



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. Tommeka Semien

Local Workforce Development Area 51
Thursday, June 22, 2023
Meeting at 12:00 AM

We Put People to Work!

American Job Center
2424 3rd Street
Lake Charles LA

DRAFT MINUTES JUNE 22, 2023 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 Donnafaye Moss called roll.

WDB Members Present: Ms. Sarita Scheufens, Mr. Brad Nelson, Mr. Daniel Campbell, Mr. Boyd Sockrider, Ms. Rebecca Coward, Mr. Brian Teegardin, Ms. Lori Webb, Mr. Courtney Jacob, Ms. Jennie Stevens, Ms. Kelli Beavers, Ms. Debra Jones, Ms. Ruth Carnes, Mr. Dale Logan, Dr. David Lafargue, Ms. Tommeka Semien, Mr. Richard Paulk, Ms. DeAnna Binning

WDB Members Absent: Ms. Cassie Henry, Ms. Donna Bailey, Mr. Steve Gaspard, Ms. Teri Johnson, Ms. Christina Detiveaux, Mr. Harold Beard, Ms. Michelle McInnis, Mr. Lonnie Harper, Mr. Logan Morris, Ms. Janice Breland, Ms. Jacqueline Reviel, Mr. Rand Alford, Mr. James Feulner, and Ms. Faith Hooks, Ms. Nicole Moncrief

CPPJ Liaisons Present:

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 Hoffpauir (Program Specialist – Youth), Ms. Myra DelaCroix (Program Specialist – Adult & Dislocated Worker), Nypheteria Clophus (American Job Center), Michael Prichard (LWC)

Visitors Present: Ms. Wendy Hensley, Mary Bishop

- (1) **Announcement regarding quorum (minimum of 17 of 32 members):** Donnafaye advised a quorum of 17 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 Hoffpaur 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 Hoffpaur at 337-721-4010, Ext. 5018.

2. Consideration for Add-on Agenda Items: None

3. Consideration of Draft Minutes from the April 27, 2023 Meeting

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

4. Consideration on Workforce Development Board Matters: None

5. Consideration on WIOA Fiscal Matters

a. Expenditure Report: Ms. Betty Washington

Motion: A Motion was made to accept the expenditure report by Tommeka Semien and 2nd by Debra Jones. The Chair called for a vote. None opposed or abstained. The motion carried.

6. Consideration to accept 2023-2024 Fund Allocation.

Motion: A Motion was made to accept the 2023-2024 Fund Allocation by Brian Teegardin and 2nd by Ruth Carnes. The Chair called for a vote. None opposed or abstained. The motion carried.

7. **Consideration to accept Memorandum of Understanding and Partner Agreement (Umbrella MOU) 2023-2026.**

Motion: A Motion was made to accept Memorandum of Understanding and Partner Agreement (Umbrella MOU) 2023-2026 was made by Brian Nelson and 2nd Courtney Jacob. The Chair called for a vote. None opposed or abstained. The motion carried.

8. **Consideration to approve One Stop Operator Contract Modification and Budget Updates for 2023-2024 fiscal year.**

- A. **One Stop Operator evaluation completed- June 15, 2023 Score 91%**
- B. **2023-2024 Allocation amount \$158,529.00**

Motion: A Motion was made to approve the One Stop Operator Contract Modification and Budget Updates for 2023-2024 fiscal year by Dr. David Lafargue and 2nd by Debra Jones. The Chair called for a vote. None opposed or abstained. The motion carried.

9. **Consideration to propose and approve Work Based Training Policy changes.**

- A. **Support Service Policy-Transportation clarification and suggestions for follow-up services for Youth Work Experience participants - Crystal Scott**

Motion: A Motion was made to adjust the policy to include " 3-month extension of services in follow-up phase and then case is to be reassessed. Maximum extension is 6 months by Dr. David Lafargue and 2nd by Brad Nelson. The Chair called for a vote. I-15 Nay -1 Abstain-1. 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**
Upcoming Job Fair July 11, 2023

11. **Information :**

- A. **Final report on 2020-2021 Fiscal Monitoring Review**
- B. **Performance Report: 3rd Quarter Program Year 2022 Performance Outcomes**
- C. **Workforce Development Board Training completed on May 4, 2023. 18 in attendance. PowerPoint is available on document website (www.calcasieuparish.gov/wdb).**
- D. **QUEST (Quality Jobs, Equity, Strategy and Training) Disaster Recovery National Dislocated Worker Grants proposal for funding was submitted for review. * TEGL 2-22 Change 2 is available for download from meeting document link (www.calcasieuparish.gov/wdb).**
- E. **Quarter Meeting Date Suggestions being accepted for 2024.**

12. **Adjournment:**

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

Upcoming Meetings: (Please pencil in these dates on your calendar): September 28, 2023

All Business Conducted, Chair Sarita Scheufens declared the meeting adjourned at 1:16 PM.

Respectfully Submitted

Donnafaye Moss, WDB Notetaker