



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. Tommeka Semien

Local Workforce Development Area 51
Thursday, July 28, 2022
Meeting at 11:30 AM

We Put People to Work!

American Job Center
2424 3rd Street
Lake Charles LA

DRAFT MINUTES FROM July 28, 2022 WDB MEETING

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

Vice-Chairperson Brad Nelson called the meeting to order at 11.30 AM. Ms. Moss called roll.

WDB Members Present: Mr. Brad Nelson, Mr. Daniel Campbell, Ms. Christina Detiveaux, Mr. Boyd Sockrider, Ms. Rebecca Coward, Ms. Debra Jones, Ms. Ruth Carnes, Dr. David Lafargue, Ms. Tommeka Semien, Mr. Brian Teegardin, Ms. DeAnna Binning, Mr. Harold Beard, Ms. Michelle McInnis, Ms. Lori Webb, Mr. Mike Smith, Mr. Richard Paulk, Mr. Courtney Jacob, and Ms. Janice Breland

WDB Members Absent: Ms. Jennie Stevens, Mr. Dale Logan, Ms. Nicole Moncrief, Ms. Sarita Scheufens, Mr. Lonnie Harper, Mr. Joel McSpadden, Ms. Donna Bailey, Mr. Logan Morris, Ms. Jacqueline Reviel, Mr. Steve Gaspard, Mr. Tony Stelly, Ms. Faith Hooks, Ms. Teri Johnson, Ms. Cassie Henry, Ms. Kelli Beavers, and Mr. Rand Alford

CPPJ Human Services Staff Present: Mr. Tarek Polite (Director), Jazelle Jones

WDB Staff Present: Ms. Stephanie Seemion (WDB Director) Ms. Betty Washington (Fiscal Director), Ms. Vanessa McKinstry (Monitor) and Ms. Donnafaye Moss (Planner)

WIOA Staff Present: Ms. Crystal Scott (Local Area Coordinator), Ms. Dayna Hoffpauir (Program Specialist – Youth), Ms. Myra DelaCroix (Program Specialist – Adult & Dislocated Worker), Ms. Tomeaka Nevells (MIS), and Mr. Michael Pritchard (LWC)

Visitors Present: Teri Beard (LRS), and Ms. Janell Johnson (Former Board Member)

- (1) **Announcement regarding quorum (minimum of 17 of 32 members)** A quorum of 18 Board members present.

WDB MEMBER UPDATES

A. FAREWELL TO WDB MEMBERS WHO HAVE RESIGNED:

Richard “RB” Smith, Janell Johnson, Dr. Neil Aspinwall, Robert Fontenot, Juana Felton

B. NEW BOARD MEMBERS:

Michelle McInnis, Rebecca Coward, Courtney Jacob, Dr. David Lafarge, Lori Webb

- (2) **PERSONAL FINANCIAL DISCLOSURE STATEMENTS:**

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>

- (3) **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.

- (4) 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 Hoffpaur at 337-721-4010, Ext. 5018. For Adults or Dislocated Workers, contact Ms. Myra De LaCroix at 337-721-4010, Ext. 5005.
- (5) 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.
- (6) Adult Mentors: Mentor youth ages 16-24 (determined to need the service) for 12 months. For more information, please contact Ms. Dayna Hoffpaur at 337-721-4010, Ext. 5018.

2. Consideration for Add-on Agenda Items: PY 22/ FY 23 allocations

Motion for Add-on Agenda Items: Christina Detiveaux 2nd Brian Teegardin **Call for public comment twice.** **Vote All I**

3. Consideration of Draft Minutes from the May 12, 2022 Meeting

Motion for Draft Minutes from the May 12, 2022 Meeting.: Ruth Carnes 2nd Janice Breland **Vote All I**

4. Consideration on WIOA Fiscal Matters

A. Consideration to affirm the transfer of funds from PY21 Dislocated Worker funds and FY22 Dislocated Worker funds to FY22 Adult program funds.

The first one is to transfer from dislocated worker to adult. What we did was transfer part of the Cy 21 FY 22 Dislocated Worker Program to adult program funding. We transferred 100% of the Cy 21 Which was \$176,055 and we transferred 36.84% of the FY 22 funds, which came to \$246,783 for a total of \$422,838 that left the balance of the FY 22 funds in dislocated worker of \$423,017.

Motion on WIOA Fiscal Matters: Christina Detiveaux 2nd DeAnna Binning **Vote All I**

B. Expenditure Report: Ms. Betty Washington

Adult fund it shows the transfer from dislocated worker for 2022 started at for available funds as I think first \$1,879,009 of that, we have a total of \$31,287,096 with the remaining balance of \$592,063 of the available funds we've expended 68% of the administrative time 47% And the program adults 71%. Dislocated worker year again as of June 30th. It shows the transfer to adult that's minus the 422,838 Leaving no balance so \$1,532,780. Of that amount we've extended that \$670,144, leaving a balance of \$862,636. Of the available funds we've expended 44% of the administrative funds 45% and overall the program funds 44%.

Youth Program: As of June 30 2022 we expended \$870,322, leaving a balance of \$1,330,116 of the overall available funds which is 40% administrative fund 55%, and the program funds 38%.

COVID-19, dislocated worker, Grant disaster grants. As of June 30 2022 we had expended \$311,772 leaving a balance of \$5,097.50. Over overall available funds expended 90%, 2% admin 109% in program and the 109% comes from the fact that we spent a lot of the administrative time on actual programs dealing with participants.

***Comment Brian Teegardin:** I'd like to make a comment Mrs. Stephanie that that was just outstanding to you and your team on that COVID Grant. That's just unbelievable.

