

## WORKFORCE DEVELOPMENT BOARD (WDB)

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

Chair--Ms. Barbara Disnuka ~ Vice-Chair--Mr. Toby Leger ~ Secretary--Ms. Sarita Scheufens

Workforce Innovation & Opportunity Act (WIOA)

Calcasieu Business & Career Solutions Center

Region 5/Local Workforce Development Area 51

2424 3rd Street

Thursday, June 23, 2016

We Put People to Work!

Elcie Guillory Room

11:30 a.m. Lunch, Meeting 12:00 Noon

Lake Charles, LA 70601

## DRAFT MINUTES

### 1. Call to Order, Roll Call

Vice-Chair, Mr. Toby Leger called the meeting to order at 12:00 noon. Ms. Poland called roll. A quorum of 18 of the 31 members was present at roll call.

Board Members Present: Mr. Richard Boenig, Ms. Sarita Scheufens, Mr. Toby Leger, Mr. Boyd Sockrider, Mr. Rand Alford, Ms. Ranelle Birmingham, Ms. Debra Jones, Mr. Keith Cooley, Dr. Neil Aspinwall, Ms. Tommeka Semien, Mr. Carlos Perez, Mr. Matthew Hennings, Ms. Juana Felton, Ms. Crystal Scott, Ms. Carol Thibodeaux, Mr. R.B. Smith, Ms. Karen Clapp and Ms. Tami Culbreath.

Board Members Absent: Ms. Barbara Disnuka, Mr. Darrell Henagan, Ms. Nichole Moncrief, Mr. Brad Nelson, Ms. Ginger Consigny, Ms. Michelle Nicholson, Mr. Kyle Clawson, Mr. Joseph Duhon, Ms. Donna Bailey, Mr. Dick Myers, Mr. Robert Fontenot, Ms. Cassie Henry and Ms. Tracie Fontenot.

Workforce Board Staff Present: Ms. Juanita Poland and Ms. Betty Washington

Business & Career Solutions Center Staff Present: Ms. Myra DeLaCroix, Ms. Marty Stevens

Youth Providers Present: Mr. Kendrick Celestine with the Calcasieu Workforce Center and Dr. Betty Washington, Ms. Cynthia Pitre and Ms. Sheree Thierry with the Calcasieu Parish School Board

Police Jury Human Services Director Present: Mr. Tarek Polite

(1) Announcement regarding quorum The quorum was 18 of the 31 members.

(2) State Ethics Training for 2016 is now underway. Please access the Internet address at

<https://eap.ethic.la.gov/EthicsTraining/Training/Courselist.aspx>

Certificates must be forwarded to WDB Staff Juanita Poland so that they can be forward them to the Calcasieu Parish Police Jury. This is an annual Requirement.

Mr. Leger reminded the Board members that this training is a 3 part module and proof of completion needs to be sent to the WDB Office.

(3) Financial Disclosure Due May 15, 2016. If you served on the WIB or WDB for any part or 2015,

YOU MUST FILE WITH THE STATE ETHICS BOARD & SEND JUANITA A COPY. If you do not file, you WILL hear from the State Ethics Board. Forms are attached. **Send a copy to the WDB Office to [jpoland@cpii.net](mailto:jpoland@cpii.net)**

(4) Welcome new WDB member Mr. Rand Alford who fills the unexpired term of Mr. Troy Auzenne (June 2017)

Mr. Leger introduced and welcomed Mr. Rand Alford.

(5) Update on WDB Members whose terms expire June 30, 2016

All members were reappointed at the June 2 meeting of the Calcasieu Parish Police Jury.

Dr. Neil Aspinwall, Mr. Matt Hennings, Ms. Juana Felton, Ms. Carol Thibodeaux, Mr. R.B. Smith, Ms. Karen Clapp, Mr. Keith Cooley, Ms. Cassie Henry, Ms. Tami Culbreath and Ms. Tracie Fontenot. This is the first of the WDB members to be either reappointed or replaced (based on Nominating agency). The term of this group will be for 3 years, 2016 to 2019.

Mr. Leger said that all members had been reappointed.

(6) Consideration on replacement of Mr. Dick Myers who has resigned from the Board due to changes in his job.

Mr. Myers' term will expire on June 30, 2018. The replacement is to fill his unexpired term.

The Board has 60 days from today's date (June 23, 2016) to fill Mr. Myers' unexpired term.

(7) Election of Officers for the 2016 2017 program year (beginning July 1, 2016)

Chair: Must be a representative of the Private Sector

Current Chair is Ms. Barbara Disnuka. Ms. Disnuka said that there have been changes that make it difficult for her to attend the required meetings, so she is not able to serve as chair.

