



AmericanJobCenter®
WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

Chairperson: Ms. Sarita Scheufens ~ Vice-Chairperson: Mr. Brad Nelson~ Secretary: Ms. Juana Felton
Economic Development: Ms Michelle McInnis ~ 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

DRAFT MINUTES September 22, 2022 WDB MEETING

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

Chairperson Sarita Scheufens called the meeting to order at 12:00 PM. Pledge of Allegiance was recited and Ms. Moss called roll.

WDB Members Present: Ms. Sarita Scheufens, Mr. Brad Nelson, Mr. Daniel Campbell, Ms. Christina Detiveaux, Mr. Boyd Sockrider, Ms. Rebecca Coward, Ms. Ruth Carnes, Ms. Tommeke Semien, Mr. Brian Teegardin, Mr. Harold Beard, Ms. Michelle McInnis, Ms. Lori Webb, Mr. Richard Paulk, Mr. Courtney Jacob, Ms. Jennie Stevens, Ms. Nicole Moncrief, Ms. Donna Bailey, Mr. Steve Gaspard, Ms. Cassie Henry, Ms. Faith Hooks, and Mr. Dale Logan

WDB Members Absent: Ms. DeAnna Binning, Dr. David Lafargue, Ms. Debra Jones, Mr. Lonnie Harper, Mr. Joel McSpadden, Mr. Logan Morris, Ms. Jacqueline Reviel, Ms. Teri Johnson, Ms. Kelli Beavers, Ms. Janice Breland, and Mr. Rand Alford

CPPJ Liaisons Absent: Mr. Tony Stelly and Mr. Mike Smith

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

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

Visitors Present: Teri Beard (LRS)

- (1) **Announcement regarding quorum (minimum of 17 of 32 members):** Donnafaye advised a quorum of 21 Board members were present.
- (2) **WDB MEMBER UPDATES**
NEW BOARD MEMBER NOMINEES
If you desire to 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- Presentation on enrolling participants under 21 years of age in Truck driver training-

A motion to add the add-on agenda was made by Brian Teegardin and 2nd by Faith Hooks. The Chair called for comment twice. The Chair called for a vote. None opposed nor abstained. The motion carried.

3. Consideration of Draft Minutes from the July 28, 2022 Meeting- Typos were found in the draft document that will be revised. Board is asked to accept the document with corrections.

A motion to accept and approve the Draft Minutes with additional corrections from the July 28, 2022 Meeting was made by Jennie Stevens and 2nd by Rebecca Coward. The Chair called for a vote. None opposed nor abstained. The motion carried.

4. Consideration on Workforce Development Board Matters

a. Nominate and confirm officers.

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 confirm continuation of all current board officers as stated 2nd Vote

5. ****Add on Agenda: Consideration to Enroll Participants under 21 years of age in Truck driver training-Brad Nelson**

Slide presentation was reviewed to show specifics on training participants 18- 20 years of age in CDL Certification Programs. Table vote until next meeting to allow more discovery and research.

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

A motion to approve #CS 05 Grievance Procedure and Equal Opportunity Policy changes was made by Jennie Stevens and 2nd by Courtney Jacobs. The Chair called for a vote. None opposed nor abstained. The motion carried.

7. **Confirmation of review of the LWC Comprehensive AJC Certification Matrix Scoring Criteria**

A motion to confirm receipt of LWC Comprehensive AJC Certification Matrix Scoring Criteria was made by Ruth Carnes and 2nd by Jennie Stevens. The Chair called for a vote. None opposed. One Abstained (Brian Teeqardin). The motion carried.

8. **Consideration on WIOA Fiscal Matters**

a. **Approve 2022-2023 Fiscal Budget**

Budget breakdown was presented by Betty Washington for Fiscal year (PY22/FY23)
 Adult: \$1,522,107, Dislocated Workers: \$1,523,367, Youth: \$2,016,862
 Total: \$5,062,336

A motion to approve the 2022-2023 Fiscal Budget was made by Lonnie Harper and 2nd by Brad Nelson. The Chair called for a vote. None opposed. One abstained (Faith Hooks). The motion carried.

b. **Expenditure Report: Ms. Betty Washington**

Summary of total funds spent/ obligated was presented by Betty Washington
 Funds obligated: \$316,869.50, Funds spent to date: \$336,681, Remaining obligated (\$19,881.500)

A motion to approve the Expenditure Report was made by Brian Teeqardin and 2nd by Dale Logan. The Chair called for a vote. None opposed. None abstained. The motion carried.

