

WORKFORCE DEVELOPMENT BOARD

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

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 Lake Charles, Louisiana
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DRAFT MINUTES

1. Call to Order, Roll Call

Chairman Toby Leger called the meeting to order at 12:00 noon. Ms. Poland called roll.

Members Present: Ms. Barbara Disnuka, Ms. Nicole Moncrief, Mr. Brad Nelson, Ms. Sarita Scheufens, Mr. Toby Leger, Mr. Boyd Michael Welch, Mr. Boyd Sockrider, Mr. Rand Alford, Ms. Ranelle Birmingham, Ms. Debra Jones, Mr. Keith Cooley, Dr. Neil Aspinwall, Ms. Crystal Scott, Ms. Carol Thibodeaux, Mr. R.B. Smith, Ms. Karen Clapp, Ms. Cassie Henry, and Ms. Tami Culbreath

CPPJ Liaison Present: Ms. Shelly Mayo

Members Absent: Mr. Darrell Henagan, Mr. Richard Boenig, Ms. Ginger Consigny, Ms. Michelle Nicholson, Mr. Kyle Clawson, Mr. Joseph Duhon, Ms. Donna Bailey, Ms. Tommeka Semien, Mr. Robert Fontenot, Mr. Carlos Perez, Ms. Juana Felton, and Ms. Tracie Fontenot

CPPJ Liaison Absent: Mr. Shalon Latour

WDB Staff Present: Ms. Juanita Poland and Ms. Betty Washington

Business & Career Solutions Center Staff present: Ms. Elaine Brister, Mr. Kendrick Celestine and Ms. Marty Stevens

Monitors Present: Ms. Catherine Thomas and Ms. Jazelle Jones

CPPJ Human Services Department Director present: Mr. Tarek Polite

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

A quorum of 18 of the 31 members was present.

(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.

(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@cppj.net**

Dr. Neil Aspinwall asked for a copy of the Disclosure forms. Send to all members.

(4) Resignation of Mr. Matthew Henning, Labor Representative from Vernon Parish
Mr. Louis Reine nominated Mr. Landry Ducote, II. Will send to CPPJ for Appointment.

(5) Update 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.

Update on the responses of members that have missed at least three meetings in a row:

Letters were sent to each individual from Mr. Toby Leger on October 7, 2016

Ms. Nichole Moncrief—Spoke to Nichole at the last meeting and she will be attending.

Ms. Cassie Henry was taking classes but is now finished and should not miss any more meetings.

Mr. Darrell Henagan, Mr. Joseph Duhon, Ms. Ginger Consigny and Mr. Kyle Clawson resigned.

Ms. Sarita Scheufens moved to approve the members making the commitment to attend meetings, to accept the resignations of the individuals who had submitted the request and to begin the process to replace. Ms. Cassie Henry seconded. Carried.

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Auxiliary aids and services are available upon request to individuals with disabilities and for persons with limited English proficiency.

Ms. Tracie Fontenot—no response was received. Ms. Stephanie Seemion had said that she had spoken to Ms. Fontenot and it is unclear if there is anyone else from Jeff Davis Parish who could fill the position except for her. No decision was made regarding her termination.

Ms. Poland raised the question regarding the resignation of Ms. Michelle Nicholson from April 2016. Ms. Poland stated that she had called Ms. Lena McArthur who was out. Ms. Poland left a message that either a person be named or a letter to designate another agency to fill the position be provided. No response was received from her by the time of the meeting. Mr. R.B. Smith will look into the issue.

2. Consideration Regarding Add-on Agenda Items

Mr. Toby Leger stated that since the Agenda item #13 regarding holding at least one meeting per year in one of the northern parishes in our Region was a carryover from the September meeting due to the loss of a quorum, Ms. Seemion had suggested to move the item up so that action could be taken. The item will be taken up after Agenda Item #4, Consideration on Fiscal Matters.

