



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, April 27, 2023
Meeting at 12:00 AM

We Put People to Work!

American Job Center
2424 3rd Street
Lake Charles LA

DRAFT MINUTES April 27, 2023 WDB MEETING

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

Vice Chairperson Brad Nelson 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, Mr. Brian Teegardin, Mr. Harold Beard, Ms. Michelle McInnis, Ms. Lori Webb, Mr. Courtney Jacob, Ms. Jennie Stevens, Ms. Nicole Moncrief, Ms. Kelli Beavers, Mr. Lonnie Harper, Ms. Debra Jones, Mr. Logan Morris, Ms. Janice Breland, and Ms. Jacqueline Reviel, Ms. Faith Hooks, Mr. Rand Alford, Ms. Ruth Carnes

WDB Members Absent: Dr. David Lafargue, Mr. Joel McSpadden, Ms. Cassie Henry, Mr. Dale Logan, Ms. Donna Bailey, Ms. Tommeke Semien, Mr. Steve Gaspard, Mr. Richard Paulk, Ms. Teri Johnson, and Ms. DeAnna Binning

CPPJ Liaisons Present: Mr. Mike Smith

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

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 Hoffpaur (Program Specialist – Youth), Ms. Myra DelaCroix (Program Specialist – Adult & Dislocated Worker), Ms. Tomeaka Nevells (MIS), Ms. Vanessa McKinstry (Monitor) Nypheteria Clophus (American Job Center)

Visitors Present: Ana Denson (SOWELA), I Rubin (Literacy Council)

(1) **Announcement regarding quorum (minimum of 17 of 32 members):** Donnafaye advised a quorum of 22 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 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: 7. a. Support Service Policy-Transportation clarification- Crystal Scott *Discussion- Crystal Scott*

Motion: A Motion to add on Support Services Policy- Transportation Clarification: Consideration to allow was made by Jacqueline Reviel and 2nd Sarita Scheufens. The Chair called public comment with no response and then for a vote. None opposed or abstained. The motion carried.

3. Consideration of Draft Minutes from the April 27, 2022 Meeting

Motion: A Motion was made to accept minutes by Jacqueline Reviel and 2nd by Debra Jones. The Chair called for a vote. None opposed or abstained. The motion carried.

4. 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: None

5. Consideration on WIOA Fiscal Matters

a. Budget Revision: Ms. Betty Washington

Motion: A Motion was made to accept the revision by Christina Detiveaux and 2nd by Ruth Carnes. The Chair called for a vote. None opposed or abstained. The motion carried.

b. Expenditure Report: Ms. Betty Washington

Motion: A Motion was made to accept the expenditure reports by Lori Webb and 2nd by Brian Teegardin . The Chair called for a vote. None opposed or abstained. The motion carried.

6. Consideration to accept updated ETPL Approval Policy.

Motion: A Motion was made to accept the updated ETPL Approval Policy by Michelle McInnis and 2nd by Brian Teegardin . The Chair called for a vote. None opposed or abstained. The motion carried.

7. Consideration to approve Work Based Training Policy.

a. Support Service Policy-Transportation clarification- Crystal Scott

Request to allow us to give more definition to services offered while client is in follow up.

Motion: A Motion was made to suspend until we are allowed to research and present a more applicable solution at a later time was made by Christina Detiveaux and 2nd Logan Morris. The Chair called for a vote. None opposed or abstained. The motion carried.

8. Consideration to approve Local/Regional Combined Plan and submission to the Louisiana Workforce Commission.

Motion: A Motion was made to approve the Local/Regional Combined plan submission by Nicole Moncrief and 2nd by Brian Teegardin. The Chair called for a vote. None opposed or abstained. The motion carried.

9. Consideration to approve submission of WDB Area 51 Board Certification and submission to the Louisiana Workforce Commission.

Motion: A Motion was made to approve submission of the WDB Area 51 Board Certification and submission to LWC by Lonnie Harper and 2nd by Rand Alford. The Chair called for a vote. None opposed or abstained. The motion carried.

10. Program Updates and 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**

11. Information – Upcoming In Person Board Training LWC Board Member Roles and Responsibilities. Thursday May 4, 2023 10:00 am

12. Adjournment:

Be sure you have added your name to the sign-in sheet.

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

June 22, 2023

September 28, 2023

All Business Conducted, Chair Sarita Scheufens declared the meeting adjourned at 12:57 PM.

Respectfully Submitted

Donnafaye Moss, WDB Notetaker

DRAFT