

ORGANIZATIONAL MEETING

WORKFORCE DEVELOPMENT BOARD (WDB) LWDB51

Allen ~ Beauregard ~ Calcasieu ~ Cameron ~ Jeff Davis ~ Vernon Parishes

Workforce Innovation & Opportunity Act (WIOA)
Local Workforce Development Area 51
Thursday, October 29, 2015, 11:30 Lunch, Meeting 12:00 Noon

Calcasieu Business & Career Solutions Center
2424 3rd Street ~ Elcie Guillory Room
Lake Charles, LA 70601

DRAFT MINUTES

1. Call to Order, Roll Call & Introductions

Mr. Nicholas Hunter, President and CEO of the Calcasieu Parish Police Jury (CPPJ) conducted the organizational meeting of the Workforce Development Board for Local Workforce Development Area (LWDA) 51. The meeting was called to order at 12:00 noon. Ms. Poland called roll. A quorum of 25 of the 31 members was present.

Members present included: Ms. Barbara Disnue, Mr. Darrell Henagan, Ms. Nicole Moncrief, Mr. Brad Nelson, Ms. Ginger Consigny, Ms. Sarita Scheufens, Ms. Michelle Nicholson, Mr. Kyle Clawson, Mr. Dick Myers, Mr. Boyd Sockrider, Ms. Ranelle Birmingham, Ms. Debra Jones, Ms. Tommeka Semien, Mr. Robert Fontenot, Mr. Carlos Perez, Mr. Matthew Hennings, Ms. Juana Felton, Ms. Crystal Scott, Ms. Romona Guillory, Mr. R.B. Smith, Ms. Karen Clapp, Mr. Keith Cooley, Ms. Cassie Henry, Ms. Tami Culbreath, and Ms. Tracie Fontenot.

Members absent included: Mr. Richard Boenig, Mr. Toby Leger, Mr. Joseph Duhon, Ms. Donna Bailey, Mr. Troy Auzenne and Dr. Neil Aspinwall.

Workforce Development Board Staff present: Ms. Stephanie Seemion, Ms. Elaine Brister, Ms. Juanita Poland, Ms. Betty Washington and Ms. Jazelle Jones

Louisiana Workforce Commission Staff present: Mr. Greg Declouet and Mr. Andre France

Calcasieu Parish Police Jury (CPPJ) liaison present: Ms. Elizabeth Griffin

Calcasieu Parish Police Jury liaison absent: Mr. Chris Landry

CPPJ Director of Human Services present: Mr. Tarek Polite

Vernon Parish Police Jury representatives present: President, Mr. Jim Tuck and Parish Administrator, Ms. Rhonda Plummer

Notary Public present: Ms. Barbara Dailey

Mr. Hunter invited the guests who were not Board members to introduce themselves.

2. Swearing-In of all WDB Members Appointed on October 22, 2015

Mr. Nic Hunter invited Ms. Barbara Dailey, Notary Public, to come forward to conduct the Swearing-in. Mr. Hunter asked the Board Members to stand. Ms. Dailey asked them to raise their right hand and repeat after her: "I, state your name . . .," and she led them in reciting the Oath of Office, thus swearing them in. At the end of the meeting, Ms. Dailey provided the Oath of Office Forms which were completed, notarized and collected in order to return the forms to the Calcasieu Parish Police Jury for filing with the Calcasieu Parish Clerk of Court and the Secretary of State.

3. Election of Officers (these provide the responsibility for chairing the meeting in the event the Chair is absent)

Chair (private sector), Vice-chair (private sector), Secretary (private or public)

Election of Chair:

CEO Mr. Nic Hunter called for the nominations for the Chair. Mr. R.B. Smith nominated Ms. Barbara Disnue. Mr. Hunter called for any other nominations and there were none. **Ms. Disnue was elected Board Chair as she was unopposed. Ms. Disnue is a member from the Private Sector, Volunteer Pastilles.**

Mr. Hunter then turned the meeting over to Ms. Disnue, then left.

Election of Vice-Chair:

Ms. Disnue called for nominations for Vice-Chair. Mr. R.B. Smith nominated Mr. Toby Leger. Ms. Disnue

called again for nominations and there were none. **Mr. Toby Leger was elected Board Vice-Chair as he was unopposed. Mr. Leger is a member from the Private Sector, InfoTech Solutions, LLC.**

Election of Secretary:

Ms. Disnuke called for nominations for Secretary. Mr. R.B. Smith nominated Ms. Sarita Scheufens. Ms. Disnuke called again for nominations and there were none. **Ms. Sarita Scheufens was elected Secretary as she was unopposed. Ms. Scheufens is a member from the Private Sector, Iberia Bank.**

4. Consideration on Approval of Agenda

A. Consideration regarding Add-on Agenda Items.

Request any public comment on additions. Need a Motion, second, discussion & vote (any members opposed, abstaining, recusing due to conflict of interest, approval votes)

B. Consideration on Approval of Agenda (as Amended)

Add on Agenda items: there were none

Approval of Agenda: **Mr. Kyle Clawson moved to approve the Agenda as presented. Ms. Cassie Henry seconded. There was no discussion. No one opposed. No one abstained. All were in favor. Motion Carried.**

5. Recitation of Member Pledge

Ms. Disnuke led the Board members in the Member Pledge which outlined activities that the Board will hopefully participate in such as hiring individuals served through the WIOA, finding ways to establish OJT slots that WIOA participants may need, participate in job fairs and hiring events, assist with the development of Career Paths and with curricula review as needed to assure that job seekers are learning the precise skills that employers need.

