



# AmericanJobCenter®

## WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

Chairman: Ms. Donna Bailey ~ Vice-Chair: Ms. Sarita Scheufens ~ Secretary: Ms. Barbara Disnue  
 Economic Development: Mr. R.B. Smith ~ Labor/Apprenticeship: Mr. Steve Gaspard ~ Private Business: Ms. Nicole Moncrief  
 Disability Committee: Ms. Debra Jones ~ Youth Committee: Ms. Tommeke Semien

**We Put People to Work!**

Local Workforce Development Area 51  
 Thursday, July 25, 2019  
 11:30 a.m. Lunch, Meeting 12:00 Noon

SOWELA Regional Training Center-Auditorium  
 Chenault Campus Lake Charles, LA 70615  
 (337) 721-4015

## AGENDA

1. **Call to Order, Pledge of Allegiance, Roll Call**
  - (1) **Announcement regarding quorum (minimum of 17 of 32 members)**

		2019	2019	Begin 2015	2017				2018				2019				2020			
	Private Sector Members	Ethics Training	Financial Disclosure	Oct 29	Nov 12	Jan 26	Apr 27	Jul 27	Sep 28	Jan 25	Apr 26	Jun 28	Sep 27	Jan 24	May 16	Jul 25	Sep 26	Jan 23	Apr 23	Jun 25
1	Ms. Barbara Disnue 2020	5/14/19	5/14/19	P	P	P	A	P	P	P	P	A	P	P	P					
2	Mr. Joel McSpadden 2020																			
3	Mr. Larry DeRoussel 2020	Retired	3/8/19					P	P	A	A	A	P	P	P					
4	Ms. Nicole Moncrief 2020			P	A	P	P	P	P	P	A	P	A	P	A					
5	Mr. Brad Nelson 2021			P	P	P	P	P	P	P	P	P	P	P	P					
6	Ms. Christina Detiveaux 2020												A	P	P	A				
7	Ms. Sarita Scheufens 2021			P	A	P	A	P	P	P	A	P	P	P	P					
8	Mr. Tab Finchum 2021						A	P	A	P	A	P	A	A	A					
9	Mr. Darrell Bruchhaus 2020	5/28/19	5/20/19						P	P	P	P	A	P	A					
10	Ms. Ruth Carnes 2021	4/17/19						P	P	P	P	A	P	P	P					
11	Mr. Lonnie Harper 2021						P	P	P	P	A	P	P	P	P					
12	Ms. Donna Bailey 2021			A	P	A	P	P	P	A	P	P	P	P	P					
13	Chamber will nominate					P	P	A	P	P	A	A	P	A	P					
14	Mr. Boyd Sockrider 2021			P	P	P	P	A	P	P	A	P	P	P	P					
15	Mr. Rand Alford 2020	5/8/19	5/8/19					P	P	P	P	P	P	P	A					
16	Ms. Ranelle Birmingham 2021		5/7/19	P	P	P	P	A	A	A	P	P	A	P	P					
17	Ms. Debra Jones 2020		5/14/19	P	P	P	P	P	A	P	P	A	P	P	A					
	Public Sector Members	Ethics Training	Financial Disclosure	Oct 29	Nov 12	Jan 26	Apr 27	Jul 27	Sep 28	Jan 25	Apr 26	Jun 28	Sep 27	Jan 24	Apr 25	Jul 25	Sep 26	Jan 23	Apr 23	Jun 25
1	Dr. Neil Aspinwall 2022	1/10/19	4/12/19	A	P	P	P	P	P	A	P	P	A	A	P					
2	Ms. Tommeke Semien 2020			P	P	A	P	P	P	P	A	A	A	P	P					
3	Mr. Robert Fontenot 2020		5/15/19	P	P	A	A	P	P	P	P	P	P	P	P					
4	Mr. Steve Gaspard 2021	1/25/19	1/14/19					P	P	P	P	P	P	P	A					
5	Mr. Richard Paulk 2022		4/15/19										P	P	P	A				
6	Ms. Pat Richardson 2020		5/9/19											P	P	P				
7	Ms. Juana Felton 2022	7/3/19		P	P	A	P	P	P	A	A	P	P	P	P					
8	Mr. Brian Teegardin 2021	2-12-19	2/14/19					P	P	P	P	P	P	P	P					
9	Ms. Karyn Barrett 2022																			
10	Mr. R.B. Smith 2022	1/14/19	4/16/19	P	P	P	P	P	P	P	P	P	P	P	A					
11	Mr. Michael Welch 2022	1/17/19		A	P	P	A	P	P	P	P	A	A	A	P					
12	Ms. Cassie Henry 2022			P	P	P	P	P	P	A	A	P	A	P	A					
13	Ms. Janice Breland 2022		5/6/19										A	P	A	P				
14	Ms. Tracie Fontenot 2019			P	A	A	A	P	P	A	A	A	A	A	A					
15	Mr. Keith Cooley 2019	Resigned 5/14/19	5/7/19	P	P	P	A	A	P	P	P	A	A	A	A					
PJ	Ms. Shelly Mayo Rep District 3			NA	NA	P	A	A	P	A	A	A	P	P	A					
PJ	Mr. Shalon Latour Rep District 10			NA	NA	A	A	A	P	P	A	A	P	A	A					

