

Workforce Investment Board (WIB) & Youth Council Joint Public Meeting

Local Workforce Investment Area # 51~ Calcasieu—Cameron—Jefferson Davis Parishes ~

2013/2014 Officers: Chairman - Mr. Lee Thibodeaux, Vice-Chairman—Mr. Carlos Perez, Secretary — Mr. Charles Achane

Thursday, June 26, 2014

11:30 a.m. ~ Elcie Guillory Room

Business and Career Solutions Center

2424 3rd Street ~ Lake Charles, LA

AGENDA

1. Call to Order & Roll Call for WIB Members

	1/15/09	4/16/09	6/18/09	9/17/09	12/17/09	4/15/10	6/17/10	9/16/10	12/01/11	4/21/11	6/23/11	9/15/11	1/26/12	4/19/12	6/28/12	9/27/12	1/24/13	4/25/13	6/27/13	9/26/13	1/23/14	4/24/14	6/26/14	9/25/14
PRIVATE SECTOR																								
Karen Lambert 16																					P	P	P	
Dinah Landry 16								A	P	P	A	P	P	A	P	A	A	A	A	A	A	A	A	
Lynn Hohensee 16	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	
Lee Thibodeaux 16	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Richard Boenig 14															P	P	A	P	P	P	P	P		
Carla Alcock 14																	A	A	A	A	P	P	A	
Toby Leger 14				P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
John Nash 15	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	A	P	A	P	A	P	A		
Darrell Henagan 15																P	P	P	A	P	P	P		
Timothy Coffey 15				P	P	P	P	P	A	P	A	P	P	P	P	P	A	P	P	P	P	P		
Jackie St. Romain 15				A	P	A	P	A	A	P	A	P	A	A	A	A	A	P	A	P	A	A		
R.B. Smith 15													P	P	P	A	P	P	P	P	P	P		
PUBLIC SECTOR																								
Charles Achane 14	P	A	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P		
Mary T. Conway 14												P	P	P	P	A	P	P	P	P	A	P		
Adrian Wallace 14												A	P	A	A	A	P	P	A	P	P	P		
Richard Paulk 14																		P	P	A	P	P		
Deborah Doshier 15	P	P	P	P	P	P	A	A	P	A	P	A	P	A	P	A	P	A	P	P	P	P		
Romona Guillory 16	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P		
Barbara Disnake 16																				P	P	P		
Carlos Perez 16								P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Charles Nwankwo 15													A	P	P	P	P	P	P	P	P	A		
Juana Felton 15																P	P	P	P	P	P	A		
Justin Mahoney 16																					A	A	A	

1a. Roll Call for Youth Council Members

Youth Council Members: WIB & CPPJ appointed all for 3 years 10/16/12 by WIB & CPPJ	4/22/10	6/3/10	10/28/10	4/28/11	6/22/11	2/23/12	4/26/12	6/7/12	8/23/12	10/25/12	12/13/12	2/28/13	4/25/13	6/6/13	8/22/13	10/22/13	1/23/14	4/24/14	6/5/14	6/26/14	
Mr. Toby Leger - Chair	P	P	P	P	P	A	P	P	P	P	N	P	N	P	N	P	P	P	P		
Mr. Anthony Celestine	P	A	A	A	A	P	A	A	A	A	N	A	N	A	N	A	A	A	A		
Mr. Justin Mahoney																	A	A	A	A	
Ms. Dinah Landry	A	P	A	A	A	A	A	A	P	P	N	A	N	P	N	P	A	A	A		
Ms. Romona Guillory	P	A	A	P	P	P	P	P	P	P	N	P	N	A	N	A	A	P	P		
Ms. Amanda Hartley						P	A	P	Pr	P	N	P	N	P	N	P	P	A	A		
Ms. Linda Ned	P	P	P	A	P	P	P	A	P	P	N	A	N	A	N	A	A	P	A		
Ms. Darlene B. Veillon																	P	A	P		
Mr. Julio Galan	P	P	P	A	A	A	Pr	A	Pr	Pr	N	A	N	P	N	A	Pr	Pr	A		
Mr. Carlos Perez	P	P	P	P	P	P	P	Pr	P	P	N	P	N	P	N	A	P	P	P		
Mr. Hayward Prudhomme	ISY	P	A	A	P	P	P	Pr	P	Pr	P	N	A	N	P	N	P	P	Pr	A	
Ms. Alexis White	OSY																A	A	A		
Ms. Terri Crump	OSY																A	A	A		

