



## WORKFORCE DEVELOPMENT BOARD

A PROUD PARTNER OF THE **AmericanJobCenter** NETWORK

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

Chairman: Mr. Michael Welch ~ Vice Chair: Ms. Donna Bailey ~ Secretary: Ms. Sarita Scheufens

Economic Development: Mr. R. B. Smith ~ Labor/Apprenticeship: Mr. Steve Gaspard ~ Private Business: Ms. Nichole Moncrief

Disability Committee: Ms. Debra Jones ~ Youth Committee: Ms. Tommeka Semien

Workforce Innovation & Opportunity Act (WIOA)  
Local Workforce Development Area 51  
Thursday, September 28, 2017  
11:30 a.m. Lunch, Meeting 12:00 Noon

**We Put People to Work!**

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

## DRAFT MINUTES

### 1. Call to Order, Roll Call

Chairman Michael Welch called the meeting to order at 12:00 noon. He led the Board in the recitation of the Pledge of Allegiance. Ms. Poland called Roll. A quorum of 22 of the 31 members was present at Roll call. A total of 24 Board members attended.

**Members Present:** Ms. Barbara Disnake, Mr. Larry DeRoussel, Ms. Nicole Moncrief, Mr. Brad Nelson, Ms. Sarita Scheufens, Mr. Darrell Bruchhaus, Ms. Ruth Carnes, Mr. Lonnie Harper, Ms. Donna Bailey, Mr. Michael Welch, Mr. Boyd Sockrider, Mr. Rand Alford, Mr. Keith Cooley, Dr. Neil Aspinwall, Ms. Tommeka Semien, Mr. Robert Fontenot, Mr. Steve Gaspard, Ms. Juana Felton, Mr. Brian Teegardin, Ms. Carol Thibodeaux, Mr. R.B. Smith, Mr. Toby Leger, Ms. Cassie Henry and Ms. Tracie Fontenot

**Members Absent:** Mr. Paschal Malone, Mr. Tab Finchum, Ms. Ranelle Birmingham, Ms. Debra Jones, Mr. Landry Ducote and Ms. Tami Culbreath

**Police Jury Liaison Present:** Mr. Shalon Latour and Ms. Shelly Mayo

**Police Jury Director of Human Services Department present:** Mr. Tarek Polite

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

**Business & Career Solutions Center Staff present:** Ms. Crystal Scott, Ms. Myra DeLaCroix, Ms. Marty Stevens and Mr. Kendrick Celestine

**One Stop Operator Manager present:** Ms. Nypheteria Clophus

**Veterans Representative present:** Mr. Edward Kron

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

A quorum of 22 of the 31 members was present at roll call.

(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.

Chairman Welch reminded Board members that the Ethics is an annual requirement and encouraged those members who had not completed the 1 hour training to do so before December 31.

(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@cpj.net](mailto:jpoland@cpj.net)**

(4) **Welcome Members appointed Thursday, 9/7/2017 at Public Meeting of the Calcasieu Parish Police Jury. Mr. Brian Teegardin (Louisiana Workforce Commission), Mr. Darrell Bruchhaus (Jeff Davis Chamber of Commerce)**

Chairman Welch welcomed the new WDB members, Mr. Brian Teegardin and Mr. Darrell Bruchhaus

- (5) **Photo Project:** The WDB Staff will be placing information about the Workforce Development Board on the Web Sites for all 6 of the Police Juries in the Region/Local Area. If you have not yet submitted your picture to the WDB Staff, please do so.  
Chairman Welch asked the remaining few WDB members to submit their photo. One of the policies that was required as one of the Common Assurances is for Access to WDB members and WDB information. The roster with your photo is going to be sent to the Police Juries in all 6 parishes as part of the accomplishment of this assurance.
- (6) **Report on Board activities since September 2016 --Chairman Mike Welch.....Attached**  
Chairman Welch reviewed statistics on Business & Career Solutions Center activities.
- (7) **Consideration on Date for WDB Orientation Meeting (draft agenda).....Attached**  
Ms. Seemion suggested that an email be sent to Board members offering a few dates and the members can respond the best date and time for them to attend. Ms. Sarita Scheufens moved that the email be sent to all Board members to respond to the best date for them to attend the Orientation meeting. Ms. Nicole Moncrief seconded. Carried
- (8) **ADD: Send Certificate of Appreciation to those Board Members who are no longer on the Board.**  
Ms. Sarita Scheufens moved that a letter and Certificate of Appreciation be sent to those Board Members who are no longer on the Board. Ms. Cassie Henry seconded. Carried.

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

There were no other add-on agenda items.

**3. Consideration on Approval of Draft Minutes of the July 27, 2017 Meeting..... Attached**  
Ms. Ruth Carnes moved to approve the minutes of the July 27, 2017 meeting. Mr. Brad Nelson seconded. Carried.