Mr. R.B. Smith nominated Mr. Toby Leger for Chair. There were no other nominations. Mr. Smith moved the nominations be closed. Dr. Aspinwall seconded. Carried. Mr. Leger is named Chair by acclamation and he accepted the task of filling the office of Chair.

Vice-Chair: Must be a representative of the Private Sector

Current Vice-Chair is Mr. Toby Leger. Mr. Leger is eligible to serve as an officer for another year.

Now that Mr. Leger has been chosen by acclamation to serve as Chairman, the Vice-Chair position is now open for nominations. Mr. R.B. Smith nominated Ms. Donna Bailey (who is in Washington DC). He had spoken to her earlier and she stated that if she were nominated, she would gladly serve. There were no other nominations. Ms. Bailey is chosen by acclamation to fill the office of Vice-Chair.

**Secretary:** May be a representative of either the Private or Public Sector

Current Secretary is Ms. Sarita Scheufens. Ms. Scheufens is eligible to serve as an officer for another year.

Mr. R.B. Smith nominated Ms. Sarita Scheufens. There were no other nominations. Ms. Scheufens accepted the nomination and agreed to serve as Secretary. Ms. Scheufens was chosen by acclamation to fill the office of Secretary.

Mr. Toby Leger appointed the following four Executive Committee Members:

**Economic Development Representative:** Current representative is Mr. R.B. Smith.

Mr. Leger reappointed Mr. R.B. Smith.

**Labor Representative:** Mr. Carlos Perez represents Labor

Mr. Leger reappointed Mr. Carlos Perez.

**Youth Representative:** Mr. Dick Myers was the current Representative

Since Mr. Myers had to resign from the Board, Ms. Tommeka Semien volunteered to serve as Youth Representative and Mr. Leger duly appointed her.

**Private Business Representative:** Ms. Donna Bailey represents Private Business

Since Ms. Bailey has been chosen to serve as Vice-Chair, a new Private Business Representative is needed. Mr. Leger asked Ms. Poland to explain the role of the Private Business Representative. Ms. Poland explained that this person should be an advocate to Businesses in behalf of the individuals trained through the Business & Career Solutions Center to help job seekers match with Businesses seeking workers. In addition they serve on the Executive Committee which evaluates the Youth Proposals among other things.

Mr. R.B. Smith recommended Mr. Richard Boenig who accepted the nomination. Mr. Leger appointed him to serve as the Private Business Representative.

## 2. Consideration Regarding Add-on Agenda Items

Ms. Myra DeLaCroix asked to add an item to increase the cap for tuition/supportive services to \$5000 in the Support Services Policy and the ITA Policy. Ms. Crystal Scott moved to add the items. Ms. Juana Felton seconded. Mr. Leger called for public comment twice. There was none. Carried.

## 3. Consideration on Approval of Minutes of the April 28, 2016 Meeting

Mr. R.B. Smith moved to approve the minutes of the April 28 meeting. Ms. Crystal Scott seconded. Carried.

## 4. Consideration on of Fiscal Matters

### (1) Expenditure Report through May 31, 2016

Ms. Washington provided information on the Expenditures as follows:

#### (a) WIOA Adult Funds

Total Available: \$808,975.93	Percent Total Funds spent to date 58%
Obligated: \$746,733.00	Percent Admin Funds spent to date 81%
Unobligated: \$62,242.93	Percent Program Funds spent to date 56%
Spent: \$468,286.00	
Balance: \$340,689.00	

#### (b) WIOA Dislocated Worker Funds

Total Available: \$731,536.81	Percent Total Funds spent to date 36%
Obligated: \$362,905.00	Percent Admin Funds spent to date 75%
Unobligated: \$368,631381	Percent Program Funds spent to date 33%
Spent: \$263,341.00	
Balance: \$468,195.81	

#### (c) WIOA Youth Funds

Total Available: \$726,337.02	Percent Total Funds spent to date 47%
Obligated: \$520,220.00	Percent Admin Funds spent to date 93%
Unobligated: \$206,117.02	Percent Program Funds spent to date 43%
Spent: \$339,402.00	
Balance: \$386,935.02	

**(d) Job Driven National Emergency Grant (JDNEG) Funds**

Total Available: \$1,550,000.00	Percent Total Funds spent to date 17%
Obligated: \$1,550,000.00	Percent Admin Funds spent to date 81%
Unobligated: \$-0-	Percent Program Funds spent to date 56%
Spent: \$263,948.00	
Balance: \$1,286,052.00	

**(e) Temporary Assistance to Needy Families (TANF) Strategies to Empower People (STEP) Funds**

Total Available: \$113,892.00	Percent Total Funds spent to date 55%
Obligated: \$113,892.00	Percent Admin Funds spent to date 25%
Unobligated: \$-0-	Percent Program Funds spent to date 59%
Spent: \$63,114.00	
Balance: \$50,778.00	

Mr. R.B. Smith asked about the funds end. Ms. Washington explained that the LWDA has 2 years to spend the funds. Any funds remaining at the end of the first year become carryover money for use the following year. The funding period for the Adult, Youth and Dislocated worker runs from June 30, 2016. The three northern parishes were acquired in November 2015. Mr. R.B. Smith moved to approve the Expenditure report. Ms. Crystal Scott seconded. Carried. Mr. Carlos Perez asked that Vernon parish be included.

