

Minutes of the Local Workforce Development Board #40

Quarterly Meeting

Wednesday, August 18, 2021

10:03 AM

I. Call to Order

The Local Workforce Development Board #40 Meeting was called to order at 10:03 AM by Chairman Patrick Fontenot, Local Workforce Development Board #40 Chairperson.

II. Pledge of Allegiance

Chairman Patrick Fontenot led all members and guests in the Pledge of Allegiance and a moment of silence.

III. Roll Call

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

Present

Amy Thibodeaux	Kay Miller	Norman Rene'
April Portierfield	Lynel Wilson	Patrick Fontenot
Michael Pritchard	Suzanne Kidder	Tessa Brown
Craig Mathews	Mike Tarantino	Reggie Dupre'
Jason LeMaire	Judy Bruno	

Absent

Bob Manuel	Willie Singleton-Guillory	Patricia Cottonham
Joshua Sonnier	Brenda Thibeaux	
Mike Ortego	Nathaniel Chaisson	

Quorum: Yes

Guests in Attendance:

M. Larry Richard	Germaine Simpson	Stephen Broussard
Jessie Bellard	Keidrian Kunkel	Adrienne Auzenne
Chance Henry	Lauren Womack	Colandra Authorlee
Andre Perez	Nancy Parker	Claudette Nickerson
Carey Lawson	Dr. Emma Bush	Ryan LeGrange
Mary Sliman	Billy Francis	Danielle Howell
Kendra Neal	Cecily Holland	Evan Boudreaux
Brenda Foulcard	Philip Streva	JR Lee

I. Approval of Minutes

Minutes of the July 28, 2021, board meeting was provided for review by the board. Chairman Fontenot called for a motion to approve the minutes of the July 28 meeting. Craig Mathews made a motion to approve the minutes of the July 28 board meeting. The motion was seconded by Jason LeMaire. With no opposition or abstentions, all members were in favor and the motion carried unanimously.

II. Finance Committee Report

Brenda Foulcard gave the Finance Committee Report in the absence of Finance Committee Chair Brenda Thibeaux.

- The Finance Committee Meeting was held on Thursday, August 5, 2021, via Zoom.
- New business at this meeting included discussion of SLCC budget 9-1-2021 through 6-30-2022. It was stated that the 10-month budget allocation total is \$995,153.87. This cost mainly represented infrastructure costs for the 9 career centers. Mrs. Foulcard summarized key budgetary line items.
- Finance Committee requested to remove the word Fringe to reflect Benefits in the Salaries and Benefits totals line item.
- The proposed budget was approved by the Finance Committee and the committee recommended that the proposed SLCC One-Stop Operator budget be approved by the board.
- The Finance Committee reviewed the service delivery contractor's (Eckerd) 10-month budget 9-1-2021 through 6-30-2022. This budget consists of three allocations: adult, dislocated worker, and youth. The total was \$4,719,745.00. Mrs. Foulcard summarized the key budgetary line items for this budget.
- The Finance Committee approved the service delivery contractor's budget and recommended that the board approve the budget.
- Chairman Fontenot accepted a motion to approve the Finance Committee Report. The motion was made by Norman Rene' to accept the report. The motion was seconded by Craig Mathews to accept the Finance Committee Report. Without any opposition or abstentions, all members were in favor and the motion carried unanimously.
- Later in the meeting Mrs. Foulcard reiterated that the with the board's approval of the contractor's budget within the Finance Committee report, this signified the approval of modifications to be issued to extend the contractor's contract today with dates beginning September 1, 2021, for two years based on performance.
 - Board members Amy Thibodeaux, Mike Tarantino, Michael Pritchard, and Judy Bruno requests copies of the contract. Mrs. Foulcard stated that she would forward copies to the board.
 - Michael Pritchard inquired about the length of the modification. Mrs. Foulcard stated that it was for 2 years however since funds had not yet been received by LWC a 2-year budget could not be issued, however at the end of May or middle of May the new budget will be brought to the Finance Committee to request approval of the next budget year.

III. One-Stop Committee Report

Billy Francis gave the One-Stop Committee Report upon the request of the One-Stop Chair, Jason LeMaire.

- The One-Stop Committee Meeting was held Thursday, August 5, 2021, via Zoom.

- The progress of Eckerd’s programs team was discussed at the committee meeting. The chart in the board packet shows the goals for Eckerd and how they plan on achieving them.
- Performance goals were exceeded in adult and in-school and out of school youth areas in multiple parishes.
- Summer youth enrollment for in-school (9-12 graders) youth and out of school (18–24-year-olds that have completed school) youth were very good.
- The committee discussed how to increase efforts in certain areas including:
 - Increase adult and dislocated worker enrollment
 - How to employ the out of school youth after training is complete
 - How to better serve the veteran population
 - How to serve youth upon re-entry
- Parish President Richard commented great job this year
- Mr. Francis concluded his report by stating that even though goals are in place for the contractor they are always encouraged to exceed these goals and go above and beyond. He also stated that regarding carryover funds the advice of accounting will be sought to serve more individuals and exhaust funds.
- Judy Bruno inquired how long does an individual have to be in a job before displacement to be considered a dislocated worker upon displacement. Mr. Francis stated that an individual must be employed at least one quarter and we are trying to improve the placement of these individuals. He stated that annual goals require the tracking of these individuals up to two years.
- Chairman Fontenot entertained a motion to approve the One-Stop Committee Report. Craig Mathews made a motion to accept the report. The motion was seconded by Tessa Brown. With no opposition or abstentions, all members were in favor and the motion carried.