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- A. **Update on WIB Members whose terms expire June 30, 2014.**
 The Calcasieu Parish Police Jury met in Public Meeting on Thursday, June 5, 2014 to act on nominations received for WIB members whose terms expire on June 30, 2013:
 The Police Jury reappointed Mr. Richard Boenig, Mr. Toby Leger, Mr. Charles Achane, Ms. Mary Conway, Mr. Adrian Wallace and Mr. Richard Paulk. New terms begin July 1, 2014. Ms. Carla Alcock
 The Jeff Davis Parish Chamber of Commerce is trying to locate a replacement for Ms. Carla Alcock who has decided she does not wish to remain on the WIB.
 Ms. Dinah Landry was unable to make a commitment to attend WIB meetings and is therefore, being replaced. However, the matter is in the hands of Cameron parish officials to nominate a private sector, small business member to replace her.
- B. **Update on Attendance of Youth Council Members** missing 3 or more Consecutive Meetings.
 Mr. Anthony Celestine did not ever respond even after Ms. Seemion spoke to him. He requested to address the Executive Committee to remain on the Youth Council. He was contacted by Ms. Seemion for the date of the meeting. However, he did not attend nor call to say he could not attend. Action was taken at the Executive committee meeting to obtain another Youth Council member to represent Law Enforcement.
- D. **State Ethics ANNUAL Training** WIB members are advised that the 1 hour Ethics training for the calendar year January 1, 2014 - December 31, 2014 is due. A copy of your Certificate that you print at the end of the completion of the 3 modules should be sent to Ms. Juanita Poland at jpoland@cppj.net
- E. **Financial Disclosure:** If you did not submit your Financial Disclosure by May 15, you can expect a letter from the Ethics Board giving you a deadline to submit the forms. A fine will be assessed by the day if you fail to submit by the date given. The time frame covered is January 1, 2013 through December 31, 2013. If you served on the WIB even part of the time in 2013, you must file the report.

2. **Welcome & Introduction of Guests**

3. **Consideration of Add-On Agenda Items**

4. **Consideration on Approval of Minutes of the Meeting
 April 24, 2014 Attached Pages 1 - 12**

5. **Consideration of Approval of Executive Committee Recommendations
 Mr. Carlos Perez Attached Pages 1 - 23**

- Report on Action Taken at the May 20, 2014 meetings
- Copy of Minutes from the March 18, 2014 meeting (Action already ratified at the April 24, 2014 WIB Meeting)
- Due to discontinuance of the Executive Committee meetings in the months where there were full WIB meetings, there was no Executive Committee meeting in April, 2014
- Copy of Minutes for the meeting May 20, 2014 will be provided after they are approved at the July 15 meeting of the Executive Committee meeting
- Due to discontinuance of the Executive Committee meetings in the months where there were full WIB meetings, there was no Executive Committee meeting in June, 2014

●NOTE: Minutes for the May 20, 2014 meeting will be approved at the July 15, 2014 meeting of the Exec Committee and will be presented at the September 25, 2014 WIB meeting. However the followint items discussed at the meeting need ratification and approval as follows:

1. Agenda Item # 1. Call to Order & Roll Call

- A. Consideration of Request of Youth Council Member Mr. Anthony Celestine
 Mr. Celestine has requested to come before the WIB to ask to be reinstated to the Youth Council due to changes in his job duties that would enable him to attend more meetings. Ms. Seemion had contacted Mr. Celestine to attend the WIB Executive Committee Meeting. However, Mr. Celestine did not attend. After some discussion, **Ms. Barbara Disnuke moved to find another representative from the Justice and Law Enforcement officials [Reg 664.400 (c) (1) page 60]. Mr. Toby Leger seconded. Carried.**

2. Agenda Item # 5. Consideration on Expenditure Report for Month Ending April 30, 2014

Ms. Betty Washington apologized for not getting the report out sooner. She has been involved in a Parish Audit and unable to complete the information in a timely manner.

