

WORKFORCE DEVELOPMENT BOARD (WDB)

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

Chair—Mr. Toby Leger ~ Vice-Chair—Ms. Donna Bailey ~ Secretary—Ms. Sarita Scheufens

Economic Development—Mr. R.B. Smith ~ Youth—Ms. Tommeka Semien ~ Labor—Mr. Carlos Perez ~ Private Business—Mr. Richard Boenig

Workforce Innovation & Opportunity Act (WIOA)

Calcasieu Business & Career Solutions Center

Region 5/Local Workforce Development Area 51

2424 3rd Street

Thursday, September 22, 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

Chairman Toby Leger called the meeting to order at 12:15 p.m. The meeting was late getting started waiting on a quorum of members to arrive so that business could be conducted. Ms. Poland called roll.

A quorum of 16 of the 31 members was present. Ms. Donna Bailey came in later for a total of 17 members present.

Members Present included: Ms. Barbara Disnake, Mr. Richard Boenig, Ms. Nicole Moncrief, Ms. Sarita Scheufens, Mr. Toby Leger, Ms. Donna Bailey, Mr. Boyd Sockrider, Mr. Rand Alford, Ms. Ranelle Birmingham, Ms. Debra Jones, Ms. Tommeka Semien, Mr. Carlos Perez, Ms. Juana Felton, Ms. Crystal Scott, Mr. R.B. Smith, Ms. Karen Clapp, and Ms. Tami Culbreath

Members Absent included: Mr. Darrell Henagan, Mr. Brad nelson, Ms. Ginger Consigney, Ms. Michelle Nicholson, Mr. Kyle Clawson, Mr. Joseph Duhon, Mr. Keith Cooley, Dr. Neil Aspinwall, Mr. Robert Fontenot, Mr. Matthew Hennings, Ms. Carol Thibodeaux, Ms. Cassie Henry, and Ms. Tracie Fontenot.

CPPJ Liaisons Absent: Ms. Shelly Mayo and Mr. Sharon LaTour.

WDB Staff Present: Ms. Stephanie Seemion, Ms. Betty Washington, and Ms. Juanita Poland

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

Calcasieu Workforce Center (CWC) Youth Providers Present: Mr. Kendrick Celestine and Ms. Elaine Brister

CPPJ Department of Human Services Director Present: Mr. Tarek Polite

(1) **Announcement regarding quorum (minimum of 16 of 31 members)**

A quorum of 16 of the 31 members was present at the start of the meeting.

(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 forwarded to the Calcasieu Parish Police Jury. This is an annual Requirement.

There are still 15 members who have not completed the Ethics Course.

(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. Send a copy to the WDB Office to jpoland@cppj.net

(4) **Welcome new WDB member Boyd Michael Welch (from Beauregard Parish) who will fill the unexpired term of Mr. Dick Myers (term ends June 30, 2018). He is expected to be appointed on September 29.**

Mr. Toby Leger welcomed Mr. Welch and thanked him for agreeing to fill this position.

Sent West Cal Chamber another email requesting nomination by September 30 or relinquishing slot to SWLA Economic Development Alliance. Stephanie contacted Lena MacArthur regarding this matter.

(5) **Consideration on taking action on WDB members who have missed three meetings in a row. ByLaws say in**

Article II Membership: SECTION 9 REMOVAL OF MEMBERS: Members may be recommended for removal for good cause by a majority vote of the members present. Good cause is defined as any voluntary termination, or failure to attend three (3) consecutive meetings. Extenuating circumstances should be considered in removing a member for any reason. A letter will be sent to the member and to the nominating authority of the Board's action for removal. The following members have missed at least three meetings in a row: Ms. Nichole Moncrief, Mr. Joseph Duhon, Ms. Cassie Henry and Ms. Tracie Fontenot.

Mr. Carlos Peres made a Motion to employ the Bylaws and request written cause for absences and commitment To attend meetings. Ms. Sarita Scheufens provided the 2nd. The members who are absent today, bringing their absences to 3 in a row will be included. Vote: Motion Carried

The additional individuals are Mr. Darrell Henagan, Ms. Ginger Consigney, and Mr. Kyle Clawson.

2. Consideration Regarding Add-on Agenda Items

Only one add-on agenda item was presented—Consideration on approval of the Contract for the Job Driven National Emergency Grant (JDNEG) to extend the contract through June 30, 2017 to expend the balance of funding in the Contract Mr. Carlos Perez made a motion to add the items. Ms. Barbara Disnue provided the 2nd. Mr. Leger called twice for public comment. There was none. Vote: Motion Carried. The item will be considered as part of Agenda Item Number 4 (Fiscal Matters) as item # (3)

3. Consideration on Approval of Minutes of the June 23, 2016 Meeting

Ms. Sarita Scheufens made a motion to approve the Minutes of the June 23, 2016 meeting. Ms. Crystal Scott provided The 2nd. Vote: Motion Carried.