**(2) Update on Contract with the Louisiana Workforce Commission (LWC) for the Workforce Innovation & Opportunity Act (WIOA) to provide funding for the Youth, Adults and Dislocated Workers in the Six-Parish Consortium of Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis and Vernon for the 2016/2017 Funding Year.**

This Contract stipulates the allotment levels for WIOA Youth, Adult and Dislocated Worker funds per parish as follows: Youth total \$742,949 (Allen--\$55,310; Beauregard--\$71,177; Vernon--\$113,694; Calcasieu--\$441,418; Cameron--\$1,996; and Jefferson Davis--\$59,354); Adult total \$766,174 (Allen--\$76,737; Beauregard--\$76,207; Vernon--\$114,558; Calcasieu--\$435,423; Cameron--\$2,991; and Jefferson Davis--\$60,258); and Dislocated Worker total \$554,974 (Allen--\$37,246; Beauregard--\$51,577; Vernon--\$128,633; Calcasieu--\$270,822; Cameron--\$18,312; and Jefferson Davis--\$48,384). "In consideration of the services described in this Grant the LWC hereby agrees to pay the Local Grant Recipient a maximum fee of \$2,064,097."

Mr. Carlos Perez moved to approve the Contract between the Calcasieu Parish Police Jury and the Louisiana Workforce Commission for the \$2,064,097. Dr. Neil Aspinwall seconded. Carried.

**(3) Consideration on approval of changes to the Supportive Services Policy and the Individual Training Account Policy to increase the amount of Supportive Services to \$5,000 for the Adults and Dislocated Workers.**

Mr. R.B. Smith moved to approve the changes to the Supportive Services and Individual Training Account Policies to increase the amount of Supportive Services up to \$5000. Mr. Boyd Sockrider seconded. Carried.

**6. Consideration on Approval and Submission of the Regional/Local Combined Workforce Draft Plan for Region 5/Local Workforce Development Area LWDA51**

- Provide for a 30 day public comment period with the stipulation that expected information is considered included, entered, and approved.
- If there are no comments or changes (other than the expected information, grammatical, punctuation, or typos) the plan shall be considered as the Final Plan and will be submitted to the Louisiana Workforce Commission (LWC) by July 29, 2016.
- If there are comments or changes, the Board must meet again no sooner than Tuesday, July 25 (following the 30 day comment period) to incorporate any changes resulting from the comments and for final approval for submission to the LWC by July

Mr. R.B. Smith moved to Approve draft of the Regional/Local Combined Plan and to enter into a public 30-day comment period where any comments are forwarded to the Louisiana Workforce Commission. Accepted comments without substance change to the draft plan may include grammar, typos, punctuation, or information to add to the Plan that is non-debatable. If no substantive comments are received, the Plan is automatically deemed in its final form and will be submitted to the Louisiana Workforce Commission by July 29. If comments are received that result in substantive changes to the Plan, the Board will have to meet again on July 26 at 9:00 a.m. at Business & Career Solutions Center to take up that one agenda item and take action on final approval of the Regional/Local Combined Plan after such comments are added to the Plan. Mr. Carlos Perez Seconded. Carried.

**7. Consideration on Approval and Submission of the Memorandum of Understanding and Cost Allocation Plan between the Federal Partners in the One-Stop System**

Ms. Crystal Scott moved to approve the Memorandum of Understanding and the Cost Allocation Plan between the 12 Partners in the One-Stop Business & Career Solutions Center. The umbrella section of the MOU stands, but a couple of the agencies Addendum to the MOU which lists their services in the Center are still being drafted at the State level. The information added to the Addendum by these agencies is non-debatable. The draft Cost



Services	April 2016	April 2015	May 2016	May 2015
Quiz Pre-Employment Testing	0	0	0	0
On-line Assessment	5	5	6	11
Job Search	472	915	538	360
Resumes	43	99	104	95
Phones/Copier/Fax	61	128	127	108
UI Claims (Computer)	53	97	332	70
TABE/SAGE Assessment	7	3	12	3
Literacy Council HiSET Referrals/Computer Classes	0	1	2	2
Job Readiness/J-Core Workshops	3	7	1	2
WIA Orientations	11	7	21	14
Disability Employment Initiative	0	0	0	0
Louisiana Rehabilitations Services	0	0	2	0
Resource Guide Orientations	0	0	0	0
Password Re-Sets	54	24	55	27
JD-NEG Information Meetings	0	5	17	3
Ticket to Work Orientation	0	0	0	0
CSBG	0	0	0	3
Special Employer Events	366	367	128	85
Quarterly Job Fair/Hiring Events	274	242	121	42

