



WORKFORCE DEVELOPMENT BOARD

A PROUD PARTNER OF THE American Job Center NETWORK

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

Workforce Innovation & Opportunity Act (WIOA)
Local Workforce Development Area 51
Thursday, June 22, 2017
11:30 a.m. Lunch, Meeting 12:00 Noon

We Put People to Work!

American Job Center for
Business & Career Solutions
2424 3rd Street, Elcie Guillory Room
Lake Charles, LA 70601

AGENDA

1. Call to Order, Roll Call

		2017	2015		2016				2017			
	Private Sector Members	Ethics Training	Oct 29	Nov 12	Jan 28	Apr 28	Jun 23	Sep 22	Jan 26	Apr 27	Jun 22	Sep 28
1	Ms. Barbara Disnue 2020	4/27/17	P	P	P	A	A	P	P	A		
2	Mr. Richard Boenig 2017	Resigned 1/19/17										
3	Mr. Larry DeRoussel 2020											
4	Ms Nicole Moncrief 2020		P	A	A	A	A	P	P	P		
5	Mr. Brad Nelson 2018	4/28/17	P	P	P	P	A	A	P	P		
6	Ms. Hope Prather 2020									A		
7	Ms. Sarita Scheufens 2018		P	A	P	P	P	P	P	A		
8	Mr. Tab Finchum 2018									A		
9	Mr. Toby Leger 2017		A	P	P	P	P	P	P	A		
10	Ms. Ruth Carnes 2018											
11	Mr. Lonnie Harper 2018	4/7/17								P		
12	Ms. Donna Bailey 2018		A	P	P	P	A	P	A	P		
13	Mr. Michael Welch 2018	6/7/17						P	P	P		
14	Mr. Boyd Sockrider 2018	5/30/17	P	P	P	P	P	P	P	P		
15	Mr. Rand Alford 2020	4/28/17						P	P	P	P	
16	Ms. Ranelle Birmingham 2018	4/28/17	P	P	P	A	P	P	P	P		
17	Ms. Debra Jones 2020	3/17/17	P	P	P	P	P	P	P	P		
18	Mr. Keith Cooley 2019	5/8/17	P	P	P	P	P	A	P	A		
	Public Sector Members											
1	Dr. Neil Aspinwall 2019	1/24/17	A	P	P	A	P	A	P	P		
2	Ms. Tommeka Semien 2017		P	P	P	P	P	P	A	P		
3	Mr. Robert Fontenot 2020		P	P	P	P	A	A	A	A		
4	Mr. Steve Gaspard 2018											
5	Mr. Landry Ducote, II 2019									A		
6	Ms. Juana Felton 2019		P	P	P	P	P	P	A	P		
7	Ms. Crystal Scott 2018		P	P	P	P	P	P	P	P		
8	Ms. Carol Thibodeaux 2019	2/20/17				P	P	A	P	P		
9	Mr. R.B. Smith 2019		P	P	P	P	P	P	P	P		
10	Ms. Karen Clapp 2019	1/11/17	P	A	P	P	P	P	P	P		
11	Ms. Cassie Henry 2019		P	P	A	A	A	A	P	P		
12	Ms. Tami Culbreath 2019		P	P	P	P	P	P	P	P		
13	Ms. Tracie Fontenot 2019		P	A	A	A	A	A	A	A		
CPPJ	Ms. Shelly Mayo Rep District 3		NA	NA	P	P	P	A	P	A		
CPPJ	Mr. Shalon Latour Rep District 10		NA	NA	A	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>

The Calcasieu Parish Police Jury will be providing the Ethics Training in a Workshop Session as follows:

Tuesday, July 18, 2017 1:00 p.m. Burton Complex Chalkley Room
7001 Gulf Highway Lake Charles, LA 70607

Bring your Louisiana driver's license for the fastest sign-in!

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. No sign-up is required for this session.

An Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to the disabled and also for persons with limited English proficiency.

