



AmericanJobCenter®

WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

Chairperson: Ms. Sarita Scheufens ~ Vice-Chairperson: Mr. Brad Nelson ~ Secretary: Mr. Courtney Jacob
 Economic Development: Ms. Michelle McInnis ~ Labor/Apprenticeship: Mr. Steve Gaspard ~ Private Business:
 Disability Committee: Ms. Debra Jones ~ Youth Committee: Ms. Tommeka Semien

Local Workforce Development Area 51
 Thursday April 25, 2024
 Meeting at 12:00 PM

We Put People to Work!

American Job Center
 2424 3rd Street
 Lake Charles LA

AGENDA

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

	MEMBERS	2024		2021				2022				2023				2024	
		Ethics Training	Financial Disclosure	Jan 6	May 25	Jun 24	Sep 24	Jan 27	May 12	Jul 28	Sep 22	Jan 26	Apr 27	Jun 22	Oct 12	Feb 1	APR 25
1	Ms. Jennie Stevens 2026	4/27/2023	4/3/2024				P	P	P	A	P	P	P	P	A	A	
2	Mr. James Feulner 2026	8/2/2023													A	A	P
3	Mr. Dale Logan 2026	02/12/2024	02/14/2024	A	A	P	P	P	P	A	P	A	A	P	A	P	
4	Ms. Tristian Hager 2026	12/28/2023													P	P	
5	Mr. Brad Nelson 2024	5/12/2023	5/12/2023	P	P	A	P	P	P	P	P	P	P	P	A	A	
6	Ms. Christina Detiveaux 2026	5/1/2023	5/15/2023	P	P	P	P	P	P	P	P	P	P	A	P	P	
7	Ms. Sarita Scheufens 2024			P	A	P	P	P	P	A	P	A	P	P	P	P	
8	Mr. Daniel Campbell 2024	10/19/2023	10/19/2023	P	A	P	P	A	P	P	P	P	P	P	A	P	
9	Mr. Boyd Sockrider 2026	8/2/2023	5/15/2023	A	A	A	P	A	A	P	P	P	P	P	A	P	
10	Ms. Ruth Carnes 2024	4/1/2024	5/9/2023	P	P	P	P	P	P	P	P	A	P	P	P	P	
11	Mr. Lonnie Harper 2024	1/24/2024		A	A	A	P	P	P	A	A	P	P	A	A	A	
12	Ms. Donna Bailey 2024			A	P	A	P	A	A	A	P	P	A	A	A	A	
13	Ms. Rebecca Coward 2025	1/23/2023	5/1/2023							P	P	P	P	P	P	P	
14	Ms. Kelli Beavers 2024		5/15/2023	P	P	P	P	P	P	A	A	P	P	P	A	P	
15	Mr. Rand Alford 2026	5/15/2023	5/15/2023	P	P	P	P	P	P	A	A	A	P	A	P	P	
16	Mr. Logan Morris 2025						A	P	A	A	A	P	P	A	A	A	
17	Ms. Debra Jones 2026		03/12/2024	P	P	P	P	P	A	P	A	P	P	P	P	P	
	Public Sector	Ethics Training	Financial Disclosure	Jan 6	May 25	Jun 24	Sep 24	Jan 27	May 12	Jul 28	Sep 29	Jan 26	Apr 27	Jun 22	Oct 12	Feb 1	APR 25
1	Dr. David Lafargue 2025									P	A	A	A	P	P	P	
2	Ms. Tommeka Semien 2026	1/11/2024		P	P	P	P	P	P	P	P	P	A	P	P	P	
3	Ms. Wendy Tyler Hensley 2026	5/26/2023												P	P	A	
4	Mr. Steve Gaspard 2024	8/14/2023	8/14/2023	P	P	A	P	P	P	A	P	P	A	A	P	P	
5	Mr. Richard Paulk 2025			A	A	A	A	A	A	P	P	P	A	P	P	A	
6	Ms. Teri Johnson 2026			P	A	A	A	P	P	A	P	P	A	A	A	P	
7	Mr. Courtney Jacob 2025	5/14/2023	5/8/2023							P	P	P	P	P	P	P	
8	Mr. Brian Teegardin 2024	2/8/2024	2/8/2024	P	P	P	P	P	P	P	P	P	P	P	P	P	
9	Mr. Harold Beard 2025	1/19/2024		A	A	P	P	P	A	P	P	P	P	A	P	A	
10	Ms. Michelle McInnis 2025	12/15/2023	3/9/2024							P	P	P	P	A	P	A	
11	Ms. DeAnna Binning 2025						P	P	P	P	A	A	A	P	P	A	
	Ms. Cassie Henry 2025			A	P	P	A	P	P	A	P	A	A	A	A	A	
12.	Dr. Wendi Palermo 2025	03/07/2024															
13	Ms. Janice Breland 2025	05/10/2023		P	P	P	A	A	P	P	A	P	P	A	A	A	
	Ms. Faith Hooks 2025			P	P	A	A	A	A	A	P	A	A	A	P	A	
14.	Ms. Randy Whetstine 2025																
15	Ms. Jacqueline Reviel 2025			P	P	P	A	P	A	A	A	P	P	A	P	A	
PJ	Mr. Mike Smith Rep Dis. 02			P	A	P	A	A	A	P	A	A	P	A	A	A	
PJ	Mr. Tony Stelly Rep Dis. 10			A	A	A	A	A	A	A	A	A	A	A	A	A	

(1) Announcement regarding quorum (minimum of 17 of 32 members) A quorum of _____ Board members present.

- (2) WDB MEMBER UPDATES:
Board resignations- Ms. Faith Hooks, Ms. Cassie Henry
New Appointments: Ms. Randy Whetstine, Dr. Wendi Palermo
- (3) PERSONAL FINANCIAL DISCLOSURE STATEMENTS: *Please be sure to advise when completed so we can add you to documentation.
Tier 1, Tier 2, Tier 2.1, and Tier 3 ANNUAL personal financial disclosure statements **DUE 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 2024 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:

Motion for Add-on Agenda Items: 2nd Call for public comment twice. Vote

3. Consideration of Draft Minutes from the February 1, 2024 meeting.

Motion to approve draft minutes from the October 12, 2022 Meeting.: 2nd Vote

4. Consideration on WIOA Fiscal Matters.

- a. Expenditure Report: Ms. Betty Washington

Motion on WIOA Fiscal Expenditure Report: 2nd Vote

5. Consideration to approve revised policies below (please review highlighted sections prior to meeting):

- a. Follow Up Youth Services
b. Accounting Policy and Procedures adopted from Calcasieu Parish Police Jury
c. Human Resource Policy adopted from Calcasieu Parish Police Jury
d. Policy Regarding Management Information System (MIS)

Motion: 2nd Vote

6. Consideration to approve writing and submission.

- a. New Local/ Combined Regional Plan for 2024-2028
b. One Stop Operator 2023-2024 evaluation

Motion: 2nd Vote

7. Program Updates & 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:

Quarterly Job Fair- 224 jobseekers
Adults- 145
Youth- 66
Veterans- 13

8. Information and updates- Stephanie Seemion

- a. Monitoring documentation submitted
b. 2024 Policy Updates and Revisions.
c. Board Member term renewal in July 2024

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

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

July 25, 2024
October 24, 2024

All Business Conducted, _____ declared the meeting adjourned at _____ AM | PM.