#### April/May 2016

During April/May 2016, seven (3) placements were recorded for WIOA participants that received classroom training scholarships:

- Jefferson Davis School Board – Child Nutrition Substitute ~ 1 @ \$7.25 hr.
- Jefferson Davis School Board – Paraprofessional ~ 1 @ \$14.10 hr.
- Coushatta Casino Resort – Dealer ~ 1 @ \$7.25 hr.
- Turner Industries – Welder Supervisor ~ 1 @ \$35.00 hr.
- CB&I – Welder Helper II ~ 1 @ \$26.00 hr.
- LCMH – ER Tech ~ 1 @ \$11.20 hr.
- Vernon Moving & Storage – Secretary ~ 1 @ \$9.00 hr.

Staff attended the Resource Fair and the C.N.A. registration at Sowela Main Campus in Lake Charles on Friday, April 22, 2016, 2016 and Sowela Morgan Smith campus on Friday, May 6, 2016 to provide information to individuals about the financial assistance available through the WIOA program should they qualify. Staff are currently setting up one on one appointments to determine WIOA eligibility with interested individuals. The C.N.A. class is scheduled to begin May 24, 2016 and the regular Summer Semester begins June 6, 2016. Enrollment numbers will be reported on the next report for all six parishes.

Staff is currently collaborating with Central Louisiana Technical Community College (CLTCC) – Lamar Salter & Oakdale to provide services to eligible individuals and recruit for enrollments for all WIOA programs.

Staff have enrolled five (5) JDNEG participants who began a customized training as Scaffold Builders, these individuals are layoffs from the oil/gas industry. Staff also enrolled (2) two participants into Coastal Truck Driving Academy in Alexandria, La., these individuals were also enrolled as JDNEG.

Staff has been conducting informational meetings to advise and educate individuals of the opportunities being offered through the Job Driven-National Emergency Grant. Meetings are conducted on an as needed basis and the number of individual who participated in April/May informational meeting was five.

After reviewing Customer Satisfaction surveys it was determined that Customers were very satisfied with the services received here at the Center.

The next Quarterly Job Fair will be held at the Lake Charles Civic Center on Wednesday, July 13, 2016.

### Strategies To Empower People (STEP)

The purpose of the Strategies to Empower People (STEP) Program is to provide opportunities for work-eligible recipients of FITAP to receive job preparation, work and supportive services to enable them to leave the program and become self-sufficient.

To accomplish this STEP will:

- Encourage, assist and require work-eligible recipients of FITAP to fulfill their responsibilities to support their children by preparing for, accepting, and retaining employment.
- Provide individuals with the opportunity to acquire the skills necessary to qualify for employment.
- Provide the necessary supportive services, including child care and medical assistance, so that individuals can participate and accept employment.
- Promote coordination of services at all levels of government and in the business community in order to make a wide range of services available and to maximize the use of existing resources.
- Emphasize accountability for both participants and service providers.

Noted below are the current numbers and status of STEP participants assigned to Business and Career Solutions Center staff:

#### APRIL/MAY 2016

Parish	Number Enrolled	Number Sanctioned	Work Experience Program (WEP)	Active	No Activity Required
Allen (02)	8	3	1	5	3
Beauregard (06)	8	0	0	7	1
Calcasieu (10)	46	10	2	37	9
Cameron (12)	0	0	0	0	0
Jefferson Davis (27)	5	0	0	14	4
Vernon (28)	17	6	0	12	3

#### RECRUITMENT AND PLACEMENT TEAM

- **Quarterly Job Fair** – Calcasieu Business & Career Solutions Center hosted the Quarterly Job Fair on April 13, 2016. The job fair was held at the Lake Charles Civic Center from 9:00 a.m. – Noon. Forty-seven (47) employers attended the job fair. Two-hundred-eight (208) job seekers attended. One hundred eighty (180) pre-registered for the event. A total of twenty nine (29) veterans attended the career fair. Veterans were given priority of services. All veterans were moved to the front of the line, and allowed to enter the career fair first to speak with employers ahead of all other job seekers. Non-veteran jobseekers applauded as veterans were allowed in the career fair first. Thirty seven (37) youth attended the career fair. Staff plan to offer a job readiness workshop prior to the July job fair to better assist job seekers with their job searching efforts.
- **Biolab** – Business & Career Solutions Center hosted interview sessions on April 12, 14 and 20, 2016. Three (3) company representatives were present. The company was hiring for Shipper/Packers. Twenty-two (22) jobseekers attended the interview sessions. Hiring decisions are pending.
- **Sasol** - Business & Career Solutions Center hosted pre-employment testing sessions at the Center and Sowela on April 1, 5, 9, 15, 19 and 26, 2016. A total of twenty seven (27) candidates attended the testing sessions. Sasol and TRS Craft Services staff will review the test results for consideration of interviews and employment.
- **Colonial Life** - – Business & Career Solutions Center hosted a recruiting seminar on May 12, 2016. The company had 1 representative present recruiting for Sales Representatives. Two (2) jobseekers attended the event. Hiring decisions are pending.
- **Olameter** – Business & Career Solutions Center hosted a hiring event on May 17, 2016. The company had 1 representative present recruiting for Meter Readers. Eleven (11) jobseekers attended the hiring event. Interviews and hiring decisions are pending.
- **West Calcasieu Job Fair** – Business & Career Solutions Center co-hosted a job fair in Sulphur at the West Calcasieu Events Center. Thirty one (31) employers were present. One hundred ten (110) job seekers were in attendance. Sixteen