4. Consideration on of Fiscal Matters

(1) Consideration on Approval of End of the Year Report for Program Year 2015/2016 ending June 30, 2016

a. Workforce Innovation & Opportunity Act (WIOA) Adult Funds

Total Funds Available: \$808,976	Percent of Expenditures Overall = 69%
Total Obligations: \$747,733	Percent of Expenditures for Admin = 93%
Balance Unobligated: \$61,243	Percent of Expenditures for Program = 67%
Total Funds Spent: \$558,963	
Funds Unspent: \$250,013	

b. Workforce Innovation & Opportunity Act (WIOA) Dislocated Worker Funds

Total Funds Available: \$731,536	Percent of Expenditures Overall = 41%
Total Obligations: \$362,905	Percent of Expenditures for Admin = 81%
Balance Unobligated: 368,631.81	Percent of Expenditures for Program = 38%
Total Funds Spent: \$299,755	
Funds Unspent: \$431,781.81	

c. Workforce Innovation & Opportunity Act (WIOA) Youth Funds

Total Funds Available: \$726,337	Percent of Expenditures Overall = 52%
Total Obligations: \$521,518	Percent of Expenditures for Admin = 100%
Balance Unobligated: \$204,819	Percent of Expenditures for Program = 48%
Total Funds Spent: \$376,696	
Funds Unspent: \$349,641	

d. Workforce Investment Act (WIA) Job Driven National Emergency Grant (JDNEG) Funds

Total Funds Available: \$1,550,000	Percent of Expenditures Overall = 23%
Total Obligations: \$1,550,000	Percent of Expenditures for Admin = 22%
Balance Unobligated: \$-0-	Percent of Expenditures for Program = 25%
Total Funds Spent: \$348,957	
Funds Unspent: \$1,201,043	

e. Department of Children & Family Services (DCFS): Strategies to Empower People (STEP) contract

Total Funds Available: \$89,318	Percent of Expenditures Overall = 84%
Total Obligations: \$89,318	Percent of Expenditures for Admin = 41%
Balance Unobligated: \$-0-	Percent of Expenditures for Program = 70%
Total Funds Spent: \$75,322	
Funds Unspent: \$13,996	

Consideration on approval of the Budget for 2016/2017

ALLEN, BEAUREGARD, CALCASIEU, CAMERON, JEFF DAVIS, VERNON BUDGET-COMBINED

	WIOA ADULT	WIOA DISLOCATED WORKERS	WIOA YOUTH	JD-NEG	STEP	TOTAL
PY16 ALLOCATION	\$ 97,564.00	\$ 109,366.00	\$ 742,949.00	\$ -	\$ 96,000.00	\$ 1,045,879.00
FY17 ALLOCATION	\$ 668,610.00	\$ 445,608.00	\$ -0-	\$ -0-	\$ -0-	\$ 1,114,218.00
PY15 CARRYOVER	\$ 250,013.00	\$ 431,782.00	\$ 349,641.00	\$ 1,201,042.00	\$ -0-	\$ 2,232,478.00
TOTAL AVAILABLE FUNDS	\$ 1,016,187.00	\$ 986,756.00	\$ 1,092,590.00	\$ 1,201,042.00	\$ 96,000.00	\$ 4,392,575.00
TOTAL OBLIGATIONS	\$ 751,518.00	\$ 506,980.00	\$ 467,551.00	\$ 1,201,042.00	\$ 96,000.00	\$ 3,023,091.00
BALANCE UNOBLIGATED	\$ 264,669.00	\$ 479,776.00	\$ 625,039.00	\$ -	\$ -	\$ 1,369,484.00

Mr. R.B. Smith made a motion to approve both the 2015/2016 Year End Expenditure Report and the 2016/2017 Budget. Mr. Carlos Perez seconded the motion. Carried

Consideration on approval of Expenditure Report through August 31, 2016

- a. **Workforce Innovation & Opportunity Act (WIOA) Adult Funds**
Total Funds Available: \$1,016,187 Percent of Expenditures Overall = 12%
Total Obligations: \$715,518 Percent of Expenditures for Admin = 16%
Balance Unobligated: \$264,669 Percent of Expenditures for Program = 12%
Total Funds Spent: \$123,397
Funds Unspent: \$892,790
- b. **Workforce Innovation & Opportunity Act (WIOA) Dislocated Worker Funds**
Total Funds Available: \$986,756 Percent of Expenditures Overall = 6%
Total Obligations: \$506,980 Percent of Expenditures for Admin = 16%
Balance Unobligated: \$479,776 Percent of Expenditures for Program = 5%
Total Funds Spent: \$57,760
Funds Unspent: \$928,996
- c. **Workforce Innovation & Opportunity Act (WIOA) Youth Funds**
Total Funds Available: \$1,052,590 Percent of Expenditures Overall = 4%
Total Obligations: \$467,551 Percent of Expenditures for Admin = 17%
Balance Unobligated: \$625,039 Percent of Expenditures for Program = 3%
Total Funds Spent: \$42,396
Funds Unspent: \$1,050,134
- d. **Workforce Investment Act (WIA) Job Driven National Emergency Grant (JDNEG) Funds**
Total Funds Available: \$1,550,000 Percent of Expenditures Overall = 29%
Total Obligations: \$1,550,000 Percent of Expenditures for Admin = 27%
Balance Unobligated: \$-0- Percent of Expenditures for Program = 30%
Total Funds Spent: \$453,977
Funds Unspent: \$1,096,023
- e. **Department of Children & Family Services (DCFS): Strategies to Empower People (STEP) contract**
Total Funds Available: \$96,000 Percent of Expenditures Overall = 15%
Total Obligations: \$96,000 Percent of Expenditures for Admin = 41%
Balance Unobligated: \$-0- Percent of Expenditures for Program = 13%
Total Funds Spent: \$14,751
Funds Unspent: \$81,249

Ms. Debra Jones made a motion to Approve 2016/2107 Expenditure Report through August 31. Mr. Rand Alford provided the 2nd. Vote: Motion carried.

