



WORKFORCE DEVELOPMENT BOARD (WDB)
Serving Allen ~ Beauregard ~ Calcasieu ~ Cameron ~ Jefferson Davis ~ Vernon Parishes

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. Tommeke Semien



Local Workforce Development Area 51
Thursday June 20, 2024
Meeting: 3:00 pm

We Put People to Work!

American Job Center
2424 3rd Street
Lake Charles LA

WDB Executive Meeting Draft MINUTES

1. Call to Order by Chairperson or Appointee and Roll Call by WDB Planner

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

(a) Announcement regarding quorum. There was a quorum of 7 Board members.

2. Budget Modification- Betty Washington

*Comments made by Stephanie Seemion, Director

Motion: A motion was made to accept modifications presented by Ms. Betty Washington by Ms. Debra Jones and 2nd by Mr. Brad Nelson **Vote:** All I none opposed or abstained.

3. Consideration to approve One Stop Operator Contract Modification and Revised Budget Updates for 2024-2025 fiscal year.

a. 2024-2025 Contract amount \$78,275.

Motion: A motion was made by Mr. Brad Nelson to approve and accept the 2024-2025 One Stop Operator budget contract as written and 2nd by Ms. Tristian Hager **Vote:** All I none opposed or abstained

4. Consideration to submit PY 24 (2024-225) budget allocation.

a. 2024-2025 Allocation amount is \$2, 271, 234 (-\$227,238) from last year

Motion: A motion was made by Ms. Debra Jones to accept/ submit the budget allocation as presented and 2nd by Ms. Tristian Hager. **Vote:** All I none opposed or abstained

All Business Conducted by Chairperson Ms. Sarita Scheufens who declared the meeting adjourned at 3:26 PM .



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1. Call to Order by Chairperson or Appointee and Roll Call by WDB Planner

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: Ms. Tristian Hager
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 Youth Committee: Ms. Tommeka Semien

(a) **Announcement regarding quorum.** There was a quorum of ___ Board members.

2. Budget Modification- Betty Washington

Motion **2nd** **Vote:**

3. Consideration to approve One Stop Operator Contract Modification and Revised Budget Updates for 2024-2025 fiscal year.

a. 2024-2025 Contract amount \$78,275.

Motion **2nd** **Vote:**

4. Consideration to submit PY 24 (2024-225) budget allocation.

a. 2024-2025 Allocation amount is \$2, 271, 234 **(-\$227,238)** from last year

Motion **2nd** **Vote**

5. Adjournment Be sure you sign the SIGN-IN Sheet.

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

EXPENDITURE REPORT ~ WIOA DISLOCATED WORKER FUNDS

For Calcasieu Workforce Development Board Meeting

Fiscal Information Provided as of May 31, 2024

FUNDS RECEIVED

PY23 ALLOCATION	\$	215,268.00
FY24 ALLOCATION	\$	690,805.00
PY22/FY23 CARRYOVER	\$	395,032.00
TRANSFER TO ADULT-PY23/FY24	\$	(407,676.00)
TOTAL FUNDS AVAILABLE	\$	893,429.00

A		B		C		D	E	
OBLIGATED ITEMS		FUNDS OBLIGATED		FUNDS SPENT TO DATE		BALANCE TO SPEND	PERCENT TO SPEND	CHANGE
Obligated to WDB Staff (10% Admin+C/O	\$	189,125.00	\$	129,427.00	\$	59,698.00	32%	
Program Staff Salaries	\$	275,511.00	\$	248,089.00	\$	27,422.00	10%	\$ (3,500.00)
Program Staff Fringe Benefits	\$	129,176.00	\$	117,479.00	\$	11,697.00	9%	\$ 3,500.00
Non-Personnel Costs (Usage Fee, etc.)	\$	145,093.00	\$	120,911.00	\$	24,182.00	17%	\$ 20,842.00
On-the-Job Training Funds	\$	-	\$	-	\$	-	0%	\$ (10,000.00)
Individual Training Accounts	\$	36,000.00	\$	16,788.00	\$	19,212.00	53%	
Work Experience	\$	-	\$	-	\$	-	0%	\$ (1,077.00)
Supportive Services	\$	7,170.00	\$	3,049.00	\$	4,121.00	57%	\$ (5,000.00)
One Stop Operator	\$	64,564.00	\$	44,736.00	\$	19,828.00	31%	
TOTAL OBLIGATIONS	\$	846,639.00	\$	680,479.00	\$	166,160.00	20%	\$ 4,765.00
BALANCE UNOBLIGATED	\$	46,790.00						
FUNDS UNSPENT			\$	212,950.00				

