



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, April 25, 2024
Meeting at 12:00 AM

We Put People to Work!

American Job Center
2424 3rd Street
Lake Charles LA

DRAFT MINUTES April 25, 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: Ms. Jennie Stevens, Mr. James Feulner, Mr. Dale Logan, Mr. Brad Nelson, Ms. Christina Detiveaux, Ms. Sarita Scheufens, Mr. Daniel Campbell, Ms. Rebecca Coward, Mr. Lonnie Harper, Mr. Rand Alford, Mr. Brian Teegardin, Mr. Courtney Jacob, Ms. Debra Jones, Dr. David LaFargue, Mr. Harold Beard, Ms. Michelle McInnis, Ms. DeAnna Binning, and Ms. Wendy Tyler Hensley

WDB Members Absent: Ms. Tristian Hager, Ms. Donna Bailey, Mr. Richard Paulk, Mr. Logan Morris, Ms. Janice Breland, Ms. Jacqueline Reviel, Mr. Boyd Sockrider, Ms. Ruth Carnes, Ms. Kelli Beavers, Ms. Tommeka Semien, Mr. Steve Gaspard, Ms. Teri Johnson, Dr. Wendi Palermo, and Ms. Randy Whetstine

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), Kamille Calbert (Monitor WIOA)

Visitors Present: Michael Pritchard (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**
 - Board resignations-** Ms. Faith Hooks, Ms. Cassie Henry
 - New Appointments:** Ms. Randy Whetstine, Dr. Wendi Palermo
- (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>

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:

5. e. Revised Accounting and Grants policy

Motion: A Motion was made to accept the add on item by Christina Detiveaux and 2nd by Courtney Jacob. The Chair called for question and then a vote. None opposed or abstained. The motion carried.

3. Consideration of Draft Minutes from the October 12, 2023 meeting.

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

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)
- e. Revised Accounting and Grants policy

Motion: A Motion was made to approve the revised policies by Jennie Stevens and 2nd by Christina Detiveaux. The Chair called for a vote. None opposed or abstained. The motion carried.

6. Consideration to approve writing and submission.

- a. New Local/ Combined Regional Plan for 2024-2028

Motion: A Motion was to approve writing the New Local/ Combined Regional Plan for 2024-2028 Michelle McInnis and 2nd by Christina Detiveaux. The Chair called for a vote. None opposed or abstained. The motion carried.

b. One Stop Operator 2023-2024 evaluation

Motion: A Motion was made to approve evaluation process and submission of revised One Stop Operator Contract by Michelle McInnis and 2nd by Jennie Stevens. 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. Erika Doshier
- 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, Chairperson Sarita Scheufens declared the meeting adjourned at 12:41 PM.

Respectfully Submitted
Donnafaye Moss, WDB Notetaker