EXPENDITURE REPORT ~ WIOA ADULT FUNDS				
For Calcasieu Workforce Development Board Meeting-July 28, 2022				
Fiscal Information Provided as of June 30, 2022				
FUNDS RECEIVED				
PY21 ALLOCATION	\$	182,466.00		
FY22 ALLOCATION	\$	859,992.00		
FY21 CARRYOVER	\$	413,863.00		
TRANSFER FROM DISLOCATED WORKERS	\$	422,838.00		
TOTAL FUNDS AVAILABLE	\$	1,879,159.00		
A		B	C	D
		FUNDS	FUNDS	D
OBLIGATED ITEMS		OBLIGATED	SPENT TO DATE	BALANCE TO SPEND
				PERCENT TO SPEND
Obligated to WDB Staff (10% Admin+C/O)	\$	172,790.00	\$ 81,156.00	\$ 91,634.00 53%
Program Staff Salaries	\$	318,189.00	\$ 317,748.00	\$ 441.00 0%
Program Staff Fringe Benefits	\$	173,538.00	\$ 172,134.00	\$ 1,404.00 1%
Non-Personnel Costs (Usage Fee, etc.)	\$	201,855.00	\$ 198,855.00	\$ 3,000.00 1%
On-the-Job Training Funds	\$	63,199.00	\$ 29,585.00	\$ 33,614.00 53%
Individual Training Accounts	\$	380,117.00	\$ 382,009.00	\$ (1,892.00) 0%
Work Experience	\$	7,500.00	\$ 5,911.00	\$ 1,589.00 21%
Supportive Services	\$	30,614.00	\$ 29,249.00	\$ 1,365.00 4%
One Stop Operator	\$	72,000.00	\$ 70,449.00	\$ 1,551.00 2%
TOTAL OBLIGATIONS	\$	1,419,802.00	\$ 1,287,096.00	\$ 132,706.00 9%
BALANCE UNOBLIGATED	\$	459,357.00		
FUNDS UNSPENT			\$ 592,063.00	
PERCENT OF TOTAL AVAILABLE FUNDS SPENT TO DATE				68%
PERCENT OF TOTAL AVAILABLE ADMIN FUNDS SPENT TO DATE				47%
PERCENT OF TOTAL AVAILABLE PROGRAM FUNDS SPENT TO DATE				71%

EXPENDITURE REPORT ~ WIOA DISLOCATED WORKER FUNDS

For Calcasieu Workforce Development Board Meeting-July 28, 2022

Fiscal Information Provided as of June 30, 2022

FUNDS RECEIVED

PY21 ALLOCATION	\$ 195,617.00
FY22 ALLOCATION	\$ 744,223.00
PY20/FY21 CARRYOVER	\$ 1,015,778.00
TRANSFER TO ADULT	\$ (422,838.00)
TOTAL FUNDS AVAILABLE	\$ 1,532,780.00

A	B	C	D	E
OBLIGATED ITEMS	FUNDS	FUNDS	BALANCE	PERCENT
	OBLIGATED	SPENT TO DATE	TO SPEND	TO SPEND
Obligated to WDB Staff (10% Admin+C/O	\$ 170,381.00	\$ 76,344.00	\$ 94,037.00	55%
Program Staff Salaries	\$ 259,513.00	\$ 253,659.00	\$ 5,854.00	2%
Program Staff Fringe Benefits	\$ 133,969.00	\$ 124,120.00	\$ 9,849.00	7%
Non-Personnel Costs (Usage Fee, etc.)	\$ 142,809.00	\$ 112,926.00	\$ 29,883.00	21%
On-the-Job Training Funds	\$ 25,000.00	\$ 7,518.00	\$ 17,482.00	70%
Individual Training Accounts	\$ 100,000.00	\$ 21,193.00	\$ 78,807.00	79%
Work Experience	\$ 18,000.00	\$ 1,488.00	\$ 16,512.00	92%
Supportive Services	\$ 27,926.00	\$ 2,447.00	\$ 25,479.00	91%
One Stop Operator	\$ 72,000.00	\$ 70,449.00	\$ 1,551.00	2%
TOTAL OBLIGATIONS	\$ 949,598.00	\$ 670,144.00	\$ 279,454.00	29%
BALANCE UNOBLIGATED	\$ 583,182.00			
FUNDS UNSPENT		\$ 862,636.00		
PERCENT OF TOTAL AVAILABLE FUNDS SPENT TO DATE				44%
PERCENT OF TOTAL AVAILABLE ADMIN FUNDS SPENT TO DATE				45%
PERCENT OF TOTAL AVAILABLE PROGRAM FUNDS SPENT TO DATE				44%

EXPENDITURE REPORT ~ WIOA YOUTH FUNDS

For Calcasieu Workforce Development Board Meeting-July 28, 2022

Fiscal Information Provided as of June 30, 2022

FUNDS RECEIVED	
PY21 ALLOCATION	\$ 1,074,840.00
PY20 CARRYOVER	\$ 1,125,598.00
TOTAL FUNDS AVAILABLE	\$ 2,200,438.00

A	B	C	D	E
OBLIGATED ITEMS	FUNDS OBLIGATED	FUNDS SPENT TO DATE	BALANCE TO SPEND	PERCENT TO SPEND
Obligated to WDB Staff (10% Admin+C/O)	\$ 187,296.00	\$ 103,466.00	\$ 83,830.00	45%
Program Staff Salaries	\$ 226,795.00	\$ 201,353.00	\$ 25,442.00	11%
Program Fringe Benefits	\$ 101,505.00	\$ 75,769.00	\$ 25,736.00	25%
Non-Personnel Costs	\$ 114,177.00	\$ 61,267.00	\$ 52,910.00	46%
Occupational Skills Training	\$ 306,747.00	\$ 306,738.00	\$ 9.00	0%
OJT	\$ 58,386.00	\$ 43,244.00	\$ 15,142.00	26%
Work Experience	\$ 214,834.00	\$ 32,973.00	\$ 181,861.00	85%
Apprenticeships	\$ -	\$ -	\$ -	0%
Supportive Services	\$ 46,393.00	\$ 45,512.00	\$ 881.00	2%
TOTAL OBLIGATIONS	\$ 1,256,133.00	\$ 870,322.00	\$ 385,811.00	31%
BALANCE UNOBLIGATED	\$ 944,305.00			
FUNDS UNSPENT		\$ 1,330,116.00		