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Ms. Washington presented the Expenditure Report as follows:

- (1) WIA Adult Expenditures
 - The Transfer of \$157,023 from the Dislocated Worker funding was added to make a new total of \$778,956 funds available for Adults
 - Total spending is \$502,807
 - Balance is \$276,149
 - Overall spending is at 65% of the budget
 - Admin spending is at 100% of the budget
 - Program spending is at 63% of the budget
- (2) WIA Dislocated Worker Expenditures
 - The Transfer of \$157,023 to Adult funding was deducted making a new total of \$ 389,829 funds available for Dislocated Workers.
 - Total spending is \$222,822
 - Balance is \$167,007
 - Overall spending is at 57% of the budget
 - Admin spending is at 57% of the budget
 - Program spending is at 57% of the budget
- (3) WIA Youth Expenditures
 - Total spending is \$325,354
 - Balance is \$154,481
 - Overall spending is at 68% of the budget
 - Admin spending is at 100% of the budget
 - Program spending is at 65% of the budget
- (4) WIA Incentive Grant Expenditures (Received for exceeding all 9 performance measures)
 - Total spending is \$4,682
 - Balance is \$43,860
 - Overall spending is at 10% of the budget
 - Admin spending is at 9% of the budget
 - Program spending is at 10% of the budget
- (5) Disability Employment Initiative
 - Total spending is \$59,674
 - Balance is \$135,326
 - Overall spending is at 31% of the budget
 - Admin spending is at 7% of the budget
 - Program spending is at 32% of the budget
 - Remaining on the Grant: 48% of the funds and 17 months remain (through September 2015)

Mr. Lee Thibodeaux asked about the spending of the Incentive Grant. Ms. Washington explained that the Incentive funds must be spent by June 30, 2014. The grant requires that we work with the Literacy Council of SWLA, Inc.

Mr. Toby Leger moved to approve the Expenditure report. Mr. Carlos Perez seconded. Carried.

3. Agenda Item #6. Consideration on Approval of Allocations for PY 2014/FY 2015

A table was distributed showing the Allocations for 2014/2015 compared to the allocations for 2013/2014

(1)	Youth Funds	
	Allocation 2014/2015	\$336,068
	Allocation 2013/2014	<u>\$406,325</u>
	Reduction in Funds	\$ 71,257
(2)	Adult Funds	
	Allocation 2014/2015	\$330,181
	Allocation 2013/2014	<u>\$391,371</u>
	Reduction in Funds	\$ 61,190
(3)	Dislocated Worker Funds	
	Allocation 2014/2015	\$375,279
	Allocation 2013/2014	<u>\$348,940</u>
	Addition in Funds	\$ 26,339
	Net Reduction in Funds	
	Allocation 2014/2015	\$1,040,528

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Allocation 2013/2014	\$1,146,636
Reduction in Funds	\$ 106,108

Overall, the State of Louisiana received \$28,562,000 in 2014/2015
The State received \$29,052,440 in 2013/2014 for a net loss of \$510,440

Mr. Toby Leger moved to approve the allocations and the contract for Workforce Area 51 for 2014/2015. Mr. Carlos Perez seconded. Carried. This item is on the Police Jury Agenda for May 22 for adopting a Resolution.

4. **Agenda Item #10. Update on Applying for Grants**

1. **Ready to Work Grant**
2. **Louisiana Association of Nonprofit Organizations (LANO) Gauging your Capacity**
3. **Louisiana Association of Nonprofit Organizations (LANO) Building Winning Collaborations**

1. Ready to Work: The occupations where the H-1B visas are used are mostly high skills occupations with no focus on the crafts which is what we desperately need. In addition, there is no MOU in place expressing the working of the partnership required to make the application.