- (2) **Consideration on Approval of Strategies to Empower People (STEP) Contract for \$96,000**
Ms. Washington explained that the amount of funds received this year was reduced from \$113,892 to the \$96,000. The goal of this program is to get people off of public assistance.
Mr. R.B. Smith made a motion to approve the STEP Contract with LWC 2016/2017 for \$96,000. Ms. Juana Felton provided the 2nd. Vote: Motion carried.
- (3) **Consideration on Extension of the Job Driven National Emergency Grant through June 30, 2017.**
Ms. Seemion explained that over 2 years ago Workforce area 51 received \$1.55 million to serve dislocated workers. The contract is scheduled to end September 30, 2016. This Contract with Louisiana Workforce Commission is a " no cost" extension through June 30, 2017. Ms. Seemion said that we need more engagement from the Board in providing work opportunities and OJT through this Contract. One new project is a Customized Training in Lafayette and New Iberia. Staff have held off enrolling more individuals due to the lack of surety on the Contract being extension. More individuals can be trained in this area and this contract allows us to continue this training. If there is anyone with ideas on projects to expend these funds, please contact Ms. Seemion either by phone or email. Ms. Donna Bailey expressed a desire to meet with Ms. Seemion.
Mr. Carlos Perez made a motion to approve the Contract Extension of the Job Driven National Emergency Grant. Mr. Boyd Sockrider seconded. Vote: Motion Carried.

5. Report on Performance from Louisiana Workforce Commission (LWC)

Ms. Seemion noted that even though local Area 50 and 51 have merged, the performance is still being reported separately. The good news is that former Area 50 is meeting all standards and exceeding 5 and Area 51 is meeting all of the performance measures and exceeding eight of the nine measures. Performance is as follows:

PERFORMANCE MEASURE	LWDA 50	LWDA 51
ADULT MEASURES		
Entered Employment Rate	61.0%	67.0%
Employment Retention	86.0%	84.0%
Average Earnings	\$22,614	\$16,831
DISLOCATED WORKER MEASURES		
Entered Employment Rate	63.0%	67.0%
Employment Retention	81.0%	86.0%
Average Earnings	\$16,865	\$23,806
YOUTH MEASURES		
Placement in Employment or Education	71.0%	80.0%
Attainment of Degree or Certificate	71.0%	67.0%
Literacy and Numeracy Gains	0.0%	61.0%

6. **Consideration on Approval of Academy of Acadiana School in Lake Charles as an Eligible Training Provider** Report from Board Members Toby Leger and Carlos Perez regarding Site Visit
 Mr. Toby Leger stated that he thought this was a good school and they were doing a good job. Mr. Carlos Perez said they are providing training for careers and there is a need to hire individuals with the skill sets they offer. He was very pleased with this group. Ms. Seemion stated that there had been difficulty in the past with training for medical office and with dental assistants in being employed after completing training.
Ms. Sarita Scheufens made a Motion to approve sending students to the Academy of Acadiana. Ms. Donna Bailey provided the 2nd. Vote: Motion Carried.

7. **Update on Status of the Calcasieu Parish School Board (CPSB) Participants following Termination of Contract for Comprehensive Youth Services.**
 All #24 students have been incorporated into the CWC Contract.
 Mr. Kendrick Celestine reported on the youth inherited from the terminated School Board contract. Five of the students are working on their HiSet, Five are in follow-up, Four have exited to follow-up (2 of the 4 no longer live in LA; one of them is working) 1 is at Sowela in the P-Tech curriculum. There are still 9 that have not been located.

8. **Consideration on adding funds in the amount of \$94,800 to the Calcasieu Workforce Center Contract to provide funding for the additional 24 youth from the Calcasieu Parish School Board**
 The average cost to serve a participant is \$3,950 as was published in the Cost per Participant Evaluation form which included the actual numbers served and the actual funds spent on participants from both the CWC and CPSB from Year 2008/2009 through 2015/2016. The average cost was derived from dividing the total funds spent by the total participants served. This average is 3,950 (\$3,950 x 24 = \$94,000)
 Ms. Poland explained how the average cost is calculated using “sum of least squares” based on actual expenditures divided by the actual number of participants served by the youth programs. Mr. Kendrick Celestine noted that the amount was incorrect as the Evaluation form showed the average cost at \$3,960, but the number \$3,950 was used instead. The correct amount should be \$3,960 x 24 is \$95,040.
Ms. Barbara Disnake made a motion to add the corrected amount of \$95,040 in funds to Calcasieu Workforce Center (CWC) for Calcasieu parish to serve the youth inherited from the CPSB program which was not renewed. Mr. Richard Boenig provided the 2nd. Vote: Motion Carried.

9. **Consideration on Development of NEW OR Revision to Existing WDB Policies**

- (1) Supportive Services Policy to add documentation regarding the request for Supportive Services from the Participant, add clarification to the Share-A-Ride service to stipulate that the driver cannot live in the same household as the participant (Revision)
- (2) Policy on Cost Classification from CFR 667.220 (New)
- (3) Policy on Customized Training (New)
- (4) Policy on Self-Attestation (New)
- (5) Policy on Fiscal Matters (Budget Controls, Cost Allocation, Cash Management Cost Policies and Procurement) (New)

The Grants Manual developed by the Parish Staff is currently in draft form. As soon as it is adopted, WIOA will adopt it. The final form will be utilized for this Policy.

