

# **WORKFORCE DEVELOPMENT BOARD, WDA-20**

## **REGULAR MEETING**

**March 23, 2017**

The Local Workforce Development Board met on November 17, 2016, at 11:00 a.m. at Don's Seafood Restaurant, Denham Springs, Louisiana.

### **MEMBERS PRESENT**

Joseph Ardoin, Jon Craft, Jason Dedon, Gayle Fisher, Julie Gaudin, Anthony Howell, Mack Hurst, Craig Kaiser, Ronald LeBlanc, Ismary McLemore, Ronnie Rosser, Skip Smart, Janet Tassin, Terry Taylor, and William Wainwright.

### **RECOGNITION OF NEW MEMBERS**

Hurst had all members introduce themselves as well as state their sector membership on the board. New member introduced was Jason Dedon, public sector member representing Labor.

### **MEMBERS ABSENT**

Donata Bolden, Mike DiVincenti, Brian Dowden, Lisa Dugas and Glenda Shaheen.

### **VISITORS PRESENT**

Lesley L Galloway, LWC Youth Coordinator, Herbert Dixon, Outreach Director OWD.

### **BOARD STAFF**

Tina Roper and Charlotte Ferrara

### **PROGRAM STAFF**

A.C. Wilkinson, Yvonne Ricks, Bryan Taylor

### **PRESENTATION:**

Lesley Galloway, Louisiana Workforce Commission's Youth Coordinator and Herbert Dixon, Office of Workforce Development Outreach Director gave a thorough explanation of the "Cooperative Endeavor Agreements to Engage Out of School Youth" presently operating in approximately 19 school districts throughout the state of Louisiana. These endeavor agreements are designed to assist and engage out of school youths to make

better career choices prior to dropping out of school. Roper stated that she has had many conversations and meetings regarding this endeavor and asked the Board's approval to execute agreements between LWDA 20 and the school districts of the LWDA 20 area. Motion was made by Skip Smart, seconded by Ronnie Rosser, to give approval for LWDA 20 and LWDA 20 School Districts to enter into such agreement as presented and to grant approval for the LWDA 20 Board Director to sign agreements on behalf of the LWDA 20 Board. Motion carried.

Votes were as follows:

Yeas: Joseph Ardoin, Jon Craft, Jason Dedon, Gayle Fisher, Julie Gaudin, Anthony Howell, Mack Hurst, Craig Kaiser, Ronald LeBlanc, Ismary McLemore, Ronnie Rosser, Skip Smart, Janet Tassin, Terry Taylor, and William Wainwright.

Nays: None

Absent: Donata Bolden, Mike DiVincenti, Brian Dowden, Lisa Dugas and Glenda Shaheen.

Abstained: None

## **PUBLIC INPUT**

None

## **MINUTES OF THE NOVEMBER 17, 2016 MEETING**

The November 17, 2016, meeting minutes were presented. Ardoin stated that the appointment of a One-Stop Operator Request for Proposal Committee was not included in the November 17, 2016 minutes. Motion was made by Ardoin, seconded by Fisher, to accept the minutes as presented but to include the insert below in the November 17, 2016, minutes under the Chairperson's Comments.

"Hurst asked for volunteers to work with the Board Office regarding the One-Stop Operator Request for Proposal. Members volunteering were: Hurst, Ardoin, Fisher, and Kaiser. Roper stated she would be in contact."

Votes were as follows:

Yeas: Joseph Ardoin, Jon Craft, Jason Dedon, Gayle Fisher, Julie Gaudin, Anthony Howell, Mack Hurst, Craig Kaiser, Ronald LeBlanc, Ismary McLemore, Ronnie Rosser, Skip Smart, Janet Tassin, Terry Taylor, and William Wainwright.

Nays: None

Absent: Donata Bolden, Mike DiVincenti, Brian Dowden, Lisa Dugas and Glenda Shaheen.

Abstained: None

## **EXECUTIVE SESSION**

Hurst stated that the Board would enter Executive Session for discussion regarding the One-Stop Operator Request for Proposal. Roper stated that the Executive Committee met regarding the procurement of the One-Stop Operator RFP and reviewed the committee's report.

