis. 02																P	A	P	A	P	A	A	P
PJ	Mr. Tony Stelly	Rep Dis. 10																A	A	A	A	A	A	A	A

(1) Announcement regarding quorum (minimum of 17 of 32 members) A quorum of _____ Board members present.

(2) [WDB MEMBER UPDATES](#)

NEW BOARD MEMBER NOMINEES

If you desire or know someone who would like to become a member of the WDB, contact your nominating agency and make your wishes known. If you are uncertain who your nominating agency is, please contact Donnafaye Moss.

(3) [PERSONAL FINANCIAL DISCLOSURE STATEMENTS:](#)

(1) Tier 1, Tier 2, Tier 2.1, and Tier 3 ANNUAL personal financial disclosure statements ***DUE DATE WAS MAY 15, 2022.*** To access the personal financial disclosure, use the following link: <https://ethics.la.gov/personalfinancialhome.aspx>

(4) [ANNUAL STATE ETHICS TRAINING FOR 2022 IS NOW UNDERWAY.](#)

Please access the Internet address at: <https://laethics.net/EthicsTraining>

[IF YOU HAVE TAKEN THIS TRAINING BEFORE, YOUR INFORMATION IS MAINTAINED](#)

- Enter the username and password that you used this past year.
- If you have forgotten your username, click on the button “Forgot Password,” and you will be instructed to change it.
- Then you must enter your username and the new password to “Log in”

[IF YOU ARE A NEW USER](#)

If you are new, select “Register (New User)” and fill out the information on the page provided.

- Then click on “Continue to Training.”
- You will come to the page for Available Training Courses.
- You should click on “Ethics Training for Board Members.”
- The Name of the Board is the “Workforce Development Board 51”
- You can take the three (3) sessions all together or separately. Click on Session 1 and listen. Follow the prompts for “Play,” and the questions are answered with “true” or “false.”
- When you finish all three (3), you must download your certificate by Clicking on “Download Certificate,” selecting “Save target as,” and designate in your computer where you want to save it. You can also name it.
- Then you can print it.
- Certificates must be forwarded to WDB Staff Donnafaye Moss (dmoss@lwia51.com) so that they can be forwarded to the Calcasieu Parish Police Jury.
- The date you complete the training appears on the Agenda for the Board meeting.
- I keep a copy of your 2022 certificate in the Ethics Folder.

ETHICS TRAINING IS AN ANNUAL MANDATORY REQUIREMENT and should be completed by December 31st.

- (5) [Work Experience Worksites for a WIOA eligible youth:](#) WIOA can pay their salary for up to 6 months at entry-level or minimum wage rate. (If you know an eligible youth you could train, that would be even better.) For eligible youth ages 16-24, Contact Ms. Dayna Hoffpauir at 337-721-4010, Ext. 5018. For Adults or Dislocated Workers, contact Ms. Myra De LaCroix at 337-721-4010, Ext. 5005.
- (6) [On-the-Job Training \(OJT\) Worksites:](#) If you have a position wherein you provide in-house training, and the individual is eligible for WIOA services, WIOA can reimburse the employer up to 50% of the wages paid for training for up to 6 months. Please contact Ms. Gwen Guillory for additional information at 337-721-4010, Ext. 5009.
- (7) [Adult Mentors:](#) Mentor youth ages 16-24 (determined to need the service) for 12 months. For more information, please contact Ms. Dayna Hoffpauir at 337-721-4010, Ext. 5018.

2. [Consideration for Add-on Agenda Items](#)

Motion for Add-on Agenda Items: 2nd Call for public comment twice. Vote

3. [Consideration of Draft Minutes from the July 28, 2022 Meeting](#)

Motion to approve draft minutes from the July 28, 2022 Meeting.: 2nd Vote

4. Consideration on Workforce Development Board Matters

a. Nominate and confirm officers for the fiscal year.

Current officers and board chairman: WDB Chairperson Sarita Scheufens, WDB Vice-Chairperson Brad Nelson, WDB Secretary Courtney Jacob, Executive Committee Private Business Representative Nicole Moncrief, Executive Committee Disability Committee Debra Jones, Executive Committee Labor/ Apprenticeship Steve Gaspard, Executive Committee Youth Committee Tomeka Semien, Executive Committee Economic Development Michelle McInnis

Motion to open floor for nominations: 2nd Vote

b. Nominations:

WDB Chairperson

WDB Vice-Chairperson

WDB Secretary

Executive Committee Private Business Representative

Executive Committee Disability Committee

Executive Committee Labor/ Apprenticeship

Executive Committee Youth Committee

Executive Committee Economic Development

Hearing no further nominations, nominations for the office of (list above) are closed.

Motion to confirm all newly elected/ continuing board officers as stated 2nd Vote

c. Consideration on Taking Action of WDB Member(s) with Three (3) Consecutive Absences

The Bylaws state in **Article II Membership: SECTION 9 – REMOVAL OF MEMBERS:**

"Members may be recommended for removal for good cause by a majority vote of the members present. Good cause is defined as any voluntary termination or failure to attend three (3) consecutive meetings. Extenuating circumstances should be considered in removing a member for any reason. A letter will be sent to the member and the nominating authority of the Board's action for removal."

The following members have missed at least three meetings in a row: None at this time

Motion on Workforce Development Board Matters: 2nd Vote

5. Consideration to approve updates on Policy #CS 05 Grievance Procedure and Equal Opportunity Policy. Collective bargaining statement added and expounded information added to References and Citations.

Motion to approve #CS 05 Grievance Procedure and Equal Opportunity Policy: 2nd Vote

6. Consideration to approve LWC Comprehensive AJC Certification Matrix Scoring Criteria

Motion to approve the AJC Certification: 2nd Vote

7. Consideration on WIOA Fiscal Matters

a. Approve 2022-2023 Fiscal Budget

Motion on WIOA Fiscal Budget: 2nd Vote

b. Expenditure Report: Ms. Betty Washington

Motion on WIOA Fiscal Expenditure Report:

2nd

Vote

8. Program Updates & Reports:

A. American Job Center One-Stop System – Ms. Nypheteria Clophus

B. Adult & Dislocated Worker Programs – Ms. Myra De la Croix

C. Youth Program – Ms. Dayna Hoffpauir

D. Business Services – Mrs. Crystal Scott: *Thanks to our combined efforts and hard work we were able to host a successful job fair on Wednesday, July 27, 2022 at the Lake Charles Civic Center. Below are attendance totals:*

Adult --79

Youth - 42

Veteran – 8

Total job seekers- 129

Total employers – 41

Please save the date for our next quarterly job fair...Wednesday, November 2, 2022 at the Lake Charles Civic Center. Details to follow.

9. Adjournment: Be sure you have added your name to the sign in sheet.

Upcoming Meetings (Please pencil in these dates on your calendar):

***January 26, 2023**

April 27, 2023

June 22, 2023

September 21, 2023

All Business Conducted, _____ declared the meeting adjourned at _____ AM | PM.