IV. Regional Plan

Claudette Nickerson (Board Staff member) stated that the board is required by the state to resubmit the Regional Plan for Region IV and to adhere more closely to the guidance provided for submitting the plan. She stated that there were changes made from the original plan that was submitted mainly in chapters 3, 4, and 5. Chairman Fontenot inquired if the plan was put out for review after the changes were made. Ms. Nickerson responded yes it was put up for public comment for 30 days. Mr. Mathews inquired if there were any comments or suggested revisions. Board staff confirmed that no public comments were received. Chairman Fontenot opened it up to the board the opportunity to make comments regarding the plan. With no questions or comments, Chairman Fontenot entertained a motion to approve the revised regional plan for submittal to LWC. Craig Mathews made a motion to approve the plan for submittal to the state. The motion was seconded by Tessa Brown. With no opposition or abstentions, all members were in favor and the motion carried.

V. Public Comment

- Lauren Womack, inquired about a status on the partnership agreement.
 - Mrs. Foulcard responded yes that this year is the first time that the process included the requirement to send the Memorandum of Understanding


(MOU) to the state for approval. The plan was sent to the state and the state reviewed it. It was then sent back to board staff for corrections, and it will be sent back to the state for approval, once approval is received from the state that the MOU's meet the state requirements, they will be issued out. Currently board staff is in process of revising the plan to send back to the state for approval.

- Lauren Womack inquired if we are looking into having more transitional jobs, other fields at this time.
 - Mr. Francis stated that we don't have identified fields where we are providing service. The need is identified first. He encouraged her to let staff know if she felt that there is a field that requires attention. He stated currently we are serving all areas where a need has been established. The DDWG grant that is being rolled out is filling sanitation jobs now. He encouraged her to reach out with a list of individuals in her program that will qualify for those opportunities that are available with this grant. Mr. Francis inquired if Miss Womack was experiencing a disruption in services to her division+ while the finalizing of the MOU is taking place. She stated no, she stated she was confused on how to co-case manage her participant since nothing was in writing she wasn't sure where she can best manage her program and having a copy of the MOU would inform her of what the joint goals are and how she can best help.
- Lauren Womack inquired if as soon as the revised plan is agreed upon will it be posted online, or can the partners get a copy also so that they can know where they fit in the puzzle.
 - Mrs. Foulcard stated that once the MOUs are finalized the partners will receive a copy since to sign confirm their agreement to be a partner in our career center and to all of the terms of the partnership and the infrastructure cost.
- Dr. Bush clarified the MOU process and requirements by stating that Department of Labor requires that we have a Memorandum of Understanding on comprehensive job centers. She stated that of the eight parishes, there is only one comprehensive job center, the St. Landry Parish job center. She explained that the St. Landry Parish job center has a mandate of both Federal and State requirements that they have a memorandum of understanding in place. The other job centers aren't mandatorily required to have a MOU in place, but we do want to have one in place because we have partners. We have an MOU in place to share some of the expenses unless we have in-kind relationships with them, and we detail this in the MOU. Dr. Bush just wanted to ensure that everyone was clear on this process.
- Dr. Bush stated that there was a meeting held for the Parish Presidents or their representatives regarding the DDWG. She explained that this is the grant she had been discussing for three months which we were awarded and now moving forward on. She stated that currently there are 40 spots, and board staff wanted to make sure that the Parish Presidents had the first opportunity to fill these slots. Soon board staff will begin with filling the 40 slots through other organizations, other than the Parish Presidents. Dr. Bush stated that LWC is requiring that board staff get the enrollments, but staff wanted to meet the Parish President's needs

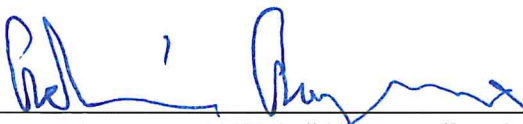
first. She encouraged Parish President's to send board staff their work-site agreement as soon as possible since the slots will move fast.

VI. Adjournment

- Mr. Patrick Fontenot entertained a motion for adjournment by Jason LeMaire and the motion was seconded by Norman Rene'. With no opposition or abstentions, all members were in favor and the motion carried and the meeting was adjourned at 10:45 am.



Mr. Patrick Fontenot, LWDB #40 Chairperson



Adrienne Auzenne, LWDB #40 Recording Secretary