**4. Consideration on of Fiscal Matters**

- (1) **Final End of the Year Expenditure Report on the Job Driven National Emergency Grant.....Attached**
- (2) **Expenditure Report through August 31, 2017: Ms. Betty Washington.....Attached**
- (3) **Proposed Budget for Local Workforce Development Area 51 for 2017/2018.....Attached**

(1) Ms. Washington stated that because of a monitoring finding for a Job Driven National Emergency Grant expenditure where a staff mislabeled work time, the resolution to the monitoring finding was to move the JDNEG expenditure to the regular Dislocated Worker expenditure of \$235.89. Because of this accounting change, the final report on JDNEG was necessary. The final expenditure was \$616,862. The spending overall was 40% of the total funds available, 35% of the Admin and 40% of program spending.

(2) Ms. Washington presented the proposed Budget for the program year July 1, 2017 through June 30, 2018

**REGION 5 – CALCASIEU CONSORTIUM-LWDA51**

ALLEN, BEAUREGARD, CALCASIEU, CAMERON, JEFF DAVIS, VERNON

**PROGRAM YEAR 2017 & FISCAL YEAR 2018 (PY17/FY18) REVENUE**

CARRYOVER FUNDS FROM PY16/FY17	ADMIN	PROGRAM	TOTAL
ADULT	16,145	310,170	326,315
DISLOCATED WORKER	9,654	499,478	509,132
YOUTH	11,075	637,336	648,411
<b>1. TOTAL CARRYOVER FUNDS</b>	<b>36,847</b>	<b>1,446,984</b>	<b>1,483,858</b>

ALLOCATIONS FOR PROGRAM YEAR 2017	ADMIN	PROGRAM	TOTAL
ADULT	11,753	105,785	117,538
DISLOCATED WORKER	13,598	122,387	135,985
YOUTH	88,927	800,345	889,272
<b>2. TOTAL PROGRAM YEAR 2017 FUNDS</b>	<b>114,278</b>	<b>1,028,517</b>	<b>1,142,795</b>

ALLOCATIONS FOR FISCAL YEAR 2018	ADMIN	PROGRAM	TOTAL
ADULT	80,548	724,940	805,488
DISLOCATED WORKER	52,166	469,503	521,669

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

3.TOTAL FISCAL YEAR 2018 FUNDS	132,714	1,194,443	1,327,157
TOTAL PROGRAM YEAR 2017/FISCAL YEAR 2018 FUNDING (SUM 2+3)	246,992	2,222,960	2,469,952
TOTAL WIOA CARRYOVER PLUS NEW ALLOCATIONS (SUM 1-3)	283,866	3,669,944	3,953,810

OTHER FUNDING SOURCES	ADMIN	PROGRAM	TOTAL
STEP ALLOCATION	2,400	21,600	24,000
4.TOTAL OTHER SOURCES OF FUNDS	2,400	21,600	24,000
GRAND TOTAL FUNDS AVAILABLE (SUM 1-4)	286,266	3,691,544	3,977,810

### PROGRAM YEAR 2017 & FISCAL YEAR 2018 (PY17/FY18) EXPENDITURES

REVENUE	ADULT	DISLOCATED WORKERS	YOUTH	STEP	TOTAL
PROGRAM YEAR 2017 ALLOCATION (7/1/17-6/30/18)	117,538	135,985	889,272	24,000	1,166,795
FISCAL YEAR 2018 ALLOCATION (10/1/17-6/30/18)	805,488	521,669	-0-	-0-	1,327,157
CARRYOVER (PY16/FY17)	326,315	509,132	648,411	-0-	1,483,858
1.TOTAL AVAILABLE FUNDS	1,249,341	1,166,786	1,537,683	24,000	3,977,510

OBLIGATIONS	ADULT	DISLOCATED WORKERS	YOUTH	STEP	TOTAL
ADMINISTRATION	108,446	75,418	100,002	2,400	286,266
PROGRAM STAFF SALARIES	308,050	181,477	166,766	12,266	668,559
FRINGE BENEFITS	148,989	93,264	69,351	6,884	318,488
NON-PERSONNEL COSTS	223,788	116,091	101,841	1,317	443,037
ON-THE-JOB TRAINING	35,000	30,000	33,708	-0-	98,708
OCCUPATIONAL SKILLS TRAINING (ITA)	102,831	59,940	82,049	-0-	244,820
WORK EXPERIENCE	-0-	-0-	94,347	-0-	94,347
APPRENTICESHIP	-0-	-0-	32,014	-0-	32,014
SUPPORT SERVICES	26,261	16,750	16,750	-0-	56,011
ONE STOP OPERATOR CONTRACT	47,361	-0-	-0-	-0-	94,722
FACILITIES (STEP)	-0-	-0-	-0-	1,333	1,133
2.TOTAL OBLIGATIONS	1,000,726	615,551	696,828	24,000	2,338,105
3. BALANCE UNOBLIGATED (1-2)	248,615	550,235	840,855	-0-	1,639,705

(3) Ms. Washington provided the cumulative Expenditure Report from July 1, 2017 through August 31, 2017