9. **Program Updates & Reports:**

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

Calcasieu Parish Police Jury - Human Services Department

One Stop Operator -American Job Center Report

Submitted by: Nypheteria R. Clophus

September 22, 2022

Client Demographics for Comprehensive Center

Category	July 2022	July 2021	August 2022	August 2021	September 2022	September 2021
New Clients	239	13	383	209	89	180
Returning Clients	410	18	621	444	154	394
Veterans	54	29	69	32	11	17
Youth	115	82	165	75	42	82

Client Services Provided at the Comprehensive Center

Category	July 2022	July 2021	August 2022	August 2021	September 2022	September 2021
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Job Search	68	30	91	38	13	41
Unemployment Benefits	86	308	67	263	13	208
General Questions	43	29	23	33	2	14
Username/Password Resets	20	2	13	4	4	3
Phone/Copier/Fax	17	17	16	11	3	14
Interest Inventory-HIRE	0	0	0	0	0	0
Partner Appointments/Inquires	115	101	332	70	89	104
CASAS and/or SAGE	53	32	66	24	17	27
Job Application Referrals	0	0	0	0	0	0
Job Readiness/J-Core	1	0	7	3	21	4
Employer Events	0	0	22	0	0	0
Register in HIRE	32	55	38	43	5	3
Resume Assistance	18	8	7	11	5	6
Sasol Testing	7	46	50	26	21	25
Work Keys	3	0	6	0	0	1
Computer Lab	118	52	207	51	33	49
Training	0	0	0	0	0	1
Services Provided by Staff to Veterans	238	531	181	454	14	9
Veteran Referrals	264	48	112	53	2	5

*September Number are through 9/9/22

Activities

- We have partnered with the Louisiana Department of Health and Human Services for our Outreach Staff to set up monthly to share information regarding the American Job Center and its partners to their clients. We started servicing the following Health Units in August:
 - Allen Parish – Oakdale
 - Beauregard Parish – DeRidder
 - Calcasieu Parish – Lake Charles
 - Calcasieu Parish – Sulphur
 - Jefferson Davis Parish – Jennings
 - We were able to share information about the American Job Centers with 38 individuals.
- In the month of August, we participated in two Outreach events – the Governor’s Office Program for back to school that was held at Greater St. Mary Missionary Baptist Church and an event held at SWLA Center for Health Services. We were able to share information about the American Job Centers with 29 individuals.
- We held a Technology Workshop for staff entitled “Teams Platform/Digital Fax Training” on September 8, 2022
- Met with CINC Staff (Federal Re-Entry Transition Facility) and began providing services to their clients
- Participated in MUNIS Financial Software Training
- Presented with about our services here at the American Job Center to the Health Units’ Community Health Workers
- Held our Quarterly Partners’ Meeting on July 21, 2022
- Hosted Bi-Weekly Supervisors’ Meetings
- Attended Meetings for Calcasieu Prison Re-Entry Initiative with United Way
- Completed Performance Evaluations
- Attended Purchasing Procedures Training
- Held a Resource Fair on September 7, 2022 – We two success and one possible so far:
 - One participant found a job
 - One participant applied to the WIOA Youth Program
 - One potentially found a job

- Interviewed on “Closer Look” with K-LOVE radio which will air in the Calcasieu and Vernon areas.

Upcoming

- Quarterly Partners Training on “Stress Management” – Thursday, September 29, 2022, at 2:00 p.m.
- Excel Series Training for Partners - TBA
 - B. Adult & Dislocated Worker Programs – Ms. Myra De la Croix**

WIOA

July - August 2022 ~ Activity/Status Report

September 22, 2022

There were Twelve (12) placements for the 2nd Quarter (July - August) from students that were awarded WIOA classroom training scholarships:

- Boise Cascade – Utility Production – 3 @ \$18.66 and 1 @ \$19.92 Hr.
- Catalan Logistics – Driver – 2 @ \$20.00 Hr.
- RelaDyne – Warehouse S/R – 1 @ \$17.00 Hr.
- Supplier Services – Driver - 1 @ \$20.00 Hr.
- CPPJ – Human Services Assistant – 1 @ \$12.34 Hr.
- Dunham Price – Driver - 1 @ \$20.00 Hr.
- Melton Truck Lines - 1 @ \$20.00 Hr.
- Interfor – Operator - 1 @ \$21.00 Hr.

Parish of Enrollment	July 2022	August 2022
Allen	1	
Beauregard	2 (2)	8 (5)
Calcasieu	3 (2)	10 (11)
Cameron		
Jeff Davis		
Vernon	1 (1)	2
<i>TOTAL</i>	<i>7</i>	<i>20</i>

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

Enrollments were at the following Campuses:

- Sowela Campuses (Main and Leesville) – RN and LPN’s
- Coastal Truck Driving – CDL Truck Drivers
- Academy of Acadiana – CCMA, Phlebotomy & Dental Assistant

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 9 (9) hires for the month of July - August 2022:

- **Sasol** – 1 Machinists @ 45.01 per hour, and 1 Precision Instrument Equipment Repairers @ 36.35 per hour
- **Sasol** – Four (4) System Operators @ 36.49 per hour
- **WRGrace** – Three (3) Maintenance and Repair General @ \$45.30 per hour

Sasol – American Job Center staff administered, proctored, and graded pre-employment testing sessions at the Center for Sasol for the months of July - August 2022. A total of 57 candidates attended a total of 25 testing sessions. Interview and hiring decisions are pending.

Veterans Hired

There were 2 veterans hired out of the 9 hires.

Registered Employers

Total number of new employers registered (8) (30). (0) (3) were staff registered.