There were no add-on agenda items. **Mr. R.B. Smith moved to adopt the revised Agenda. Ms. Sarita Scheufens seconded. Mr. Leger called for public comment twice and there was none. Motion Carried.**

3. Consideration on Approval of Minutes of the September 22, 2016 Meeting

Mr. R.B. Smith moved to approve the minutes of the September 22, 2016 meeting. Dr. Neil Aspinwall seconded. Carried.

4. Consideration on of Fiscal Matters

(1) Expenditure Report through December 31, 2016

Ms. Betty Washington provided Handouts of the Expenditure Reports through December 31, 2016 as follows:

- A. WIOA Adult Funds (Allocation \$766,174 plus Carryover \$250,013 equal total of \$1,016,187)
 - Total Funds Obligated: \$751,518
 - Total Funds Spent: \$347,477 (46% of Obligation)
 - Balance Obligated Funds to Spend: \$404,041
 - Funds Unspent: \$668,710
 - Spent 34% of total available funds
 - Spent 57% of total available Admin funds
 - Spent 32% of total available Program funds
- B. WIOA Dislocated Worker Funds (Allocation \$554,947 plus Carryover \$431,782 equal total of \$986,756)
 - Total Funds Obligated: \$506,980
 - Total Funds Spent: \$152,994 (30% of Obligation)
 - Balance Obligated Funds to Spend: \$353,986
 - Funds Unspent: \$833,762
 - Spent 16% of total available funds
 - Spent 43% of total available Admin funds
 - Spent 14% of total available Program funds
- C. WIOA Youth Funds (Allocation \$742,949 plus Carryover \$349,641 equal total of \$1,092,590)
 - Total Funds Obligated: \$467,551
 - Total Funds Spent: \$181,187 (38.8% of Obligation)
 - Balance Obligated Funds to Spend: \$286,364
 - Funds Unspent: \$911,403
 - Spent 34% of total available funds
 - Spent 57% of total available Admin funds
 - Spent 32% of total available Program funds
- D. WIA Job Driven NEG Funds (Allocation \$1,550,000)
 - Total Funds Obligated: \$1,550,000
 - Total Funds Spent: \$541,847 (35% of Obligation)
 - Balance Obligated Funds to Spend: \$1,008,153
 - Funds Unspent: \$1,008,153
 - Spent 35% of total available funds
 - Spent 33% of total available Admin funds
 - Spent 38% of total available Program funds
 - The Contract period was slated to end in September, 2016, but an extension was granted to June 30, 2017, (a total of 36 months in all)

E. Strategies to Empower People (STEP) Funds (Allocation \$96,000)

- Total Funds Obligated: \$96,000
- Total Funds Spent: \$40,906 (42.68% of Obligation)
- Balance Obligated Funds to Spend: \$96,000
- Funds Unspent: \$55,094
- Spent 43% of total available funds
- Spent 30% of total available Admin funds
- Spent 37% of total available Program funds

Mr. R.B. Smith asked if there were any training plans in the works. Ms. Washington replied that there were not.

Mr. R.B. Smith moved to approve the Fiscal Reports. Dr. Neil Aspinwall seconded. Carried.

4a. Agenda Item #13: Consideration on Conducting at least 1 Board meeting in the Northern Parishes

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 Workforce Innovation & Opportunity Act permits a minimum of 4 meetings per year. Quarterly is recommended but not required. Special needs meetings can be called at any time.

Ms. Poland said that there may be less business for action at the September meeting. **Mr. R.B. Smith moved to conduct the meeting in April (the new Board members would be in at that time) in Beauregard Parish. Mr. Boyd Welch seconded. Carried.** The meetings will be rotated in the northern Parishes: Beauregard, Allen then Vernon.

5. Slide Presentation Regarding the Procurement of a One Stop Operator

Ms. Crystal Scott presented a PowerPoint about the procuring of the One Stop Operator. Ms. Poland said that the procurement of a One Stop Operator through a competitive process is required by the Workforce Innovation & Opportunity Act. The information from the slide show has been followed. Specifically, the criteria listed for qualifications for the One Stop Operator were included exactly in the Request for Proposal Package.