(a) **WIOA ADULT FUNDS**

TOTAL AVAILABLE: \$1,249,341  
TOTAL OBLIGATED: \$1,000,726  
TOTAL UNOBLIGATED: \$248,615  
TOTAL SPENT TO DATE: \$141,547  
BALANCE UNSPENT: \$1,107,794  
PERCENT SPENT OF TOTAL AVAILABLE: 11%  
PERCENT OF ADMIN SPENT: 14%  
PERCENT OF PROGRAM FUNDS SPENT: 13%

(b) **WIOA DISLOCATED WORKER FUNDS**

TOTAL AVAILABLE: \$1,166,786  
TOTAL OBLIGATED: \$616,551  
TOTAL UNOBLIGATED: \$550,235  
TOTAL SPENT TO DATE: \$69,769  
BALANCE UNSPENT: \$1,097,017  
PERCENT SPENT OF TOTAL AVAILABLE: 6%  
PERCENT OF ADMIN SPENT: 14%  
PERCENT OF PROGRAM FUNDS SPENT: 6%

(c) **WIOA YOUTH FUNDS**

TOTAL AVAILABLE: \$1,237,683  
TOTAL OBLIGATED: \$696,828  
TOTAL UNOBLIGATED: \$840,855  
TOTAL SPENT TO DATE: \$56,352

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BALANCE UNSPENT: \$1,481,331  
PERCENT SPENT OF TOTAL AVAILABLE: 4%  
PERCENT OF ADMIN SPENT: 13%  
PERCENT OF PROGRAM FUNDS SPENT: 4%

**(d) STRATEGIES TO EMPOWER PEOPLE (STEP) FUNDS**

TOTAL AVAILABLE: \$24,000  
TOTAL OBLIGATED: \$24,000  
TOTAL UNOBLIGATED: \$-0-  
TOTAL SPENT TO DATE: \$13,123  
BALANCE UNSPENT: \$10,877  
PERCENT SPENT OF TOTAL AVAILABLE: 55%  
PERCENT OF ADMIN SPENT: 66%  
PERCENT OF PROGRAM FUNDS SPENT: 13%

**Ms. Barbara Disnue moved to approve the revised End of the Year Expenditure Report to close out the Job Driven National Emergency Grant Program initiated by the Monitoring report and to approve the Expenditure report through August 31. Mr. Rand Alford seconded. Carried**

**Mr. Toby Leger moved to approve the Budget for 2017/2018. Ms. Cassie Henry seconded. Carried**

**5. Consideration on NEW OR Revised Existing WDB Policies.....Attached**

**(1) Training Related Policies**

- TR4 Individual Training Account
- TR12 Supportive Service Policy
- TALKING POINTS REGARDING PAYMENT OF TRAINING & SUPPORT COSTS FOR WIOA
  - Consideration on grandfathering in youth currently enrolled in 4-year curricula
  - Raising the CAP from \$5000 to \$6000
  - Should the CAP be per year OR per semester
  - Limiting time for training to two years or keep 4 years

Ms. Seemion said that WIOA has the funds and we want to serve more individuals, not just spend lots of money for a few. Ms. Myra DeLaCroix said that the Pell Grants do not cover everything. Books are also involved. Tuition is costly. Some get the TOPS funding, other do not. Individuals need to be able to use the WIOA federal funds and we need to be able to assist them. There are things that we need to change in our policies.

Ms. Myra DeLaCroix said that the Youth Program had changed and services that were formerly available through their contract must now (that are being served by the Fiscal Agent (Police Jury) as a Title I program side-by-side with the Adult & Dislocated Worker Program) be parallel with the Adults and Dislocated Workers. The funding cap is currently \$5,000 and we think that raising it to \$6,000 per semester for tuition, books & supplies and supportive services would cover most of the costs for the education. In addition, payments such as housing, etc. need to be limited.

Staff also feel that training time should be limited to two years. Most of the participants utilize the Associate Degree programs that take around 2 years to complete. Board member Nicole Moncrief raised the question about the need for a 4-year program in some of the high demand occupations.

The Policy still provides the Waiver Committee which can still address a need to waive both the time frame and the cost. Staff suggested that the waiver be permitted only if the individual was attempting to be trained in one of the High Demand Occupations that pay at least \$10.00 per hour (information provided through Louisiana Workforce Commission Research & Statistics Labor Market Information).

**Mr. R.B. Smith made a motion as follows: (1) to Grandfather in the participants currently being trained in a 4-year curricula. (2) Raise the Cap to \$6,000 per semester (includes tuition, books & supplies & supportive services) for up to 2 years. (3) Raise the cap to \$600 for glasses. (4) Provide one-time assistance for eviction help,(5) Utilities assistance in aggregate \$400 for one time only. (6) Pay a deposit with a bonafide letter from a company offering employment. (7) remove Hotel & Room Rent. (8) Include a waiver for youth, adults & dislocated workers for 4-year curricula only if it is listed in the high demand occupations (provided by R&S at LWC) that pay at least \$10.00 per hour. Ms. Sarita Scheufens seconded. Carried.**

**(2) Youth Policies**

YP1 Provision & Procurement of Youth Workforce investment activities  
 YP9 Policy on Serving Youth

Ms. Seemion asked Ms. Poland to go over the Youth Policies. Ms. Poland said that one of the Policies was for the procurement of the Youth Elements following the Calcasieu Parish Police Jury Procurement Policy and identified the current delivery of the 14 youth Elements in the 6-parish area. The other policy provided an upgrade of the information on Serving youth from the WIOA final Regulations (which had changed since the WIOA Interim regulations were utilized in the policy).