Ms. Stephanie Seemion briefly reviewed each of the Policies. Some were the result of the Federal and State monitoring.

Mr. R.B. Smith made a motion to approve all 5 of the Policies (Supportive Services, Cost Classification, Customized Training, Self-Attestation, and Fiscal Matters). Mr. Richard Boenig provided the 2nd. Vote: Motion Carried

10. Update on Status of Customized Training in Scaffold Building Local Workforce Development Areas 40 (St. Landry) and 41 (Lafayette)

Enrollments into this training began 05/31/2016:

Total enrolled 31 Completed training 29 Still in training 2

Placement information: Total employed as Scaffold Builder and/or helpers 9

Salaries:

1 @ \$14.00 hr Employer: Safway Services

6 @ \$16.00 hr Employer: Excel Modular

1 @ \$18.00 hr Employer: Brock

1 @ \$18.50 hr Employer: Turner Industries

Ms. Seemion provided updated numbers for the Customized Training Report as follows: The number Employed as scaffold builders has increased from 9 to 11. The number of them earning \$16.00 per hour has increased from 6 to 7 and the number employed earning \$18.00 per hour has increased from 1 to 2.

11. Report on B&CSC Activities--Ms. Myra DeLaCroix

Ms. DeLaCroix asked if there were any questions regarding the report. There were **none**.

Membership Team

Category	June 2016	June 2015	July 2016	July 2015	August 2016	August 2015
New Customers	422	304	471	331	351	224
Return Customers	1102	823	1027	847	994	643
Plant Applications	70	100	68	94	81	101
Veterans	139	59	152	114	117	86
Youth	137	82	145	61	94	72

Skills Development Team

Customers utilized the Skills Development Lab for a variety of services. Listed below are the services provided and the number of members that utilized each service:

Services	June 2016	June 2015	July 2016	July 2015	August 2016	August 2015
Quiz Pre-Employment Testing	0	0	1	0	6	0
On-line Assessment	6	1	4	3	1	1
Job Search	822	574	852	739	692	423
Resumes	105	119	86	106	118	128
Phones/Copier/Fax	128	131	100	94	85	109
UI Claims (Computer)	148	64	249	48	310	71
TABE/SAGE Assessment	15	0	40	11	29	37
Literacy Council GED Referrals/Computer Classes	3	0	0	0	3	1
Job Readiness/J-Core Workshops	18	9	4	13	5	7
WIOP (Workforce Innovation and Opportunity Program)	0	0	0	0	14	0
WIOA (Orientations/Appointments)	37	3	66	38	97	0
Disability Employment Initiative	0	0	0	3	0	0
Louisiana Rehabilitations Services	4	0	15	0	13	0
Password Re-Sets	84	28	75	19	27	24
JD-NEG Information Meetings	14	0	20	5	8	0
Ticket to Work Orientation	0	0	0	4	0	1
CSBG	0	0	0	0	0	5
Special Employer Events	60	128	292	53	47	28
Quarterly Job Fair/Hiring Events	121	0	277	334	20	0

June/July/August 2016

During June/July/August 2016, six (3) placements were recorded for WIOA participants that received classroom training scholarships:

- The Fair Haven Partners LLC – Construction Laborer ~ 1 @ \$23.00 hr.
- Evergreen Life Services – Direct Services Associate ~ 1 @ \$9.00 hr.
- Robinswood – Licensed Practical Nurse ~ 1 @ \$19.00 hr.
- Golden Age of Welsh – Licensed Practical Nurse ~ 1 @ \$17.00 hr.
- Securitas – Security Controller ~ 1 @ \$15.45 hr.
- Cajun Industries – Carpenter Helper ~ 1 @ \$22.00 hr.

Staff attended Resource fairs and registrations at Sowela Main Campus, Morgan Smith Campus and McNeese campus to provide information to individuals about the financial assistance available through the WIOA program should they qualify. Staff set up one-on-one appointments to determine WIOA eligibility with interested individuals.

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 46 (5) individuals for June/July/August 2016 who were found to be eligible for WIOA services, see breakdown:

- Four – LPN (Lamar Salter Campus, Leesville, LA)
- Four – LPN (3 - Sowela Campus, Lake Charles, LA and 1 - Morgan Smith Campus)
- Two – Fast Track Process Technology (Sowela Campus, Lake Charles, LA) – **JDNEG**
- One – RN (McNeese State University)
- Five – JATC Electrical Apprenticeship Program
- Three – Rodbuster Training (Sowela Campus, Lake Charles, LA) - **JDNEG**
- Three – OJT (CBI) as Rodbusters - **JDNEG**
- Twenty-Four – Scaffold Builders (Customized Training, SLCC Campus, New Iberia, LA), these 24 individuals were enrolled under the **JDNEG/DW** grant.

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 June/July/August informational meeting was twenty-six.

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 SOWELA Technical Community College on October 5, 2016.

Comprehensive Youth Program – An oral report will be given by youth staff and handouts provided at the WDB meeting.

