

**WORKFORCE DEVELOPMENT BOARD, WDA-20  
REGULAR MEETING  
SEPTEMBER 15, 2016**

The Local Workforce Development Board met on September 15, 2016, at 11:00 a.m. at Murphy's Seafood Restaurant, 1700 N. Morrison Boulevard, Hammond, LA.

Hurst called the meeting of the WIOA - Local Workforce Development Board-20 to order. Roll call was taken by Charlotte Ferrara. As roll was taken, each member was asked to state the sector in which they represented.

**MEMBERS PRESENT**

Jennifer Braly, Jon Craft, Brian Dowden, Gayle Fisher, Anthony Howell, Mack Hurst, Craig Kaiser, Ismary McLemore, Skip Smart, Janet Tassin, William Wainwright and CEO Robby Miller.

**MEMBERS ABSENT**

Joseph Ardoin, Donata Bolden, Mike Clary, Mike DiVincenti, Lisa Dugas, Julie Gaudin, Ronald LeBlanc, Ronnie Rosser, Glenda Shaheen and Terry Taylor.

**VISITORS PRESENT**

Girard Melancon, Baton Rouge Community College; Donika Garner, WorkReady U-Adult Education

**BOARD STAFF**

Tina Roper, Varis Barenis and Charlotte Ferrara

**PROGRAM STAFF**

A.C. Wilkinson, Program Director

**INTRODUCTIONS**

Hurst asked all members to introduce themselves and their representation to the Board.

**PUBLIC INPUT**

None.

**MINUTES OF THE JUNE 30, 2016 MEETING**

The June 30, 2016, meeting minutes were presented. Motion was made by Wainwright, seconded by McLemore, to accept the minutes as presented.

Votes were as follows:

Yeas: Jennifer Braly, Jon Craft, Brian Dowden, Gayle Fisher, Anthony Howell, Mack Hurst, Craig Kaiser, Ismary McLemore, Skip Smart, Janet Tassin and William Wainwright

Nays: None

Absent: Joseph Ardoin, Donata Bolden, Mike Clary, Mike DiVincenti, Lisa Dugas, Julie Gaudin, Ronald LeBlanc, Ronnie Rosser, Glenda Shaheen and Terry Taylor

Abstained: None

## **LWDA-20 MEMORANDUM OF UNDERSTANDING AND COST ALLOCATIONS**

Explanation was given on the revised MOU and Cost Allocations Plans due to the implementation of the WIOA program. Roper stated that the MET (Motivation, Education and Training Program) was removed from the MOU and CAP, because MET were no longer housed in the Tangipahoa Parish One-Stop Career Center. The revised MOU and CAP reflects this change and cost allocations were adjusted. Roper also reviewed the partner cost portion of the CAP stating that an accumulated total of approximately \$412,741.30 is owed to LWDA 20 from LWC since 2002. Upon review of the MOU and CAP, motion was made by Howell, seconded by Craft, to approve LWDA 20's MOU and CAP. Motion carried.

Votes were as follows:

Yeas: Jennifer Braly, Jon Craft, Brian Dowden, Gayle Fisher, Anthony Howell, Mack Hurst, Craig Kaiser, Ismary McLemore, Skip Smart, Janet Tassin and William Wainwright  
Nays: None  
Absent: Joseph Ardoin, Donata Bolden, Mike Clary, Mike DiVincenti, Lisa Dugas, Julie Gaudin, Ronald LeBlanc, Ronnie Rosser, Glenda Shaheen and Terry Taylor  
Abstained: None

Upon further discussion involving cost and payment from center partners, a motion was made by Smart, seconded by Tassin, to grant approval to Roper to have conversations with LWC regarding MOU and CAP payments to LWDA 20. Motion carried.

Votes were as follows:

Yeas: Jennifer Braly, Jon Craft, Brian Dowden, Anthony Howell, Mack Hurst, Craig Kaiser, Ismary McLemore, Skip Smart, Janet Tassin and William Wainwright  
Nays: None  
Absent: Joseph Ardoin, Donata Bolden, Mike Clary, Mike DiVincenti, Lisa Dugas, Julie Gaudin, Ronald LeBlanc, Ronnie Rosser, Glenda Shaheen and Terry Taylor  
Abstained: Gayle Fisher

## **TRAINING PROVIDER WAIVER**

Roper explained that the board office was contacted by LWC requesting to review and consider a waiver to be granted to Louisiana Medical Certifications, LLC for Certified Nursing Assistant training in the Pointe Coupee Parish area due to hiring demand and lack of training providers in this parish's area. She stated that the Board approved on February 18, 2016, an ITA policy (Training Provider - page 4) stating that "Training Institutions listed on LA HIRE that have been approved by the LWDB will qualify as a provider, providing that they have been in business for a minimum of one (1) year with successful performance – 80% completion rate, 50% placement rate, and a minimum wage rate of \$8 per hour." Roper further explained that this provider is short by a couple of months to qualify LWDA 20 students for their upcoming class as per the current policy. Therefore, in light of LWC's request and the information that this provider has met minimum performance, Roper respectfully requested that LWDA 20 considers a waiver to LA Medical Certifications, LLC to accept students and receive WIOA funds from LWDA 20 prior to the required one-year operation provision as stated in the policy. Motion was made by Smart, seconded by Kaiser, to grant waiver to LA Medical Certifications, LLC to allow

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LWDA 20 enter into an agreement prior to the one-year provision in the ITA Policy as it is stated effective September 1, 2016. Motion carried.