(16) veterans and twenty four (24) youth (ages 16-24) attended. Priority of services to veterans was honored and veterans were allowed exclusive access to meet with employers during the first fifteen minutes of the job fair.

- **Sasol** - Business & Career Solutions Center hosted a pre-employment testing sessions on May 5, 10, 17 and 31, 2016. TRS representatives invited candidates that applied to the Sasol Operations job order found in LAWorks.net. A total of ten (10) candidates attended the testing sessions. Sasol and TRS Craft Services staff will review the test results for consideration of interviews and employment.

There were **28 (34)** hires for the month of April/May 2016.

- **Recare** – 1 Social Services Assistant @ \$16.83 per hour
- **Sasol** – 1 Maintenance Technician @ \$30.25 per hour
- **Manpower** – 1 Janitor @ \$9.00 per hour.
- **PCL Construction** – 1 Pipefitter @ \$30.00 per hour
- **HR Outsourcing** – 1 Electrician Helper @ \$21.00 per hour
- **Turner** – 1 Welder @ \$35.00 per hour
- **Daigle Plumbing** – 1 Plumber Helper @ \$13.00 per hour
- **CB&I Constructors** – 1 Helper @ \$26.00 per hour
- **Biolab** – 3 Shipper Packers @ \$17.25 per hour
- **PCL Industrial Construction** – 1 Pipefitter @ \$16.90 per hour
- **Lake Charles Memorial Hospital** – 1 Computer Support Specialist @ \$11.20 per hour
- **WR Grace** – 1 Maintenance Worker @ \$27.00 per hour
- **Leading Healthcare of LA** – 1 Social Service Assistant @ \$7.25 per hour
- **Sasol** – 1 Learning Specialist @ \$39.42 per hour; 1 Maintenance Manger@ \$72.12 per hour; 1 Site Supply Chain Manager @ \$57.69 per hour; 2 Senior Maintenance Managers @ \$48.08 per hour; 1 Environmental Specialist @ \$48.08 per hour; 3 Maintenance Technicians @ \$40.73 per hour; 1 Security Manager @ \$40.87 per hour; 1 Electrician Craftsman 2<sup>nd</sup> @ \$39.98 per hour; 2 Process Safety Technicians @ \$37.02 per hour.

#### Veterans Hired

There were **2** veterans hired out of the **528** hires for the month of April/May.

#### Registered Employers

Total number of new employers registered from April/May 2016 was (73) **(13)**. One was staff registered.

#### Job Orders

Staff entered (11) **(33)** of the total of (502) **(435)** job orders.

**Some of the services included:** Provided Direct Employer Visit, Capture of Spider Jobs, Job Fair Services, Job Order Assistance, Website Navigation, Recruitment Services, Refer Qualified Applicant to Employer Job Vacancies, Reviewed Resumes and Recommended Individuals, Provided Customized/Mass recruitment Services, Hosting Hiring Events, Hosting Interview Events, Hosting testing events, Notification to employer of potential applicant, Intensive Candidate Pre-Screening, Employer Based/Customized Training Consultation.

#### **RE-EMPLOYMENT SERVICES & ELIGIBILITY ASSESSMENT (RESEA) RE-EMPLOYMENT & ELIGIBILITY ASSESSMENT (REA)/ WORKER PROFILING & RE-EMPLOYMENT SERVICES (WPRS)**

Categories	April 2016	April 2015	May 2016	May 2015
Orientations	16	<b>18</b>	16	<b>16</b>
Case Management Appt.	32	<b>133</b>	41	<b>131</b>
Letters Mailed (LWC)	143	<b>463</b>	124	<b>353</b>
Profilers' Attendance	125	<b>72</b>	85	<b>67</b>

All

profiler, whether they have received REA/WPRS letters or RESEA letters will be provided with Career and Labor Market Information. Re-Employment Strategy Plans will be reviewed by staff and the Development of Individual Employment Plans which will provide the claimant with the appropriate services that will address each participant's specific needs by setting goals and objectives. Comprehensive Assessments will be completed and all profilers will receive intensive services and case management to further assist them in becoming job ready and obtaining employment.

