

**WORKFORCE DEVELOPMENT BOARD, WDA-20**  
**REGULAR MEETING**  
**November 16, 2017**

The Local Workforce Development Board met on November 16, 2017, 11:00 a.m. at the Hammond/St. Helena American Job Center – Business and Career Solutions Center.

**WELCOME**

Mr. Hurst welcome all in attendance. Roll call was given by Mrs. Ferrara. Upon taking rollcall, a quorum was not reached. Therefore, no action will be taken, and only informational material will be discussed.

Mr. Hurst stated it was exciting to have the meeting and the Center's Ribbon Cutting Ceremony on the same date. Ms. Roper stated that upon completion of the meeting and Ribbon Cutting Ceremony, everyone would have the opportunity to tour the facility. She thanked all present.

Ms. Roper introduced new staff members to the board. Ms. Erica Turner, Site Supervisor; Ms. Shalonda Vessell Chappell, Regional Youth Coordinator; Mr. Jim Perrilloux, Business Service Coordinator.

**MEMBERS PRESENT**

Gayle Fisher, Anthony Howell, Mack Hurst, Craig Kaiser, Ismary McLemore, Skip Smart, And Janet Tassin.

**MEMBERS ABSENT**

Joseph Ardion, Donata Bolden, Christy Corne, John Craft, Jason Dedon, Michael DiVincenti, Brian Dowden, Lisa Dugas, Julie Gaudin, Jeffery Holeman, Ronald LeBlanc, Ronnie Rosser, Glenda Shaheen, and William Wainwright.

**GUEST:**

Pete Panipenta, Hammond City Mayor.

**WIOA STAFF**

Tina Roper, Charlotte Ferrara, Bryan Taylor, Shalonda Chappell, Jim Perrilloux, Erica Turner, and Lisa Aranosi.

**PUBLIC INPUT**

None

**MINUTES OF THE August 17, 2017 MEETING**

Minute approval was deferred to the January 18, 2018 meeting.

**CONSIDERATION OF 2018 MEETING SCHEDULE**

Discussed but deferred to the January 18, 2018 meeting.

## **POLICY PROPOSALS**

Ms. Roper explained WIOA policies were in the process of being revised. Several revision areas in the Wage at Placement and ITA Policies include: funding allocations, slot numbers allocated per vendor, wage at placement increases, limited slots to Star 1 & 2 Jobs, modified reimbursement process for programs less than six (6) months and conversations regarding Apprenticeship Programs payment and documentation.

## **DIRECTOR'S REPORT**

### Expenditures: 2017-2018 Budget – 1<sup>st</sup> Quarter report

Ms. Roper stated the 2017/2018 allocations have not been inserted into the budget due to the difference in TPG's calendar budget schedule verses the State's fiscal year schedule. Budget revisions with TPG to add carry-over funds that were unexpended from the previous year will bring budget up-to-date through December instead of a full year. Ms. Roper stated she is working with TPG accounting staff to determine how to accomplish two six-month budgets and maintain compliance in the process.

Work Experience: Ms. Roper reported that Youth Contract Request for Proposals would be issued for the up-coming program year. Ms. Roper stated 20% of funding is spent on in-school and out-of-school youth. She further explained that this would offer work opportunity for seniors approaching graduation and summer employment for students who have graduated and are seeking additional education.

Ms. Roper asked any member would like to review the Youth Program RFP as an Ad-Hoc Committee via E-mail to please let her know. Ms. Janet Tassin volunteered to do so.

STEP Grant: LWDA 20 received reimbursement for all STEP funds owed from the State. In future, LWC contract directly with DCFS to maintain the STEP Program, hire and place staff within the Centers. LWDA 20 will no longer have a contract with DCFS.

Performance Measures: Handouts were distributed and discussed.

Office Modifications: Ms. Roper discussed office staffing, safety and budget issues concerning the offices serving the Point Coupee/West & East Feliciana parishes.

### Monitoring:

Ms. Roper informed that LWDA 20's monitor had resigned and hopefully will be replacing him with another part-time monitor.

Staffing: Reviewing the possibility to hire a person to handle the statistics in MIS to review performance measures, follow-up and assist with State reviews for all the offices.

Board Training: Ms. Roper stated she is researching board trainings for the upcoming year and would like to possibly do a joint board training or webinar with LWDA 21 to reduce the cost. Also, stated would like to have a joint board meeting with LWDA 21 besides LWDA 20's regular meeting to discuss regional forecasting issues.

## CHAIRPERSON'S COMMENTS

Mr. Hurst stated the Ribbon Cutting Ceremony would be immediately following the meeting along with a center tour and lunch.

## ADJOURNMENT

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

Votes were as follows:

Yeas: Gayle Fisher, Anthony Howell, Mack Hurst, Craig Kaiser, Ismary McLemore, Skip Smart, And Janet Tassin.

Nays: None

Absent: Joseph Ardion, Donata Bolden, Christy Corne, John Craft, Jason Dedon, Michael DiVincenti, Brian Dowden, Lisa Dugas, Julie Gaudin, Jeffery Holean, Ronald LeBlanc, Ronnie Rosser, Glenda Shaheen, and William Wainwright.

Abstained: None

APPROVED:



Mack Hurst, Chairperson

/cf