

Minutes of the Local Workforce Development Board #40
Quarterly Meeting

Friday, June 11, 2021
03:00 PM

I. Call to Order

The Local Workforce Development Board #40 Meeting was called to order at 03:00 PM by Mr. Patrick Fontenot, Local Workforce Development Board #40 Chairperson.

II. Pledge of Allegiance

Mr. Patrick Fontenot led all members and guests in the Pledge of Allegiance. Chairman Fontenot asked for a moment of silence and a great recovery from the Pandemic.

III. Welcome-Mr. Patrick Fontenot, LWDB#40 Chairperson

Mr. Fontenot welcomed all members and staff and guests to the meeting then called for a moment of silence for those that have suffered from the Pandemic and for a great recovery.

IV. Roll Call

Adrienne Auzenne conducted the roll call. The attendance was as follows:

Present

Amy Thibodeaux	Michael Pritchard	Rebecca Shirley
Bob Manuel	Mike Tarantino	Tessa Brown
Jason LeMaire	Norman Rene'	Willie Singleton-Guillory
Judy Bruno	Patricia Cottonham	Brenda Thibeaux
Lynel Wilson	Patrick Fontenot	

Absent

April Portierfield	Kay Miller	Reggie Dupre'
Craig Mathews	Mike Ortego	Suzanne Kidder
Joshua Sonnier	Nathaniel Chaisson	Thomas LeBlanc

Quorum: Yes

Guests in Attendance:

Ron Darby	Carey Lawson	Garrick Brown	Kendra Neal
Amanda Cain	Karen Wyble	Colandra Authorlee	Adrienne Auzenne
Dr. Emma Bush	Billy Francis	Claudette Nickerson	Eric Taylor
Keidrian Kunkel	Phillip Streva	Brenda Foulcard	Lauren Womack
Andre' Perez	James Freeman	Stephen Broussard	Dr. Vincent June
Cecily Holland	JR Lee	Nancy Parker	

V. Approval of Minutes

Minutes of the March 03, 2021, board meeting was provided for review by the board. Bob Manuel made a motion to approve the minutes of the March 3 board meeting. The motion was seconded by Rebecca Shirley. With no opposition or abstentions, all members were in favor and the motion carried unanimously.

VI. Executive Director's Update/Report

- Dr. Emma Bush presented a slide show of projects that board staff has been working on.
 - A new employee services video was shared with board members
 - Summer Youth Employment was launched. There is currently a total of 144 youth that are registered and prepped to work, and the goal is 300. The last program was held in 2019 and there was a total of 90 youth enrolled.
 - Current collaborations include:
 - St. Landry/Evangeline United Way work and bike campaign. This includes one bike to be given away to a youth worker in St. Landry Parish and a bike to be given to a youth worker in Evangeline Parish each week based on a nomination from an employer for a drawing for a youth worker that has good attendance, good attitude, etc. for the bike give-a-way.
 - The Disaster Dislocated Worker Grant (DDWG) was awarded to Region IV due to an application submitted by our board staff. This grant totals \$800,000 for laid off workers in our region pay is up to \$20/hour, two new employees will be hired to manage this grant. Approximately 40-50 individuals ages 18 and above will be targeted for this grant.
 - LWC/Acadian Ambulance, Mike Pritchard has been working on this also. This will include a mass hiring of EMT's and we will be providing OJTs for them. Currently there are candidates in training with SLCC we have managed to pay for some of that training, prior to their being hired they will go into on-the-job training. This will be taken state-wide, and our region was chosen to launch the program and become the fiscal agent for this project.
 - Child and family services and Department of Education, trying to find ways to serve Temporary Assistance for Needy Families (TANIF). This partnership is a special pilot for this region statewide. Possibly being launched in the next few weeks. This partnership is still in the early planning stages. Looking at taking a certain group of TANIF recipients and enrolling them into WIOA services and getting them employed.
 - Louisiana Economic Development (LED) collaboration will be rolling out a pilot program. Working with them on a couple of

large companies that are coming into our region and how we can help them fill those jobs.