6. Consideration on Request for Proposal (RFP) to procure a One Stop Operator through a Competitive Process and Action by the CPPJ to limit Participation to Purchasing Department Regarding Release of the RFP

Mr. R.B. Smith moved to approve the Bidder's Handbook, RFP and Legal Notice (with revisions to the Legal notice to include the Eligible Applicants and the need to call the WDB staff to set aside a procurement package for the interested Bidder) and to move forward. Ms. Cassie Henry seconded. Carried. Ms. Karen Clapp and Dr. Neil Aspinwall recused themselves from voting since they may participate in the procurement and desired to avoid any appearance of a Conflict of Interest. There was no opposition.

7. Consideration on Designation of the RFP Evaluation Committee:

Lee Thibodeaux, Mark Eckard and Lynn Hohensee

Mr. R.B. Smith moved to appoint the three non-Board, non-Police Jury individuals Mr. Lee Thibodeaux, Mr. Mark Eckard and Mr. Lynn Hohensee to evaluate the RFPs. Ms. Sarita Scheufens seconded. Carried. Ms. Karen Clapp and Dr. Neil Aspinwall recused themselves from voting due to the possibility of their participating in the procurement and desire to avoid the appearance of a Conflict of Interest.

8. Consideration on Local Approval of Curricula Approved by Louisiana Workforce Commission for Eligible Training Provider List for 2017

Mr. Michael Welch moved to approve the Curricula for the 2017 school term. Ms. Nichole Moncrief seconded. Carried.

9. Consideration on NEW OR Revised Existing WDB Policies

- (1) Procurement Policy to Expand the Minimal Requirements in the CPPJ Policy
- (2) Supportive Services Policy to Clarify Process to Document need for Supportive Services & Search Process, Documentation Recorded in ISS, WIOA moves Books & Supplies to Supportive Service from Training, Remove Meal Allowance as WIOA does NOT Allow Payments for Meals, and Copy of Money Order or Credit Card Payment For License or Testing fees is Required for Repayment (stub is not acceptable)

- (3) Policy on Transferring Funds Between Adult and Dislocated Worker Funding Stream
 There were some concerns over the Supportive Services Policy regarding the individuals having to travel to the agency to obtain signatures stating the availability or lack of funds to pay for the specific supportive service. Dr. Neil Aspinwall was concerned that the individuals who need these services often have transportation problems. Staff will look into this issue.

Ms. Barbara Disnuke moved to approve all three of the Policies. Mr. Brad Nelson seconded. Dr. Neil Aspinwall and Ms. Debra Jones opposed. Carried.

10. Report on B&CSC Activities--Ms. Crystal Scott

September - December 2016 ~ Activity/Status Report

The purpose of this report is to give the Workforce Development Board an overview of the Calcasieu Consortium Business and Career Solutions Center's activities for September to December of 2016. Staff serves Allen, Beauregard, Calcasieu, Cameron, Jeff Davis and Vernon residents. Unless otherwise noted, the numbers in (red) represent September to December of 2015.

GREAT NEWS!! The Vernon Business & Career Solutions Center is now open for business

Membership Team

Category	Sept 2016	Sept 2015	Oct 2016	Oct 2015	Nov 2016	Nov 2015	Dec 2016	Dec 2015
New Customers	322	287	545	361	302	263	297	247
Return Customers	657	499	1048	908	927	507	754	685
Plant Applications	83	83	60	116	101	76	48	50
Veterans	98	96	147	122	145	38	108	66
Youth	75	24	437	102	68	34	58	41