ALL profilers that fail to comply with service point letter instructions will be disqualified for UI until requirements are met.

**UNEMPLOYMENT RATES:**

<b>April 2016</b>	<b>National 5.0</b>	<b>State 6.3</b>	<b>Calcasieu 4.7</b>	<b>Cameron 4.4</b>	<b>Allen 6.1</b>	<b>Beauregard 5.7</b>	<b>Vernon 6.4</b>	<b>Jeff Davis 6.0</b>
<b>April 2015</b>	<b>5.2</b>	<b>5.1</b>	<b>5.2</b>	<b>4.6</b>	<b>6.7</b>	<b>6.3</b>	<b>7.5</b>	<b>5.9</b>

This data for April 2016/2015 was taken from "Louisiana Workforce at a Glance," (release dates: May 27, 2016/ May 27, 2015) may be found at [www.laworks.net](http://www.laworks.net).

**JUDICIAL CORE OPPORTUNITY REFERRAL FOR EMPLOYMENT (J-Core)**

The purpose of the J-Core Program is to assist Ex-Offenders that face many challenges after their release from prison. It also, provides career counseling, training and job placement services to ex-offenders, to help them secure meaningful and gainful employment that pays a decent wage. This component is intended to help curtail the revolving door of recidivism.

The Business Services Specialist (BSS) scheduled two workshops for the month of April/May. There were (3) **(8)** attendant for the months of April/May for J-Core/Re-Entry Program for the Hard-To-Employ.

**BUSINESS SERVICES OUTREACH**

The Business Services Specialist (BSS) continues to provide outreach services informing community businesses, agencies, and residents of the services provided at the Business and Career Solutions Center. The BSS works in partnership with Catholic Services, CSBG, Head Start, etc. to provide BCSC clients the necessary support (Housing, TWIC/Safety Cards, Training, Uniforms, etc.) needed to become and/or retain gainful employment.

The BCSC provides a Job Readiness Workshop for BCSC members on the 2nd Friday of each month. There were (4) applicants in attendance the months of April/May.

**VETERAN ACTIVITIES**

Categories	April 2016	April 2015	May 2016	May 2015
New Registrations	295	<b>309</b>	306	<b>294</b>
Enrollments Previous	122	<b>102</b>	121	<b>72</b>
Enrollments New	123	<b>105</b>	93	<b>53</b>
Services Provided by Staff to Veterans	439	<b>391</b>	47	<b>33</b>
Veteran Referrals	7	<b>5</b>	2	<b>3</b>

Title 38 U.S.C. Chapter § 4104(e) Reporting and Veterans Program Letter (VPL) 03-14,— requires a report on employment and training services provided to Veterans and eligible persons by the local employment Service Delivery Point (SDP) or area. This narrative report is provided to the DVET (Directorate of Vocational Education & Training (DVET) no later than 45 days following the end of each Fiscal Funding Year quarter. The purpose of this weekly report is to assist Disabled Veterans Outreach Program (DVOP)s in compiling the aforementioned Quarterly Report.

DVOP Edward Kron and DVOP Robert Cummings conducted Veteran Profile Reviews on all eligible veterans that signed up on the Louisiana Works HiRE system. They contacted the eligible veterans to encourage them to go to the Business and Career Solutions Center. They would also contact them to provide assistance as needed.

DVOP Edward Kron reached out to Care of Help of Sulphur. Edward called Jody of Care of Help of Sulphur to find out about the various programs they provided. DVOP Edward was informed that Care of Help of Sulphur assists those in the Sulphur area with rent, utilities, and other emergency services. They provide emergency service that help with utilities, rent, doctor visits, dental visits, bus tickets, gas cards, clothing, and furniture needs. DVOP Kron built a good rapport with Jody which will really aid those veterans in the Sulphur area that need their services.

DVOP Edward Kron began working with a veteran who had a barrier of low income. DVOP Kron conducted a comprehensive assessment and Individual Employment Plan on the veteran. Upon completion of the comprehensive assessment DVOP Kron discovered that the veteran had extensive experience as a warehouse attendant. DVOP Edward Kron instructed on the Dress for Success technique and interview techniques to prepare the veteran for his interview. The veteran went to the interview and followed up with the DVOP afterwards. The veteran notified the DVOP that he was offered a position as a full time warehouse attendant. He was offered a salary of \$10.00 and was offered benefits after the first 60 days.