PERCENT OF TOTAL AVAILABLE FUNDS SPENT TO DATE	76%
PERCENT OF TOTAL AVAILABLE ADMIN FUNDS SPENT TO DATE	68%
PERCENT OF TOTAL AVAILABLE PROGRAM FUNDS SPENT TO DATE	78%

EXPENDITURE REPORT ~ WIOA YOUTH FUNDS

For Calcasieu Workforce Development Board Meeting

Fiscal Information Provided as of May 31, 2024

FUNDS RECEIVED

PY23 ALLOCATION	\$ 866,061.00
PY22 CARRYOVER	\$ 803,183.00
TOTAL FUNDS AVAILABLE	\$ 1,669,244.00

A	B	C	D	E	
OBLIGATED ITEMS	FUNDS OBLIGATED	FUNDS SPENT TO DATE	BALANCE TO SPEND	PERCENT TO SPEND	CHANGE
Obligated to WDB Staff (10% Admin+C/O)	\$ 176,880.00	\$ 104,140.00	\$ 72,740.00	41%	
Program Staff Salaries	\$ 274,326.00	\$ 250,669.00	\$ 23,657.00	9%	8,000.00
Program Fringe Benefits	\$ 131,540.00	\$ 120,341.00	\$ 11,199.00	9%	10,940.00
Non-Personnel Costs	\$ 92,061.00	\$ 67,129.00	\$ 24,932.00	27%	(18,940.00)
Occupational Skills Training	\$ 333,129.00	\$ 298,627.00	\$ 34,502.00	10%	40,000.00
OJT	\$ 33,093.00	\$ 21,920.00	\$ 11,173.00	34%	(5,000.00)
Work Experience	\$ 253,380.00	\$ 85,964.00	\$ 167,416.00	66%	
Apprenticeships	\$ 2,000.00	\$ 795.00	\$ 1,205.00	60%	(5,000.00)
Supportive Services	\$ 72,969.00	\$ 51,585.00	\$ 21,384.00	29%	(30,000.00)
TOTAL OBLIGATIONS	\$ 1,369,378.00	\$ 1,001,170.00	\$ 368,208.00	27%	-
BALANCE UNOBLIGATED	\$ 299,866.00				
FUNDS UNSPENT		\$ 668,074.00			

PERCENT OF TOTAL AVAILABLE FUNDS SPENT TO DATE	60%
PERCENT OF TOTAL AVAILABLE ADMIN FUNDS SPENT TO DATE	59%
PERCENT OF TOTAL AVAILABLE PROGRAM FUNDS SPENT TO DATE	60%

EXPENDITURE REPORT ~ WIOA ADULT FUNDS

For Calcasieu Workforce Development Board Meeting

Fiscal Information Provided as of May 31, 2024

FUNDS RECEIVED

PY23 ALLOCATION	\$ 155,230.00
FY24 ALLOCATION	\$ 634,046.00
PY22/FY23 CARRYOVER	\$ 308,717.00
PY23/FY24 TRANSFER FROM DW	\$ 407,676.00
FY22R TRANSFER FROM DW	\$ 56,100.00
TOTAL FUNDS AVAILABLE	\$ 1,561,769.00

A	B	C	D	E
OBLIGATED ITEMS	FUNDS OBLIGATED	FUNDS SPENT TO DATE	BALANCE TO SPEND	PERCENT TO SPEND
Obligated to WDB Staff (10% Admin+C/O)	\$ 171,968.00	\$ 72,872.00	\$ 99,096.00	58%
Program Staff Salaries	\$ 408,635.00	\$ 356,691.00	\$ 51,944.00	13%
Program Staff Fringe Benefits	\$ 198,514.00	\$ 171,698.00	\$ 26,816.00	14%
Non-Personnel Costs (Usage Fee, etc.)	\$ 195,414.00	\$ 180,571.00	\$ 14,843.00	8%
On-the-Job Training Funds	\$ 15,000.00	\$ 17,303.00	\$ (2,303.00)	-15%
Individual Training Accounts	\$ 256,100.00	\$ 117,420.00	\$ 138,680.00	54%
Work Experience	\$ 5,380.00	\$ -	\$ 5,380.00	100%
Supportive Services	\$ 23,951.00	\$ 4,936.00	\$ 19,015.00	79%
One Stop Operator	\$ 64,567.00	\$ 44,736.00	\$ 19,831.00	31%
TOTAL OBLIGATIONS	\$ 1,339,529.00	\$ 966,227.00	\$ 373,302.00	28%
BALANCE UNOBLIGATED	\$ 222,240.00			
FUNDS UNSPENT		\$ 595,542.00		