Another Grant was just made available at the end of April for the Job-Drive National Emergency Grant which makes an allocation between \$500,000 and \$6 million available to States to serve Dislocated Workers in Classroom Training and On-the-Job training. The H-1B visas are not a part of the grant and the partnership must be a work in progress. This partnership was presented to the members of the Education and Workforce Development Committee of the Alliance as an Agenda item at the May 8 meeting. A committee was formed to draft the MOU to be presented to the members at the June meeting. This is in perfect accord with the desires of the Grant. Because the Louisiana Workforce Commission is applying for the Grant, we do not need any approval at this time. However, if the grant is received, the WIB will approve the Contract. We are estimating that the funds will be handled in the same way as other allocations from the State. This grant is due on May 27. Mr. Bryan Moore made a presentation to the Education & Workforce Development Committee at the Alliance regarding the Grant and staff from 5 Workforce areas met with Mr. Moore on Monday, May 12 to apply for the grant.

- 2 & 3. LANO Grants: The Calcasieu Parish Police Jury is NOT a 501 (c)(3) organization. Therefore, we did not qualify to request these funds.

Ms. Poland reported that the Calcasieu Parish Police Jury is not a 501(c)(3) Organization, so we did not qualify to apply for the LANO grants.

Ms. Poland said that the Ready to Work Grant was dropped due to the inability to determine any “craft” industries who are utilizing the H-1B visas to arrange training in those crafts. Other H-1B visa occupations were high education occupations and the grant was only for 4 years not allowing enough time to enter and graduate. In addition, the Ready to Work Grant required that a Memorandum of Understanding be in place outlining the nature of the Partnership and the commitment of each partner to the MOU. We are just now attempting to solidify that MOU with the Educations and Workforce Development Committee of the Chamber who meets regularly and accomplishes workforce relevant tasks.

Ms. Seemion talked about the Job Driven National Emergency Grant that provided the opportunity to recruit long-term unemployed and other dislocated workers to provide training in the classroom, on-the-job training and permanent employment. The target customer for Job Driven is the same as the Ready to Work - the dislocated worker. The Job Driven only requires that the Partnership be developed and does not yet have to be established. The program narrative and budget information from LWIA51 has been submitted to the Louisiana Workforce Commission, who is the required entity to submit the grant application.

Based on this information from the Job Driven NE Grant which allows for “needs related payments” (an extension of UI payments during the classroom training, the Support Services policy needs to be revised to reinstate the needs related payments. This need is contingent upon the State receiving the Grant. **Mr. Carlos Perez moved to approve the reinstatement of the Needs Related Payments in the Support Services Policy contingent upon the Louisiana Workforce Commission being awarded the funds. Ms. Barbara Disnake seconded. Carried.**

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The minutes of the May 20, 2014 meeting will be approved at the WIB Executive Committee meeting on July 15, 2014 and will be provided at the September 25, 2014 WIB meeting.

6. **Consideration on Youth Council Report on Recommendation for WIA Funding Award for 2014/2015 Program.** Mr. Toby Leger, Youth Council Chair

1. **Agenda Item # 6. Report from RFP Review Committee & Recommendation on Youth Service Providers for 2014/2015 Program Year**

1. Calcasieu Parish School Board
2. Calcasieu Workforce Center (Calcasieu, Cameron, & Jeff Davis Parishes)
3. Report on Allocations for 2014/2015 and Availability of Funds to Award

A handout was distributed showing the funds allocation by parish as well as the requested funds by parish. It was noted that the providers had exceeded the traditional cutoff score of 70% to be considered for funding. Calcasieu Parish School Board (90.33%); Calcasieu Workforce Center– Calcasieu Parish (82.78%); Calcasieu Workforce Center – Cameron Parish (80.78%); Calcasieu Workforce Center– Jeff Davis Parish (83.30%)

AVAILABLE WIA FUNDS	Calcasieu	Cameron	Jeff Davis	Totals
Allocation by Parish	\$291,214	\$4,777	\$39,077	\$335,068
Deduct 10% Admin	\$29,121	\$477	\$3,908	\$33,506
Deduct In-House exp	\$60,830	\$980	\$8,190	\$70,000
BALANCE TO AWARD	\$ 201,263	\$3,320	\$26,979	\$231,562
FUNDS REQUESTED				
Calcasieu Parish School Board	\$140,181			
Calcasieu Workforce Center - Calcasieu	\$146,923	\$21,305	\$68,443	\$236,671
TOTAL REQUESTED	\$387,104	\$21,305	\$68,443	\$376,853

By law, the only funds that can be awarded at this time is the allocation.

