

WORKFORCE DEVELOPMENT BOARD, WDA-20

REGULAR MEETING

May 18, 2017

The Local Workforce Development Board met on May 18, 2017, at 11:00 a.m. at Don's Seafood Restaurant, Denham Springs, Louisiana.

MEMBERS PRESENT

Joseph Ardoin, Christy Corne, Jon Craft, Gayle Fisher, Julie Gaudin, Anthony Howell, Mack Hurst, Ronald LeBlanc, Ismary McLemore, Ronnie Rosser, Glenda Shaheen, Skip Smart, Janet Tassin, Terry Taylor, and Robby Miller, Jr.

MEMBERS ABSENT

Donata Bolden, Jason Dedon, Michael DiVincenti, Brian Dowden, Lisa Dugas, Jeffrey Holeman, Craig Kaiser and William Wainwright.

VISITORS PRESENT

Genia Huffstutler Melancon-River Parishes Adult Education; Missy Cowart- Tangipahoa Parish Government; Tammy Terry- Livingston Parish Adult Education; Penny Moses- Washington Parish Adult Education

BOARD STAFF

Tina Roper and Charlotte Ferrara

PROGRAM STAFF

None

PUBLIC INPUT

None

MINUTES OF THE MARCH 23, 2017 MEETING

The March 23, 2017, meeting minutes were presented. Motion was made by Ardoin, seconded by Rosser, to accept the minutes as presented.

Votes were as follows:

Yeas: Joseph Ardoin, Christy Corne, Jon Craft, Gayle Fisher, Julie Gaudin, Anthony Howell, Mack Hurst, Ronald LeBlanc, Ismary McLemore,

Ronnie Rosser, Glenda Shaheen, Skip Smart, Janet Tassin and Terry Taylor

Nays: None

Absent: Donata Bolden, Jason Dedon, Michael DiVincenti, Brian Dowden, Lisa Dugas, Jeffrey Holeman, Craig Kaiser and William Wainwright.

Abstained: None

EXECUTIVE SESSION

Hurst stated that the Board would enter Executive Session for discussion regarding personnel issues. Motion was made by Shaheen, seconded by Smart to enter into Executive Session.

Votes were as follows:

Yeas: Joseph Ardoin, Christy Corne, Jon Craft, Gayle Fisher, Julie Gaudin, Anthony Howell, Mack Hurst, Ronald LeBlanc, Ismary McLemore, Ronnie Rosser, Glenda Shaheen, Skip Smart, Janet Tassin, and Terry Taylor

Nays: None

Absent: Donata Bolden, Jason Dedon, Michael DiVincenti, Brian Dowden, Lisa Dugas, Jeffrey Holeman, Craig Kaiser and William Wainwright.

Abstained: None

Roper discussed WIOA informational material regarding the transition of personnel from the Tangipahoa Parish School System to the Tangipahoa Parish Government. No action was taken.

EXECUTIVE SESSION ADJOURNED

After discussion by the full board, motion was made by Shaheen, seconded by Smart to adjourn the executive session.

Votes were as follows:

Yeas: Joseph Ardoin, Christy Corne, Jon Craft, Gayle Fisher, Julie Gaudin, Anthony Howell, Mack Hurst, Ronald LeBlanc, Ismary McLemore, Ronnie Rosser, Glenda Shaheen, Skip Smart, Janet Tassin, and Terry Taylor

Nays: None

Absent: Donata Bolden, Jason Dedon, Michael DiVincenti, Brian Dowden, Lisa Dugas, Jeffrey Holeman, Craig Kaiser and William Wainwright.

Abstained: None

The meeting was re-opened to the public.

BOARD DIRECTOR'S REPORT

Roper reviewed the following with the Board:

- Tangipahoa Parish School System did not enter a bid for the One-Stop Operator on May 2, 2017, terminating their involvement with the WIOA Program effective date of July 1, 2017. Meetings have and will continue to take place between CEO Robby Miller and TPSS Superintendent Mark Kolwe regarding transition issues along with the continued building rental for the Hammond Career and Solutions Center. Roper stated that a request would be made to rent the 1st floor of the building until December to have adequate time to relocate if TPSS allows us to continue the rental. The 2nd floor of the building will no longer be occupied by WIOA effective July 1 cutting the rent by \$84,000 a year. Roper stated a transition plan was in place to ensure a smooth transition.
- A memo was issued to all WIOA staff for a mandatory meeting to be held at the Tangipahoa Parish Government Building in Amite on May 19th at 9:30. This meeting's purpose will be explain personnel issues, what to expect during the transition and to answer any questions staff may have.

