



**WORKFORCE DEVELOPMENT BOARD**

A PROUD PARTNER OF THE **American Job Center** NETWORK

*We put people to work!*

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P.O. Box 1299 ~ 70602  
Lake Charles, Louisiana  
Phone: 337-721-4010

**Local Workforce Development Area (LWDA) 51**  
**Allen ~ Beauregard ~ Calcasieu ~ Cameron ~ Jeff Davis ~ Vernon Parishes**  
**Calcasieu Consortium Workforce Development Board (WDB)**

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**AGENDA**

**1. Call to Order, Roll Call**

		2017		2015		2016				2017			
		Ethics Training	Oct 29	Nov 12	Jan 28	Apr 28	Jun 23	Sep 22	Jan 26	Apr 27	Jun 22	Sep 28	
<b>Private Sector Members</b>													
1	Ms. Barbara Disnuka 2017		P	P	P	A	A	P	P				
2	Mr. Darrell Henagan 2017		P	A	P	A	A	A	A				
3	Mr. Richard Boenig 2017		A	P	P	A	P	P	A				
4	Ms Nicole Moncrief 2017		P	A	A	A	A	P	P				
5	Mr. Brad Nelson 2018		P	P	P	P	A	A	P				
6	Ms. Hope Prather 2017												
7	Ms. Sarita Scheufens 2018		P	A	P	P	P	P	P				
8	Mr. Tab Finchum 2018												
9	Mr. Toby Leger 2017		A	P	P	P	P	P	P				
10	Mr. Kyle Clawson 2018		P	P	P	A	A	A	A				
11	Mr. Lonnie Harper 2018												
12	Ms. Donna Bailey 2018		A	P	P	P	A	P	A				
13	Mr. Boyd Michael Welch 2018							P	P				
14	Mr. Boyd Sockrider 2018		P	P	P	P	P	P	P				
15	Mr. Rand Alford 2017						P	P	P				
16	Ms. Ranelle Birmingham 2018		P	P	P	A	P	P	P				
17	Ms. Debra Jones 2017	3/17/17	P	P	P	P	P	P	P				
18	Mr. Keith Cooley 2019		P	P	P	P	P	A	P				
<b>Public Sector Members</b>													
1	Dr. Neil Aspinwall 2019	1/24/17	A	P	P	A	P	A	P				
2	Ms. Tommeka Semien 2017		P	P	P	P	P	P	A				
3	Mr. Robert Fontenot 2017		P	P	P	P	A	A	A				
4	Mr. Carlos Perez 2018		P	P	P	P	P	P	A				
5	Mr. Landry Ducote, II 2019												
6	Ms. Juana Felton 2019		P	P	P	P	P	P	A				
7	Ms. Crystal Scott 2018		P	P	P	P	P	P	P				
8	Ms. Carol Thibodeaux 2019	2/20/17				P	P	A	P				
9	Mr. R.B. Smith 2019		P	P	P	P	P	P	P				
10	Ms. Karen Clapp 2019	1/11/17	P	A	P	P	P	P	P				
11	Ms. Cassie Henry 2019		P	P	A	A	A	A	P				
12	Ms. Tami Culbreath 2019		P	P	P	P	P	P	P				
13	Ms. Tracie Fontenot 2019		P	A	A	A	A	A	A				
CPPJ	Ms. Shelly Mayo Rep District 3		NA	NA	P	P	P	A	P				
CPPJ	Mr. Shalon Latour Rep District 10		NA	NA	A	A	A	A	A				

- (1) [Announcement regarding quorum \(minimum of 16 of 31 members\)](#)
- (2) [Annual State Ethics Training for 2017](#) 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.

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*An Equal Opportunity Employer/Program*  
*Auxiliary aids and services are available upon request to individuals with disabilities*  
*and for persons with limited English proficiency.*

- (3) [Financial Disclosure will be Due May 15, 2017 to cover the year Jan. 1 thru Dec. 31, 2016.](#) If you served on the WDB for any part of 2016, YOU MUST FILE WITH THE STATE ETHICS BOARD & SEND A COPY TO JUANITA. If you do not file, you WILL hear from the State Ethics Board. **Send a copy to the WDB Office to [jpoland@cnpj.net](mailto:jpoland@cnpj.net)**
- (4) Welcome New Members appointed Thursday, April 20, 2017 at Public Meeting of the Calcasieu Parish Police Jury.  
Mr. Landry Ducote will fill the unexpired term of Mr. Matt Henning as one of the Labor Reps. His term will end June 30, 2019.  
Mr. Tab Finchum will fill the unexpired term of Ms. Michelle Nicholson representing the Private Sector in the Finance Industry. His term will end June 30, 2018.  
Mr. Lonnie G. Harper will fill the unexpired term of Mr. Joseph Duhon representing the Construction Industry. His term ends June 30, 2018.  
Ms. Hope Leedom Prather to fill the unexpired term of Ms. Ginger Consigny in the Healthcare Industry. Ms. Prather's term ends June 30, 2017.
- (5) WDB Members whose terms will expire June 30. If you desire to be reappointed, you should contact your nominating agency and express your desire. If you do not recall who your nominating agency is, contact Juanita at the WDB Office at 337-721-4015, Ext 5016 OR email [jpoland@cnpj.net](mailto:jpoland@cnpj.net).