- (2) **Consideration on establishing a Speakers Committee and to set up regular Executive Committee Meetings & Youth Committee Meetings**

- (3) **WELCOME NEW AND REAPPOINTED WDB MEMBERS:**  
WDB MEMBERS REAPPOINTED:  
 Dr. Neil Aspinwall, Mr. R.B. Smith, Ms. Cassie Henry, Ms. Janice Breland, Ms. Juana Felton, Mr. Richard Paulk, Mr. Joel McSpadden  
FAREWELL TO WDB MEMBERS WHO HAVE RESIGNED:  
 Mr. Keith Cooley, Ms. Tracie Fontenot and Ms. Carol Thibodeaux, Mr. Larry DeRoussel and Mr. Paschal Malone

(4) **Address issue of WDB members who have missed 3 meetings**

(5) **Meeting Comments follow up:**

- Have a 5 minute Best Practices sharing just to help other businesses (Board Member)

(6) **Annual State Ethics Training for 2019 is now underway.**

- Please access the Internet address at
- <https://laethics.net/EthicsTraining>

**IF YOU HAVE TAKEN THIS TRAINING BEFORE, YOUR INFORMATION IS MAINTAINED**

- Enter the username and password that you used this past year.
- If you have forgotten your username, click on the button “Forgot Password” and you will be instructed on how to change it.
- Then you must enter your username and the new password to “Log in”

**IF YOU ARE A NEW USER**

If you are new, select “Register (New User)” and fill out the information on the page provided.

- Then click on “Continue to Training”
- You will come to the page for Available Training Courses.
- You should click on “ Ethics Training for Board Members”
- The Name of the Board is the Workforce Development Board 51
- You can take the 3 sessions all together or separately. Click on Session 1 and listen. Follow the prompts for “Play” and the questions are answered with “true” or “false”
- When you finish all 3, you must download your certificate by Clicking on “Download Certificate” selecting “Save target as” and designate in your computer where you want to save it. You can also name it.
- Then you can print it.
- Certificates must be forwarded to WDB Staff Juanita Poland ([jpoland@cppj.net](mailto:jpoland@cppj.net)) so that they can be Forwarded to the Calcasieu Parish Police Jury.
- The date that you complete the training appears on the Agenda for the Board meeting.
- I keep a copy of your certificate in the Ethics 2019 Folder on my bookshelf.