Votes were as follows:

Yeas: Jennifer Braly, Jon Craft, Brian Dowden, Gayle Fisher, Anthony Howell, Mack Hurst, Craig Kaiser, Ismary McLemore, Skip Smart, Janet Tassin and William Wainwright

Nays: None

Absent: Joseph Ardoin, Donata Bolden, Mike Clary, Mike DiVincenti, Lisa Dugas, Julie Gaudin, Ronald LeBlanc, Ronnie Rosser, Glenda Shaheen and Terry Taylor

Abstained: None

### **LWDA 20 IN-HOUSE MONITORING REPORT**

Varis Barenis, LWDA 20 Internal Monitor, gave an overview of the monitoring reports performed January 1, 2016 through June 30, 2016. Barenis only reviewed the reports with findings and responses. Motion was made by Howell, seconded by Fisher, to approve the LWDA-20 Monitoring Report as presented. Motion unanimously carried.

Votes were as follows:

Yeas: Jennifer Braly, Jon Craft, Brian Dowden, Gayle Fisher, Anthony Howell, Mack Hurst, Craig Kaiser, Ismary McLemore, Skip Smart, Janet Tassin and William Wainwright

Nays: None

Absent: Joseph Ardoin, Donata Bolden, Mike Clary, Mike DiVincenti, Lisa Dugas, Julie Gaudin, Ronald LeBlanc, Ronnie Rosser, Glenda Shaheen and Terry Taylor

Abstained: None

### **PRESENTATION**

Janet Tassin, Board Member representing Adult Education, presented information regarding the WorkReady U and Hi SET programs. Informational packets were handed to each member explaining the advantages of the programs available to individuals, who desire to earn a “high School equivalency certificate”. She further explained that the WorkReady U provider network consists of 33 programs that operate nearly 200 adult instructional sites throughout Louisiana providing wrap-around student services along with Foundational Skills, College and Career Readiness and Community Education. Tassin stated that more college & career readiness preparation and high school equivalency testing information could be obtained at the website: [www.lctcs.edu](http://www.lctcs.edu) or members could contact her personally.

### **INITIAL REGION 2 WORKFORCE DEVELOPMENT REGIONAL/LOCAL PLAN**

Roper stated that no public comments were submitted during the 30-day advertised comment period and that the initial plan originally submitted would be submitted to LWC as the final draft. Once the State reviews the plan and if any changes are necessary, the initial plan would be incorporated into the final regional/local plan.

## BOARD DIRECTOR'S REPORT

Roper reviewed the 2015-2016 Budget year-end report. Explanations are as follows:

- Expenditures
  - Adult - \$ 1,627,268
    - Carry over - \$ 471,120.83.
      - Participant Budget 701,842
      - Participant Expended 218,442 – 32%
      - 71% of total budget expended
  - Dislocated Worker - \$ 1,289,922.20
    - Carry over- 491,960.99
      - Participant Budget 549,393.17
      - Participant Expended 29,779.48 – 6%
      - 62% of the budget expended
  - Youth - \$ 1,047,485.50
    - Carry over- 323,814.74
      - Participant Budget 376,078.76
      - Participant Expended 152,036.21 – 41%
      - 70% of the total budget expended
  - Administration
    - WIOA and Fiscal
      - \$ 576,460
      - Unexpended- 52,498.15
      - Indirect cost to TPSS- \$ 140,229.06
  - Administration
    - Board office
      - \$ 136,500
      - Unexpended- 15,525.78

Motion was made by Craft, seconded by Wainwright, to accept the expenditure report as given.  
Motion unanimously carried.

Votes were as follows:

Yeas: Jennifer Braly, Jon Craft, Brian Dowden, Gayle Fisher, Anthony Howell, Mack Hurst, Craig Kaiser, Ismary McLemore, Skip Smart, Janet Tassin and William Wainwright

Nays: None

Absent: Joseph Ardoin, Donata Bolden, Mike Clary, Mike DiVincenti, Lisa Dugas, Julie Gaudin, Ronald LeBlanc, Ronnie Rosser, Glenda Shaheen and Terry Taylor

Abstained: None

Roper stated that there were two recent business closures in LWDA 20, one in Tangipahoa Parish [Bradken Industries] and the other in Iberville Parish [Trinity Marine]. She also handed out a list of employers in the ten (10) parishes and asked Board Members for their assistance to review the employer list provided and to inform the board office if there were any other businesses from their parish that should be included on the list.