- (3) [Financial Disclosure Due May 15, 2017 to cover the year Jan. 1 thru Dec. 31, 2016.](#) If you served on the WDB for any part or 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@cppj.net**
- (4) **Welcome Members appointed Thursday, 6/1/2017 at Public Meeting of the Calcasieu Parish Police Jury.**
 Ms. Barbara Disnake was reappointed July 1, 2017 to June 30, 2020
 Ms. Nichole Moncrief was reappointed July 1, 2017 to June 30, 2020
 Ms. Hope Prather was reappointed July 1, 2017 to June 30, 2020
 Ms. Debra Jones was reappointed July 1, 2017 to June 30, 2020
 Mr. Rand Alford was reappointed July 1, 2017 to June 30, 2020
 Mr. Robert Fontenot was reappointed July 1, 2017 to June 30, 2020
 Mr. Larry DeRoussel was appointed to replace Mr. Richard Boenig who resigned. His term ended 2017. Mr. DeRoussel's term will run from July 1, 2017 to June 30, 2020
 Ms. Ruth Carnes was appointed to replace Mr. Kyle Clawson who resigned in 2016. Her term is to fill his unexpired term which ends June 30, 2018.
- Mr. Louis Reine has nominated Mr. Steve Gaspard as the Labor Rep to fill the unexpired term of Mr. Carlos Perez which is June 30, 2018. Mr. Gaspard will be appointed at the Calcasieu Parish Police Jury Meeting July 6, 2017.
 - Ms. Pataricia Felder from the state Adult Ed/Literacy Work Ready U has re-nominated Ms. Tommeka Semien. Tommeka will be reappointed by the Calcasieu Parish Police Jury Meeting July 6, 20217 Her term will be July 1, 2017 through June 30, 2020.
 - We are still waiting on Mr. George Swift to finalize the nomination to replace Mr. Darrell Henagan who resigned in early 2017. His term expired June 30, 2017, so the replacement's term will run from July 1, 2017 through June 30, 2020
 - We are still waiting on a nomination from Ms. Marion Fox (Jeff Davis) for a replacement for Mr. Toby Leger. The term will run from July 1, 2017 to June 30, 2020
 - **Notice of Carlos Perez resignation from the Union from the minutes of the meeting.**
 - **Verbal notice from Toby Leger that he cannot stay on the Board due to changes in work. Out of town often.**
- (5) [Election of Officers for the 2017 2018 program year](#) (beginning July 1, 2017)
Chair: Must be a representative of the Private Sector. ByLaws say Term Limit for Chair is 2 years. Current Chair is Mr. Toby Leger. Mr. Leger said that there have been changes in his work that make it difficult for him to attend the required meetings, so he is not able to continue on the Board.
Vice-Chair: Must be a representative of the Private Sector. Current Vice-Chair is Mr. Donna Bailey. Ms. Bailey is eligible to serve another year.
Secretary: May be a representative of either the Private or Public Sector. Current Secretary is Ms. Sarita Scheufens. Ms. Scheufens is eligible to serve another year.
Economic Development Representative: Current representative is Mr. R.B. Smith. Mr. Smith is eligible to serve another year.
Labor Representative: Mr. Carlos Perez is the current Labor Representative. He is no longer a member of the Board. Both Mr. Ducote and Mr. Gaspard are eligible to represent Labor.
Youth Representative: Ms. Tommeka Semien is the current Representative. She is eligible to serve another year. We are still working on getting her re-nomination.
Private Business Representative: Mr. Richard Boenig is the current representative. However, Mr. Boenig has resigned from the WDB. Another private sector member needs to be elected.
Disability Representative: The ByLaws state that the Committee Chairs serve on the Executive Board. This seat needs to be added.
- (6) [WDB Committee Appointments](#) beginning July 1, 2017 (Current Committee members)
- | | |
|---|--|
| <u>Executive Committee:</u>
(Addresses all One-Stop Issues and all Career Path Issues)
Chair: Mr. Toby Leger
Vice-Chair: Ms. Donna Bailey
Secretary: Ms. Sarita Scheufens
Labor: Mr. Carlos Perez
Economic Development: Mr. R.B. Smith
Youth: Ms. Tommeka Semien
Private Business: Mr. Richard Boenig | <u>Youth Committee:</u>
Ms. Tommeka Semien
Ms. Donna Bailey
Mr. Toby Leger
<u>Disability Committee:</u>
Ms. Debra Jones
Ms. Ranelle Birmingham
Ms. Juana Felton |
|---|--|
- Motion to Approve Committee Members: 2nd Vote**