**(3) Common Assurances Policies**

- CAP2 Access to Board Meetings and Board Information**
- CAP3 Fiscal Control & Fund Accounting Procedures**
- CAP4 Compliance with uniform Administrative Requirements of the Act**
- CAP5 Non-Discrimination**
- CAP6 Priority on Services to Low Income, Public Assistance Recipients or Basic Skills Deficient**
- CAP7 No Unauthorized spending**
- CAP8 No Impact upon Unionization**

Ms. Seemion asked Ms. Poland to cover the Common Assurances Policies. Ms. Poland said that in the Combined Workforce Plan that we submitted to LWD, at the end of the information to be provided was a Page identifying the areas that the WDB would assure that policies were in place. The Board approved the Conflict of Interest Policy at the previous Board meeting July 27, 2017.

**Mr. R.B. Smith moved to approve both the Youth Policies and the 7 Common Assurances Policies. Mr. Toby Leger seconded. Carried.**

**6. Consideration on Approval of Amendment 1 to the Combined Regional/Local Workforce Plan to Revise Information on the provision of Youth Services.....Attached**

**Ms. Sarita Scheufens moved to approve the Amendment to the Combined Regional/Local Plan to document the changes to the youth Services. Ms. Barbara Disnuke seconded. Carried.**

**7. Update on Recommendation from Disability Committee Regarding Signage in the Comprehensive One Stop Center & Affiliated Sites (Debra Jones).....Attached**

The disability sign was reviewed. Ms. Carol Thibodeaux suggested to remove the Autism logo. The rest of the services indicated by the logos are provided in the Center. New signs will be made and put up in the Center

**8.&9. Update on Approval of New MOU for the One Stop Center Partners.....Attached**

All signatures are in and the document has been forwarded to the State and all of the partners. LWC Staff Informed WDB staff that the only requirement to rectify the Certification sent in

**Update on Re-Submission of Certification Documents for the American Job Center (AJC Business & Career Solutions Center as required by the WIOA to LWC.....Attached**

All signatures are in and the signed document has been forwarded to the State  
 Ms. Seemion addressed item 8 & 9 together. The MOU has been completely signed and has been forwarded to the Louisiana Workforce Commission. Staff have consulted with Mr. Randall Domingue who said that in order to bring our AJC Business & Career Solutions Center to certification is the submission of the signed document as all other items on the Certification form were checked as complete.

**10. Report on American Job Center/Business & Career Solutions Activities--Ms. Myra DeLaCroix.....Attached**

Ms. DeLaCroix stated that placements keep going up. At this time last report, placements were 47; this time they were 62. Wages also range from \$9.00 per hour to \$51.25 per hour.

## Membership Team

Category	June 2017	June 2016	July 2017	July 2016	August 2017	August 2016
New Customers	295	422	424	471	310	351
Return Customers	839	1102	927	1027	712	994
Plant Applications	53	70	59	68	50	81
Veterans	109	139	127	152	108	117
Youth	98	137	148	145	83	94

## Staff 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 2017	June 2016	July 2017	July 2016	August 2017	August 2017
Quiz Pre-Employment Testing	1	0	4	1	0	6
On-line Assessment	1	6	12	4	8	1
Job Search	590	822	825	852	452	692
Resumes	87	105	69	86	72	118
Phones/Copier/Fax	68	128	85	100	88	85
UI Claims (Computer)	209	148	239	249	291	310
TABE/SAGE Assessment	7	15	4	40	9	29
Literacy Council GED Referrals/Computer Classes	2	3	0	0	1	3
Job Readiness/J-Core Workshops	7	18	1	4	4	5
WIOF (Workforce Innovation and Opportunity Program)	55	0	65	0	66	14
WIOA (Orientations/Appointments)	17	37	51	66	25	97
Louisiana Rehabilitations Services	7	4	8	15	3	13
Password Re-Sets	22	84	49	75	61	27
CSBG	0	0	0	0	0	0
Special Employer Events	123	60	368	60	164	47
Quarterly Job Fair/Hiring Events	79	121	356	292	144	20
Computer Classes	6	3	6	277	8	0

### June/July/August 2017

During June - August 2017, **Four (6)** placements were recorded for WIOA participants that received classroom-training scholarships:

- City of Jennings – Theater Technician. ~ 1 @ \$8.00hr.
- Lake Charles Family Dentistry – Clinical Assistant ~ 1 @ \$12.50 hr.
- Diversified Healthcare – Registered Nurse ~ 1 @ \$30.33 hr.
- CPSB – Electrician ~ 1 @ \$16.39 hr.