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	Sept 2016	Sept 2015	Oct 2016	Oct 2015	Nov 2016	Nov 2015	Dec 2016	Dec 2015
Quiz Pre-Employment Testing	1	0	1	0	0	0	0	0
On-line Assessment	1	5	1	5	3	2	2	5
Job Search	618	479	1154	769	545	694	403	529
Resumes	76	78	77	116	104	66	67	60
Phones/Copier/Fax	75	84	125	78	142	111	129	116
UI Claims (Computer)	166	73	257	66	355	116	360	172
TABE/SAGE Assessment	10	9	7	11	22	3	11	5
Literacy Council GED Referrals/ Computer Classes	1	2	3	2	0	0	1	0
Job Readiness/J-Core Workshops	2	4	16	4	16	0	12	0
WIOA (Workforce Innovation and Opportunity Program)	7	0	14	0	29	0	71	0
WIOA (Orientations/Appointments)	26	0	7	9	69	30	30	5
Disability Employment Initiative	0	0	0	0	0	0	0	0
Louisiana Rehabilitations Services	13	0	4	0	1	0	5	0
Password Re-Sets	41	14	60	12	41	7	59	19
JD-NEG Information Meetings	2	0	1	0	1	0	5	0
Ticket to Work Orientation	0	3	0	0	0	0	0	0
CSBG	0	0	0	0	1	0	1	0
Special Employer Events	88	157	93	514	109	220	66	99
Quarterly Job Fair/Hiring Events	82	0	671	343	53	138	66	52
Computer Classes	6	2	5	2	0	0	0	0

September/October/November/December 2016

During September to December 2016, **THIRTY-NINE (5)** placements were recorded for WIOA participants that received classroom training scholarships:

- Safeway Services – Scaffold Helper ~ 1 @ \$14.00 hr.

- Turner Industries – Scaffold Builders ~ 2 @ \$18.50 hr.
- Brock Services – Scaffold Helpers ~ 4 @ 18.50 hr. and 1 @ \$16.50 hr.
- Excel Modular – Scaffold Helpers ~ 6 @ \$16.00 hr.
- PCL Construction – Electrician ~ 1 @ \$28.00 hr.
- CPPJ – Human Services Technician ~ 1 @ \$12.10 hr.
- Rehab Hospital of Jennings – LPN ~ 1 @ \$20.00 hr.
- City of Jennings – Water Plant Operator ~ 1 @ \$12.48 hr.
- WalMart – Sales Associate ~ 1 @ \$9.00 hr.
- Holly Hill Nursing Home – C.N.A. ~ 2 \$9.55 hr.
- Cornerstone Hospital – C.N.A. ~ 1 @ \$11.00 hr.
- Evangeline Home Health – C.N.A. ~ 1 @ \$9.00 hr.
- Cypress Fabrication Services – Scaffold Helper ~ 1 @ \$12.00 hr.
- Apache Industrial Services – Scaffold Builder ~ 1 @ \$23.00 hr.
- Expeditors & Production Services – Dispatcher ~ 1 @ \$16.00 hr.
- Sasol Corp. – Process Operator ~ 1 @ \$ 22.52 hr.
- Grand Cove Nursing Home – LPN ~ 1 @ \$16.75 hr.
- Aafes at Fort Polk – Food Service Worker ~ 1 @ \$8.37 hr.
- Martco Limited – Construction Clean-Up ~ 3 @ \$12.00 hr.
- Martco Limited – Production Members ~ 5 @ \$14.30 hr.
- Martco Limited – Electrician ~ 1 @ \$23.46 hr.
- Martco Limited – Supply Chain Associate ~ 1 @ \$15.75 hr.
- CBG Buick-GMAC – Service Advisor ~ 1 @ \$17.50 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 for the 2017 Spring semesters.

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

Staff has enrolled **5 (3)** individuals for September - December 2016 who were found to be eligible for WIOA services, see breakdown:

- Five – Scaffold Builders (Customized Training, SLCC Campus, New Iberia, LA), all 5 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 September - December informational meeting was ten.

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 on January 11, 2107 at the Lake Charles Civic Center.