PERCENT OF TOTAL AVAILABLE FUNDS SPENT TO DATE	40%
PERCENT OF TOTAL AVAILABLE ADMIN FUNDS SPENT TO DATE	55%
PERCENT OF TOTAL AVAILABLE PROGRAM FUNDS SPENT TO DATE	38%

EXPENDITURE REPORT-COVID-19 DDWG

For Calcasieu Workforce Development Board Meeting-July 28, 2022

Fiscal Information Provided as of June 30, 2022

FUNDS RECEIVED

COVID-19 DDWG	\$ 316,869.50
TOTAL FUNDS AVAILABLE	\$ 316,869.50

A	B	C	D	E
	FUNDS	FUNDS	BALANCE	PERCENT
OBLIGATED ITEMS	OBLIGATED	SPENT TO DATE	TO SPEND	TO SPEND
Obligated to WDB Staff (10% Admin+C/O)	\$ 31,686.90	\$ 789.00	\$ 30,897.90	98%
Program Staff Salaries	\$ 78,545.27	\$ 65,506.00	\$ 13,039.27	17%
Program Fringe Benefits	\$ 41,563.52	\$ 38,723.00	\$ 2,840.52	7%
Non-Personnel Costs	\$ 7,677.00	\$ 5,401.00	\$ 2,276.00	30%
Temporary Jobs	\$ 143,596.81	\$ 196,901.00	\$ (53,304.19)	-37%
Support Services-PPEs	\$ 5,500.00	\$ 1,827.00	\$ 3,673.00	67%
Support Services-Transportation	\$ -	\$ -	\$ -	0%
Support Services-Other	\$ 8,300.00	\$ 2,625.00	\$ 5,675.00	68%
TOTAL OBLIGATIONS	\$ 316,869.50	\$ 311,772.00	\$ 5,097.50	2%
BALANCE UNOBLIGATED	\$ -			
FUNDS UNSPENT		\$ 5,097.50		
PERCENT OF TOTAL AVAILABLE FUNDS SPENT TO DATE				98%
PERCENT OF TOTAL AVAILABLE ADMIN FUNDS SPENT TO DATE				2%
PERCENT OF TOTAL AVAILABLE PROGRAM FUNDS SPENT TO DATE				109%

Motion on WIOA Fiscal Matters: Christina Detiveaux 2nd Mike Smith Vote

C. Add-on Agenda Items: PY 22/ FY 23 allocations-

Actually the agreement itself just came this week or last week for our PY 22 FY 23 allocations and the board needs to approve accepting these funds. Adult funding or PY 22 Which begins July, Ghana should say July 120 22 The administrative time \$17,013 program 153,001 more thing about this program, one negative 17 hours \$1,127 The FY 23 allocation which begin October 1 of this year. administrative funds \$76,027 program \$684,243 for a total of \$760,270 the total available PY 22 FY 23 allocation for adult is \$93,040 in ads and \$837,357 in program for a total of \$930,397 dislocated worker PY 22 22,107 in admin 390 1968 in program a total of \$221,035 FY 23 allocation for dislocated worker 700 I'm sorry \$78,529 in admin 706,007 61 in programs for a total of 785,290 total available PY 22 FY 23 dislocated workers \$100,636 admin \$905,729 in program a total of 1,006,365 You only comes in t y money so PY 22 allocation for you \$96,568 in admin 869,109 in program for a total of \$965,677 a total allocation for PY 22 FY 23 \$290,244 in admin \$2,612,195 in program for a total of \$2,902,439.

and just as an FYI, the last sheet that shows the difference between our PY 21 FY 22 allocation and the PY 22 FY 23 allocation. Adult funding we lost \$112,061 dislocated worker we gained \$66,524 And you we lost \$109,163 for a net loss of \$154,700

Question: without questions can you explain a little bit why?

Answer: Formula that the state uses and the Feds use and a lot of depends on what comes down from the federal government in the appropriation every year.

Question: This is like that, use it or lose it.

Answer: We have to have two years to spend the money. Anybody on the allocation side, like I said is the formula that they use at the state level and mainly depends on how much the Feds send down to the States because it starts at the federal level.

Answer: It could have been simply just the pot of money that the feds gave out to the states were smaller this time around because of COVID and how much it was just nothing.

Comment: To add to what Mr. Teegardin said as it relates to COVID. As you can see from the numbers has been read we got an increase in a dislocated worker pot of money, which is what COVID basically relates to dislocated workers, individuals that have lost their jobs due to COVID or were terminated or furloughed, etc., etc. So we did get an increase in dislocated worker money. Now, typically, in the past years, that's been the hardest pot of money to spend because most dislocated workers if they're terminated, or if they've lost their jobs, they actually don't want to go sit into classrooms for a long period of time. They want very, very short-term training so that they can get back into the workforce. And so we've struggled with that in past few years, but I think as Brian alluded to expand all of our COVID dollars and we're not sure what the future holds as it relates to COVID but again, you can see where they increase that pot of money.

Motion on WIOA Fiscal Matters: Accept report as presented Debra Jones 2nd Christina Detiveaux **Vote All I**

5. Consideration on Workforce Development Board Matters

A. 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: Richard Paulk

Concerned member is present..