Roper stated that the flood grant was in working progress. She stated she personally visited DSNAP offices in Tangipahoa, Livingston, St. Helena and Ascension regarding DUA and had local offices bring flyers to other sites regarding assistant information. She informed the Board that a meeting hosted by Tangipahoa Parish Government for all Parish Presidents or Police Jury Offices regarding flood assistance. Representatives from LWC, Livingston and Tangipahoa parishes attended the meeting. Roper stated that LWDA 20 is working with LWC assisting, participants and employers with the Flood Grant assistance.

Motion was made by Smart, seconded by Kaiser, to accept the Board Director's report as given. Motion unanimously carried.

Votes were as follows:

Yeas: Jennifer Braly, Jon Craft, Brian Dowden, Gayle Fisher, Anthony Howell, Mack Hurst, Craig Kaiser, Ismary McLemore, Skip Smart, Janet Tassin and William Wainwright

Nays: None

Absent: Joseph Ardoin, Donata Bolden, Mike Clary, Mike DiVincenti, Lisa Dugas, Julie Gaudin, Ronald LeBlanc, Ronnie Rosser, Glenda Shaheen and Terry Taylor

Abstained: None

#### **PROGRAM DIRECTOR'S REPORT**

Wilkinson explained the end of the year Performance Report. Wilkinson stated he was pleased to announce that there are nine (9) measures to which LWDA 20 met one and exceeded nine. He also explained the Customer Flow Chart, which reflects the number of times a customer may have visited an office for assistance. Questions were asked if this total was the number of visits or the number of individual customers. Wilkinson clarified that the totals indicated the total number of visits not individual customers. Motion was made by Ardoin, seconded by Dowden, to approve Program Director's Report.

Motion unanimously carried.

Votes were as follows:

Yeas: Jennifer Braly, Jon Craft, Brian Dowden, Gayle Fisher, Anthony Howell, Mack Hurst, Craig Kaiser, Ismary McLemore, Skip Smart, Janet Tassin and William Wainwright

Nays: None

Absent: Joseph Ardoin, Donata Bolden, Mike Clary, Mike DiVincenti, Lisa Dugas, Julie Gaudin, Ronald LeBlanc, Ronnie Rosser, Glenda Shaheen and Terry Taylor

Abstained: None

Wilkinson stated that Baton Rouge Community College's Non-Destructive Testing Training was miscoded by LWC and required LWDA 20 to complete and approve the Local Level Request for Appeal Form in order to approve this training. Girard Melancon asked the Board if they would approve the completion of the Appeal Form so that training could be re-instated along with discussing the benefits of this training course. Wainwright and Craft both stated the program was an excellent course and that the training given was much needed to the industry. Motion to approve the training and to have LWC approve the Non-Destructive Testing Training at BRCC was made by Wainwright, seconded by Craft. Motion unanimously carried.

Votes were as follows:

Yeas:	Jennifer Braly, Jon Craft, Brian Dowden, Gayle Fisher, Anthony Howell, Mack Hurst, Craig Kaiser, Ismary McLemore, Skip Smart, Janet Tassin and William Wainwright
Nays:	None
Absent:	Joseph Ardoin, Donata Bolden, Mike Clary, Mike DiVincenti, Lisa Dugas, Julie Gaudin, Ronald LeBlanc, Ronnie Rosser, Glenda Shaheen and Terry Taylor
Abstained:	None

### **CHAIRPERSON'S COMMENTS**

Hurst thanked Board Members for attending the meeting. He stated that a By Law Committee was necessary to review LWDA 20's By-Laws as requested at the last meeting to assure correct language within the By-Laws. Hurst asked for volunteers. Members who volunteered and/or were appointed to the By-Laws Committee are: Mack Hurst, Glenda Shaheen and Skip Smart.

### **ADJOURNMENT**

As there was no further business, a motion was made by Fisher, seconded by Howell, to adjourn the meeting. Motion unanimously carried.

Votes were as follows:

Yeas:	Jennifer Braly, Jon Craft, Brian Dowden, Gayle Fisher, Anthony Howell, Mack Hurst, Craig Kaiser, Ismary McLemore, Skip Smart, Janet Tassin and William Wainwright
Nays:	None
Absent:	Joseph Ardoin, Donata Bolden, Mike Clary, Mike DiVincenti, Lisa Dugas, Julie Gaudin, Ronald LeBlanc, Ronnie Rosser, Glenda Shaheen and Terry Taylor
Abstained:	None

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Mack Hurst,  
Chairman

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