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)	5	1	0	5	0
Beauregard (06)	13	0	2	9	4
Calcasieu (10)	48	6	3	43	6
Cameron (12)	3	0	0	3	3
Jefferson Davis (27)	6	2	0	2	1
Vernon (28)	10	6	0	8	2

RECRUITMENT AND PLACEMENT TEAM

There were **58 (28)** hires for the month of September – December 2016:

- **Firestone** – 3 Operators @ \$31.16 per hour; 1 Service Person Skilled @ \$16.82 per hour
- **CB&I** – 2 Carpenter @ \$18.00 per hour; 1 Carpenter @ \$18.50 per hour
- **First Federal Bank of LA** – 1 Teller @ \$10.00 per hour; 1 Teller @ \$11.00 per hour
- **HR Outsource & Staffing** – 1 Automotive Body Repairer @ \$10.00 per hour
- **Grace Davison** – 1 General Manager @ \$48.08 per hour; 1 Engineer @ \$67.31 per hour
- **City of Jennings** – 1 Water System Operator @ \$12.48 per hour
- **PCL Industrial Construction** – 1 Construction Laborer @ \$28.00 per hour
- **Rehabilitation Hospital of Jennings** – 1 Licensed Practical Nurse @ \$20.00 per hour
- **Excel Modular Scaffold** – 6 Construction Laborers @ \$16.00 per hour
- **Turner** – 2 Carpenters @ \$18.50 per hour
- **Safeway Services** – 1 Construction Carpenter @ \$14.00 per hour
- **Walmart** – 1 Stock Clerk @ \$9.00 per hour
- **First Federal Bank of LA** – 1 Customer Service Representative @ \$12.97 per hour; 1 Insurance Clerk @ \$14.00 per hour
- **Triumph Aviation** – 2 Aircraft Mechanics @ \$12.00 and \$16.00 per hour
- **Shintech LA** – 1 Chemical Engineer @ \$61.54 per hour
- **Sasol** – 1 Industrial Safety and Health Engineer @ \$39.42 per hour; 1 Chemist @ \$33.65 per hour; 1 Accountant @ \$37.50 per hour
- **Brock Services** – 1 Rough Carpenter @ \$18.00 per hour
- **Firestone** – 1 Instrumentation Technician @ \$34.15 per hour; 1 Operator @ \$31.16 per hour
- **Elite Quality Services** – 1 Janitor @ \$10.00 per hour
- **Holly Hill Nursing Home** – 1 Nursing Assistant @ \$9.55 per hour
- **Sasol** – 11 Processors @ \$22.53 per hour
- **Calcasieu Parish Police Jury** – 1 Landscape Workers @ \$9.11 per hour
- **CB & I** – 2 Construction Laborers @ \$16.00 per hour
- **Cameron LNG** – 1 Sales Representative @ \$25.96 per hour
- **Evangeline Home Health** – 1 Nursing Assistant @ \$9.00 per hour
- **FedEx** – 1 Delivery Driver @ \$6.25 per hour
- **CB&I** – 1 Construction Worker @ \$21.75 per hour
- **Brock Services** – 1 Rough Carpenter @ \$21.87 - \$16.25 per hour
- **Cornerstone Hospital of SWLA** – 1 Nursing Assistant @ \$11.00 per hour

Hiring events were held for the following employers during the months of September – December 2016:

SGS, Waffle house, Firestone, Starbucks, Indorama Ventures, Stripes, JCL Construction, Alpha Care, Build Gulf Coast. Hiring decisions are pending.

Sasol – The Business and Career Solutions Center administered, proctored and graded pre-employment testing sessions at Sowela and Business and Career Solutions Center for Sasol for the months of September to December 2016. Two hundred and eight (208) were present. Interview and hiring decisions are pending.

Veterans Hired

There were **5** veterans hired out of the **58** hires

Registered Employers

Total number of new employers registered (51) **(47)**. Two were 2 staff registered.

Job Orders

Staff entered (72) **(87)** of that total, (1126) **(1217)** job orders

Hires Resulting from Staff Referrals

Total number of hires resulting from staff referrals (29) (23).

