



# 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, July 25, 2024  
Meeting at 12:00 AM

**We Put People to Work!**

American Job Center  
2424 3<sup>rd</sup> Street  
Lake Charles LA

## DRAFT MINUTES JULY 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:** Mr. James Feulner, Ms. Sarita Scheufens, , Mr. Boyd Sockrider, Mr. Roger Mallett, Ms. Kelli Beavers, Mr. Brian Teegardin, Mr. Courtney Jacob, Ms. Debra Jones, Mr. Harold Beard, Ms. Michelle McInnis, Ms. Tommeka Semien, Mr. Steve Gaspard, Ms. Teri Johnson, Dr. Wendi Palermo, and Ms. Randy Whetstine

**WDB Members Absent:** Ms. Jennie Stevens, Mr. Dale Logan, Mr. Brad Nelson, Ms. Christina Detiveaux, Ms. Tristian Hager, Mr. Lonnie Harper, Ms. Karri Broussard, Ms. Rebecca Coward, Mr. Rand Alford, Mr. Richard Paulk, Mr. Logan Morris, Dr. David LaFargue, Ms. Wendy Tyler Hensley, Ms. DeAnna Binning, Ms. Janice Breland, and Ms. Jacqueline Reviel

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

**CPPJ Human Services Staff Present:** Ms. Erika Garrison, Nypheteria Clophus

**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) Mr. Tommy Soileau

(1) **Announcement regarding quorum (minimum of 17 of 32 members):** Donnafaye advised **we did not have a quorum and confirmed 15 confirmed board members were present.**

#### (2) WDB MEMBER UPDATES

**Board resignations-** Raymond D. Campbell, Donna Bailey, Ruth Carnes, Lonnie G. Harper, Richard Paulk  
**New Appointments:** Mr. Roger Mallett, Mr. Tommy Soileau, Ms. Karri Broussard

#### (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 31<sup>st</sup>.**

- (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.

\*\*\*\*Due to us not reaching a quorum for this meeting we did a preliminary discussion on the following:

7. CDL Mentors Employment Training Provider Agreement: Request and Revision

- a. Address adding WIOA participant ratio to non WIOA participants in all proprietary schools already under agreement with the Local Workforce Development Board.

Discussion was tabled and we confirmed the following:

\*We need to supply law and guidance verbiage when submitting request to make change.

8. Program Updates & Reports:

- a. American Job Center One-Stop System – Ms. Erika Garrison
- b. Adult & Dislocated Worker Programs – Ms. Myra De la Croix
- c. Youth Program – Ms. Dayna Hoffpaur
- d. Business Services – Mrs. Crystal Scott

*Quarterly Job Fair- 224 jobseekers*

*Adults- 145*

*Youth- 66*

*Veterans- 13*

9. Information and updates- Stephanie Seemion

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

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

**Upcoming Meetings:**

**(Please pencil in these dates on your calendar):**

**October 24, 2024**

All Business Conducted, Chairperson Sarita Scheufens declared the meeting adjourned at 12:51 PM.

Respectfully Submitted  
Donnafaye Moss, WDB Notetaker