Job Orders

Staff entered (14) (12) of that total of (1340) (1152) job orders

Hires Resulting from Staff Referrals

Total number of hires resulting from staff referrals (9) (9).

Services provided to employers

Direct staff assisted services were provided to (83) (108) employers resulting in (514) (911) 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

- **Safety Council of Southwest Louisiana (Business After Hours)** - One Representative from the American Job Center attended the Business After Hours event on July 21, 2022, from 5:30pm to 7:00pm.
- **SWLA Center for Health Services (Back to School Supply Giveaway)** – The American Job Center was invited to the Back-to-School Giveaway on July 23, 2022, hosted by SWLA Center for Health Services. Forty-six (46) participants attended the American Job Center table.
- **Region V Quarterly Job Fair** - American Job Center hosted a Quarterly Job Fair on July 27, 2022, at the Lake Charles Civic Center. One hundred twenty-nine (129) job seekers were in attendance, and forty-one (41) employers attended. Eight (8) veterans attended and were given priority of service. Veterans were allowed to enter the job fair at 8:30am and have exclusive access to employers until 9:00am. Forty-two (42) youth attended, and seventy-nine (79) adults attended. Hiring decisions are pending.
- **OnPoint Job Fair** – OnPoint held (5) five Hiring Job Fairs in Sulphur, La. OnPoint were hiring for **Safety Attendants: Fire Watch, Hole Watch, Bottle Watch** for the following dates, August 2-3, August 9-10, August 16-17, August 23-24, August 30-31. From the five hiring events twenty (20) Twic and Safety Card were approved for August. CSBG still have folder to review.
 August 2-3 **(15)** hireable total 67 were interviewed
 August 9-10 **(25)** hireable total 68 were interviewed
 August 16-17**(8)** hireable total 44 were interviewed
 August 23-24**(10)** hireable total 33 were interviewed
 August 30-31 **(15)** hireable total 21 were interviewed
- **Sodexo Energy and Resources** - American Job Center hosted a hiring event on August 17, 2022. and August 18, 2022, from 9am to 1pm. Set-up room the day before. The employer was hiring for **Janitors, Janitorial Leads, and Floor Technicians**. Three **(3)** company representatives were present. Thirty **(30)** job seekers were interviewed, fifteen **(15)** job offered, and eleven **(11)** were hired. Six (6) received Twic or Safety Card. Case note was done
- **Northrop Grumman Rapid Response Orientation** - American Job Center hosted an Orientation Meeting on August 23, 2022, from 10:00 a.m. to 12 noon. Set-up room the day before. Paula Devalcourt, Veteran Rep, 2 Business Service Rep, and State Rep. were present. One participant was in attendance
- **Twic and Safety Card** – Business Services hosted four Twic Card Orientation for the Month of August every Thursday morning from 8:15 a.m. to 10: a.m. Set-up room and made copies for the package. Total fifty-nine (59) attended, (52) went to CSBG and (7) went to Catholic Charities. Case note was done
- **Business Services Consultation** – Contact was made providing information for the OJT: K’S Frozen Delights, and Sodexo.
- **Business Services Staff OJT** – Conference called with Brightway Insurance; Mr. Jimmy Thomas cannot afford to pay 50% salary for employee. Zoom called with Iles Medical explain the Work Experience Worksheet and the Training Outline by Hours to Ms. Dorothy Iles no reply.

Northern Parish Recruitment and Placement Hiring Events

Northern parish staff have been working with Boise Cascade on several OJT positions as well as assisting with the What A Burger hiring events in Leesville.

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 July - August 2022. There were **11 (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

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

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

Documentation on Meeting Performance	LWDA51 TOTAL	Allen	Beau	Calcasieu	Cameron	Jeff Davis	Vernon
TOTAL NUMBER SERVED BETWEEN 07/01/22– 6/30/23							
(1) Number exited and in Follow-up	75	2	3	59	0	5	6
(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	19	12	1	6	0	0	0
4 Occupational Skill Training	63	1	1	54	0	5	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	45	1	0	40	0	4	0
8 Adult Mentoring	0	0	0	0	0	0	0
9 Follow Up	73	2	3	57	0	5	6
10 Comp Guidance & Counseling	0	0	0	0	0	0	0
11 Financial Literacy Education	1	0	0	1	0	0	0
12 Entrepreneurial Skills Training	0	0	0	0	0	0	0
13 Services that provide labor market and employment	0	0	0	0	0	0	0
14 Activities to prepare youth for transition to postsecondary education and training	5	0	0	5	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.)	51						
(11)	Number in Education or Employment (4 th Qtr.)	40						
(12)	Median Earnings during 2 nd QTR after exit							
(13)	Received a recognized postsecondary credential or secondary school diploma (or its recognized Equivalent)	27						
(14)	Achieving Measurable Skill Gains in Education or Training Program Leading to Credential	52						
(15)	Effectiveness in Serving Employers							

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.

10. 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 28, 2023**

All Business Conducted, Chair. Sarita Scheufens declared the meeting adjourned at 1:06 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.**