- (7) Consideration on Revision to ByLaws.....Attached**
 On page 2, change the Nominating agency for the DCFS position from the State (Mr. Sammy Guillory), Deputy Assistant Secretary for LA DCFS Division of Programs to the Regional Coordinator, for LA DCFS Division of Programs, (Ms. Rose Greene).
 Motion to Approve change in ByLaws: 2nd Vote

2. Consideration Regarding Add-on Agenda Items

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

3. Consideration on Approval of Minutes of the April 27, 2017 Meeting Attached

Motion to Approve Minutes: 2nd Vote

4. Consideration on of Fiscal Matters

- (1) Expenditure Report through May 31, 2017: Ms. Betty Washington.....Attached**
 Motion to Approve Expenditure Report: 2nd Vote

- (2) Consideration on approval/disapproval of Amendment #1 to the STEP Contract to Extend the Time of the Contract from June 30, 2017 to September 30, 2017 and to increase the Amount of Funding from \$96,000 to \$120,000.....Attached**
 Remarks by Ms. Stephanie Seemion on issues with STEP.

Motion to Approve/disapprove the Amendment #1 to the STEP Contract: 2nd Vote

5. Consideration on Recommendation from Disability Committee Regarding Signage in the Comprehensive One Stop Center & Affiliated Sites: WDB Member Debra Jones.....Attached

Motion to Approve Signage: 2nd Vote

6. Status on Approval of Work Ready U Application for WIOA Title II Funds.....Tommeka Semien

7. Consideration on an Emergency Extension of the Current Youth Contract

We have only the one provider of Youth Services which is set to end June 30, 2017. The youth enrolled need to continue to be served until a decision is finalized on the steps the WDB has to take to either have the fiscal agent to run the program, do a sole source contract or procure a youth program through competitive procurement process.

Currently (as of spending through May 31, 2017) there is \$ 178,021 remaining in the Youth Contract. At an average monthly spending rate of \$35,250 per month, these funds could last (June – October) 5 months. June expenditures have not been included. Using this estimate of spending \$35,350 per month, a balance at the end of June would be \$142,771 which would last 4 months, from July 1, 2017 to October 31, 2017.

Motion to provide an emergency Modification #2 to extend the current Youth Contract (# 1-1B-16/17) for the remaining funds of \$178,021 (approximately through October 31, 2017) to continue to provide the elements to the youth served by these WIOA funds: 2nd Vote

8. Consideration on approval of Agreement between WDB and CEO for the Award of the One Stop Operator to the Fiscal AgentAttached

When the grant recipient/fiscal agent provides more than one service, an agreement is to be drafted between the WDB & CEO stipulating the responsibilities (stipulated in the WIOA Regulations) of each agency and assurance that the State's Conflict of Interest Policy will be upheld.

Motion to Approve Agreement: 2nd Vote

9. Update on Award of One-Stop Operator

Successful Negotiation of Contract on May 30. Mr. Tarek Polite will hire the One Stop Operator to be in place by July 1, 2017. The Hiring process will be completed through the Calcasieu Parish Police Jury Human Resource Department which includes posting the job position, receiving applications, interviewing applicants (conducting any testing) and final hiring. To date, the job has been posted.

10. Consideration on Approval of New MOU for the One Stop Center Partners.....Attached

11. Consideration on NEW OR Revised Existing WDB Policies

- (1) Conflict of Interest Policy.....Attached**
 Motion to Approve Policies: 2nd Vote

12. Report on American Job Center Network for Business & Career Solutions

Activities--Ms. Myra DelaCroix Attached

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- 13. Report on Youth Providers Activities through May 31.....Attached**
- (a) Calcasieu Workforce Center (Calcasieu, Cameron, Jeff Davis & CPSB).....Mr. Kendrick Celestine
- (b) Calcasieu Workforce Center (Allen, Beauregard, Vernon)..... Ms.Stephanie Gordon
- 14. Report on Job Fairs**
- (1) Report on Veterans Job Fair held June 15 at the Business & Career Solutions Center.....Crystal Scott
- (2) Upcoming **Job Fair – July 12, 2017** at the Lake Charles Civic Center.....Crystal Scott
- 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.
- 15. Adjournment** Be sure you Sign the SIGN-IN Sheet
- Upcoming Meetings (**Please pencil in these dates on your calendar**):
- September 28, 2017
- January 25, 2018
- April 26, 2018
- June 28, 2018