Staff attended Resource/Career fairs and registrations at Sowela Main Campus, Morgan Smith Campus, CLTCC Oakdale campus to provide information to individuals about the financial assistance available through the WIOA program should they qualify.

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Staff is currently collaborating with Central Louisiana Technical Community College (CLTCC) – Lamar Salter, Oakdale CLTCC and Northwestern (Fort Polk Campus) to provide services to eligible individuals and recruit for enrollments for all WIOA programs. Beaugard staff also participated in two youth summits that were held in Leesville and DeRidder during the month of June. Two job readiness workshops were provided for individuals during July and August, topics were; Job Fairs and Dressing for work/interviews.

Staff enrolled **17 (46)** individuals for July - August 2017, who were found to be eligible for WIOA services, see breakdown:

- Five – Truck Drivers @ Coastal Trucking Academy
- Five – LPN's @ Oakdale Vo Tech
- Two – Electrician Apprenticeship @ JATC
- Four – 2 – Accounting and 2 – LPN's @ Sowela Tech
- One – Engineering @ MSU

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 October 12, 2107 at the Lake Charles Civic Center.

**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 childcare 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 - AUGUST 2017**

<b>Parish</b>	<b>No. Enrolled</b>	<b>No. Sanctioned</b>	<b>Work Experience Program (WEP)</b>	<b>Active</b>	<b>No Activity Required</b>
<b>Allen (02)</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>4</b>
<b>Beaugard (06)</b>	<b>18</b>	<b>3</b>	<b>1</b>	<b>13</b>	<b>5</b>
<b>Calcasieu (10)</b>	<b>40</b>	<b>4</b>	<b>2</b>	<b>38</b>	<b>3</b>
<b>Cameron (12)</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>Jefferson Davis (27)</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>1</b>
<b>Vernon (28)</b>	<b>14</b>	<b>2</b>	<b>0</b>	<b>11</b>	<b>3</b>

### **RECRUITMENT AND PLACEMENT TEAM**

There were 62 (47) hires for the month of June - August 2017:

- Sasol – 9 various positions with various salaries
- Resthaven Nursing and Rehabilitation Center– 1 Licensed Practical Nurse @ \$19.00 per hour
- Roy O Martin – 6 Helpers @ \$14.30 per hour
- Sasol – 30 new hires in various occupations (Operations, Health & Safety, Maintenance, Training & Development Managers, and Accounting) and various salaries ranging from \$27.58 to \$69.71 per hour.
- Manpower – 1 Dining Room Attendant @ \$11.01 per hour
- Greenberry – 1 Operator @ \$31.00 per hour; 1 Firewatch @ \$17.00 per hour
- Polaris – 1 Welder @ \$26.00 per hour
- REL Enterprises – 1 Field Service Tech @ \$17.00 per hour
- The Shoe Department – 1 Key Holder @ \$9.00 per hour
- Turner – 1 Boilermaker @ \$26.00 per hour

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- Sasol – 7 new hires in various occupations (Maintenance, Engineering, Laboratory, Accounting, and Logistics) and various salaries ranging from \$30.42 to \$51.25 per hour.
- Roy O Martin – 3 new hires in various occupations (Maintenance and Purchasing) with various salaries ranging from \$16.19 to \$18.35 per hour
- 

Hiring events were held for the following employers during the months of June - August 2017:  
 HUB Enterprises, SGS Petroleum, Job Start Job Fair, People Ready, Hotard Coaches, Weiser Security, CARC, Allied Universal.

**Sasol** – Business and Career Solutions Center staff administered, proctored and graded pre-employment testing sessions at the Center for Sasol for the months of June – August 2017. A total of 169 candidates attended the testing sessions.

**Veterans Hired**

There were **2 (5)** veterans hired out of the **62 (19)** hires

**Registered Employers**

Total number of new employers registered **(26) (43)**. Two were **0 (2)** staff registered.

**Job Orders**

Staff entered **(32) (28)** of that total of **(1118) (906)** job orders

**Hires Resulting from Staff Referrals**

Total number of hires resulting from staff referrals **(5) (13)**.

**Services provided to employers**

Direct staff assisted services were provided to **(283) (106)** employers resulting in **(2957) (143)** 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.

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

Categories	June 2017	June 2016	July 2017	July 2016	August 2017	August 2016
Orientations	34	24	20	9	100	101
Case Management Appt.	150	32	6	41	140	200
Letters Mailed (LWC)	93	170	21	41	347	644
Profilers' Attendance	59	125	18	85	198	83

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
July 2017	4.3	5.6	4.3	3.9	6.0	5.8	7.3	5.1
July 2016	4.9	6.6	5.1	4.7	7.2	6.6	8.2	6.3

This data for July 2017 was taken from "Louisiana Workforce at a Glance," (release dates: July, 2017) may be found at [www.laworks.net](http://www.laworks.net).