**ETHICS TRAINING IS AN ANNUAL MANDATORY REQUIREMENT – Timeframe for Ethics Training is January 1, 2019 to December 31, 2019.**

**WIOA SERVICES THE WDB MIGHT CONSIDER PROVIDING (Program Explanation)**

- (7) **Work Experience Worksites** for a WIOA eligible youth. Also, if you know an eligible youth that you Could train, that would be even better. (WIOA can pay their Salaries for up to 6 months--Entry level or at least minimum wage) For eligible youth ages 16-24, Contact Dayna Hoffpauir at (337) 721-4010, Ext 5018. For Adults or Dislocated Workers, contact Myra DeLaCroix at 337-721-4010, Ext 5005
- (8) **On-the-Job Training (OJT) Worksites:** If you have a position at your company that you provide the Training In house, and the individual is eligible for WIOA services, WIOA can reimburse the employer up to 50% of the wages that you pay the individual for the time they are in training (up to 6 months). Please contact Ms. Gwen Guillory for additional information at (337) 721-4010, Ext 5009
- (9) **Adult Mentors for Youth (16-24) Determined to Need the Service (12 Months)**  
**Motion to approve WDB involvement in Work Experience Worksites, OJT and Adult Mentors. 2<sup>nd</sup> Vote**

**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 Draft Minutes of the May 16, 2019 Meeting ..... Attached**

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

**4. Consideration on Fiscal Matters**

- (1) **Expenditure Report through June 30, 2019: Ms. Betty Washington.....Attached**  
**Motion to Approve Expenditure Report: 2<sup>nd</sup> Vote**

- (2) Consideration on approval of providing mileage to Board members who have to travel in their personal vehicle from outside Calcasieu Parish to and from the meeting.....Attached  
**Motion to Approve Mileage for Board Members: 2<sup>nd</sup> Vote**
- (3) Update on One Stop Operator(OSO) Contract: Presented by Ms. Clophus  
 Information item, No motion necessary.
- (4) Consideration to approve contract between Calcasieu Parish Police Jury and Louisiana Workforce Commission for time period April 1, 2019 through June 30, 2021 in the amount of \$2,785,441 to serve Adults, Dislocated Workers, and Youth in Parishes of Allen, Beauregard, Calcasieu, Cameron, Jeff Davis and Vernon  
**Motion to Approve Contract between CPPJ & LWC from April 1, 2019 to June 30, 2021: 2<sup>nd</sup> Vote**

**5. Consideration on approval of WDB Policies**

**A. REVISED POLICY**

Youth Related Policies (YP)

YP 7: Policy Addressing 5% Window for Youth.....Attached

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

**B. REMOVE POLICY**

Youth Related Policies (YP)

YP 11: Enrollment Policy.....Attached

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

**6. Update on Performance Information.....Attached**

Information item, No motion necessary.

**7. Report on One Stop Operator Partner Progress: Ms. Nypheteria Clophus.....Attached**

Information item, No motion necessary.

**8. Report on American Job Center Activities & Success Story: Ms. Myra DeLaCroix.....Attached**

Information item, No motion necessary.

(a) Temporary Location Update: ..... Ms. Stephanie Seemion

(b) EMT/Paramedic Class ..... AJC Staff

**9. Report on Youth Program Activities through June 30, 2019: Ms. Dayna Hoffpauir**

Information item, No motion necessary.

(a) Calcasieu, Cameron & Jeff Davis: .....Attached

(b) Allen, Beauregard, Vernon: .....Attached

**10. Report on Job Fairs Crystal Scott.....Attached**

Job Fairs are held quarterly. **Pencil these in on your Calendar.**

The dates for the upcoming Job Fairs are:

Wednesday, October 9, 2019 Jeff Davis Parish (Tentatively)

Wednesday, January 8, 2020 Exhibition Hall

Wednesday, April 8, 2020 Northern Parish (TBA)

**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.**

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

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

October 24, 2019

January 23, 2020

April 23, 2020 **(Determine which of the northern parishes will host the April meeting)**

All Business Conducted, Chair Donna Bailey declared the meeting adjourned at \_\_\_\_\_ p.m.