

Minutes of the Local Workforce Development Board #40

Quarterly Meeting

Wednesday, June 17, 2020

10:10 AM

Petroleum Club

111 Heymann Blvd

Lafayette, LA 70503

I. Call to Order

The Local Workforce Development Board #40 Meeting was called to order at 10:10 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 then called for a moment of silence for all heroes and front-line workers who have fought through COVID-19 and for those that have lost their lives due to COVID-19.

IV. Roll Call

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

Present

Joshua Sonnier	Mike Ortego	Norman Rene'
Nathaniel Chaisson	Myron Berzas	Kay Miller
Rebecca Shirley	Patricia Cottonham	Willie Singleton-Guillory
Michael Pritchard	Patrick Fontenot	Amy Thibodeaux
Reggie Dupre'	Lynel Wilson	
Tessa Brown	Jason LeMaire	

Absent

Suzanne Kidder	Brenda Thibeaux	Judy Bruno
Craig Mathews	Bob Manuel	
Thomas LeBlanc	Jennifer Burris	

Quorum: Yes

Guests in Attendance:

Dr. Vincent June	Nedra Green	Emma Bush
Hollis Conway	Germaine Simpson	Bruce Gaudin
Shanea Nelson	Billy Francis	Amanda Cain
Jermaine Ford	Diane Goudeau	Brenda Hubbard-Thomas
Delores Thomas	Adrienne Auzenne	Colandra Authorlee
Claudette Nickerson	Brenda Foulcard	Delores Thomas

V. Introduction of New Board Members

Chairman Fontenot introduced two new board members that were sworn in prior to the meeting. Amy Thibodeaux, President and CEO of the Acadia Parish Chamber of Commerce and Reggie Dupre', CEO of Dupre Logistics.

VI. Nomination of Vice-Chair

Chairman Fontenot announced that due to the resignation of the previous vice-chair, the position of vice-chair was vacant. Chairman Fontenot opened the floor for nominations for vice-chair. Board member Norman Rene' nominated Jason LeMaire as vice-chair. Board member Lynel Wilson seconded the motion. With no further nominations, no opposition or abstentions, all members were in favor and the motion carried unanimously. Chairman Fontenot also announced to the board that he has appointed Mr. LeMaire as the One-Stop Committee Chair replacing former vice-chair Angela Tauzin there as well.

VII. Approval of Minutes

Minutes of the January 29, 2020 board meeting were provided for review by the board. A motion to approve the minutes were made by Joshua Sonnier and seconded by Mike Ortego. With no opposition or abstentions, all members were in favor and the motion carried unanimously.

VIII. Finance Committee Report

- Due to the absence of Finance Committee Chair Brenda Thibeaux, LWDB#40 Grants Administrator, Brenda Foulcard presented the report.
- Finance Committee meeting was held on June 2, 2020 via a conference call. The meeting was called to order at 4:37pm. All committee members were present. Other attendees included: WIOA Grants Administrator, Brenda Foulcard; St. Landry Parish Government (S.L.P.G.) Chief Operations Officer, Amanda Cain and WIOA Executive Director, Dr. Emma Bush.
- New business included: March 2020 financial report. Mrs. Foulcard shared with the committee that PY'18/FY'19 funds which ends June 30, 2020 are 100% committed. The PY'19/FY'20 funds are predicted not to meet the required 80% obligation. The report represents a nine-month expenditure level. The nine-month period began on July 1, 2019 should be at 75%, currently we are at 40% spending level, leaving a balance of \$6,986,821.64 to obligate within a three-month period.
- The Fur Report was presented by Mrs. Foulcard which represents a snapshot of Workforce Area #40 funding steams by allocation for the last fiscal year. PY'18/FY'19 to current PY'19/FY'20. This report was included in the board meeting book for members to review.
- Mrs. Foulcard presented a COVID-19 Expenditure Report at the Finance Committee meeting. She stated the state order began March 22, 2020 and ended May 15, 2020. During this time WIOA Contractor submitted their April 2020 on May 2020. However, the report only included invoices up to March 30, 2020. The contractor May 2020 expenditure report will give us a better indication of the spending habits during COVID-19. When the May 2020 expenditure report is received, Mrs. Foulcard will issue a report to the committee.
- Mrs. Foulcard stated that the LWDA#40's leadership team is still working on a budget for the fiscal year 2021. Due to COVID-19 transition, Mrs. Foulcard requested that LWDA#40 continue with the current budget approved by St. Landry Parish Government with the option to present an FY'21 fiscal year budget to the CEO or Chairman of the

Board and the Finance Chairperson to be approved until the next board meeting with the explanation that the time would allow for better projections. The Committee agreed to submit this recommendation to the board for approval.

