



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, October 12, 2023
Meeting at 12:00 AM

We Put People to Work!

American Job Center
2424 3rd Street
Lake Charles LA

DRAFT MINUTES OCTOBER 12, 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. Tristian Hager, Ms. Christina Detiveaux, Ms. Sarita Scheufens, Ms. Ruth Carnes, Ms. Rebecca Coward, Mr. Rand Alford, Ms. Wendy Tyler Hensley, , Mr. Steve Gaspard, Mr. Brian Teegardin, Mr. Harold Beard, Ms. Michelle McInnis, Ms. Cassie Henry, Ms. Faith Hooks, Ms. Jacqueline Reviel, Mr. Courtney Jacob, Ms. Debra Jones, Dr. David Lafargue, Ms. Tommeke Semien, Mr. Richard Paulk, Ms. DeAnna Binning

WDB Members Absent: Mr. Dale Logan, Ms. Jennie Stevens, Mr. Brad Nelson, Mr. Daniel Campbell, Mr. Boyd Sockrider, Ms. Kelli Beavers Ms. Donna Bailey, Ms. Teri Johnson, Mr. Lonnie Harper, Mr. Logan Morris, Ms. Janice Breland, and Mr. James Feulner

CPPJ Liaisons Present:

CPPJ Human Services Staff Present: 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: Emily DiPalma, Kay Lewis, Polly Chang, Corey Williams (LWC)

(1) **Announcement regarding quorum (minimum of 17 of 32 members):** Donnafaye advised a quorum of 19 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, 2024**. To access the personal financial disclosure, use the following link: <https://ethics.la.gov/personalfinancialhome.aspx>

(4) **ANNUAL STATE ETHICS TRAINING FOR 2024 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: None

3. Consideration of Draft Minutes from the June 22, 2023 Meeting

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

4. Consideration to approve 2024 Budget- Betty Washington

Motion: A Motion was made to approve the budget was made by Faith Hooks and 2nd by Brian Teegardin. The Chair called for a vote. None opposed or abstained. The motion carried.

5. Consideration on WIOA Fiscal Matters

- End of year report June30, 2023**
- Expenditure Report: Ms. Betty Washington**

Motion: A Motion was made to accept the financial reports was made by Rebecca Coward, and 2nd by Ruth Carnes. The Chair called for a vote. None opposed or abstained. The motion carried.

6. Consideration to ratify Executive Board Meeting agenda items. Time sensitive.

- a. Consideration on transfer of funds from the Dislocated Worker funding stream to the Adult funding stream.
- b. Consideration to suspend Enrollments and Support Services in the Adult Funding Stream until October 1, 2023.
 1. Consideration to resume enrollments with slot levels based on availability of funding as well as suspending the transportation supportive services until further notice in the Adult Funding Stream.
- c. Consideration to approve One Stop Operator Contract Modification and Revised Budget Updates for 2023-2024 fiscal year.
 1. 2023-2024 Allocation amount revised to \$129,129.19. Originally \$158,529.19.

Motion: A Motion was made to ratify all points (a., b., and c.) by Michelle McInnis and 2nd by DeAnna Binning. The Chair called for a vote. None opposed or abstained. The motion carried.

7. Consideration of Draft Minutes from the Executive Board Meeting.

Motion: A Motion was to accept Minutes from the Executive Board Meeting by Debra Jones and 2nd by Rebecca Coward. The Chair called for a vote. None opposed or abstained. The motion carried.

8. Program Updates & Reports:

- a. American Job Center One-Stop System – Ms. Erika Doshier
- b. Adult & Dislocated Worker Programs – Ms. Myra De la Croix
- c. Youth Program – Ms. Dayna Hoffpauir
- d. Business Services – Mrs. Crystal Scott:
 - July 2023 Job Fair Attendance
 - Job Seekers – 324
 - Employers – 39
 - Resource Tables – 12
 - Adults – 192
 - Youths – 116
 - Veterans – 17
 - October Job fair preliminary count 244 in attendance (higher than historically recorded)

9. Information and updates- Stephanie Seemion

10. LWC Presentation-Labor Market Information Session

Emily DiPalma, Chief Economist
Pally Chang, Economist
Natasha Thomas, Manager of MIS Unit
Corey Williams, Economic Development Analyst

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

Upcoming Meetings:

(Please pencil in these dates on your calendar):

January 25, 2024
 April 25, 2024
 June 27, 2024
 September 26, 2024

All Business Conducted, Chair Sarita Scheufens declared the meeting adjourned at 1:33 PM.

Respectfully Submitted
 Donnafaye Moss, WDB Notetaker