

**Minutes of the Local Workforce Development Board #40**

**Quarterly Meeting**

**Wednesday, August 24, 2022**

**10:00 AM**

**I. Call to Order**

The Local Workforce Development Board #40 Meeting was called to order at 10:00 AM by Jason LeMaire, One-Stop Committee Chair.

**II. Pledge of Allegiance**

Jason LeMaire, One-Stop Committee Chair, led all members and guests in the Pledge of Allegiance.

**III. Roll Call**

Rita Patterson conducted the roll call. The attendance was as follows:

**Present**

Tessa Brown	Craig Matthews	Brenda Thibeaux
Patricia Cottonham	Mike Ortego	
Christina Johnstone	April Porterfield	
Suzanne Kidder	Michael Pritchard	
Jason LeMaire	Mike Tarantino	

**Absent**

Judy Bruno	Dianna Porter
Nathaniel Chaisson	Norman Rene'
Patrick Fontenot	Crystal Romain
James Foster	Jennifer Stelly
Bob Manual	Amy Thibodeaux

**Quorum: Yes**

**Guest in Attendance**

Ryan LaGrange	L.E.D.A.	Ingrid Hayes	AWS Staff
Brenda Foulcard	AWS Staff	Kyler Killmer	AWS Staff
Keidrian Kunkel	Eckerd	Colandra Authorlee	AWS Staff
Stephen Broussard	AWS Staff	Germaine Simpson	SLCC
Phillip Streva	AWS Staff	Lauren Womack	Ticket to Work
Garrick Brown	AWS Staff	Claudette Nickerson	AWS via Zoom
Rita Patterson	AWS Staff	Belle LeBlanc	Laf. Cons. Gov.

**IV. Approval of Minutes**

The Minutes of the May 25, 2022, board meeting was provided for review by the board. Tessa Brown stated that she had one minor change in the section of the By-Laws Committee Report regarding the missions of the board. She stated that the item printed was a summary of her statement but was not the intent of the statement regarding the purpose of the board. Craig Matthews asked for a recommendation of the verbiage to be used. The verbiage was changed to read as follows: "Some recommendations to be reviewed include the use of outside organizations, developing an executive committee, and defining the role of the board."

**Jason LeMaire called for a motion to approve the minutes of the May 25<sup>th</sup> meeting. Craig Matthews made a motion to approve the minutes of May 25<sup>th</sup> with the stipulation that the changes be made in the By-Laws Committee report. The motion was seconded by Michael Pritchard. With no opposition or abstentions, all members were in favor and the motion was carried unanimously.**

#### **V. Executive Director Report**

Brenda Foulcard, Workforce Development Director, provided the Executive Director Report. Ms. Foulcard apologized on behalf of Mr. Fontenot for his absences at the board and committee meetings. His business is currently going through an audit, and one of the officers' requests that he remains on site. Ms. Foulcard thanked the board members that were present for being there. She stated the board meets four times a year, and the board needs to remain active and engaged. She said that committees are a vital part of the board, so everyone member should be part of a committee. Her report was as follows:

- LWDA #40's regional plan is a 4-year plan, and the plan is for the years 20 – 24. It was first submitted to the state in 1920, and we went through the whole process. It was returned in April 2021 for revision. The plan was redone and sent back to the state in August 2021. The plan was returned and re-submitted again. Finally, the state did approve it, and we are requesting board adoption.
- PY22/FY23 State Contract was placed in the board packet, and Mrs. Foulcard stated that performance is crucial. Also, she stated that the contract had not been signed yet by the state. This contract will go from April 2022 to June 2024.
- Mrs. Foulcard stated that the Application for Designation was sent to the state and a copy to all parish presidents and the board. The WIC committee is scheduled to review the application on September 15th. The application is based on fiscal integrity and performance. This application is for PY 19 and PY 20, and the next one will be for PY 21/PY 22.
- State Monitoring for PY 19 – PY 20 was discussed, and a copy was placed in the board packet. There were a question and a request by Craig Matthew regarding the corrective actions and response to the state.
- Ms. Foulcard also informed the board that we have a new satellite site on Eunice's LSU-E campus.
- Summer Youth Academy enrolled 204 youths. A video was shown and when it was over, the contractor provided information on the work that was done with the kids. Board member April Porterfield, with VITA did the academic portion of adult education for Lafayette and St. Landry. SLCC assisted the other parishes. Also, board members, and parish presidents provided mentoring and sites for the summer youth academy. It was reported that 11 of 14 elements were achieved during the program and over 50% had at least one skill gained. Last year, there was only 1 that was achieved.
- **Patricia Cottonham made a motion to approve the Executive Director's report. The motion was seconded by April Porterfield. With no opposition or abstentions, all members were in favor and the motion was carried unanimously.**

#### **VI. Finance Committee Report**

Brenda Thibeaux – Board Treasurer, presented the report for the Finance Committee.

