



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 February 1, 2024 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: Mr. James Feulner, Mr. Dale Logan, Ms. Tristian Hager, Ms. Christina Detiveaux, Ms. Sarita Scheufens, Mr. Daniel Campbell, Mr. Boyd Sockrider, Ms. Ruth Carnes, Ms. Rebecca Coward, Ms. Kelli Beavers, Mr. Rand Alford, Mr. Steve Gaspard, Ms. Teri Johnson, Mr. Brian Teegardin, Mr. Courtney Jacob, Ms. Debra Jones, Dr. David LaFargue, and Ms. Tommeke Semien

WDB Members Absent: Ms. Jennie Stevens, Mr. Brad Nelson, Ms. Donna Bailey, Ms. Wendy Tyler Hensley, Mr. Richard Paulk, , Mr. Lonnie Harper, Mr. Logan Morris, Mr. Harold Beard, Ms. Michelle McInnis, Ms. DeAnna Binning, Ms. Cassie Henry, Ms. Janice Breland, Ms. Jacqueline Reviel, and Ms. Faith Hooks

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

CPPJ Human Services Staff Present: Mr. Tarek Polite, Ms. Jazelle Jones, Ms. Erika Doshier

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

Visitors Present: Kari Broussard

(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 Appointments: Mr. James Feulner

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 October 12, 2023 meeting.

Motion: A Motion was made to accept minutes by Terri Johnson and 2nd by Rand Alford. The Chair called for a vote. None opposed or abstained. The motion carried.

4. Consideration on WIOA Fiscal Matters

a. Expenditure Report: Ms. Betty Washington

Motion: A Motion was made to accept the financial reports was made by Tommeka Semien, and 2nd by Courtney Jacob. The Chair called for a vote. None opposed or abstained. The motion carried.

5. Consideration to approve added and revised policies.

a. New policies: Betty Washington

1. Allowable Cost
2. Tracking and Reporting Mandated Youth Expenditures

- b. Revised Policies: Crystal Scott
 - 1. Youth Work Based Training Policy
 - 2. Supportive Services Policy

Motion: A Motion was made to approve new and revised policies by Teri Johnson and 2nd by Courtney Jacob. The Chair called for a vote. None opposed or abstained. The motion carried.

6. Consideration to approve revised WDB Bylaws.

- a. Meeting date changes.

Motion: A Motion was to approve revised WDB Bylaws with meeting date change by Christina Detiveaux and 2nd by Tristian Hager. The Chair called for a vote. None opposed or abstained. The motion carried.

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

8. Information and updates- Stephanie Seemion

- a. Approved Funds Transfers
- b. Monitoring documentation submitted

9. **DCFS Presentation-SNAP Employment and Training (SNAP E&T)**

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

Upcoming Meetings:

(Please pencil in these dates on your calendar):

April 25, 2024

June 27, 2024

September 26, 2024

All Business Conducted, Chair Sarita Scheufens declared the meeting adjourned at 1:00 PM.

Respectfully Submitted
Donnafaye Moss, WDB Notetaker