The Executive Committee report is as follows:

The Local Workforce Development Board - Executive Committee met on Monday, February 6, 2017 at 10:00 a.m. at the Capitol Annex Building, Baton Rouge, LA

Hurst called the meeting to order.

Members present: Mack Hurst, Glenda Shaheen and Skip Smart

Members absent: None

WIOA Staff present: Tina Roper and Charlotte Ferrara

Hurst welcomed members present.

Roper thanked the members for meeting. She stated that the Request for Proposal (RFP) for the One-Stop Operator was in progress but there were issues that needed the Executive Committee's recommendation. Roper addressed the existing cooperative endeavor between the Tangipahoa Parish Government and the Tangipahoa Parish School System. She also discussed the roles and responsibilities of Board Members as well as the roles for fiscal management, program operation and grant recipient pertaining to the WIOA Program.

After thorough discussion, the recommendations of the Executive Committee were as follows:

- The fiscal management of the WIOA program would be managed by Tangipahoa Parish Government effective July 1, 2017.

- The RFP for the One Stop Operator will focus on functional direction of the Business and Career Solutions Centers (America's Job Centers) and the winning bidder will take administrative direction from the Workforce Development Board Director.
- The program operations of the business and career centers (America's Job Center) will be offered through an inter-governmental agreement with the Tangipahoa Parish School System to operate the seven (7) centers in LWDA 20 effective July 1, 2017.
- In the event that the Tangipahoa Parish School System chooses not to operate the America's Job Centers, the operations will revert to Tangipahoa Parish Government effective July 1, 2017.

### **EXECUTIVE SESSION ADJOURNED**

After considerable discussion by the full board, motion was made by Ronnie Rosser, seconded by Jon Craft to adjourn the executive session.

Votes were as follows:

Yeas: Joseph Ardoin, Jon Craft, Jason Dedon, Gayle Fisher, Julie Gaudin, Anthony Howell, Mack Hurst, Craig Kaiser, Ronald LeBlanc, Ismary McLemore, Ronnie Rosser, Skip Smart, Janet Tassin, Terry Taylor, and William Wainwright.

Nays: None

Absent: Donata Bolden, Mike DiVincenti, Brian Dowden, Lisa Dugas and Glenda Shaheen.

Abstained: None

The meeting was re-opened to the public.

### **EXECUTIVE SESSION REPORT AND MOTIONS**

Hurst stated the Executive Committee report was given and a motion was made by Skip Smart, seconded by Joseph Ardoin to accept the recommendations of the Executive Committee as stated below. Motion carried .

- The fiscal management of the WIOA program would be managed by Tangipahoa Parish Government effective July 1, 2017.

- The RFP for the One Stop Operator will focus on functional direction of the Business and Career Solutions Centers (America's Job Centers) and the winning bidder will take administrative direction from the Workforce Development Board Director.
- The program operations of the business and career centers (America's Job Center) will be offered through an inter-governmental agreement with the Tangipahoa Parish School System to operate the seven (7) centers in LWDA 20 effective July 1, 2017.
- In the event that the Tangipahoa Parish School System chooses not to operate the America's Job Centers, the operations will revert to Tangipahoa Parish Government effective July 1, 2017.

Votes were as follows:

Yeas: Joseph Ardoin, Jon Craft, Jason Dedon, Gayle Fisher, Julie Gaudin, Anthony Howell, Mack Hurst, Craig Kaiser, Ronald LeBlanc, Ismary McLemore, Ronnie Rosser, Skip Smart, Janet Tassin, Terry Taylor, and William Wainwright.

Nays: None

Absent: Donata Bolden, Mike DiVincenti, Brian Dowden, Lisa Dugas and Glenda Shaheen.