Services provided to employers

Direct staff assisted services were provided to (75) (106) employers resulting in (120) (226) 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)

September – December 2016: (1) – NCCCO Crane Operator/Rigger, (1) – Real Estate Sales Agent, (1) – Engineering Technology, (1) – Real Estate Sales Agent, (1) – Engineering Technology

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

Categories	Sept 2016	Sept 2015	Oct 2016	Oct 2015	Nov 2016	Nov 2015	Dec 2016	Dec 2015
Orientations	18	18	32	24	30	16	24	20
Case Management Appt.	48	144	33	124	126	47	152	7
Letters Mailed (LWC)	220	436	270	452	259	293	245	281
Profilers' Attendance	97	90	91	119	151	63	62	161

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:

	National	State	Calcasieu	Cameron	Allen	Beauregard	Vernon	Jeff Davis
November 2016	4.4	5.5	4.5	4.0	6.1	5.7	7.1	5.5
November 2015	4.8	5.4	4.5	3.8	5.8	5.2	6.5	5.5

This data for November 2016 was taken from "Louisiana Workforce at a Glance," (release dates: November 16, 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 six workshops for the month of September - December. There were (18) (16) attendants 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 four Job Readiness Workshop for the month of September – December, there were thirty-three (33) who attended workshops.

Business services staff assisted numerous employers with creating job vacancies in the HiRE system, attended the Disability Conference which was held at the Lake Charles Civic Center, attended Sowela and McNeese Fall Career Fairs and made outreach to numerous employers in an effort to provide information and discuss center services for future job openings which could lead to OJT opportunities.

VETERAN ACTIVITIES

Categories	Sept 2016	Sept 2015	Oct 2016	Oct 2015	Nov 2016	Nov 2015	Dec 2016	Dec 2015
New Registrations	7	9	2	16	12	10	7	8
Enrollments Previous	101	102	103	72	115	98	93	75
Enrollments New	58	21	84	53	96	42	85	32
Services Provided by Staff to Veterans	304	391	356	303	383	298	330	285
Veteran Referrals	0	5	5	3	2	8	3	6

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 compiling the aforementioned Quarterly Report.

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

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 desired to become employed as a laborer within the local construction industry. DVOP Edward Kron assisted the veteran with building his resume and assisted the veteran with his job search. The veteran applied for a position with CB&I as an Electrician Helper III. He was offered a salary of \$26.50 and full benefits. DVOP was notified by another Veteran that he was offered a position as an electrician helper at a salary of \$16.80 per hour. The veteran also was accepted into the apprenticeship program with the local Electrical Union.

DVOP Edward Kron met with McKenzie Gauthier, LCSW of the Department Of Veterans Affairs. Her title is Veterans Justice Outreach (VJO) Specialist. Ms. Gauthier often goes to the local and parish jails to meet with veterans who are incarcerated. Ms. Gauthier provides DVOP Kron with a list of cliental who need assistance with finding employment.

DVOP Edward Kron met with Ms. Amanda Ihli; a Volunteers of America (VOA) case manager located in Lake Charles, LA. During their meeting Edward was able to establish a partnership and referral network with VOA to better assist veterans in need. As a result of Edward's partnership with VOA, he was able to refer veterans with significant barriers to employment for housing assistance. Ms. Ihli is the new Veterans Case Manager for Southwest Louisiana. She stated VOA will provide veterans with assistance in securing permanent housing by providing security deposits, first month's rent, and utilities through their program.

DVOP Kron has been in attendance of Veterans Court out of the Calcasieu 14th Judicial Court in Lake Charles. Veterans Court assists veterans who have been incarcerated, is currently incarcerated, and those who are in danger of being incarcerated. The process provides various treatments and assistance to those veterans participating. One goal that is often proposed for the participants is employment. DVOP Kron is a consultant for those that need to work on gaining employment.

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.
- (2) Update on State Monitoring Conducted in February, 2016. All cases that were opened have been satisfied and are closed.
- (3) State Monitoring conducted in November, 2016. No report received thus far.

Ms. Seemion asked that staff provide this update be for the monitoring that was conducted. There were no questions from WDB members.