- Currently considering a US Department of Labor Grant that has a ceiling of 1 ½ million dollars. If we apply, we will be seeking the ceiling amount of 1 ½ million dollars to serve rural communities. Will be able to setup innovative workforce opportunities to address poverty. Will be meeting with three universities next week to address transportation and other issues to get people to work. This grant will not serve Lafayette, but it will serve the other seven parishes.
- Research regarding service delivery led to the major issue of transportation for clients that was not being addressed. To address this issue, we now have bus passes purchased from Lafayette Public Transportation System and we have electronic gas cards that are being tested this week and talking to Uber and Lift about shared ride.
- Dr. Bush presented information on Unemployment data. She offered to break the information down by parish and send to anyone interested.
- Ramping up to partner with TTEC again. 1100 jobs are coming forward for licensed healthcare agents. This information will be sent out in writing as well.
- Board training will be upcoming and board members will be asked for input.
- There will be another restart conference possibly in August. Three agencies are interested in co-partnering on this conference. Louisiana Economic Development, Department of Education and Department of Children and Family Services. The last time this event was held it was a huge success. Attendance by board members was strongly encouraged. An invite was extended to sit on the planning committee. The event will be two days this year and possible include board member training.
- Upon the Chairman's inquiry, Dr. Bush stated that the annual retreat will be rescheduled. She stated that the facility has given us six months to reschedule the event without being liable for the total costs of the conference. New dates will be sent out. Rebecca Shirley inquired if there was input from board members as to why there was not a quorum for the retreat. Dr. Bush responded no since the decision to post-pone was only made recently. The dates were based on a board member poll. Some board members pulled their registration due to unforeseen circumstances. Miss Shirley stated that holding something locally may provide more attendance and support the Acadiana businesses. Chairman Fontenot indicated that the last retreat was held in St. Francisville and very well attended. He stated that from his perspective when a retreat is held you try to get away to where you can mingle and get to know each

other. He stated that most retreats that he has taken part in has been away from the normal setting. Miss Shirley stated that a local retreat maybe easier for board members to attend. Chairman agreed that it would be easier to hold locally however, it would take away from people mingling and getting to know each other by everyone going home every night. He stated that he is accustomed to taking yourself out of your normal surroundings to do a real retreat. However, he conceded that whatever will get the board members to attend to receive the information is what we should do.

- Miss Shirley inquired whether feedback was received from the regional plan that was submitted to the state. Dr. Bush stated that the state has requested that a couple of items be added into the regional plan and our monitoring team is looking at that. This includes a few minor items and re-formatting our entire document. We are re-formatting and resubmitting to them per their guidelines next week. She said that the updated copy of the plan will be re-sent to everyone. Dr. Bush stated that she will be consulting with Alabama regarding the mobile units mentioned in the plan. She stated that this would be a great resource for the rural communities that do not have access to the job centers. She stated that more will be coming on that in the future. Michael Pritchard stated that LWC has a mobile unit that can be reserved when available until we secure our own mobile unit.
- Mr. Ronald Darby inquired about programs for the formally incarcerated youth. Dr. Bush stated that the state has a complex system, and that this population is a mandatory population that we are supposed to serve. Louisiana is under a unified system, meaning that there are certain people we mandatorily must serve, including the formerly incarcerated youth and adults. She stated that staff is trying to do everything we can as quickly as they can. This is a population that we are trying to get to. She has spoken to a couple of leaders that stated that they would like them released over to a workforce system or program instead of incarceration or post-incarceration. She has spoken to a couple of groups about submitting an RFP to get to the One-Stop Committee to have a discussing on funding a customized program for this population.
- Chairman Fontenot call for a motion to approve the Executive Director's Report. The motion was made by Patricia Cottonham to accept the report. The motion was seconded by Willie Singleton-Guillory to accept the Executive Director's Report. Without any opposition or abstentions, all members were in favor and the motion carried unanimously.

