

Minutes of the Local Workforce Development Board #40

Quarterly Meeting

Tuesday January 29, 2020

10:18 AM

University of Louisiana at Lafayette Picard Center

200 E. Devalcourt Street

Lafayette, LA 70506

I. **Call to Order**

The Local Workforce Development Board #40 Meeting was called to order at 10:18 AM 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.

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

Mr. Fontenot welcomed all members and staff and guests to the meeting.

IV. **Roll Call**

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

Present

Ryan Lagrange	Brenda Thibeaux	Patricia Cottonham
Myron Berzas	Michael Pritchard	Bob Manuel
Angela Tauzin	Jennifer Burris	Judy Bruno
Rebecca Shirley	Lynel Wilson	Craig Mathews
Suzanne Kidder	Patrick Fontenot	Tessa Brown

Absent

Wille Singleton-Guillory	Joshua Sonnier
Nathaniel Chaisson	Jason LeMaire
Norman Rene'	Thomas LeBlanc
Kay Miller	Mike Ortego

Quorum: Yes

Guests in Attendance:

Parish President M. Larry Richard
Parish President Chance Henry
Brenda Hubbard-Thomas
Stephanie Seemion
Kendrick Celestine
Hank Capel
Jermaine Ford

Emma Bush
Cecily Holland
Chanda Moffett
Billy Francis
Diane Goudeau
Brenda Higdon
Germaine Simpson
James Freeman
Deanna Tolliver
Nedra Green
Shravan Ramaram
Shanae Nelson
Adrienne Auzenne
Brenda Foulcard
Amanda Cain
Cortney Boutte-Breaux
Claudette Nickerson
Colandra Authorlee

Introduction & Swearing in of New Board Members:

Chairman Fontenot introduced, Mr. Craig Mathews representing Smile, Community Action Agency and Tessa Brown representing CCI Piping Systems. Attorney, Bruce Gaudin, conducted the oath of office and swore in our newest board members of LWDB#40. The introductions and swearing in was followed by the seating of our newest board members, Craig Mathews and Tessa Brown.

V. Welcome & Introduction of Guests

Executive Director Brenda Hubbard-Thomas welcomed everyone and introduced guests present at the meeting.

VI. Approval of Minutes

Minutes of the December 10, 2020 board meeting were provided for review by the board. A motion to approve the minutes were made by Rebecca Shirley and seconded by Ryan LeGrange. With no opposition or abstentions, all members were in favor and the motion carried unanimously.

VII. AJC Certification

Cortney Boutte-Breaux presented the details of the AJC Certification. She began with a brief history. She stated that the board is federally funded by U.S. Department of Labor and the legislation that governs the board is called Workforce Innovation Opportunity Act. The legislation requires that each area have a comprehensive American Job Center. Which means that we identify one center (currently our St. Landry Center) to comply with all federally mandated partners to be either co-housed under one roof or technologically linked. The law requires that we certify this center every two years and we meet the

minimum requirements that the federal law has set before us. In 2017 we meet the requirements and were certified. Mrs. Boutte-Breaux referred board members to their board book pages 9 for more details. Pages 10-12 she stated is the matrix. As the administrator of Programs and Compliance Mrs. Boutte-Breaux completed the assessment and she determined that we meet the minimum requirements set forth by Louisiana Workforce Commission (LWC). She recommended that the board accept the completed certification and it will be in turn submitted to the state/LWC so that the board remain in compliance with the legislation. With no questions, Chairman Fontenot made a motion and Patricia Cottonham seconded the motion that the board accept the completed certification. With no opposition or abstentions, all members were in favor and the motion carried unanimously.

VIII. Finance Committee Report

- Committee Chairperson Brenda Thibeaux gave the financial report to the board. The Finance Committee met on January 22 at the Lafayette Economic Development Authority (LEDA) building and the meeting was called to order at 4:16pm. There was no old business, but our new business was in reference to our November 2019 financials. Brenda Foulcard presented a November 2019 report to the committee. She stated that the November financials was based solely on the carryover allocations which has a deadline of October 31, 2019.
- Budget revisions were also discussed. She presented the contractor's 2019 carryover budget revision #2 to the committee. This budget revision consisted of 2019 carryover funds of \$3,756,143.00 with an October 31, 2019 deadline. Funds must be spent by June 30, 2020 or we will be subject to the state's recapture policy.
- Brenda Foulcard met with the WIOA SLCC contractor on Jan. 21, 2020 discussing the urgency of exhausting the carryover funds and the FY2020 allocations. A letter was forwarded to the contractor this week to request the plan of action and the deadline for response is Thursday, January 30, 2020. The meeting was then adjourned.
- Board member Judy Bruno inquired if the breakdown of miscellaneous/other was provided to the board as requested. Mrs. Foulcard stated that this information is forthcoming.
- Chairman stated if no questions the board will entertain a motion to accept the Finance Committee Report. Board Member Rebecca Shirley made the motion to accept the report. Ryan LaGrange seconded the motion to approve the Finance Committee Report. With no opposition or abstentions, all members were in favor and the motion carried unanimously.