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

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

The Business Services Specialist (BSS) scheduled one workshops for the month of June-August. There were **(8) (12)** 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 three Job Readiness Workshop for the month of June-August, there were **(16)** who attended workshops.

Business services staff assisted numerous employers with creating job vacancies in the HiRE system, attended youth summit Job Fairs in Leesville and DeRidder. Staff continues to make outreach to numerous employers in an effort to provide information and discuss center services for future job openings which could lead to OJT opportunities. Business services staff assisted with the CBI hiring event in Cameron, La and also assisted with the Lotte Job Fair which was held at the West Cal Event Center. Lotte is looking to hire Process Operators and Utility staff, this hiring event yielded 1014 job seekers.

DeRidder/Vernon parish Business Services Staff attended meetings in the community to discuss center services.

### **VETERAN ACTIVITIES**

Categories	June 2017	June 2016	July 2017	July 2016	August 2017	August 2016
New Registrations	16	295	19	85	7	78
Enrollments Previous	1161	122	155	121	145	110
Enrollments New	7	123	5	26	0	3
Services Provided by Staff to Veterans	521	439	479	368	372	225
Veteran Referrals	3	7	8	2	0	0

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's Edward Kron and Heather McWilliams conduct 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 reached out to Catholic Charities to refer a veteran to them for assistance. DVOP Kron spoke with Sister Mary Vianney of Catholic Charities. Catholic Charities provided an emergency food and hygiene basket to a veteran who is currently homeless. They also stated that if any of veterans needed assistance to be sure to call. Sister Mary Vianney also stated that she would like DVOP Edward Kron to represent veterans on a board of supportive services that will convene later in the year. This board will meet to see what kind of supportive services are lacking in the Lake Charles area and will work to address those needs.

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, build his skills profile in the HiRE system, referred the veteran to the Business and Career Solutions Center for TWIC assistance, and assisted the veteran with his job search. The veteran followed up with the DVOP to inform him that he was hired. The veteran stated that he has his TWIC Card, thanks to the Catholic Charity/Business and Career Solutions Center Staff. He is currently working at Wal-Mart in the Mechanic Department, earning \$10.50/Hour.

DVOP Heather McWilliams performed outreach services to 27 qualifying Veterans utilizing the HiRE System. DVOP Heather was able to make contact with the Veterans and offer information and assistance with the programs offered at the Allen, Beauregard, and Vernon Business and Career Solutions Centers. DVOP McWilliams was able to assist 10 of the contacted veterans through these outreach efforts.

DVOP Heather McWilliams partnered with Soldier for Life/Transition Assistance Program, Fort Polk, LA by conducting outreach on two different occasions to 98 veterans meeting the JVSG criteria to qualify for DVOP services by being transitioning military members. During this outreach, DVOP McWilliams provided information regarding Business and Career Solutions Centers and Veterans Preference to the group. Additionally, DVOP McWilliams has tweaked the briefing to explain to be eligible to receive services; the members must register on the HiRE system. This month, four veterans have set up HiRE accounts and have been contacted through DVOP services. Outcome: This will be a continued work in progress as DVOP McWilliams continues monitor this preliminary method analyzing the number of students in the classes versus students setting up HiRE accounts.

DVOP Heather McWilliams conducted outreach to 15 veterans meeting JVSG criteria for DVOP services in the current Industrial Electrician Technician class at the Chicago Bridge & Iron Company (CB&I), CLTCC – Lamar Salter Campus, in Leesville, LA for the current transitioning veteran class. At that time, DVOP McWilliams explained services provided through the JVSG program and provided instructions how to register for a HiRE account to receive services. Outcome: DVOP Heather McWilliams has an ongoing relationship with the CB&I liaison and will check back in closer to graduation tentatively in December.

DVOP Heather McWilliams conducted outreach to 6 transitioning military members meeting JVSG criteria for DVOP services currently attending the Pipefitting Development Program at KBR, Inc., CLTCC – Lamar Salter Campus, in Leesville, LA. At that time, DVOP McWilliams explained services provided through the JVSG program and provided instructions how to register for a HiRE account to receive services. Outcome: This was the first time DVOP Heather McWilliams met with the instructor, but will check back with the class closer to graduation TBD; awaiting course schedule.