Motion on Workforce Development Board Matters: Retain Mr. Paulk on the board Debra Jones 2nd Christina Detiveaux **Vote All I**

6. Consideration on Partnership Agreement between CPPJ, Calcasieu Consortium Workforce Development Board, Local Workforce Development- Area 51

The partnership agreement is in your packet and on the screen. This is a partnership agreement that we have with the Police Jury and the Workforce Development Board Number 51. It basically delineates what the role of the CEO is for the parish and the Workforce Development Board as relates to plans, strategic planning, demand occupations, etc. This is a partnership agreement that we redo basically every other year.

Question: Any changes from last year

Answer: Change to reflect the new CPPJ President Elect.

Motion on LWDA51 Policies: Accept the Partnership Contract Brian Teegardin 2nd Debra Jones **Vote All I**

7. Consideration to increase the Share-a-Ride rate from \$10.00 round trip to \$20.00 round trip

So to summarize, share, ride that's one of the support services that are offered to IWA participants. Those who may have had hardship and getting from point A to point B typically from home and school and school back home. So share ride is offered as an option and that could be a neighbor, relative down the street that will commit to transporting that participant. We typically are able to pay that neighbor a 20 if it was \$10 So we're asking you all to increase that to \$20 roundtrip. So if I'm my neighbors ride, then I would receive that \$20 round trip to get Johnny to and from school.

Question: Is there a max dollar that is offered?

Answer: Total for there is a cap of six it's incorporated in the participant's pack. The participant is allowed \$6,000. It inclusive of tuition immediate support. So the max will stay the same. You just want to increase the benefit, even though it's being paid to a net, relative or

neighbor. It comes out of the participant \$6,000 cat as if we were paid in being on travel.

Question: Is this outlined in the supportive services policy?

Answer: Yes. It's currently at \$10 but we'll make the modification to \$20.

Question: Is \$20 going to be enough? That's my only concern.

Answer: If we increase it more then again, it's going to take away from Johnnys \$6,000 for him to be able to go to school. So just keep that in mind as well. It will ultimately come out of his tuition which is paying for him to get that education. I don't, in my opinion, I don't think that the share-a-ride is intended to cover in full . It's just something to support and supplement with some assistance.

Comment: A majority of the time was this extended and extended.

Answer: Yes, when tuition alone that comes to mind is extended. And in those cases, we allow for the participant to write a letter to the waiver committee to ask for any something beyond 2000 So it's not unheard of for them to write a waiver and still get this year right even though they've met their success.

Comment: And you as the board, if we see where \$20 is not enough or \$6000 becomes not enough, then we can bring this agenda item back to the board and you can increase it based on the availability of funds that we have.

Motion on LWDA51 Policies: Increase Share-a-Ride to \$20 round trip Rebecca Coward 2nd Janice Breland Vote All I

8. Consideration on One-Stop Operator Renewal for "Second of Four" year contract

The One Stop operator renewal for the second of four-year contract finishes is 161,570 \$4,000 to continue what they're doing.
Unknown 30:53

Yes, this will be the second year of a four-year contract that we have with the One Stop operator and the Workforce Development Board. We do this every year. We do an evaluation of the One Stop operator, the services that they've provided, the partners that they've spoken with and trainings that they've provided. And so we come back to the table. We have a committee that reviews everything that they've done during the course of the year to make sure that they are meeting the statement of work that they proposed when we did the proposal. And so this committee will evaluate them do a rating and that rating has to be over 70% and this year they had a 94% rating level, which they did very well. But we have our one stop operator here and she's going to tell you what she does during the course of the year.

My name is Nypheteria Clophus. I'm the one stop operator manager. One Stop is like a mall where you have different stores. And the partners are the different stores and we work to collaborate with the partners. Our team, when a client comes in, they fill out what's called a triage score. And from that form, we see if they have a disability and we need to refer them to LRS. If they don't have a high school diploma, we refer them to the literacy council so we work to make sure that that whole person is taken care of. And we also provide training for our partners. We have actually already put out the RFPQ to find a trainer that will train at least four times a year. And as well as for marketing and our marketing this year. We are going to make sure and center around we're going to have marketing but when it's dropped there, we make sure that we push out that job fair so that we can get individuals and get jobs and do what our mission says and that's putting people to work.

Motion on LWDA51 Policies: Approve renewal Janice Breland 2nd DeAnna Binning Vote All I

9. Consideration on Workforce Development Board LWDA 51/ Region 5 Subsequent Designation July 2022

We received information from Louisiana Workforce Commission as relates to LW DB 51 Being a local area. And what that means we're already a local area but this is subsequent designation for us to remain a local area, a local workforce area. We cover six parishes countersue Jeff Davis, Cameron Beauregard Allen, and Vernon Parish (Region Five minus Vernon), but since we have individuals in that parish that are close, we also serve Vernon parish. So we are the region and we are the local workforce development area for Region Five. There are certain things that we have to do as far as the criteria is to remain a local area. One of them is meeting performance. We looked at or the state looked at fiscal year 2019 and program here 2020. We did very well with our performance numbers in 2019. Not so well in 2020 but we had a lot going against us. Hurricanes, COVID, ice storms you name it, we got it. So we did not have as many individuals coming into the center. Basically, we were not even in the center during the 2020 timeframe. However, we answered questions, we met

fiscal integrity, we remained a region as a workforce area. And so we've had to answer basically, five questions, essay questions I call them, that we have to submit to the Louisiana Workforce Commission. These questions will be submitted to the Workforce Investment Council. They will be reviewed and then they will determine whether or not we will remain as a workforce area basically that we will be able to keep the funds that we have. As FYI, there is not another local workforce area in the region. So not sure how that's going to impact what I just told you relates to the 2020 performance measures. But we will see. We will submit that today once you're approved, and then the Workforce Commission will get back with us after the Workforce Investment Council review.