## 12. Update on Federal Monitoring Review Conducted March 28-April 1. Final Report

Ms. Washington said that the Federal Monitoring report had not yet been received. The Louisiana Workforce Commission (LWC) did provide a report with 45 days to respond to findings. The State is allowing some latitude because of the work required on the Plan and Memorandum of Understanding (MOU).

## 13. Report on Youth Providers Activities (HANDOUTS)

- (a) Calcasieu Parish School Board Dr. Betty Washington
- (b) Calcasieu Workforce Center, Mr. Kendrick Celestine
- (c) Allen, Beauregard, Vernon Youth Program, Ms. Elaine Brister

Ms. Elaine Brister provided information on the success story and reported on the Comprehensive Youth Services in Allen, Beauregard & Vernon Parishes as follows:

Documentation on Meeting Performance:		LWDA 51
<b>B. Program Performance - Carryover 2015/2016</b>		<b>61</b>
(1)	Number NEW Planned to enroll by 3/31/16	0
(2)	Number NEW Actually enrolled by 3/31/16	0
<b>Total # Served 7/1/15 - 3/31/16</b>		<b>61</b>
(3)	Number exited	14
(4)	Number positive outcomes	8
(5)	Number negative outcomes	6
(6)	Number Received Diploma/GED	6
(7)	Literacy/Numeracy Gains (OSY)	0
(8)	Number Employed/Military	0
(9)	Number received credentials	7
(10)	Elements being provided	8
(11)	# In Each ELEMENT	
	1 Tutoring/Study Skills	0
	2 Alternative School	2
	3 Summer Work Opportunities	9
	4 Work Experience/Internship	1
	5 Occupational Skills Training	9
	6 Leadership Development	18
	7 Supportive Services	5
	8 Adult Mentoring	12
	9 Follow Up	2
	10 Comp Guidance & Counseling	0
(12)	Number in Post-Secondary	9

Success Story: Ashy, quiet young lady and her mother visited the Beauregard center looking for help with finding summer employment. This Vernon Parish resident was a sophomore being home schooled and in need of the assistance that the youth program could provide. She was from a single parent household on public assistance with two younger siblings and was basic skills deficient in Reading. While in the program, she participated in summer youth employment, mentoring and in the Beauregard Adult Education program. She worked at the Beauregard center in the MIS department, answering the phone and assisting customers. She was always complimented by her supervisor as being detail oriented, accurate in her work and a quick learner. However, her quiet nature did not display the determination she had to attain her GED. She faced some challenges along the way, but with time and the support of her family and staff at the center, she married, had her first child and attained her GED. Because of the computer and customer service skills that she learned while working at the Beauregard center, she found employment at Lowe's as the customer service desk sales associate and did very well in that position with her wages increasing. She has since moved to South Carolina and is attending college. She is very appreciative of the help she received from the program and is thankful for the support and opportunities provided to her.

Mr. Kendrick Celestine provided the Youth Success story and reported on the Comprehensive Youth Program for Calcasieu, Cameron & Jeff Davis as follows:

Documentation on Meeting	Calcasieu	Cameron	Jeff Davis
<b>A. Program Performance - Carryover 15/16</b>	'11 = 1 '12 = 3 '13 = 12 '14 = 17 '15 = 11 '16 = 1 Total = 45	'11 = 2 '12 = 0 '13 = 1 '14 = 0 '15 = 0 '16 = 0 Total = 3	'11 = 0 '12 = 2 '13 = 8 '14 = 2 '15 = 3 '16 = 4 Total = 16
(1) Number NEW Planned to enroll by 05/31/16 from Contract	10	0	3
(2) Number NEW Actually enrolled by 05/31/16	1	0	4
Total # Served 7/1/14 - 05/31/16			
(3) Number exited	24	3	11
(4) Number positive outcomes	20	3	6
(5) Number negative outcomes	4	0	5
(6) Number Received Diploma/GED	0	0	0
(7) Literacy/Numeracy Gains (OSY)	91%	100%	94%
(8) Number Employed/Military	0	0	0
(9) Number received credentials	16	0	13
(10) Elements being provided	7	2	6
(11) # In Each ELEMENT			
1 Tutoring/Study Skills	0	0	0
2 Alternative School	0	0	0
3 Summer Work Opportunities	8	0	3
4 Work Experience/Internship	6	0	0
5 Occupational Skills Training	24	0	10
6 Leadership Development	47	3	22
7 Supportive Services	23	0	8
8 Adult Mentoring	0	0	0
9 Follow Up	13	3	8
10 Comp Guidance & Counseling	0	0	0
(12) Number in Post-Secondary	24	0	10

**CWC Comprehensive Youth Services Success Story:** Tore, a young lady having lot of trouble finding out what she wanted to do once she graduated high school. She was not sure if she wanted to dive into the workforce or enroll in some sort of training. Finally, she decided to move away and go to school in Baton Rouge, Louisiana. There she enrolled at Baton Rouge Community College (BRCC), concentrating in Criminal Justice. Her first semester at BRCC, she quickly realized that school was not her cup of tea at that time. So she made a decision to move back home. Prior to this young lady conducting some research and finding out about the WIOA youth program, she juggled between working hard to support herself along with being a full time mother. She was ecstatic to be extended an opportunity with the WIOA Work Experience program as the receptionist for the Calcasieu Business and Career Solutions Center. As you may know, work experience positions are temporary. After 9 months of service and excellent performance, she was selected for a permanent full time position.