One scenario for award was to utilize the cost per participant. This cost for this year (an average of 5 years actual costs divided by the actual number of participants served) was \$3,829. Utilizing this number to multiply by the number to be served yielded a greater amount that was even requested, so that formula did not work.

Both Cameron and Jeff Davis can be awarded their total amount available. The amount for Calcasieu was prorated based on the percentage of the total funds requested: Calcasieu Parish School Board requested 48.83% of the funds in Calcasieu and the Calcasieu Workforce Center requested 51.17% of the funds requested. A simple allocation of the available funds based on these percentages was approved for recommending the Calcasieu Awards.

It was noted that this situation has been the same for a number of years. Ordinarily, once the year is closed out (after June 30) any remaining funds has been made available to the Youth Providers.

Mr. Leger asked the consensus of the members present, and it was agreed to recommend to the Workforce Investment Board at the June 26, 2014 meeting the following award of funds:

<u>Calcasieu Parish School Board</u>	<u>\$ 98,268</u>
<u>Calcasieu Workforce Center – Calcasieu</u>	<u>\$102,995</u>
<u>Calcasieu Workforce Center – Cameron</u>	<u>\$ 3,320</u>
<u>Calcasieu Workforce Center – Jeff Davis</u>	<u>\$ 26,979</u>

The following performance information is added for the purpose of making the awards. This information was not part of the Youth Council meeting.

Performance to date (June 5) was also noted as follows:

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Provider	Employment Or Post-secondary School	Attainment of Degree or Credential	Literacy & Numeracy Gains
Negotiated Standards	69%	73%	74%
Calcasieu Parish School Board	14/17 = 82%	14/17 = 82%	14/17 = 82%
Calcasieu Workforce Center - Calcasieu	18/25 = 72%	12/25 = 48%	22/22 = 100%
CWC - Cameron	1/1 = 100%	1/1 = 100%	3/3 = 100%
CWC - Jeff Davis	11/11 = 100%	8/11 = 73%	11/11 = 100%

MOTION: To approve the Youth Council Report and to consider the recommendations for Youth Service Providers Funding Awards.

7. Report on Site Visit to New Schools in Sulphur: Sparc and Education & Career Services, Inc. Mr. Carlos Perez & Mr. Toby Leger
8. Report on the Performance Measures Attached
9. Report from Youth Council Providers on Program Activities Handout, Providers
 1. Calcasieu Workforce Center
 2. Calcasieu Parish School Board
10. Report on Business & Career Solutions Center Activities Handout
Ms. Mary Conway, Site Coordinator
11. Election of Officers for the Year Beginning July 1, 2014
Except where specified, any current Board member can be elected to the Executive Committee.
 1. Chairman:
Chairman must be elected from the private sector members.
Mr. Lee Thibodeaux is the present chair, He can serve another term.
 2. Vice-Chairman:
May be from either the private or public sector members
Currently Mr. Carlos Perez from the public sector representing labor is the Vice-Chair.
 3. Secretary:
May be from either the private or public sector members
Currently Mr. Charles Achane from the public sector.
 4. Past President: Mr. Toby Leger is the current past president. He remains unless Mr. Thibodeaux elects not to remain as president.

Three (3) Members at large (may be either from the private or public sector) with one position giving preference to labor union:

 5. Executive Committee Member at- large
May be from either the private or public sector.
Currently, Mr. Lynn Hohensee is serving as a member of the private sector.
 6. Executive Committee Member at-large
May be from either the private or public sector.
Currently Mr. R.B. Smith is serving as a member of the private sector.
 7. Executive Committee member at-large:

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May be from either the private or public sector.

Currently Ms. Barbara Disnue is serving as a member of the public sector.

12. **Advise on the Next Regularly Scheduled Meetings of the WIB (Mark Your Calendar)**

- September 25, 2014
- January 22, 2015
- April 23, 2015
- June 25, 2015 - (Note: Election of Officers & Executive Committee Members) (Funding Awards)

13. **Adjournment**