Abstained: None

## **BOARD DIRECTOR'S REPORT**

Roper reviewed the following with the Board:

- Flood Grant
  - Federal Audit- March 22, 2017
  - Second Phase of hiring since the new Temp Hire Agency took over. There were 25 people yesterday in Hammond to be screened
- Tangipahoa Parish – Job Fair: March 17, 2017
  - 423 Job Seeker
  - 137 High School Job Seekers
  - 36 Employers/Agencies
  - Survey conducted by Employers
    - No negatives
    - Mostly above average marks

- 2016-2017 Budget Second Quarter report (Dec 2016)
  - Expenditures
    - Adult - \$ 1,448,118
      - Participant Budget 554,470
      - Participant Expended 82,767.66 – 15%
    - Dislocated Worker - \$ 1,315,734
      - Participant Budget 621,974
      - Participant Expended 28,755.16 – 5%
    - Youth - \$ 1,314,761.00
      - Participant Budget 674,656
      - Participant Expended 56,247.43 –8%
- Site Visits in April
  - Pointe Coupee, West Feliciana, Iberville locations
  - Review of LWDA 20 offices and lease agreements to consider cost effectiveness
- One-Stop Operator RFP- Issue date March 24<sup>th</sup>. -
  - RFP submittal deadline - May 1, 2017
  - Contract to begin July 1, 2017
  - Motion was made by Ronnie Rosser, seconded by Craig Kaiser, to release RFP, as presented in Executive Session, for publication and bid process. Motion carried.

Votes were as follows:

Yeas: Joseph Ardoin, Jon Craft, Jason Dedon, Gayle Fisher, Julie Gaudin, Anthony Howell, Mack Hurst, Craig Kaiser, Ronald LeBlanc, Ismary McLemore, Ronnie Rosser, Skip Smart, Janet Tassin, Terry Taylor, and William Wainwright.

Nays: None

Absent: Donata Bolden, Mike DiVincenti, Brian Dowden, Lisa Dugas and Glenda Shaheen.

Abstained: None

- Ethics Training – Roper stated the deadline of May 15<sup>th</sup> for required Ethics Financial Disclosure Tier 2.1 Form May 15<sup>th</sup> was quickly approaching. Roper asked members to forward their completed form to the Board office for file retention.

- LWDA 20 & 21 Executive Meeting – Met on March 14, 2017
  - LWDA 20 Executive Committee Members present were Mack Hurst, Skip Smart and Glenda Shaheen.
  - Productive and informative ways discussed to collaborate services that could benefit Region 2 Boards of LWDA 20 & 21.
  - Agreed to continue to meet together periodically and possibly provide joint board training.
  - Motion was made by Joseph Ardoin, seconded by Skip Smart, to give LWDA 20 Board Director the authority to collaborate with LWDA 21's Director to improve the programs offered in Region 2. Motion carried

Votes were as follows:

Yeas: Joseph Ardoin, Jon Craft, Jason Dedon, Gayle Fisher, Julie Gaudin, Anthony Howell, Mack Hurst, Craig Kaiser, Ronald LeBlanc, Ismary McLemore, Ronnie Rosser, Skip Smart, Janet Tassin, Terry Taylor, and William Wainwright.

Nays: None

Absent: Donata Bolden, Mike DiVincenti, Brian Dowden, Lisa Dugas and Glenda Shaheen.

Abstained: None

Motion was made by Craft, seconded by Shaheen, to accept the Director's report as given. Motion unanimously carried.

Votes were as follows:

Yeas: Joseph Ardoin, Jennifer Braly, Mike Clary, Jon Craft, Gayle Fisher, Mack Hurst, Craig Kaiser, Ronald LeBlanc, Ismary McLemore, Glenda Shaheen, Skip Smart, Janet Tassin.

Nays: None

Absent: Donata Bolden, Mike DiVincenti, Brian Dowden, Lisa Dugas, Julie Gaudin, Anthony Howell, Ronnie Rosser, Stephen Sislock, Terry Taylor, and William Wainwright

Abstained: None

## CHAIRPERSON'S COMMENTS

Hurst thanked Board Members for their attendance. Hurst stated next meeting scheduled for Thursday, May 18<sup>th</sup>.

## ADJOURNMENT

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

Votes were as follows:

Yeas: Joseph Ardoin, Jennifer Braly, Mike Clary, Jon Craft, Gayle Fisher, Mack Hurst, Craig Kaiser, Ronald LeBlanc, Ismary McLemore, Glenda Shaheen, Skip Smart, Janet Tassin.

Nays: None

Absent: Donata Bolden, Mike DiVincenti, Brian Dowden, Lisa Dugas, Julie Gaudin, Anthony Howell, Ronnie Rosser, Stephen Sislock, Terry Taylor, and William Wainwright

Abstained: None

---

Mack Hurst, Chairperson

/cf