Question: I'm sorry, Mr. Vice President. If the Workforce Investment Council does not approve what we have submitted, we do have the right to appeal. So I will let you all know how we stand once we have been exploiting if we've heard back from them. Right. Do you have anything to comment on that Mr. Teegardin?

Comment: No, I just don't think you should worry. I really don't. I'm on several other boards and you know prove these and is a formality from my understanding. I would like to point out that your center was the first to open in the state after we shut down okay, you were the only center in this Southwest Louisiana but I mean you're the only center of state that was open on way to October. Then we had one rig open and closed down and didn't have another one open up until July January I'm sorry, January of 2021. So that's you know, that's kudos to you and your team. I'm also looking at the performance and I'm not bothered by this at all because if you look at your dislocated, worker and dislocated worker youth, you met performance in youth. Well, we all know that we shut down everything. We shut down everything. The economic folks here in Southwest Louisiana, I remember during this time, and how the service industry was decimated. Not to mention that y'all have lost about 15% of your population. I keep pounding it. That's a big important thing to take in consideration. When we're looking at all this stuff. You can't and you're going to have another population decline as well. Sasol came your population boom, but that was a temporary thing. And then the hurricanes came and whatever was left they moved. You know, so I think it's going to even I don't think you guys going to be alright.

Motion on LWDA51 Policies: Approve Subsequent Designation for Region 5 **Christina Detiveaux** **2nd Brian Teegardin** **Vote All I**

10. CDL Mentors Status/ Update- Vanessa McKinstry

As of the last board meeting, we asked for a recommendation for CDL mentors to be put on a halt with their admissions because we had a severe backlog of participants. At that time the board approved that we halt their admission. As of May 12, 25 participants had not completed training. They had equipment issues, staffing issues, regulation changes pertaining to training, to testing, student attendance and Enrollment Management. Those were the issues that were driving a lot of the non-compliance with meetings a contractual agreement. As of yesterday, July 27 2022. The number of trucks has increased from three to seven. There are two full time instructors and two part time instructors. They also now have their own independent tester on site. The 21 back log students have completed the program and tested successfully. Four of the participants did not complete due to non-attendance and failure to communicate with their case managers which is the no contact who couldn't make contact with them. They're going to have to set up a calendar for their enrollment start dates, whether it's every month or every six months, as per usual with all the other truck driving schools that we have. Everybody has an enrollment date. (This is when our program starts. This is when we take the next batch of students.) So that is going to be implemented. A new contract was drafted that has been signed by CDL mentors with terms regarding tuition payments, disbursement of tuition payments, and contingencies for recouping losses. In the event that participants do not complete the training so that was agreed upon CDL mentors agreed to you know our terms we have a payment schedule for the way payments will be received so that we can mitigate having so many students enrolled. There are contingencies for recouping money in the event that they don't perform as per what the contract is agreed what they agree upon. So all of those things have been put in place as I said it was 25 participants 21 have completed successfully. Our last enrolled student successfully completed and I attended the graduation last week. There were 30 participants at the graduation but they weren't all ours. Out of the 25 that were back logged 10 are currently working. They had jobs at graduation.

During the 11-week CDL mentor workforce staff and our enrollment participants have worked very hard to move past the issues that led to the board intervention. CDL mentors have successfully graduated 21 participants and 10 participants are actively employed as of July 23 2022. The monitor is requesting that enrollment resume and CDL mentors effective

today with a six-month probationary period consisting of enrolling no more than 20 participants per enrollment cycle and enrollment calendar and successful student completion rates as outlined in the July 2022 to June 2023 contract upon completion of their six-month probationary period. Successful attainment of benchmarks with written evidence from the monitor should warrant no further approval from the board. The case managers, Crystal and the leadership rolled up their sleeves to get this done. So I'd like to move forward in this next six months. Of course there'll be oversight, hopefully we won't have to handhold so much.

Question. Are you confident the same issues will not continue?

Answer: I am. I really feel like the main thing with CDL mentors is that they did not have admission dates. That the things that have been implemented to help CDL mentors understand, operating in our contract. I really do feel confident they've hired more staff; they hired an assistant at the main office. They have more instructors; they're looking at more instructors. They're looking at contracts for their instructors, just all of the technical business things that a young company might not have the resources for. Because of my position, I was able to provide that oversight. I really do I feel confident that they'll be able to move forward.

Question: Do we need additional approval?

Answer: It is just conversation. Reporting back to you what our findings were with Vanessa's recommendation to resume if there's no opposition to that it is really just for conversational purposes and our intention to resume. They've met the requirements outlined in the last meeting

Comment/ Report: Brad Nelson Very good report because we need all the drivers we can get the trucking industry. We are short 1000 drivers nationwide, and it's an easy program. I was asked I also asked to report from the last meeting because I'm also on the Workforce Development Committee of the American Trucking Association. There's a motion right now going through, if approved as law, that's going to allow 18-year-old to drive cross country. They can drive in state but they can't drive cross country right now. There's actually comments being taken in legislation if you want to make comments. If they do approve, it is going to be limited to companies that are set up with a training program and the trucks have to have a lot of safety features that are limited to 65 miles an hour. And also things that stop the truck in case they're getting too close to someone things like that. So it's about the only other thing we discussed other than they have encouraged boards to be on the Workforce Development Board and I said I'm already there.

11. Update on WIOA Regional Plan Submission

Nothing to discuss.

12. Updates/ Information: Mrs. Stephanie Seemion

We had monitoring from Louisiana Workforce Commission that my wonderful staff put together to submit to the Workforce Commission while I was out and I heard that there were bundles and bundles of paper that was used to submit this report. However, we have not received any responses or any information from the Workforce Commission as it relates to the status of the submissions. So when we get a letter stating we they need more information or that things have been resolved that we will report that.