12. Report on Youth Providers Activities (HANDOUTS)

- (a) Calcasieu Workforce Center (Calcasieu, Cameron, Jeff Davis & CPSB)
Update Report on Upcoming Youth Summit (March 28, 2017 – Civic Center)
- (b) Calcasieu Workforce Center (Allen, Beauregard, Vernon)
 - (a) Calcasieu Workforce Center

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 12/31/16 from Contract	12	2	5	5	0
(2)	Number NEW Actually enrolled by 12/31/16	16	13	0	3	0
TOTAL NUMBER SERVED BETWEEN 7/1/16 - 12/31/16		69	50	1	18	20
(3)	Number exited and in Follow-up	32	19	1	5	7
(4)	Number positive outcomes	28	17	1	5	5
(5)	Number negative outcomes	4	2	0	0	2
NUMBER ELEMENTS BEING PROVIDED						
(6)	# Active Participants in Each ELEMENT as of 12/31/16 (some may be in Multiple elements)					
1	Tutoring/Study Skills	8	0	0	1	7
2	Alternative School	2	0	0	0	2
3	Paid & Unpaid Work Opportunities	7	7	0	0	0
4	Occupational Skill Training	13	9	0	3	1
5	Education offered concurrently with work preparation	-	-	-	-	-
6	Leadership Development	59	26	0	19	14
7	Supportive Services	18	12	0	6	0
8	Adult Mentoring	-	-	-	-	-
9	Follow Up (12 mos. Follow-up when youth 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	2	7	0	4	8
(8)	Literacy/Numeracy Gains (OSY)		89%	N/A	93%	75%
(9)	Number Placed in Employment/Military	2	17	1	5	3
(10)	Number placed in postsecondary School	-	-	-	-	-
(11)	Number received credentials		37%	-	80%	71%
WIOA MEASURES for Youth during Follow-Up						
(12)	Number in Education or Employment (2 nd Qtr.)		84%	100%	100%	40%
(13)	Number in Education or Employment (4 th Qtr.)	N/A	80%	N/A	N/A	25%
(14)	Median Earnings during 2 nd QTR after exit					
(15)	Received a recognized postsecondary credential or secondary school diploma (or its recognized Equivalent)		37%	0	100%	71%
(16)	Achieving Measureable Skill Gains in Education or Training Program Leading to Credential					
(17)	Effectiveness in Serving Employers					

CWC Youth Program Success Story

Ms. Maya gave the following report on her activities in Spanish.

The Calcasieu Workforce Center Youth Department enrolled a young, parenting mother back in June of 2016 under the Workforce Innovation and Opportunity Act (WIOA) through our six-month work experience program. She worked closely with the Youth Department Staff, MIS Staff, RESEA Staff, and WIOP Staff. She was always willing to help wherever she could.

On a particular day, a Spanish-speaking customer came into our office needing interpretative services for the STEP program. A member of our Leadership Team overheard the two and realized her ability to speak Spanish. She had never really shared that she was bilingual. She has been a great asset to our office and her ability to interpret for our customers and staff is invaluable.

An Equal Opportunity Employer/Program

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

On January 18, 2017, a new career began for this young woman at the Business and Career Solutions Center as she was hired, as a full-time employee of the Calcasieu Parish Police Jury as a Human Service Technician Assistant in the Skills Department.

YOUTH SUMMIT: Mr. Celestine stated that the Youth Summit was planned for March 28, 2017, at the Lake Charles Civic Center beginning at 8:00 a.m. through 1:00 p.m. Speakers include Christina Joyce-Wilson, Elijah and Nomica Guillory, Russell Pawlowski (President of Bancorpsouth Bank) and Ashley Collins. The presence of WDB members is greatly needed, especially for Jobs and as volunteers. A flyer will be sent to all WDB members.