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:

JUNE/JULY/AUGUST 2016

Parish	No. Enrolled	No. Sanctioned	Work Experience Program (WEP)	Active	No Activity Required
Allen (02)	6	3	1	3	3
Beauregard (06)	12	4	0	9	3
Calcasieu (10)	48	5	2	45	3
Cameron (12)	0	0	0	0	0
Jefferson Davis (27)	2	0	0	2	0
Vernon (28)	13	6	0	9	4

RECRUITMENT AND PLACEMENT TEAM

- Biolab – Calcasieu Business & Career Solutions Center hosted interviews on June 7 and 29, 2016 for Biolab. The company was hiring for Millwright and Pipefitter positions. Eleven (11) jobseekers attended the event. Biolab had two (2) hiring managers present to conduct interviews. Hiring decisions are pending.
- SGS Petroleum – Calcasieu Business & Career Solutions Center hosted an interviewing event on June 16, 2016. Two (2) company representatives were present. The company was recruiting for a Loader position. A total of six (6) jobseekers attended the hiring event. Hiring decisions are pending.
- Firestone – Calcasieu Business & Career Solutions Center hosted testing/ interview sessions on June 8 and 9, 2016. A total of nine applicants were interviewed. Two company representatives were present. Hiring decisions are pending.
- Sasol - Business & Career Solutions Center hosted a pre-employment testing sessions on June 7, 21 and 28, 2016. Center staff invited qualified candidates that applied to the Sasol Maintenance job order found in LAWorks.net. A total of seven (7) candidates attended the testing sessions. Sasol staff will review the test results for consideration of interviews and employment.
- Hotard – Calcasieu Business & Career Solutions Center hosted a hiring event on June 30, 2016. One (1) company representative was present. The company was recruiting for several Bus Driver positions. A total of two (2) jobseekers attended the hiring event. Hiring decisions are pending.
- Jeff Davis Job Fair – Calcasieu Business & Career Solutions Center hosted the a job fair in Jennings, LA on June 22, 2016 in partnership with Jeff Davis Parish Economic Development, Tourist Commission and Chamber of Commerce and SWLA Economic Development Alliance. The job fair was held at the Union Baptist Church Life Center from 9:00 a.m. – Noon.

Eleven (11) employers attended the job fair. Sixty-six (66) job seekers attended. A total of four (4) veterans attended the career fair. Five (5) youth attended the career fair.

- Firestone - Calcasieu Business & Career Solutions Center hosted interview sessions on July 8, 12 and 14, 2016. The employer was interviewing for Operations position. Three (3) company representatives were present. Eighteen (18) job seekers were interviewed. Hiring decisions are pending.
- Job Start Job Fair – Calcasieu Business & Career Solutions Center hosted a quarterly job on July 13, 2016 at the Lake Charles Civic Center. Two hundred thirty one (231) job seekers were in attendance. Twenty six (26) veterans attended and were given priority of service. Veterans were allowed to enter the job fair before the general public. Fifty two (52) youth attended. Forty seven (47) employers attended. One hundred seventy (170) job seeker and forty three (43) employer surveys were collected. One hundred three (103) individuals pre-registered to attend the job fair during the month of July 2016. Hiring decisions are pending.
- Labor Ready – Calcasieu Business & Career Solutions Center hosted a hiring event on July 20 and 27, 2016. The company was hiring for Construction and Hospitality. Fifteen (15) jobseekers attended the event. Hiring decisions are pending.
- Biolab - Calcasieu Business & Career Solutions Center interview sessions for Operations positions. Three (3) company representative was present. Seven (7) jobseekers attended. Interviews and hiring decisions are pending.
- Sasol –Calcasieu Business & Career Solutions Center held one (1) Maintenance pre-employment testing sessions during the month of July. Both online and paper exams were administered. Scores have been provided to Sasol representatives and interviewing decisions are pending
- Laborers' International Union of North America (LiUNA) – The Business and Career Solutions Center hosted a hiring event. The company was hiring for Laborers. One (1) company representative was present. Fifteen (15) applicants attended the event and were interviewed by the employer. Final decisions are pending.
- VT San Antonio Aerospace – The Calcasieu Business & Career Solutions Center hosted a hiring event. The company was hiring for the following positions: APG, Structures, Avionic Mechanics and QC Inspectors. One (1) company representative was present. Five (5) applicants were in attendance for interviews. Final decisions are pending.
- Sasol –The Business & Career Solutions Center held Maintenance and pre-employment testing sessions during the month of June/July/August 2016. Both online and paper exams were administered to twenty one (21). Scores have been provided to Sasol representatives. Interview and hiring decisions are pending.

There were **53 (72)** hires for the month of June/July/August 2016.