VII. Finance Committee Report

- Brenda Thibeaux gave the Finance Committee Report.
 - She announced that the Finance Committee met in the months of April, May, and June. April and May's meeting was for informational purposes. Minutes for all meetings were included in the board meeting packet. She stated that at the June 1 Finance Committee meeting the focus was on reviewing the budget (7/1/2020-6/30/2021) revisions. Major amendments were made including:
 - A rent increase due to five additional offices
 - Telephone and postage cost increase due to upgrades on the phone system
 - Travel cost was decreased due to reduction in travel due to COVID.
 - Computer expense increased due to additional equipment and projected upgrades.
 - Decrease in tools and equipment cost due to the equipment with a value over \$5,000/ unit projected for year-end.
 - Decrease in in-service training expense
 - One-Stop Operator contract cost decrease due to transferring of operational funds to provide additional services
 - Program service delivery contract cost increase due to providing additional program services
- Amy Thibodeaux inquired whether these budget revisions put us in alignment of a 5% window up or down of the actual amount spent versus the budget. Brenda Foulcard reiterated her question to Miss Thibeaux and Zoom participants that Amy was referring to the line items in the budget. Most organizations that exceed 5% on a line item, a budget adjustment is requested. Mrs. Foulcard responded that some of the line items do exceed the 5%. Mrs. Foulcard stated that budget adjustments were requested due to closing of the budget and placing them in categories that were required to be spent. It does not mitigate the state obligation of the 20% carryover. The budget revision was submitted in efforts to close the program out at the end of June (the end of the fiscal year).
- Mr. Darby requested clarification on this item. Mrs. Foulcard explained the breakdown of the three categories of the grant which includes adult, dislocated worker, and youth and some of the restrictions that are included.
- Miss Thibeaux stated that another item discussed that was presented to the Finance committee was the One-stop Operator procurement policy. This policy is a supplement to the Parish's policy, that did not contain certain required WIOA verbiage. The Finance committee reviewed the policy and voted to forward the policy to the board for approval.
- Amy Thibodeaux questioned the verbiage. Dr. Bush explained that there is a complexity of WIOA where you may not see the verbiage you expect however the verbiage covers some circumstances that may occur. For example, in the instance where we would become the sole operator. Amy expressed her desire that we go to bid before executing that type of process. Mrs. Foulcard assured Amy that we are following the most stringent rules on verbiage and try to be as prudent as possible. Amy stated that she preferred that the language be changed in reference to sole in the policy with a follow up practice for consideration when getting quotes. Mrs. Thibodeaux stated that this suggestion could be considered at the next committee meeting. Miss Shirley inquired if sole source should contain the same components that we request of our contractor. Mrs. Foulcard stated that this is correct, requirements are still met but we do not seek out other entities to perform the service. Miss Shirley inquired how is the final decision made, by the board? Mrs. Foulcard stated that it has been the practice that the One-Stop Operator selection comes

to the board. Miss Shirley questioned language on page 2 of the proposed One-Stop Procurement Policy regarding language for youth activities is needed. Mrs. Foulcard stated that this language came from the WIOA regulations. She stated that language is usually general and allow for local entities to input their own more stringent wording.

- Mrs. Thibeaux presented on the FY21-22 budget with a start date of July 1, 2021 budgets will not be presented today since the contractors' extensions have not obtained board approval. The finance committee recommended that the board grants the CEO, Chairman, and the Finance Committee the opportunity to review and approve the budget and at the next board meeting the budget will be available for the board's ratification. Miss Thibodeaux stated that she feels uncomfortable in a government organization to not approve a budget at the beginning of the fiscal year. Dr. Bush clarified that this is not an uncommon practice to setup a meeting and move forward in a special session for approval. Mrs. Thibeaux stated that the Finance Committee will meet prior to June 30.
- Chairman Fontenot accepted a motion to approve the Finance Committee Report. The motion was made by Willie Singleton Guillory to accept the report. The motion was seconded by Patricia Cottonham to accept the Finance Committee Report. Without any opposition or abstentions, all members were in favor and the motion carried unanimously.