**b. Calcasieu Workforce Center : Allen, Beauregard & Vernon Parishes
Success Story**

At 15 years of age, a Vernon parish youth enrolled in the WIA Youth program. He had been volunteering at a local public agency and they referred him to the Beauregard Business & Career Solutions Center to see if he could receive assistance from the WIA program. Since he and his mother were on Food Stamps and met the income eligibility and barrier requirements, he was enrolled and began working in the Summer Youth Employment program. While in the program, he participated in the summer and youth work experience programs and in leadership development. He worked at the Town Hall of Rosepine and later was placed in Work Experience at Tri-Parish Rehab Center. This is where he discovered his interest in the medical field. He worked in medical records and when he finished his desk duties, he was allowed to work alongside the nurses who would show him various aspects of their jobs. He later went to work at a local nursing home where he obtained his CNA license.

After graduating from high school, he wanted to move further up the health care field career ladder and to obtain his EMT certification. He received a scholarship from the Town of Rosepine Police Department to attend EMT training at the National EMS Academy in Lake Charles. During this time, he was allowed to ride in the ambulance to assist and learn from the other EMT's. Before getting his EMT license, he began working at St. Pat's Hospital as an ER Technician. He loves his job and shared with me that recently he did CPR on a patient and saved their life. He talked about how the ER staff complimented him on doing such a good job and how rewarding it was to know he had helped save someone's life.

This young man has such high aspirations. He seeks advice and listens to those he works with to learn more about the different aspects of the jobs in the medical field. His next step is to become a Paramedic and obtain his Bachelor's degree in Biology. He is unsure of whether he will become a Nurse Practitioner or a doctor. He is very appreciative for the opportunity to begin working at 15 years of age and to be able to discover his life's passion. He wanted me to thank the Board and staff for giving him this opportunity. This is one young man who has so much initiative and potential that he will be successful in whatever he sets his mind to do.

14. Upcoming Job Fair – April 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.

Chairman Leger asked if there were WDB members with job openings. There were a few hands raised. All were asked to participate in the upcoming Job Fair on April 12.

15. Adjournment: Be sure you sign the Sign-In Sheet as well as utilize the comment cards.

All business conducted, Chairman Leger declared the meeting adjourned at 1:12 p.m.

Calcasieu Workforce Center (Beauregard, Allen & Vernon Parishes)

Documentation on Meeting Performance	LWDA51 TOTAL	Allen	Beauregard	Vernon
NUMBERS BEING SERVED Carryover from Contract	51	7	27	17
(1) Number NEW Planned to enroll by 12/31/16 from Contract	12	2	5	5
(2) Number NEW Actually enrolled by 12/31/16	2	0	2	0
TOTAL NUMBER SERVED 7/1/16 - 12/31/16	53	7	29	1
(3) Number exited	42	4	24	1
(4) Number positive outcomes	33	4	17	1
(5) Number negative outcomes	9	0	7	2
NUMBER ELEMENTS BEING PROVIDED				
(6) Number In Each ELEMENT				
1 Tutoring/Study Skills	0	0	0	0
2 Alternative School	0	0	0	0
3 Paid & Unpaid Work Opportunities	1	0	1	0
4 Occupational Skill Training	1	0	1	0
5 Education offered concurrently w/ work prep	0	0	0	0
6 Leadership Development	9	2	4	3
7 Supportive Services	4	0	3	1
8 Adult Mentoring	0	0	0	0
9 Follow Up	4	4	24	14
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				
(7) Number Received Diploma/GED or Certificate	22	3	12	7
(8) Literacy/Numeracy Gains (OSY)	0	0	0	0
(9) Number Placed in Employment/Military		75	50%	60%
(10) Number placed in postsecondary School	2	1	1	0
(11) Number received credentials		75 %	50%	47%
WIOA MEASURES				
(12) Number in Education or Employment 2 nd Qtr. after exit		75%	63%	31%
(13) Number in Education or Employment 4 th Qtr. After exit		N/A	100%	0%
(14) Median Earnings during 2 nd QTR after exit		\$11.79	\$10.87	\$11.38
(15) Received a recognized postsecondary credential or secondary school diploma (or its recognized Equivalent)		75%	50%	47%
(16) Achieving Measureable Skill Gains in Education or Training Program Leading to Credential				
(17) Effectiveness in Serving Employers				

Respectfully,

Juanita Poland, Note Taker