13. Program Updates & Reports

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

A report has been added in your packet. I didn't want to introduce the new Administrative Support Assistant Miss Tate. A lot of you knew that Sheila Bailey she has retired. Does anyone have any questions on the report? Thank you

Calcasieu Parish Police Jury - Human Services Department

One Stop Operator -American Job Center Report

Submitted by: Nypheteria R. Clophus

July 28, 2022

Client Demographics for Comprehensive Center

Category	April 2022	April 2021	May 2022	May 2021	June 2022	June 2021
New Clients	183	322	217	15	188	297
Returning Clients	237	617	325	325	272	573
Veterans	24	55	1	15	32	14
Youth	42	29	118	6	94	38

Client Services Provided at the Comprehensive Center

Category	April 2022	April 2022	May 2022	May 2022	June 2022	June 2022
Job Search	37	29	29	43	40	42
Unemployment Benefits	80	536	91	600	69	471
General Questions	2	120	11	151	16	44
Username/Password Resets	9	25	18	26	7	22
Phone/Copier/Fax	6	63	0	64	1	59
Interest Inventory-HIRE	1	0	0	0	0	14
Partner Appointments/Inquires	199	74	291	70	245	109
CASAS and/or SAGE	4	11	0	34	0	0
Job Application Referrals	0	4	0	0	0	8
Job Readiness/J-Core	1	1	11	0	10	9
Employer Events	18	2	2	0	0	3
Register in HIRE	48	59	60	68	79	70
Resume Assistance	10	15	23	6	6	6
Sasol Testing	14	21	39	25	14	36
Work Keys	3	0	1	0	3	0
Computer Lab	4	17	2	4	3	0
Training	0	0	0	0	0	0
Services Provided by Staff to Veterans	464	718	423	530	219	468
Veteran Referrals	128	87	74	81	101	43

Activities:

- New Hire – Kaitlyn Guidry, Administrative Support Assistant
- For Fiscal Year 2021 – 2022 (July 1, 2021 – June 30, 2022) we served 8,520 in-person clients
- Fire Safety Training for the Lake Charles Office
- Attended “How to Supervise People and Lead a Team” Training
- Attended “How to Lead Individuals with Trauma” Training
- Attended “Women in Leadership” Training
- Attended three (3) MUNIS Financial Training Workshops
- Met with Department of Health Leadership to plan the resuming of Outreach at Health Units
- Met with the Louisiana Department of Health’s Community Health Workers for Region V to collaborate assisting Health Unit clients
- Held Quarterly Partner Meeting
- Currently have Marketing Package out for Bid
- Currently have Partner Training Package out for Bid

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

You have your report in front of you if you have any questions? And again, as I reported the last couple of meetings I'd like to allude to the enrollments. The staff are just really kicking it out there. But the enrollments I'm just really so proud of them because they just continue to increase. And especially with our OJ T's, which we seem to struggle for a while with OJT. But we're really, really doing well with our JTS we've been putting people on that Boise Cascade, and Roy O'Martin a few here in Lake Charles. So I just give kudos to the staff for all the hard work. The success stories for the dislocated worker. So the success story comes out of Mordor parish, we had an individual who had been working in the oil field and did a COVID of course, the company that he worked for went bankrupt. So he's like, what do I do if he started years old? You know, what do I do? I have found work. We came into the center in Deridder and met with our adult case manager. And they went through a lot of options and he decided that he was going enrolled at so well in Oakdale in the industrial instrumentation technology program. He did that successfully. Some of the things that we provided services that we provided for WIOA was we assisted him a tuition with his books and also travel assistance or he successfully completed his training and he is now employed with Parsons systems USA Corp as a corporation as a sales technician made \$34.13 an hour. He sent an email back to Rochelle our adult staff and the waiter so I just thought it was really nice. The conversation that they had and the kudos that he gave our office and our staff for helping him out so much. Because you know so many times, we always hear the bad and what we didn't do what we should have done, but it really makes us feel good to know that this individual took the time to send her an email and give us kudos to say how much it meant to him and how much it helped him and his family. Out with the services that we were able to provide.

WIOA

April – June 2022 ~ Activity/Status Report

July 28, 2022

There were Twenty-four (4) placements for the 2nd Quarter (April - June) from students that were awarded WIOA classroom training scholarships:

- Children's Clinic – CCMA ~ 1 @ \$13.50 hourly
- Lake Charles Memorial – CCMA's ~ 1 @ \$14.00 hourly and 2 @ \$15.00 hourly
- Lake Charles Memorial – Registered Nurse – 1 @ \$27.00 hourly
- Grifols – Phlebotomist – 1 @ \$15.25 hourly
- Imperial Health - CCMA ~ 1 @ \$13.50 hourly
- Allied Universal Security – Security Unarmed – 1 @ \$16.00 hourly
- Service Lumber of Oakdale - Laborer ~ 1 @ \$12.00 hourly
- Interfor – Operator – 1 @ \$18.00 hourly
- Amersafe – Facilities Assistant – 1 @ \$15.00 hourly
- Shanta Gilbert Attorney at Law – Legal Clerk – 1 @ 10.00 hourly
- Boise Cascade – TSH Utility – 1 @ \$ 17.69 hourly
- Claire It Carriers – Driver 1 @ \$ 16.50 hourly
- Aramark Food Service – Cook – 1 @ \$14.35 hourly
- Catalon Logistics – Driver – 1 @ \$35.00 hourly
- PAI Precast – Drivers 3 – ranging from \$18.00 to \$20.25 hourly
- Intermountain Management – Housekeeper – 1 @ \$16.00 hourly
- Rhineaux A/C & Heat – Helper 1 @ \$15.00 hourly
- Patane Group – Appliance Installer 1 @ \$ 2150 hourly
- Walmart – Sales Associate - 1 @ \$15.00 hourly
- R C Cleaning – Custodial Floor Tech – 1 @ \$13.00 hourly
- Schneider Carriers – Driver – 1 @ \$18.00 hourly

Parish of Enrollment	April 2022	May 2022	June 2022
Allen	(1)	2	
Beauregard	2		1 (1)
Calcasieu	12 (7)	14 (3)	9 (6)
Cameron			
Jeff Davis			
Vernon	3		2
TOTAL 43	17	16	10

Unless otherwise noted, the numbers in RED above represent April – June numbers for 2021.