VIII. One-Stop Committee Report

- Jason LeMaire, One Stop Committee Chair, presented the One-Stop Committee Report. He reviewed information from the last two One-Stop Committee meetings held since the board has convened. This included:
 - New One-Stop Committee members were introduced including, Lynel Wilson, Tessa Brown and Amy Thibodeaux
 - Appointments are no longer required to visit the American Job Centers. However, the mask mandate is currently still in place.
 - 60-day extensions have been requested by SLCC and Eckerd as their contracts are coming to an end.
 - One-Stop committee is working on improving reports to make them more readable and user friendly.
 - The committee reviewed the OJT policy and recommended removing the cap of 5 OJT participants each program year in policy 5-2.
 - LWC informed LWDB40 that there should be a WIOA conflict-of-interest policy. Therefore Policy 18 is being recommended for approval.
 - Monitoring Unit is wrapping up their review of the final job center this week. Information is in the board packet. The contractor is in process of reviewing the report and providing a response.
 - MIS reports show that the contractor is moving forward properly regarding the adult and youth services, they will seek improvement regarding the dislocated workers division and placing more out of school youth in the Work Experience program.
 - A traffic report is included in the board packet.
 - The VOS greeter report is over the period of July 20, 2020, to May 21, 2021.
 - Business report included also shows the work of James Freeman and the business team and the improvements made over that last year in this area.

- This concluded the One-Stop Committee Meeting Report. Chairman Fontenot called for a motion to accept the One-Stop Committee Report. The motion to accept was made by Tessa Brown and seconded by Rebecca Shirley. Without any opposition or abstentions, all members were in favor and the motion carried unanimously.

IX. Upcoming Events, Updates & Reminders

- None

X. New Business

- A tentative date of June 23 was set for the Finance Committee to review the budget.
- Amy Thibodeaux requested a copy of all WIOA policies. Board staff agreed to forward her a copy of all WIOA policies.

XI. Other Business

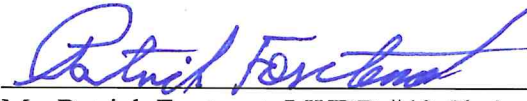
- Amy Thibodeaux inquired if there are other areas, beside the gas cards where we can provide supplemental services. Dr. Bush responded, absolutely and she would be happy to bring Amy up to date during a lunch meeting. Dr. Bush stated that support services have not been fully utilized in Region IV or the state of Louisiana and she is working to change this and would love for Amy to help with this project and encouraged any ideas she had on this topic. Miss Thibodeaux mentioned daycare. Dr. Bush stated that she had already met with Department of Education this morning and another meeting scheduled next week to discuss how to incorporate childcare into the job centers.

XII. Public Comment

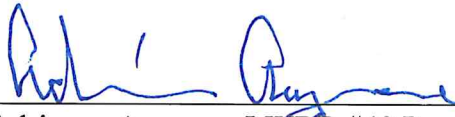
- Norman Rene' commented with a thank you to board staff and board committees regarding all of the pilot programs that they are taking on. He informed the board that they are being recognized by State Representative Dustin Miller and State Senator Boudreaux and that these leaders they are proud of the new initiatives that the board and staff are taking on as they are setting up programs for the state.
- Lauren Womack made a public comment stating that MOU's have not been received by partner organizations. Brenda Foulcard stated that they are working on having a partner's meeting and finalizing the MOU's and that they are trying to make sure that the infrastructure agreement is as accurate as possible. During the Pandemic, some partners did move out buildings. There must be an assurance that the partners that we have the agreement with must have some type of benefit. Currently all centers are being revisited to ensure that all the partners have access to centers or in some cases back into the centers and that they are utilizing the space and the resources. This infrastructure agreement is in the process of being finalized. You will soon be hearing from us regarding setting a partner meeting for signatures.

XIII. Adjournment

- Mr. Patrick Fontenot entertained a motion for adjournment by Bob Manuel and the motion was seconded by Rebecca Shirley. With no opposition or abstentions, all members were in favor and the motion carried and the meeting was adjourned at 04:30 pm.



Mr. Patrick Fontenot, LWDB #40 Chairperson



Adrienne Auzenne, LWDB #40 Recording Secretary