PERCENT OF TOTAL AVAILABLE FUNDS SPENT TO DATE	62%
PERCENT OF TOTAL AVAILABLE ADMIN FUNDS SPENT TO DATE	42%
PERCENT OF TOTAL AVAILABLE PROGRAM FUNDS SPENT TO DATE	64%

I.

Calcasieu Consortium Workforce Development Board

CONTRACT SIGNATURE SHEET

2024/2025 (Contract Year 4 of 4 Year)	1 – One-Stop Operator--21/25	Mod4 2024/2025
FISCAL YEAR	CONTRACT NUMBER	MODIFICATION NUMBER

CONTRACTOR	SUBCONTRACTOR
Calcasieu Parish Police Jury Workforce Development Board (WDB) P.O. BOX 1592 (2424 3 RD Street -70601) Lake Charles, Louisiana 70602-1592	Calcasieu Parish Police Jury Human Services Department P.O. Drawer 3287 (1015 Pithon Street) Lake Charles LA 70602

This contract is entered into by the Administrative Entity of the Calcasieu Consortium, Workforce Development Board 51 (WDB51), hereinafter referred to as Contractor, and the Calcasieu Parish Police Jury, hereinafter referred to as Subcontractor.

The Subcontractor agrees to operate this Workforce Innovation & Opportunity Act (WIOA) program in accordance with all applicable federal, state, and local rules and regulations pursuant to the Workforce Innovation & Opportunity Act of 2014, as well as other provisions set forth in this agreement. This contract consists of 22 pages, including this page and others as outlined in the attached Table of Contents.

Subcontractor further agrees that (s)he has read this Contract and will abide by all terms specified herein and also certifies that the information in this Contract is correct to the best of his or her knowledge and belief and this Contract has been fully authorized. **Funds obligated here are subject to the Availability Clause stated in the agreement.**

This writing embodies the complete agreement between the above parties and supersedes any and all oral or written agreements between the parties relating to matters herein and, except as otherwise provided herein.

- A. **CONTRACT PERIOD:** This Contract covers the period from July 1, 2024 to June 30, 2025.
- B. **OBLIGATION:** The maximum amount of funds allocated is \$ 78,275.00.
- C. **FUNDING SOURCE:** Funding source for this program is Title I: WIOA Program & Admin Funds.
- D. **TYPE OF CONTRACT:** This is a line-item cost contract.
- E. **TYPE OF PROGRAM:** One-Stop Operator.
- F. **MODIFICATION:** This action increases N/A decreases N/A does not change N/A the funding obligation for this contract by \$ N/A to a new level of \$ N/A.
General Intent of Modification: To revise the Budget for the fourth year of the 4-year Contract to update the Statement of Work's list of partners in the One Stop Center and to provide the new Budget for 2024/2025. All other contractual items remain unchanged.

APPROVED FOR CONTRACTOR BY:		APPROVED FOR SUBCONTRACTOR BY:	
Signature	Date	Signature	Date
<u>Ms. Sarita Scheufens, WDB Chairperson</u>		<u>Mr. Anthony L. Bartie</u>	
Typed Name and Title		Typed Name and Title	
<u>Calcasieu Workforce Development Board (WDB)</u>		<u>Calcasieu Parish Police Jury (CPPJ)</u>	
Contractor Agency		Subcontractor Agency	

2024-2025 Budget Allocation

PY 23 Youth	PY 24 Youth	Youth Difference PY23 & PY24	PY 23 Adult	PY 24 Adult	Adult Difference PY23 & PY24	PY 23 DW	PY 24 DW	DW Difference PY23 & PY24	PY 23 TOTAL	PY 24 TOTAL	TOTAL Difference PY23 & PY24
\$803,123	\$675,180	(\$127,943)	\$789,276	\$680,862	(\$108,414)	\$906,073	\$915,192	\$9,119	\$2,498,472	\$2,271,234	(\$227,238)