

Minutes of the Local Workforce Development Board #40

Quarterly Meeting

Wednesday, March 23, 2022

10:10 AM

**I. Call to Order**

The Local Workforce Development Board #40 Meeting was called to order at 10:10 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. A moment of silence was held for the people of Ukraine.

**III. Roll Call**

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

**Present**

|                   |                   |                    |
|-------------------|-------------------|--------------------|
| Amy Thibodeaux    | James Foster      | Patricia Cottonham |
| April Porterfield | Jennifer Stelly   | Patrick Fontenot   |
| Brenda Thibeaux   | Michael Pritchard | Tessa Brown        |
| Craig Mathews     | Mike Tarrantino   |                    |

**Absent**

|               |                    |                           |
|---------------|--------------------|---------------------------|
| Bob Manuel    | Mike Ortego        | Suzanne Kidder            |
| Jason LeMaire | Nathaniel Chaisson | Willie Singleton-Guillory |
| Judy Bruno    | Norman Rene'       |                           |

**Quorum: Yes**

**Guests in Attendance:**

Ron Darby, Vermilion Parish  
Keidrian Kunkel, Eckerd  
Germaine Simpson, SLCC  
David Crochet, SLCC  
Bruce Gaudin, AWS Attorney  
Heather Philips, DCFS  
James Stelly, ARLA Safety and Inspection

**Guests Continued....**

Brenda Foulcard, AWS Staff  
Stephen Broussard, AWS Staff  
Danielle Howell, AWS Staff  
Garrick Brown, AWS Staff  
Cecily Howell, AWS Staff  
Jacque Meche, AWS Staff  
Kendra Neal, AWS Staff  
Logan Bergeron, AWS Staff  
Andrella Gilliam, AWS Staff  
Adrienne Auzenne, AWS Staff  
Claudette Nickerson, AWS Staff  
Colandra Authorlee, AWS Staff

**IV. Request to add an item to Agenda**

Chairman Fontenot stated that board member Craig Mathews requested to add an agenda item under new business. The item is to discuss and act to amend bylaws to be consistent with federal regulations. The motion was made to add the item by Mr. Mathews. The motion was seconded by Patricia Cottonham. With no opposition or abstentions, all members were in favor and that motion carried unanimously.

**V. Approval of Minutes**

Minutes of the October 27, 2021, board meeting was provided for review by the board. Chairman Fontenot called for a motion to approve the minutes of the October 27 meeting. Craig Mathews made a motion to approve the minutes of the October 27 board meeting. The motion was seconded by Michael Pritchard. With no opposition or abstentions, all members were in favor and the motion carried unanimously.

**VI. Induction of New Members**

Jennifer Stelly and James Foster were introduced and sworn in as new board members.

**VII. Approve 2022 Meeting Dates**

After a correction to the third quarter meeting date was made from August 27 to August 24, the motion was made by Michael Pritchard to approve the 2022 meeting dates. The motion was seconded by Craig Mathews. With no opposition or abstentions, all members were in favor and that motion carried unanimously.

### **VIII. Executive Director's Update**

Acting Executive Director, Brenda Foulcard, shared a presentation with the board. Some highlights included:

- Appreciation was expressed for staff and contractors
- Available opportunities, partnerships, funding resources were discussed
- Summer programs
- Future Workforce satellite offices at LSUE Campus and possibly the St. Landry Economic Development Building.
- Three grants were submitted for review by fiscal agent, St. Landry Parish Government.
  - Workforce Pathways for Youth
  - Apprenticeship Building America
  - Pathway Home 3
- Disaster and Dislocated Worker Grant Updates
- Customized training contract
- Drive Your Future State Initiative

### **IX. Finance Committee Report**

Brenda Thibeaux gave the Finance Committee Report.

- Miss Thibeaux gave a recap of The Finance Committee Meeting, which was held on Friday, February 18, 2022, via Zoom.
- Miss Thibeaux gave an overview of finance reports provided in the board book.
- Budget Preparation and Modification Policy was presented for approval
- Chairman Fontenot entertained a motion by Mike Pritchard to approve the Budget Preparation and Modification Policy #21 with the provision that the monitoring division will review and approve the policy. The motion was seconded by Tessa Brown. With no opposition or abstentions, all members were in favor and the motion carried.
- A motion was made by Mike Pritchard to approve the Finance Committee report. The motion was seconded by Craig Mathews. With no opposition or abstentions, all members were in favor and the motion carried.

### **X. One-Stop Committee Report**

- Michael Pritchard gave the One-Stop Committee Report in the absence of the chair, Jason LeMaire.
- Germaine Simpson of SLCC gave a summary of the One-Stop Operator report
- Mike Tarantino inquired if there was a report that would show what kind of effect we are having on the long-term unemployed.
  - The One-Stop Operator staff stated that this information can be pulled and added to their report in future.
- Keidrian Kunkel of Eckerd gave an overview of the programs report and the second quarter performance.
- Stephen Broussard introduced business team staff.

- Michael Pritchard presented policies to be approved by the board including, amended Career Scholarship policy 4-4, amended Supportive Services policy 13-2, and a Customized Training policy 20 and application.
- A motion was made by Amy Thibodeaux to approve the policies presented. The motion was seconded by Mike Tarantino. With no opposition or abstentions, all members were in favor and the motion carried.
- A motion was made by the One-Stop Committee report by Craig Mathews and the motion was seconded by Tessa Brown. With no opposition or abstentions, all members were in favor and the motion carried.
- Mike Pritchard stated that One-Stop meetings will begin to be held monthly.

**XI. Upcoming Events/Updates/Reminders**

- May 10, LEDA Annual Job Fair will be held at the Cajundome Convention Center
- April 2-3, City of Jeanerette will hold a youth anti-violence summit, sponsored by Smile at the King Joseph Recreation Center
- April 8, Smile's Annual Spring Gala will be held at the Cajundome Convention Center, Sponsorship opportunities available
- Tessa Brown shared an update of the hiring status of the executive director for Workforce Board #40.

**XII. New Business**

- Discussion was held regarding amending the by-laws of the board

**XIII. Other Business**

- There was no other business conducted.

**XIV. Public Comment**

- There were no public comments made.

**XV. Adjournment**

- Mr. Patrick Fontenot entertained a motion for adjournment by Jennifer Stelly and the motion was seconded by Michael Pritchard. With no opposition or abstentions, all members were in favor and the motion carried and the meeting adjourned at 1:00pm.



Mr. Patrick Fontenot, LWDB #40 Chairperson



Adrienne Auzenne, LWDB #40 Recording Secretary