Enrollments were at the following Campuses:

- Sowela Campuses – LPN, CCMA
- CDL Mentors – CDL Truck Drivers
- Coastal Truck Driving – CDL Truck Drivers
- Academy of Acadiana – CCMA, Phlebotomy & Dental Assistant
- COVID 19 NDWG – Work Experience
- Transitional Work Experience

Program staff continue to facilitate informational meetings on an as needed basis to advise and educate individuals of the opportunities being offered through WIOA for center services and Educational and Work Experience opportunities.

RECRUITMENT AND PLACEMENT TEAM

There were 20(36) hires for the month of January – March 2022:

- **Southern Administrative Services** – 1 Administrative Humann Resource Assistant @ \$17.00 per hour
- **Sasol** – One (1) Electrician @ \$36.82 per hour
- **W R Grace** – 9 Construction Laborers @ \$40.89 per hour, 1 Construction Laborer @ \$39.47 per hour, 1 Millwright @ \$45.30 per hour, 2 Maintenance Repair Workers @ \$45.30 per hour, 1 Electrician @ \$43.73 per hour and 1 Control and Value Installers and Repairer @ \$43.73
- **SASOL** – 3 Chemical Plant and System Operators @ \$27.42 per hour.

Sasol – American Job Center staff administered, proctored, and graded pre-employment testing sessions at the Center for Sasol for the months of April - June 2022. A total of 76 candidates attended a total of 25 testing sessions. Interview and hiring decisions are pending.

Veterans Hired

There were 1 veterans hired out of the 20 hires.

Registered Employers

Total number of new employers registered (19) (36). (1) (7) were staff registered.

Job Orders

Staff entered (39) (92) of that total of (1969) (1743) job orders

Hires Resulting from Staff Referrals

Total number of hires resulting from staff referrals (20) (25).

Services provided to employers

Direct staff assisted services were provided to (152) (188) employers resulting in (985) (1809) services.

Some of the services included: Provided Direct Employer Visit, Capture of Spider Jobs, Job Order Assistance, Website Navigation, Recruitment Services, Refer Qualified Applicant to Employer Job Vacancies, Reviewed Resumes and Recommended Individuals, Provided Customized/Mass recruitment Services, Hosting Hiring Events, Hosting Interview Events, Hosting testing Events, Notification to Employer of Potential Applicant, Intensive Candidate Pre-Screening, Employer Based/Customized Training Consultation, Workers Comp/OSHA Training/Consultation.

Recruitment and Placement Hiring Events

- Job Readiness Workshop – American Job Center hosted a workshop. Guest speaker was Christina Detiveaux – Director of Administration at the Safety Council of Southwest Louisiana. Eight (8) attended the workshop.
- **Region V West Calcasieu Chamber of Commerce Job Fair** – American Job Center hosted a Job Fair on May 3, 2022, at The Managan Recreation Center in Westlake. Twenty-five (25) employers' representative was present. Thirty-five (35) job seekers attended the Job Fair. Nineteen (19) adults, ten (10) youths and six veterans.
- **Lunch and Learn Employer Programs & Services** - American Job Center hosted a Lunch and Learn for Employers Programs & Services at the Calcasieu Parish Police Jury Human Services Department on May 12, 2022. Four (4) Staff member from the American Job Center were present.
- **Vinton Hiring Event Ward 7 Community Center** – American Job Center hosted a job fair on May 17, 2022, at the Vinton Community Center. Six (6) employers' representative was present. Five (5) job seekers attended the Job Fair.
- **Canal Barge** – American Job Center hosted a hiring event on April 19, 2022. Two (2) company representatives was present. The company was hiring for various positions. Eighteen (18) jobseekers attended the event. Hiring decisions are pending
- **Sulphur Christian Community Coalition** - American Job Center hosted a hiring event on April 19, 2022. Fourteen (14) employers was present. The company was hiring for various positions. Eight (8) jobseekers attended the event. Hiring decisions are pending.
- **West Calcasieu Chamber Festival/Resource Table** – American Job Center attended the West Calcasieu Chamber Festival on April 30, 2022. A packet with Resource information was provided to individual who signed the Job Fair Participant Log

JUDICIAL CORE OPPORTUNITY REFERRAL FOR EMPLOYMENT (J-Core)

The purpose of the J-Core Program is to assist Ex-Offenders that face many challenges after their release from prison. It also, provides career counseling, training, and job placement services to ex-offenders, to help them secure meaningful and gainful employment that pays a decent wage. This component is intended to help curtail the revolving door of recidivism.

The Business Services Specialist (BSS) scheduled **Five** workshops for the month April - June 2022. There were (7) (3) attendants for J-Core/Re-Entry Program for the Hard-To-Employ. The J-Core Job Readiness Workshop are held the 1st Tuesday of the month.

C. Youth Program – Ms. Dayna Hoffpauir

You should have received us the report in your packet. Any questions? Great.