IX. One Stop Delivery System Committee Report

- Angela Tauzin, One Stop Committee Meeting Chair gave a recap of the One Stop Committee Meeting that was held January 22 at the L.E.D.A. building. Items discussed at the meeting included:
 - A WIOA financial Summary was provided by Mrs. Foulcard.
 - The Compliance Unit reviewed their most recent monitoring activities which consisted of St. Landry and Evangeline Parishes. The reports indicated that recurring findings are still an issue. After discussion, the WIOA Contractor stated that in order

to address the underlying issues that are leading to the recurring findings, they must implement the following:

- a. New reorganizational structure to take place by February 10, 2020.
 - b. Development of a Procedure Manual (include step by step instructions)
 - c. Training or Re-training of all staff with relevant regulations and associated task by following the procedure manual.
- The committee members questioned the function of the MIS/Quality Assurance staff, understanding of job duties by MIS/QA staff and the practice of weekly staff meetings for training and staff development.
 - Compliance unit's process of monthly financial review to ensure expenses are allowable, reasonable and necessary.
 - Program policy revisions. Remaining revisions to be submitted at the next One-Stop Committee Meeting.
 - Program Year 2019 1st quarter performance was reviewed. The report indicated that the WIOA Contractor has met and/or exceeded 16 measures and did not meet 2 measures. An update regarding the evaluation of the WIOA contractor was provided. Mrs. Cortney Boutte-Breaux stated that the evaluation process will be completed within the first quarter of 2020.
 - The WIOA Contractor reviewed quarterly reports and a handout which included operational updates.
 - Dr. Emma Bush gave an update that all positions are filled except two. Angela Tauzin stated that the original date for completion was to be February 10. She commended Dr. Bush on being ahead of schedule.
 - Angela Tauzin called for a motion to approve and accept the One-Stop Committee Meeting Report. Craig Mathews seconded that the report be accepted. With no opposition or abstentions, all members were in favor and the motion carried unanimously.

X. Upcoming Events

- Mrs. Boutte-Breaux announced that there would be an industrial trades career fair on Thursday, March 12, 9am to 12noon at SLCC New Iberia Campus.
- She stated that the board will be shown a new tool shortly and that we will be updating our new tool with events that will be going on in all eight of our parishes and we are excited to be rolling that feature out.

XI. New Business

- Stephanie Simien, director LWDB #51, presented an appreciation plaque to LWDB #40 Director, Brenda Hubbard-Thomas on behalf of the Director's Association in recognition for her outstanding dedication and commitment to the Workforce Development Board of Director's Association.
- Cortney Boutte-Breaux announced the presentation of the Website Launch. She pointed out the banners in the room that will be used at future events.
- While the website developer, Shravan Ramaram, pulled up the website, Mrs. Hubbard-Thomas gave heartfelt comments on her time with WIOA and the presentation that was made to her from the Director's Association.

- Mrs. Hubbard-Thomas then announced the new website that was presented on the screen. She asked board member Ryan LaGrange to come up and present his involvement in the website. Mrs. Boutte-Breaux mentioned the toll-free number that Dr. Bush established for the website that will link to all the career center offices. Board member Rebecca Shirley expressed excitement and importance of the development of the website. Mrs. Hubbard-Thomas then requested that Dr. Bush comment on the branding process. Dr. Bush mentioned that the billboards went live this morning and a photo was pulled up on the screen to show a picture of the billboard. She announced that at least four billboards are up in different parishes and they are working on more today and by C.O.B. today all billboards in all parishes should be up.
- Cortney Boutte-Breaux announced that an LED message sign was also purchased and placed at the comprehensive one stop center. She announced the goal is to place and LED or similar sign in every parish.
- Mrs. Brenda Hubbard-Thomas then made a presentation to honor Cortney Boutte-Breaux as she is departing Workforce Development.
- Mrs. Breaux gave comments of appreciation.
- Chairman and Co-Chair gave comments on Cortney's departure.
- Mrs. Hubbard-Thomas announced that that as an entity of St. Landry Parish Government. They have gone through applications for both Mrs. Hubbard-Thomas's position and Cortney Boutte-Breaux position and interviews will begin on Monday, February 3, 2020. A few board members will be a part of the interview committee.

XII. Other Business

There was no other business conducted.

XIII. Public Comment

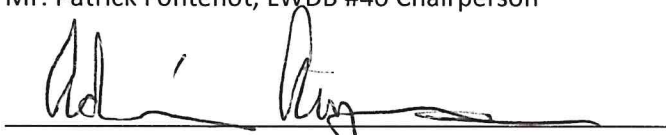
There were no public comments from the public in attendance.

XIV. Adjournment

Mr. Patrick Fontenot entertained a motion for adjournment by Rebecca Shirley and the motion was seconded by Ryan LaGrange. With no opposition or abstentions, all members were in favor and the motion carried and the meeting was adjourned at 11:14 am.



Mr. Patrick Fontenot, LWDB #40 Chairperson



Adrienne Auzenne, LWDB #40 Recording Secretary