



# 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. Tommeka Semien

Local Workforce Development Area 51  
 Thursday, August 29, 2019  
 11:30 a.m. Lunch, Meeting 12:00 Noon

**We Put People to Work!**

Allen P. August Multipurpose Center - Annex  
 2000 Moeling Street, Lake Charles, LA 70601  
 (337) 721-4015

## AGENDA

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

			2019		Begin 2015		2017				2018				2019				2020		
			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	Aug 29	Jan 23	Apr 23	Jun 25
<b>Private Sector Members</b>																					
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														P					
3	Mr. Dale Logan	2020	Retired	3/8/19																	
4	Ms. Nicole Moncrief	2020			P	A	P	P	P	P	P	A	P	A	P	A	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	P				
7	Ms. Sarita Scheufens	2021			P	A	P	A	P	P	P	A	P	P	P	P	A				
8	Mr. Tab Finchum	2021	Resigned					A	P	A	P	A	P	A	A	A	A				
9	Mr. Darrell Bruchhaus	2020	5/28/19	5/20/19						P	P	P	P	A	P	A	A				
10	Ms. Ruth Carnes	2021	4/17/19						P	P	P	P	A	P	P	P	P				
11	Mr. Lonnie Harper	2021						P	P	P	P	A	P	P	P	P	A				
12	Ms. Donna Bailey	2021			A	P	A	P	P	P	A	P	P	P	P	P	A				
13	<b>Chamber will Nominate</b>																P				
14	Mr. Boyd Sockrider	2021			P	P	P	P	A	P	P	A	P	P	P	P	A				
15	Mr. Rand Alford	2020	5/8/19	5/8/19			P	P	A	P	P	P	P	P	A	P	A				
16	Ms. Ranelle Birmingham	2021		5/7/19	P	P	P	P	A	A	A	P	P	A	P	P	P				
17	Ms. Debra Jones	2020		5/14/19	P	P	P	P	A	A	P	P	A	P	P	A	P				
<b>Public Sector Members</b>																					
1	Dr. Neil Aspinwall	2022	1/10/19	4/12/19	A	P	P	P	P	P	A	P	P	A	A	P	P				
2	Ms. Tommeka Semien	2020			P	P	A	P	P	P	P	A	A	A	P	P	P				
3	Mr. Robert Fontenot	2020		5/15/19	P	P	A	A	P	P	P	P	P	P	P	A					
4	Mr. Steve Gaspard	2021	1/25/19	1/14/19					P	P	P	P	P	P	P	A	P				
5	Mr. Richard Paulk	2022		4/15/19									P	P	P	A	A				
6	Ms. Pat Richardson	2020		5/9/19										P	P	P	P				
7	Ms. Juana Felton	2022	7/3/19		P	P	A	P	P	P	A	A	P	P	P	P	P				
8	Mr. Brian Teegardin	2021	2/12/19	2/14/19					P	P	P	P	P	P	P	P	P				
9	Ms. Karyn Barrett	2022															P				
10	Mr. R.B. Smith	2022	1/14/19	4/16/19	P	P	P	P	P	P	P	P	P	P	P	A	P				
11	Mr. Michael Welch	2022	1/17/19		A	P	P	A	P	P	P	P	A	A	A	P	P				
12	Ms. Cassie Henry	2022			P	P	P	P	P	P	A	A	P	A	P	A	A				
13	Ms. Janice Breland	2022		5/6/19									A	P	A	P	A				
14	Ms. Tracie Fontenot	2019	Resigned		P	A	A	A	P	P	A	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	A				
PJ	Ms. Shelly Mayo	Rep District 3			NA	NA	P	A	A	P	A	A	A	P	P	A	A				
PJ	Mr. Shalon Latour	Rep District 10			NA	NA	A	A	A	P	P	A	A	P	A	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:**

Mr. Dale Logan

**FAREWELL TO WDB MEMBERS WHO HAVE RESIGNED:**

Mr. Keith Cooley, Ms. Tracie Fontenot and Mr. Tab Finchum

- (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)**

**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) 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. 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 or designee declared the meeting adjourned at \_\_\_\_\_ p.m.