- First Federal Bank of Louisiana – 2 Loan Clerks @ \$12.00 per hour; 1 Loan Officer @ \$28.84 per hour
- HR Outsource Staffing – 1 Heating/Air Conditioning Mechanic @ \$15.00 per hour
- Sasol – 1 Maintenance Worker @ \$36.98 per hour
- CB&I – 3 Construction Laborers @ \$21.00 per hour
- Firestone – 3 C-Operators @ \$31.16 per hour
- Securitas – 1 Security Guard @ \$15.45 per hour
- Care Inc. – 1 Personal Care Attendant @ \$7.25 per hour
- The Fair Haven Partners LLC – Construction Laborer ~ 1 @ \$23.00 hr.
- Evergreen Life Services – Direct Services Associate ~ 1 @ \$9.00 hr.
- Robinswood – Licensed Practical Nurse ~ 1 @ \$19.00 hr.
- Golden Age of Welsh – Licensed Practical Nurse ~ 1 @ \$17.00 hr.
- Securitas – Security Controller ~ 1 @ \$15.45 hr.
- Cajun Industries – Carpenter Helper ~ 1 @ \$22.00 hr.
- Robinswood – 1 Licensed Practical Nurse @ \$19.00 per hour
- Leading Healthcare of LA – 1 Social and Human Service Assistant @ \$7.25 per hour
- WR Grace – 1 Maintenance Technicians @ \$27.00 per hour; 1 Project Engineer @ \$36.06 per hour
- Sasol – 1 Distance Learning Coordinator @ \$26.44 per hour; 1 Occupational Health and Safety Specialist @ \$48.08 per hour; 1 Engineer @ \$36.63 per hour; 1 Senior Engineer @ \$48.08 per hour
- Golden Age of Welsh – 1 Licensed Practical Nurse @ \$17.00 per hour
- Labor Ready – 1 Housekeeper @ \$8.00 per hour
- Sasol – 1 Senior Process Control Specialist @ \$45.67 per hour; 2 Engineers I @ \$36.63 per hour; 2 Process Safety Technicians @ \$37.02 per hour; 1 Engineer II @ \$40.87 per hour; 1 Occupational Hygiene Technician @ \$25.96 per hour;
- Evergreen Life Services – 1 Personal Care Aides @ \$9.00 per hour
- Biolab – 5 Operators @ \$17.25 per hour
- First Federal Bank of LA – 1 Teller @ \$10.00 per hour
- Alpha Omega Services – 1 Production Worker Helper @ \$15.00 per hour
- Leading Healthcare of LA – 2 Social Service Assistants @ \$7.25 per hour
- Robinswood – 1 Licensed Practical Nurse @ \$19.00 per hour
- CB&I – 3 Rodbuster Helper II @ \$21.00 per hour

Veterans Hired

There were 5 veterans hired out of the 19 hires

Registered Employers

Total number of new employers registered from June/July/August 2016 (43) (33). Two were staff registered.

Job Orders

Staff entered (28) (47) of that total, (906) (873) job orders entered for June/July/August, 2016

Hires Resulting from Staff Referrals

Total number of hires resulting from staff referrals for June/July/August four (13) (32).

Services provided to employers

Direct staff assisted services were provided to (81) (141) employers for June/July/August 2016 resulting in (152) (278) services.

Some of the services included: Provided Direct Employer Visit, Capture of Spider Jobs, 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, Workers Comp/OSHA Training/Consultation.

TAA (Trade Act Adjustment)

July 2016 - (5) Participants Enrolled: (1) – Sowela Tech, Aviation Maintenance Technology, Associate Degree / (1) – Associated Builders & Contractors (ABC), Pipefitter NCCER Certification / (2) – Safety Council of SWLA, COSS Certification: Certified Occupational Safety Specialist / (1) – Lockhart Training Services, API Pipe Inspector Certification. (7) Participants Pending Enrollment.

August 2016 - (3) Participants Enrolled: (1) – Sowela Tech, Accounting Technology, Associate Degree / (1) – Sowela Tech, Process Technology, Associate Degree / (1) – Crane Inspection & Certification Bureau (CICB), Crane Operator, NCCCO Certification.

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

Categories	June 2016	June 2015	July 2016	July 2015	August 2016	August 2015
Orientations	18	18	32	16	30	16
Case Management Appt.	48	144	107	101	74	107
Letters Mailed (LWC)	220	436	259	457	191	457
Profilers' Attendance	97	90	120	79	130	79

All profilers, 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:

July 2016	National 5.1	State 6.9	Calcasieu 5.5	Cameron 5.1	Allen 7.8	Beauregard 6.9	Vernon 8.9	Jeff Davis 6.8
July 2015	5.6	6.6	5.6	4.8	7.7	6.6	8.4	6.5

This data for July 2016 was taken from "Louisiana Workforce at a Glance," (release dates: August 26, 2016) may be found at 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 August. There were (5) (4) attendants for the month of July for J-Core/Re-Entry Program for the Hard-To-Employ. The J-Core Job Readiness Workshop are held the 1st Tuesday of the month.

BUSINESS SERVICES OUTREACH

Business Service Staff facilitated the Re-Entry Workshop (J-Core).
 Business Service Staff facilitated the Job Readiness Workshop. Guest Speaker from First Federal Bank (provided information to the audience in reference to what they look for out of applicants applying for employment. (Employer Tips/Do’s and Don’ts. Business Service Staff provided an email blast to the AAR applicants that were laid-off. The email was in reference to the Hiring Event for 08/16/2016. They are hiring for VT SAA (APG, Structures, Avionics Mechanics and QC Inspectors. Business Service Staff made a Direct Visit to employer Vincent’s Roofing. Provided information of services. Business Service Staff sent email blast to the AAR applicants that were laid-off. Email Blast was sent to Triumph Aviation Services. Triumph was hiring for Aircraft Technicians at all levels, earning \$12-\$26 hourly positions.

Human Services provided TWIC Card assistance to (13) applicants. Human Services also provided (7) applicants with Safety Card assistance.
 Human Services also provided Supportive Services to (2) applicants, that has secured employment with employer, that required supportive services for their job.

VETERAN ACTIVITIES

Categories	June 2016	June 2015	July 2016	July 2015	August 2016	August 2015
New Registrations	6	9	14	16	9	8
Enrollments Previous	139	102	130	72	118	112
Enrollments New	13	21	57	53	67	52
Services Provided by Staff to Vets	442	391	432	33	390	325
Veteran Referrals	9	5	3	3	9	8

Title 38 U.S.C. Chapter § 4104(e) Reporting and 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 no later than 45 days following the end of each FFY quarter. The purpose of this weekly report is to assist DVOPs in completing the aforementioned Quarterly Report.