## **11. Report on One Stop Operator Partner Progress.....Ms. Nypheteria Clophas**

Since starting the role as One Stop Operator Manager on August 14, 2017, the following has been accomplished:

### **Visited Business & Career Solutions Centers**

- Allen Parish – Oberlin
- Beauregard Parish – DeRidder
- Vernon Parish - Leesville

### **Meetings with Partners**

- Sowela Technical Community College – William Mayo
- Louisiana Rehabilitation Services (SWLA) – Carol Thibodeaux
- Literacy Council of SWLA – Tommeke Semien
- Department of Children & Family Services – Robert Fontenot
- Wagner-Peyser, Trade Adjustment Assistance, and Unemployment Insurance – Brian V. Teegardin
- Jobs for Veterans – Kenny Lynch
- Senior Community Service Employment Program (SCSEP) – Veronica Boutte/Stephanie Gauthier
- City of Lake Charles Housing Authority – Deborah Doshier
- WIOA Title 1 Programs – Myra DeLaCroix
- Community Services Block Grant – Juana Felton
- Carville Job Corps – Doe Attipoe

*An Equal Opportunity Employer/Program*

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

**Meet with Potential Partners**

- DeRidder Housing Authority – Hazel Lucas
- Vernon Parish Housing Authority – Laurie
- Louisiana Rehabilitation Services (Vernon) – Christine McGraw
- Vernon Parish Community Action – Renee Brannon
- Beauregard Parish Community Action – Winkie Branch
- Merryville Housing Authority – Debbie Doyle
- Goodwill – Linda Mathieu
- Oberlin Housing Authority – Becky
- Oakdale Housing Authority – Tina
- Kinder Housing Authority

Those listed in red have agreed to be a Partner

**12. Report on Youth Program Activities through May 31.....Attached**

- (a) Calcasieu, Cameron & Jeff Davis.....Mr. Kendrick Celestine
- (b) Allen, Beauregard, Vernon.....Ms. Myra DeLaCroix

**Youth Program Success Story Allen, Beauregard, Jeff Davis**

The Beauregard Business and Career Center Youth Department enrolled a young lady, that is an out of school youth, under the Workforce Innovation and Opportunity Act (WIOA) through our summer work program. This young lady used the skills she learned during her work experience to maintain employment during her post- secondary schooling. This young lady has gone on to graduate MSU with a degree in General Studies and hopes to use her degree as a teacher in her community.

**Youth Program Success Story ~ Calcasieu, Cameron, Jeff Davis**

Our participant, considered a low income with barriers to employment, visited the Center to request assistance with securing employment. Some of the barriers he faced for employment and training were Basic Skills Deficiency and substance abuse. In an attempt to better himself, he attended our staff facilitated local Judicial-Core Opportunity Referral to Employment (J-CORE) Program and several other employment related programs to assist with getting on the right path to become self-sufficient. He was living at an Oxford home, which required him to pay rent. He secured employment at Rotolo's Pizzeria, working in the kitchen and earning \$7.50 an hour. Once he, enrolled in the WIA Program, staff placed him in the Leadership Development and Occupational Skills Training elements. After applying and being accepted into Associated Builders and Contractors Inc., he received hands on training in welding. At the time of enrollment, WIA assisted with the purchase of required supplies to help complete training successfully. After much guidance and perseverance, this young man landed a job with LS Womack of Baton Rouge, LA. When he began working in March of 2017, he was making \$15.00 an hour. As of today, he is making \$17.00 as a Field Labor Tech.

## PERFORMANCE FOR CALCASIEU, CAMERON &amp; JEFF DAVIS PARISHES.

<b>Documentation on Meeting Performance</b>	<b>LWDA51 TOTAL</b>	<b>Calcasieu</b>	<b>Cameron</b>	<b>Jeff Davis</b>	<b>CPSB</b>
<b>NUMBERS BEING SERVED</b> Carryover # from Contract	77	36	0	22	19
(1) Number NEW Planned to enroll by 08/31/17 from Contract	4	2	1	1	0
(2) Number NEW Actually enrolled by 08/31/17	1	1	0	0	0
<b>TOTAL NUMBER SERVED BETWEEN 7/1/16 - 08/31/17</b>	<b>78</b>	<b>37</b>	<b>0</b>	<b>22</b>	<b>19</b>
(3) Number exited and in Follow-up	19	6	0	6	7
(4) Number positive outcomes	19	6	0	6	7
(5) Number negative outcomes	0	0	0	0	0
<b>NUMBER ELEMENTS BEING PROVIDED</b>					
<b>(6) # Active Participants in Each ELEMENT as of 08/31/17 (some may be in Multiple elements)</b>					
1 Tutoring/Study Skills	7	0	0	1	6
2 Alternative School	3	0	0	0	3
3 Paid & Unpaid Work Opportunities	4	0	0	4	0
4 Occupational Skill Training	14	9	0	2	3
5 Education offered concurrently with work preparation	-	-	-	-	-
6 Leadership Development	35	22	0	9	4
7 Supportive Services	6	5	0	1	0
8 Adult Mentoring	-	-	-	-	-
9 Follow Up (Youth enter 12 months Follow-up when the complete elements needed)	19	6	0	6	7
10 Comp Guidance & Counseling	-	-	-	-	-
11 Financial Literacy Education	-	-	-	-	-
12 Entrepreneurial Skills Training	-	-	-	-	-
13 Services that provide labor market & employment	-	-	-	-	-
14 Activities to prepare youth for transition to postsecondary education & training	-	-	-	-	-
<b>COMMON MEASURES for Youth during Follow-Up</b>					
(7) Number Received Diploma/GED or Certificate	6	0	0	0	6
(8) Literacy/Numeracy Gains (OSY)	<del>6</del>	79%	0%	85%	64%
(9) Number Placed in Employment/Military	<del>6</del>	100%	0%	100%	100%
(10) Number placed in postsecondary School	0	0	0	0	0
(11) Number received credentials	14	7	0	7	0
<b>WIOA MEASURES for Youth during Follow-Up</b>					
(12) Number in Education or Employment (2 <sup>nd</sup> Qtr.)	<del>6</del>	67%	0%	100%	100%
(13) Number in Education or Employment (4 <sup>th</sup> Qtr.)	<del>6</del>	<del>6</del>	<del>6</del>	<del>6</del>	<del>6</del>
(14) Median Earnings during 2 <sup>nd</sup> QTR after exit	<del>6</del>	<del>6</del>	<del>6</del>	<del>6</del>	<del>6</del>
(15) Received a recognized postsecondary credential or secondary	<del>6</del>	<del>6</del>	<del>6</del>	<del>6</del>	<del>6</del>
(16) Achieving Measureable Skill Gains in Education or Training	<del>6</del>	<del>6</del>	<del>6</del>	<del>6</del>	<del>6</del>
(17) Effectiveness in Serving Employers	<del>6</del>	<del>6</del>	<del>6</del>	<del>6</del>	<del>6</del>