My success story comes from in school youth because we received a waiver from the state. As many of

you know the WIOA program has a focus on out of school youth. We were able to go into the schools and recruit some in school youth for a work experience and on the job training. We were able to enroll five individuals that were in school into a work experience program. And the success story is Connor. He was in high school at the time he has now graduated. He was part of the media class. And my team got with CBS here in Lake Charles and we were able to put Connor and two of his classmates into that work experience at CBS to get some work experience with the media that they've already been working on at school. He is still employed there. His training will be completed in September. CBS has agreed to keep him on. He's going to be hired as a permanent employee as well as he's going to be going to SOWELA majoring in communications. So he's graduated, he's got a job, he's got school and WIOA has paid for it all. He has is such a success. Miss Betty brought to our attention she was an article in the newspaper about Connor and another of his classmates won an award in at the film festival in Shreveport. He earned the Shane Brown Memorial founders Circle Award for "Best Stop Motion Animation Story". So this is Connor along with one of his classmates published in our Lake Charles American press. And so it's been brought that to us after our reports were done. And so it's truly not only a success for our program, but for his school as well.

Youth Program Quarterly Report on Activities

Local Workforce Development Area 51- Allen, Beaugard, Calcasieu, Cameron, Jeff Davis & Vernon
For Period Ending January 2022

To be presented at Workforce Development Board (WDB) Meeting January 2022

Documentation on Meeting Performance	LWDA51 TOTAL	Allen	Beau	Calcasieu	Cameron	Jeff Davis	Vernon
TOTAL NUMBER SERVED BETWEEN 07/01/21 – 6/30/22							
(1) Number exited and in Follow-up	132	2	6	106	0	8	10
(2) Number positive outcomes							
(3) Number negative outcomes							
1 Tutoring/Study Skills							
	0	0	0	0	0	0	0
2 Alternative School							
	0	0	0	0	0	0	0
3 Paid & Unpaid Work Opportunities							
	25	12	0	13	0	0	0
4 Occupational Skill Training							
	92	2	5	76	0	7	2
5 Education offered concurrently with work preparation							
	0	0	0	0	0	0	0
6 Leadership Development							
	0	0	0	0	0	0	0
7 Supportive Services							
	107	4	10	82	0	7	4
8 Adult Mentoring							
	0	0	0	0	0	0	0
9 Follow Up							
	65	2	3	50	0	4	6
10 Comp Guidance & Counseling							
	0	0	0	0	0	0	0
11 Financial Literacy Education							
	3	0	0	3	0	0	0
12 Entrepreneurial Skills Training							
	0	0	0	0	0	0	0
13 Services that provide labor market and employment							
	9	0	1	6	0	1	1
14 Activities to prepare youth for transition to postsecondary education and training							
	0	0	0	0	0	0	0
COMMON MEASURES for Youth during Follow-Up							
(5) Number Received Diploma/GED or Certificate							
(6) Literacy/Numeracy Gains (OSY)							
(7) Number Placed in Employment/Military							
(8) Number placed in postsecondary School							
(9) Number received credentials							
WIOA MEASURES for Youth during Follow-Up							
(10) Number in Education or Employment (2 nd Qtr.)							
(11) Number in Education or Employment (4 th Qtr.)							
(12) Median Earnings during 2 nd QTR after exit							
(13) Received a recognized postsecondary credential or secondary school diploma (or its recognized Equivalent)							
(14) Achieving Measureable Skill Gains in Education or Training Program Leading to Credential							
(15) Effectiveness in Serving Employers							

Cedric Thompson

07/20/2022

Phone: 337-721-4186 Ext 5016

Email: cthompson@lwia51.com

Participant Name: Conner Harper

Age: 18

Begin Date of Service: 03/09/2022

Last Activity Date of Service: Current

Conner Harper, an 18-year-old, recent high school graduate who visited the American Job Center in Lake Charles, La, requesting work experience training and scholarship assistance after learning about the WIOA program at a school event. He hoped to gain experience in digital media and production and further his education with the help of their services. Conner faced some barriers that prevented him from achieving his goals, prompting him to seek resources offered through the American Job Center.

During his enrollment at the American Job Center, Conner was able to take advantage of several services that were offered. The primary service Conner utilized was work experience. He was enrolled into a work experience at the CBS Lake Charles news station where he was able to gain knowledge of digital media, arts, broadcasting and T.V. production.

Services provided by the American Job Center allowed Conner to learn critical skills in a lifelong profession. Conner is still currently enrolled in the work experience program at CBS Lake Charles, producers are so impressed with his work that Conner is now working towards permanent employment with this company. Conner will also start his post-secondary education at Sowela Technical College this fall in Digital Arts and Communications under the WIOA Program.

One visit to The American Job Center changed Conner's future and allowed him to achieve goals, gain knowledge and experience that was once only a dream.

D. Business Services – Mrs. Crystal Scott

Yesterday we had our summer quarterly job fair. We had 43 employers registered 41 showed up so that means those were local employers that served the region who were actively hiring. They offered some on the spot interviews as well as on the spot hiring. I know one person for sure got the job. We'll get better updates as we follow up with those employers to see what their success was. But we had about 130 job seekers come through I really feel like that number was much more than 130 because we were busy from 9 o'clock till 12 o'clock, people were cutting through. It was a success. We've seen as many as 300 to 500 people at some of these events pre COVID, so 130 was great. The feedback we did get was that the applicants were a much better quality and much better qualified. So great success. We'll do it again in October and we will invite you all if you have openings, you're welcome.

We have a certificate of appreciation for our work member who's maybe not every certificate of appreciation. This certificate is awarded to Janelle Johnson in recognition of your dedication and service as a member of the Workforce Development Board of the local workforce development area 51 Region Five. We thank you for the time. On behalf of the board, thank you, Mr. Johnson for your service.

Thank you all for coming.

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

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

***September 22, 2022-Corrected via email sent to all members and attendees to 9-22-2022**

***January 26, 2023**

All Business Conducted, Vice-Chairperson Brad Nelson declared the meeting adjourned at 1:03 PM.

Respectfully Submitted,

Ms. Donnafaye Moss, WDB Planner

***The approved minutes will be submitted with the WDB Chairperson's signature once the minutes have been approved at its next scheduled meeting.**