DVOP Edward Kron 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 Heroes on the Water. Edward met with Mel Broussard to find out more information on the services Heroes on the Water provides to veterans. Heroes on the Water helps our Nation’s warriors and veterans from all branches of the United States military unwind using the therapeutic qualities of fishing from kayaks. What looks like a day trip of paddling and fishing is in fact something much deeper and long-lasting. This organization will benefit those veterans who are struggling with PTSD and assist them in becoming a more productive citizen.

DVOP Edward Kron began working with a veteran who had a barrier of low income and homelessness. 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 desired to become employed as a laborer within the local construction industry. DVOP Edward Kron assisted the veteran with building his resume, directed him to contact the Veterans Affairs office to apply for a housing voucher, and assisted the veteran with his job search. The veteran applied for a position with CB&I as an Ironworker Helper II. He was offered a salary of \$21.75 and full benefits.

DVOP Edward Kron attends the Veterans Court every week. The veterans' court is a program that will assist those veterans who have been incarcerated and provide them with the necessary resources to overcome the barrier of being previously incarcerated.

- (A) Letter of Thanks from United Way for Staff Donations of items to assist with disaster flood relief

12. Update on Monitoring Reviews for Federal and State Reports

(1) Federal Monitoring Review Conducted March 28-April

(2) Update on State Monitoring Conducted in February, 2016

Responses provided to each Agency. Waiting to see if responses were adequate

Ms. Seemion stated that the report was received in June. Responses were submitted. The final report has not yet been provided.

13. Report on Youth Providers Activities (HANDOUTS)

(a) Calcasieu Workforce Center (Calcasieu, Cameron, Jeff Davis & CPSB).....Mr. Kendrick Celestine

(b) Calcasieu Workforce Center (Allen, Beauregard, Vernon).....Ms. Elaine Brister

CWC Youth Program Success Story

Back in 2014, the Calcasieu Workforce Center assisted a young lady under the Workforce Investment Act (WIA). She was a parenting youth, who was low income and receiving public assistance. During that time, this young lady enrolled at SOWELA Technical Community – Morgan Smith Campus, in the CNA Curriculum. She successfully completed the course. She secured employment working at a local nursing home facility in Jennings. WIA Youth Staff exited her out of the program, as a positive outcome. However, her journey did not stop there. Just recently, this young lady came back seeking assistance with schooling again. Now, this young lady has enrolled in the LPN Curriculum. WIOA Youth Staff has begun assisting her in her journey. She stated, "I do not want to be a CNA for the rest of my life. My goal is to become a Register Nurse. But I want to patiently enjoy the journey from CNA to LPN to RN, and possibly a Nurse Practitioner." If I can help anyone with a word of encouragement it would be this: Don't give up on your dream(s), if it takes days, months, years, or decades to complete, just do it. Don't allow it to make the graveyard richer than it is already.

(a) Youth Program Quarterly Report on Activities

Documentation on Meeting Performance		LWDA51 TOTAL	Calcasieu	Cameron	Jeff Davis	CPSB
NUMBERS BEING SERVED Carryover # from Contract		59	43	1	15	24
(1)	Number NEW Planned to enroll by 8/31/16 from Contract	6	3	1	2	0
(2)	Number NEW Actually enrolled by 8/31/16	10	7	0	3	0
TOTAL NUMBER SERVED BETWEEN 7/1/16 - 8/31/16		69	50	1	18	24
(3)	Number exited and in Follow-up	27	17	1	4	5
(4)	Number positive outcomes	23	15	1	4	3
(5)	Number negative outcomes	4	2	0	0	2
NUMBER ELEMENTS BEING PROVIDED						
(6) # Active Participants in Each ELEMENT as of 8/31/16 (some may be in Multiple elements)						
1	Tutoring/Study Skills	9	0	0	1	8
2	Alternative School	3	0	0	0	3
3	Paid & Unpaid Work Opportunities	3	3	0	0	0
4	Occupational Skill Training	13	9	0	3	1
5	Education offered concurrently with work preparation	-	-	-	-	-
6	Leadership Development	58	25	0	19	14
7	Supportive Services	17	11	0	6	0
8	Adult Mentoring	-	-	-	-	-
9	Follow Up (Youth enter 12 months Follow-up when the complete elements needed)	23	13	1	4	5
10	Comp Guidance & Counseling	-	-	-	-	-
11	Financial Literacy Education	-	-	-	-	-
12	Entrepreneurial Skills Training	-	-	-	-	-
13	Services that provide labor market & employment	1	1	0	0	0
14	Activities to prepare youth for transition to postsecondary education & training	-	-	-	-	-
COMMON MEASURES for Youth during Follow-Up						
(7)	Number Received Diploma/GED or Certificate	28	9	-	11	8
(8)	Literacy/Numeracy Gains (OSY)	23	88%	N/A	92%	75%
(9)	Number Placed in Employment/Military	23	15	4	1	3
(10)	Number placed in postsecondary School	0	0	0	0	0
(11)	Number received credentials	28	9	-	11	8
WIOA MEASURES for Youth during Follow-Up						
(12)	Number in Education or Employment (2 nd Qtr.)	23	83%	0	0	33%
(13)	Number in Education or Employment (4 th Qtr.)	N/A	N/A	N/A	N/A	N/A
(14)	Median Earnings during 2 nd QTR after exit	23	23	23	23	23
(15)	Received a recognized postsecondary credential or secondary school diploma (or its recognized Equivalent)	20	9	0	11	0
(16)	Achieving Measureable Skill Gains in Education or Training Program Leading to Credential	23	23	23	23	23
(17)	Effectiveness in Serving Employers	23	23	23	23	23