An Equal Opportunity Employer/Program

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

## PERFORMANCE FOR CALCASIEIU, ALLEN, BEAUREGARD &amp; VERNON PARISHES.

Documentation on Meeting Performance	LWDA51 TOTAL	Allen	Beau	Vernon	
<b>NUMBERS BEING SERVED</b> Carryover # from Contract					
(1) Number NEW Planned to enroll by 05/31/17 from Contract	23	7	7	9	
(2) Number NEW Actually enrolled by 05/31/17	0	0	0	0	
<b>TOTAL NUMBER SERVED BETWEEN 7/1/16 - 05/31/17</b>					
(3) Number exited and in Follow-up	43	4	24	15	
(4) Number positive outcomes	34	4	17	13	
(5) Number negative outcomes	9	0	7	2	
<b>NUMBER ELEMENTS BEING PROVIDED</b>					
<b>(6) # Active Participants in Each ELEMENT as of 05/31/17 (some may be in Multiple elements)</b>					
1 Tutoring/Study Skills					
2 Alternative School					
3 Paid & Unpaid Work Opportunities	1		1		
4 Occupational Skill Training					
5 Education offered concurrently with work preparation					
6 Leadership Development	8	1	6	1	
7 Supportive Services	4		4		
8 Adult Mentoring					
9 Follow Up (Youth enter 12 months Follow-up when the complete elements needed)	26	3	16	10	
10 Comp Guidance & Counseling					
11 Financial Literacy Education					
12 Entrepreneurial Skills Training					
13 Services that provide labor market & employment	4		4		
14 Activities to prepare youth for transition to postsecondary education & training	6		3	3	
<b>COMMON MEASURES for Youth during Follow-Up</b>					
(7) Number Received Diploma/GED or Certificate		75%	50%	47%	
(8) Literacy/Numeracy Gains (OSY)		0	0	14%	
(9) Number Placed in Employment/Military		75%	41%	60%	
(10) Number placed in postsecondary School		2	4	0	
(11) Number received credentials		75%	50%	47%	
<b>WIOA MEASURES for Youth during Follow-Up</b>					
(12) Number in Education or Employment (2 <sup>nd</sup> Qtr.)		75%	62%	27%	
(13) Number in Education or Employment (4 <sup>th</sup> Qtr.)		100%	60%	67%	
(14) Median Earnings during 2 <sup>nd</sup> QTR after exit					
(15) Received a recognized postsecondary credential or secondary school diploma (or its recognized Equivalent)		3	12	7	
(16) Achieving Measureable Skill Gains in Education or Training Program Leading to Credential					
(17) Effectiveness in Serving Employers					

**13. Report on Job Fairs**

- (1) Notice of Upcoming Job Fair – October 10, 2017 at the Lake Charles Civic Center.....Crystal Scott
- (3) Upcoming Job Fair January 10, 2018

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.

The October Job Fair is on October 12 at the Lake Charles Civic Center. Currently, there are around 30 employers who have signed up. Time is from 9:00 am. To 12:00 noon

The date for the January 10 Job Fair has not yet been confirmed. In preparation for the October Job Fair, a Job Readiness workshop on October 6 will be provided to prepare workers to be ready for the job fair.

October is Disability Awareness month.

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

Upcoming Meetings (Please pencil in these dates on your calendar):

January 25, 2018

April 26, 2018 (Determine which of the 3 northern parishes will host the April meeting)

June 28, 2018

September 27, 2018

All Business Conducted, Chairman Michael Welch declared the meeting adjourned at 1:14 p.m.

Respectfully Submitted,

Juanita Poland, Note Taker