Ms. Sheree Thierry presented the success story for Felecity and provided the report on Youth Services as follows:

<b>Documentation on Meeting Performance:</b>	<b>CPSB</b>
<b>B. Program Performance - Carryover 2015/2016</b>	'11=1 '12=1 '13=5 '14-11 '15=2
<b>(1) Number NEW Planned to enroll by 5/31/16</b>	<b>12</b>
<b>(2) Number NEW Actually enrolled by 5/31/16</b>	<b>6</b>
<b>Total # Served 7/1/14 - 12/31/15</b>	<b>21</b>
<b>(3) Number exited</b>	<b>7</b>
<b>(4) Number positive outcomes</b>	<b>4</b>
<b>(5) Number negative outcomes</b>	<b>3</b>
<b>(6) Number Received Diploma/GED</b>	<b>6</b>
<b>(7) Literacy/Numeracy Gains (OSY)</b>	<b>59%</b>
<b>(8) Number Employed/Military</b>	<b>3</b>
<b>(9) Number received credentials</b>	<b>3</b>
<b>(10) Elements being provided</b>	<b>5</b>
<b>(11) # In Each ELEMENT</b>	
<b>1 Tutoring/Study Skills</b>	<b>14</b>
<b>2 Alternative School</b>	<b>8</b>
<b>3 Summer Work Opportunities</b>	<b>2</b>
<b>4 Work Experience/Internship</b>	<b>0</b>
<b>5 Occupational Skills Training</b>	<b>2</b>
<b>6 Leadership Development</b>	<b>0</b>
<b>7 Supportive Services</b>	<b>0</b>
<b>8 Adult Mentoring</b>	<b>0</b>
<b>9 Follow Up</b>	<b>5</b>
<b>10 Comp Guidance &amp; Counseling</b>	<b>0</b>
<b>(12) Number in Post-Secondary</b>	<b>5</b>

#### **Success Story: WIOA 2015 –Student Success Story – Felecity**

Felecity is a twenty-two year old single mother that dropped from school during her freshman year due to unfortunate life circumstances. Felecity reached out to her high school counselor seeking information on finishing her education, the school counselor then referred Felecity to our WIOA office for possibility of receiving services. Our WIOA office was eager to assist Felecity in achieving her goals of completing high school and providing additional assistance with her enrollment at Sowela Technical Community College. Upon Felecity's enrollment into WIOA, she did very well on her assessments that determined her level of functionality, scoring well above ninth grade level. Our WIOA staff also assessed Felecity on her preparedness of the HiSet examination and based of her results she was "well prepared" in three out of four sections of the exam. Felecity has been diligently working in our Plato software in preparation for her HiSet exam and is anticipating to take the actually exam next month. It is with great anticipation she passes her exam so she may move forward to the next phase of her life, college. Currently, Felecity is working in our summer work program at the Calcasieu Parish School Board Assessment Office. Since her start of working, Felecity has been a great asset to our summer work program by displaying a positive attitude and exceptional work ethics. Possessing these great attributes, Felecity has stood out and is being recognized throughout the office for doing such a wonderful job. The summer work program is being unquestionable beneficial to Felectiy. She is learning basic clerical skills such as, checking and distributing documents; receiving, sorting and distributing incoming mail; maintaining filing system and photocopying, scanning and faxing documents to list a few. Our WIOA is thrilled to consider Felecity our success story that is still in progress. Through proper instruction, leadership, and guidance the sky is the limit for Felecity. Our WIOA office will continue to work with Felecity on achieving her goals and ensuring she becomes a successful and productive citizen.

**14. Upcoming Quarterly Meetings & Events**

September 22, 2016                      January 26, 2017                      April 27, 2017                      June 22, 2017

Need to change so that we have at least one meeting each quarter.

January                      April/June                      September                      Oct,Nov,Dec.

**Upcoming Job Fair – Lake Charles Civic Center, July 13, 2016 from 9:00 a.m. – 12:00 noon**

**15. Adjournment**

**Mr. Leger asked that everyone be sure to sign in on the Sign-In Sheets provided.**

**All business conducted, Mr. Leger declared the meeting adjourned at 12:55 p.m.**

**Respectfully,**

**Juanita Poland, Minutes Taker**