Barbara Disnuke	Rand Alford	Darrell Hennigan's replacement.
Richard Boenig	Debra Jones	Hope Prather
Nichole Moncrief	Tommeka Semien	
Toby Leger	Robert Fontenot	

Still need replacements for Kyle Clawson from Jeff Davis Parish. Marion Fox is working on this one.  
 Still need replacement for Mr. Darrell Hennigan (Alliance is working on this member)

**2. Consideration Regarding Add-on Agenda Items**

Motion to add the items: 2<sup>nd</sup> Call for public comment two times. Vote

**3. Consideration on Approval of Minutes of the January 26, 2017 Meeting..... Attached**

Motion to Approve Minutes: 2<sup>nd</sup> Vote

**4. Consideration on of Fiscal Matters**

- (1) Expenditure Report through March 31, 2017 (**HANDOUTS**) .....Ms. Betty Washington  
 Motion to Approve Expenditure Report: 2<sup>nd</sup> Vote

**5. Consideration on Youth Services: The Board can opt for one of the two following choices:**

- (1) Designate the Calcasieu Parish Police Jury, the Grant Recipient and Fiscal Agent for the Workforce Innovation & Opportunities Act Funds as the direct provider of the Youth Programs (If this choice, this will also have to go on the Police Jury's Agenda and all of the elements will have to be procured). This option also requires the following: Requires a Written Agreement between the Board and the Police Jury providing "to clarify how the organization will carry out its responsibilities while demonstrating compliance with WIOA and corresponding regulations, relevant Office of Management and Budget circulars, and the State's conflict of interest policy." (20 CFR § 679.430) The agreement must provide "clarity on the expectations for those roles and clear methods of tracking effective execution and accountability for the distinct roles." (20 CFR §§ 679.400 & 679.420)

OR

- (2) Release a proposal to procure the services as we are currently doing.....Timeline Attached  
 Motion to provide youth program by method 1 or 2: 2<sup>nd</sup> Vote

**6. Consideration on Report from RFP Evaluation Committee regarding Score of the one proposal from the Calcasieu Parish Police Jury Department of Human Services, Mr. Tarek Polite: Lee Thibodeaux, Mark Eckard and Lynn Hohensee**

Motion to Approve Evaluation Committee Report: 2<sup>nd</sup> Vote

**7. Consideration on Award to a One Stop Operator procured through a Competitive Process**

Even though the WDB staff attempted an "exhaustive search" for prospective providers, only one proposal was submitted.

**The Calcasieu Parish Police Jury Procurement Policy provides the following information regarding non-competitive proposal or sole source:**

**(d) Noncompetitive Proposals or Sole Source Procurement (page 14 of the Procurement Policy)**

Noncompetitive proposals (negotiations) shall be used when: (1) the small purchase, competitive sealed bids, or competitive proposal (negotiations) procedures are not feasible, (2) the item or service being procured is available only from a single source, (3) the noncompetitive proposals (negotiations) will involve the solicitation of a proposal from only one source or (4) if after solicitations under one of the federal procurement methods above, the procurement resulted in only one response, proposal, or qualification statement. Coordination with the grantor of the federal program should be made when noncompetitive negotiation is used (CDBG requires written authorization).

As a recap, in order to qualify for this type of procurement, one of the following circumstances must apply:

- The item or service is available only from a single source.
- Procurement is determined to not be feasible under of the other three methods of procurement or it is determined that a public urgency or emergency exists and the urgency will not permit the delay beyond the time needed to employ one of the other three methods of procurement.
- After solicitation of a number of sources, competition is determined to be inadequate (i.e. received only one response).

Motion to Award the One Stop Operator under the Calcasieu Parish Police Jury Policy that allows such award based on the time frame to have the one stop operator in place (July 1, 2017) and the quantity of solicitations for bidders which turned out to be inadequate since only one proposal was received and based on negotiations with the WDB Staff: 2<sup>nd</sup> Vote

**8. Consideration on approval/disapproval of On-line Curricula at a Dallas-Based school, Joshua Career Institute and in Lavonia, Michigan, Medcerts for Healthcare.....Attached**

Joshua Career Institute: The Accounting Clerk (On-Line), Accounting Specialist (On-Line), Executive Administrative Assistant (On-Line), and Medical Records Technician (On-Line) programs for Joshua Career Institute have been marked as eligible for WIOA in HiRE. **Cost for each course is \$8,365.**

Medcerts: Healthcare and IT Training (On-Line)

Email from Jeffrey Duplantier with State regarding individuals attending these schools.....Attached

**9. Consideration on NEW OR Revised Existing WDB Policies**

- (1) Policy Transfer of Funds between Adult & DLW
- (2) Supportive Services Policy to Clarify Process to Document need for Supportive Services & Search Process,
- (3) Targeting, Outreach & Recruitment Policy

Motion to Approve Policies:

2nd

Vote

**10. Report on B&CSC Activities--Ms. Myra DelaCroix ..... Attached**

**11. Update on Monitoring Reviews for Federal and State Reports**

- (1) Federal Monitoring Review Conducted March 28-April. There is still a case open, but additional information has been submitted but no response has been received so far.....Attached
- (2) Update on State Monitoring Conducted in February, 2016. All cases that were opened have been satisfied and are closed.....Attached
- (3) State Monitoring conducted in November, 2016. No report received thus far.

**12. Report on Youth Providers Activities (HANDOUTS)**

- (a) Calcasieu Workforce Center (Calcasieu, Cameron, Jeff Davis & CPSB).....Mr. Kendrick Celestine  
Update Report on Youth Summit (March 28, 2017 – Civic Center)
- (b) Calcasieu Workforce Center (Allen, Beauregard, Vernon).....Stephanie Gordon

**13. Upcoming Job Fair – July 12, 2017 at the Lake Charles Civic Center**

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.

**14. Adjournment Be sure you Sign the SIGN-IN Sheet**