Following the pledge, Ms. Seemion gave an exhortation that members should be willing to participate in these activities for the benefit of the citizens of our 6-parish area.

6. Review of Public Meeting Laws

Ms. Poland said that the review was emailed to everyone. If anyone had questions, call her.

7. Consideration on Designation of Standing Executive Committee

(Review and recommend Youth Providers Funding, Review and recommend One Stop Operator for award, etc.) Chair (private Sector), Vice Chair (private sector), Secretary, Labor Representative, Economic Development Representative, Youth Representative, Private Business Representative

The three officers (Ms. Barbara Disnuke, Mr. Toby Leger and Ms. Sarita Scheufens) shall be on the committee.

Mr. R.B. Smith moved to create an Executive Committee including the recommended representation including a Labor Rep, Economic Development Rep, Youth Rep, Education Rep and Disability Rep . Ms. Sarita Scheufens seconded. There were none opposed, none abstained, all approved. Motion Carried.

Mr. R.B. Smith moved to table the appointments until there is time to discuss it. Ms. Crystal Scott seconded. Carried. The members and committees will be worked out when the group meets regarding the By Laws.

Ms. Karen Clapp asked for information on the Youth Representatives and the One Stop Operator. Ms. Seemion explained that the Youth Council is no longer required, but both of these services must be procured and the Executive Committee would be responsible for both releasing the Request for Proposal as well as receiving, evaluating and awarding the best proposer.

8. Consideration on Certification of WDB Documents due 11/16/15 with Certification by December

A. Consideration on Review and Approval of By Laws (Committee)

Quarterly Meetings (Day of the Week and Time); Designation of Committees: Executive Committee,

Youth Committee, Committee on Designing Career Path

Ms. Sarita Scheufens moved to continue the meetings on the 4th Thursday of the month with lunch served at 11:30 and meeting to follow at 12:00 noon. Ms. Ginger Consigney seconded. There was no discussion. There were none opposed, none abstained, all approved. Meetings will be held in January, April, June and September.

B. Consideration on Review and Approval of WDB/CPPJ Partnership Agreement

Ms. Karen Clapp moved to accept the Partnership Agreement between the WDB and the Calcasieu Parish Police Jury. Ms. Debbie Jones seconded. There was no discussion. There were none opposed, none abstained, all approved. Carried.

C. Conflict of Interest Statements

Conflict of Interest Statements have been arriving steadily. Only one remains to be provided. Ms. Poland asked members to pick up their copy of the Resolution from the Calcasieu Parish Police Jury stipulating their appointment to the Workforce Development Board. Ms. Poland also explained the dates and the impact of the 3-year terms. During the first three years, some members would be reappointed/replaced after 1 year, others after 2 years and with the third year, all would be on the three year term cycle. In addition, if an individual leaves the Board before his or her term expires, the new person appointed would serve the unexpired term of the vacated Board member.

9. Report on the Business & Career Solutions Center

A copy of Ms. Conway's report on the activities at the Business and Career Solutions Center were distributed. Ms. Seemion spoke about the report on the events occurring at the Center. Future reports will include all six parishes. Ms. Seemion asked if there were any questions that anyone can contact her.

10. Upcoming Quarterly Meetings & Events

Oct/Nov/Dec Quarter 2015, Jan/Feb/March Quarter 2016, Apr/May/June Quarter 2016, Jul/Aug/Sept Quarter 2016, Oct/Nov/Dec Quarter 2016; Job Fair – Lake Charles Civic Center, January 13, 2016 9 a.m. – noon
Ms. Tracie Fontenot moved to have the future meetings January 28, 2016, April 28, 2016, June 23, 2016 and September 22, 2016. Ms. Debra Jones seconded. None opposed, none abstained, all approved. Carried. There is a special called meeting of the Board on November 12 in order to approve the By Laws and the submission of the Certification Package to the Louisiana Workforce Commission.

11. Adjournment

Attendees Sign-In Sheets were collected.

All business conducted, Ms. Barbara Disnue declared the meeting adjourned at 12:45 p.m.

Respectfully Submitted,



Juanita Poland, WDB Staff-- Minutes Recorder

A copy of these minutes is posted on the Website of the Calcasieu Parish Police Jury at www.cppj.net and a copy is provided to the Louisiana Workforce Commission Office of Workforce Development.