- The committee met Thursday, August 19<sup>th</sup>. Mrs. Thibeaux presented the 22-23 financial report, a snapshot of the 21-22 budget, and the actual expenses from July 2021 through June 2022. She also reported that FY 21-22 has not officially close.
- It was also reported that most FY 21-22 funds have been exhausted. The board had questions on carry-over funds and funding for services. Mrs. Foulcard responded to all questions and concerns.
- Ms. Thibeaux commended, thanked the member for asking the questions and continued with the FUR Report. The FUR report reflects the approved allocations for July 2021 to June 2022 and their funding status.
- The FY22/FY23 budgets for July 2022 through June 2023 were presented. Mrs. Foulcard stated that Local Workforce Development Area 40's budget decreased by over 1.6 million over two years.
- Salaries and participant's costs were discussed. Due to the PY22/FY23 allocations decrease, vacant positions will not be filled, BSRs will be placed at the centers so that they can support the centers and layoffs.
- Mrs. Foulcard also stated that to assist with the significant decrease over the last two years, board-level positions were adjusted and became dual positions. Also, some positions were removed from the budget.
- Mrs. Foulcard stated that the contractors had not been issued PY22/FY23 modifications due to the delay of the state's contract. The finance committee is requesting board approval on the contractor's budgets pending on LWC's signed contract.
- **Mike Ortego made a motion to approve the Finance Committee's report. The motion was seconded by Craig Matthews. With no opposition or abstentions, all members were in favor and the motion was carried unanimously.**

#### VII. One-Stop Committee Report

Jason LeMaire presented the report for the One-Stop Committee.

- The committee met August 12, 2022. The committee report was presented.
- Germaine Simpson presented the One-Stop Operator Report and stated there were 13,618 visitors to the career centers for PY 21. She stated the Lafayette and St. Landry Career centers had the most traffic. Participants came in for WIOA program services, intake services, equipment usage and/or deal with unemployment.
- Keidrian Kunkel presented the program service report and informed the committee that they exceeded most of their enrollment goals. She also provided an update on the Summer Youth Academy and shared a youth success story.
- Stephen Brousard provided the business report and provided information on the business team processes for recruitment.
- The updates with the Career Scholarship policy were discussed. Two changes were made based upon a request from the previous board meeting.
- **Mike Ortego made a motion to approve the One-Stop Committee's report. The motion was seconded by Craig Matthews. With no opposition or abstentions, all members were in favor and the motion was carried unanimously.**

#### VIII. By-Laws Committee Report

- There was no report from the By-Laws Committee.

#### IX. Upcoming Events/Updates

There were no upcoming events to report.

X. **New Business**

There was no new business to report.

XI. **Other Business**

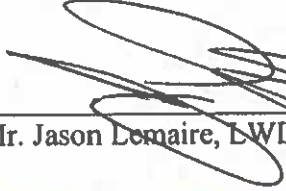
There was no other business to report.

XII. **Public Comments**

There were no public comments.

XIII. **Adjournment**

Jason LeMaire entertained a motion for adjournment by Tessa Brown and the motion was seconded by Craig Matthews. With no opposition or abstentions, all members were in favor and the motion carried and the meeting adjourned at 11:05 a.m.



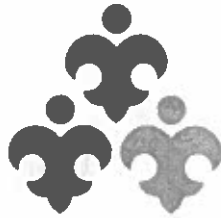
---

Mr. Jason LeMaire, LWDB #40, One-Stop Committee Chair



---

Rita Patterson, LWDB #40 Recording Secretary



**ACADIANA™  
WORKFORCE  
SOLUTIONS**

**Local Workforce Development Board (LWDA #40)**

**Meeting Schedule**

**2023**

<b>Date</b>	<b>Time</b>
Wednesday, February 1, 2023	10:00 a.m.
Wednesday, May 3, 2023	10:00 a.m.
Wednesday, August 2, 2023	10:00 a.m.
Wednesday, November 8, 2023	10:00 a.m.

**Meeting Locations – To Be Determined**

**Approved by Board 11/02/2022**