2016-2017 Budget Second Quarter report (March 31, 2017)

- Expenditures
 - Adult - \$ 1,448,118
 - Participant Budget \$554,470
 - Participant Expended \$126,476.92 – 23%
 - Dislocated Worker - \$ 1,315,734
 - Participant Budget \$621,974
 - Participant Expended \$57,396.70 – 9%
 - Youth - \$ 1,314,761.00
 - Participant Budget \$674,656
 - Participant Expended \$108,857.37 – 16%
- Budget Concerns:
 - Adult:*
 - Salaries: \$60,433.34 left – Estimated expenditures of \$210,000. (-\$149,567)
 - Operations: \$29,299.54 left – Estimated expenditures of \$43,000 (-\$13,701).

DW:

- Operations: -\$27,710 already with estimated \$27,000 in expenditures.
- Salaries: 183,461 left with expenditures of \$152,000 (\$31,461 remaining)
Deficit of - \$23,249.

Admin:

- Operations: \$4,927 left with estimated \$18,000 in expenditures (-13,703)
 - Receiving no reimbursements for cost sharing
 - Have had to float *STEP grant* and as of today have billed \$103,686.05 and been reimbursed \$11,637 (Annette Lowery LWC reported she is working with Gloria Kolwe to get required documentation submitted in order to process the reimbursement)
- Monitoring:
 - Roper stated approximately \$50,000 was spent on monitoring the program. The monitoring schedules along with reports were for 24 monitoring visits which took place on 17 days over the year, with adding in 2 days per site for documentation and an additional 2 days for follow on any findings, that would be a total of 113 days of work. Roper stated this position could possibly move to a part-time or contracted position.
- RFP
 - One Applicant, Strategies, LLC. Bid was reviewed and scored a 91. Roper asked that the bid be considered and be awarded to Strategies, LLC.
 - After much discussion regarding the hours to be invested in the program and job duties of the One Stop Operator position, a motion was made by Smart, seconded by Howell, to approve the contract and to add a clause within the contract to extend hours if necessary but not to exceed contract amount of \$35,000 and that an additional year extension could be extended after the first year if job performance goals are met. Motion carried

Votes were as follows:

Yeas: Joseph Ardoin, Christy Corne, Jon Craft, Gayle Fisher, Julie Gaudin, Anthony Howell, Mack Hurst, Ronald LeBlanc, Ismary McLemore, Ronnie Rosser, Glenda Shaheen, Skip Smart, Janet Tassin and Terry Taylor

Nays: None

Absent: Donata Bolden, Jason Dedon, Michael DiVincenti, Brian Dowden, Lisa Dugas, Jeffrey Holeman, Craig Kaiser and William Wainwright.

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, Christy Corne, Jon Craft, Gayle Fisher, Julie Gaudin, Anthony Howell, Mack Hurst, Ronald LeBlanc, Ismary McLemore, Ronnie Rosser, Glenda Shaheen, Skip Smart, Janet Tassin and Terry Taylor

Nays: None

Absent: Donata Bolden, Jason Dedon, Michael DiVincenti, Brian Dowden, Lisa Dugas, Jeffrey Holeman, Craig Kaiser and William Wainwright.

Abstained: None

CHAIRPERSON'S COMMENTS

Hurst thanked Board Members for their attendance. He also stated if he could help any of the members with anything to please let him know. Hurst stated next meeting scheduled for Thursday, August 17, 2017.

MEMBER PRIVILEGE

Smart wished to thank Roper and her staff for their extraordinary job performance in keeping the Board informed and how much he appreciated the work they were doing.

Shaheen stated since meeting materials were sent electronically prior to meetings, she asked if each member could print their own meeting materials and bring them to meetings. She stated this would eliminate making duplicate copies of materials and could also save a few trees. Roper stated that meeting materials not submitted electronically prior to meetings would be brought and handed to members at the meetings. It was agreed that this would be the handling process of meeting materials for future meetings.

ADJOURNMENT

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

Votes were as follows:

Yeas: Joseph Ardoin, Christy Corne, Jon Craft, Gayle Fisher, Julie Gaudin, Anthony Howell, Mack Hurst, Ronald LeBlanc, Ismary McLemore, Ronnie Rosser, Glenda Shaheen, Skip Smart, Janet Tassin and Terry Taylor

Nays: None

Absent: Donata Bolden, Jason Dedon, Michael DiVincenti, Brian Dowden, Lisa Dugas, Jeffrey Holeman, Craig Kaiser and William Wainwright.

Abstained: None

APPROVED:

Mack Hurst, Chairperson

/cf