Documentation on Meeting Performance	LWDA51 TOTAL	Allen	Beauregard	Vernon
NUMBERS BEING SERVED <small>Carryover # from Contract</small>	51	7	27	17
(1) Number NEW Planned to enroll by 8/31/16 from Contract	16	5	5	6
(2) Number NEW Actually enrolled by 8/31/16	0	0	0	0
TOTAL NUMBER SERVED BETWEEN 7/1/16 - 8/31/16	51	7	27	17
(3) Number exited and in Follow-up	41	4	24	13
(4) Number positive outcomes	32	4	17	11
(5) Number negative outcomes	9	0	7	2
NUMBER ELEMENTS BEING PROVIDED				
(6) # Active Participants In Each ELEMENT on 8/31/16				
1 Tutoring/Study Skills	0	0	0	0
2 Alternative School	0	0	0	0
3 Paid & Unpaid Work Opportunities	0	0	0	0
4 Occupational Skill Training	0	0	0	0
5 Education offered concurrently with work preparation	0	0	0	0
6 Leadership Development	8	2	3	3
7 Supportive Services	4	0	31	1
8 Adult Mentoring	0	0	0	0
9 Follow Up	41	4	24	13
10 Comp Guidance & Counseling	0	0	0	0
11 Financial Literacy Education	0	0	0	0
12 Entrepreneurial Skills Training	0	0	0	0
13 Services that provide labor market & employment	0	0	0	0
14 Activities to prepare youth for transition to postsecondary education & training	0	0	0	0
COMMON MEASURES for youth in Follow-Up				
(7) Number Received Diploma/GED or Certificate	21	3	12	6
(8) Literacy/Numeracy Gains (OSY)	0	0	0	0
(9) Number Placed in Employment/Military	21	3	11	7
(10) Number placed in postsecondary School	2	1	1	0
(11) Number received credentials	21	3	12	6
WIOA MEASURES for Youth in Follow-Up				
(12) Number in Education or Employment 2 nd Qtr. after exit	1	0	0	1
(13) Number in Education or Employment 4 th Qtr. After exit	0	0	0	0
(14) Median Earnings during 2 nd QTR after exit				
(15) Received a recognized postsecondary credential or secondary school diploma (or its recognized Equivalent)	0	0	0	0
(16) Achieving Measureable Skill Gains in Education or Training Program Leading to Credential				
(17) Effectiveness in Serving Employers				

Success Story:

As a junior in high school, Jennifer Moore enrolled in the Beauregard Youth program with a basic skills deficiency in Reading. She was from a household on public assistance and struggling to make ends meet. While in the program, she participated in the summer youth employment programs, work experience, leadership development and mentoring. Jennifer worked at the Beauregard Parish 911 and Medicaid offices where she acquired work experience opportunities to build her resume and establish a skill set as an Office Clerk. She also received an overall exemplary work readiness skills evaluation with comments stating that she had a “very pleasant personality” and was a “great asset” to the staff. Jennifer has obtained her Associate of Science degree in Interdisciplinary Studies through Liberty University. Currently, she is working her way through college and is continuing to take online classes to obtain her Bachelor’s degree in Psychology with plans to graduate this December. She began working for the Louisiana State Police - Troop E as a Dispatcher in February of this year and loves her job. She has applied to graduate school at the University of Southern California in Social Work. If accepted, she will begin her online studies in Social Work in January 2017. Being the daughter of a veteran, she would like to use her graduate degree to work as a Social Worker for the Veterans Administration. Jennifer is very appreciative of the help she received from the program and she attributes the experience that she obtained while working in the youth program with the success of her obtaining and doing well in her current position as a Dispatcher. (Signed permission to use information provided by Ms. Moore)

14. Consideration on Conducting Quarterly Board Meetings

Meeting Quarters	Jan./Feb./Mar	Apr./May/June	July/Aug./Sep	Oct./Nov./Dec
Current Meetings	January 26, 2017	April 27, 2017 June 22, 2017	September 28, 2017	none

The Louisiana Workforce Commission is requiring at least one meeting per quarter. Even though the Board meets 4 times per year, no meeting is held the 4th quarter. This should be rectified.

By this time, the quorum no longer existed, so no action was taken on this item. In the interim, Ms. Stephanie Seemion stated that she had checked with Mr. Harlan Henegar at the Louisiana Workforce Commission and the Board has the option to meet at least once per quarter OR to meet at least 4 times per year. No changes are necessary.

**15. Upcoming Job Fair – Sowela Technical Community College, October 5, 2016 from 9:00 a.m. – 12:00 noon
Board members should participate in the job Fair if you have job openings at your company.**

If not, at least try to attend the Job Fair AND to advertise it to your constituents.


Mr. Leger announced the upcoming Job Fair and encouraged employers on the Board to participate as possible.

16. Adjournment

Be sure you sign the Sign-In Sheet

All business conducted, Mr. Leger declared the meeting adjourned at 1:30 p.m.

Respectfully Submitted,


Juanita Poland, Note Taker