- Mrs. Foulcard reported that LWC submitted a monitoring report that was received on May 19, 2020 for the period of July 1, 2018 – June 30, 2019. This report cited numerous policy matters. During the LWC on-site review it was discussed with monitors that S.L.P.G. was in process of updating and finalizing their policies. Although LWC monitors recognized this information in the report, findings were still issued. According to LWC corrective actions it was noted that the policies must be presented to the board to be part of an official record. Mrs. Foulcard provided a summary of each cited financial policies to the committee for discussion. She stated that the policy presented to the committee had been previously approved by S.L.P.G. and the board. With no questions the committee agreed to move this item forward to the board and the Finance Committee Meeting adjourned at 5:35pm. At this time Mrs. Foulcard inquired if there were any questions from board members.
- Rebecca Shirley inquired as to whether we are waiting on the contractor reports to have a clear assessment on how much money has not been spent. Mrs. Foulcard responded yes that the way the report is submitted to us is 30 days behind. Therefore, March report was issued in April. April report was submitted to us from the contractor by May 20. There were still no April invoices submitted at that time. The report that has been currently submitted is under review, once the review is completed, hopefully we will have all April invoices and some of May. At this time a review of what services and invoices created during COVID-19 stay at home can be produced.
- Miss Shirley wanted to clarification on whether we are aware of any concessions that will be made due to the COVID-19 restrictions. Mrs. Foulcard referred this question to Dr. Emma Bush, since she is in communication with the state (LWC) office. Dr. Bush responded that the state instructed that 95% of our funds should have already been spent prior to the disaster. Considering that we should have already spent the bulk of our funds, there were no special waivers. She stated that we should continue spending and try to expend as much as we can. There is a possibility of re-capture, Mrs. Foulcard will keep us updated on that. The process was discussed briefly, and it was stated if this occurs funds would go back to the state and then they would re-roll funds back out. We have received as a state \$6,000,000.00. Yesterday we were informed that Department of Labor will push more money down.
- Mike Ortego stated that he would like to get an overview of the Pandemic from board members. He inquired if we signed anyone up for programs during the time that we were down. Dr. Bush responded that we should have been. The state expected us to do something during this time. We hosted job fairs and some other activities but if the question is numbers, yes, the amount would be lower because the eligible providers all closed during COVID-19. Mr. Ortego inquired when do we expect to resume signing up the youth programs. Dr. Bush said for overall programs we are signing them up now. We initially closed the job center doors to the public and we were working behind closed doors, but we re-opened the centers on June 1. Mr. Ortego asked if the re-opening had been advertised. Dr. Bush said no. Mr. Ortego recalls a board meeting in which a discussion was had involving linking Workforce programs to the media. Dr. Bush stated that we have a marketing firm that we are working with to get the word out to the people. All attention should be placed on employers and dislocated workers. In Louisiana that we have at least 500,000 projected over 600,000 since 500,000 does not include everyone only those filing claims. We need to be aggressive in getting the word

out. Mr. Ortego asked if we have a plan to get former employees to become present employees? Dr. Bush stated yes. Mr. Ortego inquired if the incumbent program is involved in this process. Dr. Bush said yes, incumbent, OJT, all employer programs.

- Miss Shirley stated to Mrs. Foulcard that there were a lot of policy changes that were made, and she wanted clarification on if they came from an LWC audit of our policies. Mrs. Foulcard explained that during the monitoring process S.L.P.G. were already in the process of revamping the policies. It was explained to the LWC monitoring team that some of the polices were in process of being updated and new policies were also being created. She stated that Federal grants are driven by policies. Polices submitted today were approved by SLPG council and submitted to the Finance committee and will be used for corrective action for the LWC monitoring report.
- With no further questions on the Financial report, a motion was made by Patricia Cottonham to accept the Finance Committee Meeting minutes and seconded by Joshua Sonnier. With no opposition or abstentions, all members were in favor and the motion carried unanimously.

IX. One-Stop Committee Report

- Mr. Jason LeMaire gave the One-Stop Committee report.
- He reported that the meeting was held on June 4, 2020 at 1pm. The meeting was held virtually. Attendees included Chairman Patrick Fontenot, Jason LeMaire, Michael Pritchard, Rebecca Shirley, Chad Theriot, Jermaine Ford, Dr. Shanea Nelson, Dr. Emma Bush, Billy Francis, Brenda Foulcard, Diane Goudeau and Adrienne Auzenne.
- During the meeting introductions were made to the committee of Jason LeMaire as the new One Stop Committee Chair. Introductions were also made of Billy Francis as Adult Services team member and Diane Goudeau as the new Youth Services team member for WIOA Board Staff.
- An update on the American Job Centers were provided by Billy Francis. The re-open date for the job centers was June 1, 2020 with 25% capacity. Safety PPE was secured with assistance from the Workforce Board #40 Administration team in securing masks, gloves and sanitizing equipment. Safety guard protection equipment are on order to keep the social distancing between staff and customers. SLCC Leadership is to provide a safety training with the staff to deal with the customers and maintain safety precautions in the Job Centers when reaching the 50% capacity.
- The Compliance Unit reviewed the most recent monitoring activities which consisted of Acadia and Vermilion parishes. Acadia Parish had a total of 9 participant folders pulled for review. Vermilion Parish had a total of 7 participant folders pulled for review with 9 Findings and 2 concerns. Attachment was provided for details on Findings and Concerns discovered. Some of the finding were lack of consistent case notes, timesheets for Work Experience and OJT in participant folders were inconsistent, lack of comprehensive objectives and goals on the ISS and IEP.
- Unemployment numbers for Acadiana Parishes since COVID-19 Pandemic were presented. The graph included initial and continued claims filed.
- WIOA staff activity report was discussed. The report indicated that staff assisted LWC staff with password resets, U.I. customer guidance and WIOA follow up.

- Dr. Shanea Nelson gave an update on the One Stop Operator. She reported that 25 % staff capacity to ensure traffic flows properly. Some staff still are working remotely helping with UI password resets on JIVE system. Business Service team and Community Engagement are assisting employers with password resets and on-the-job training contracts. Community Engagement have been very active with outreach within the communities and collaborate with other the agencies. The Brazen system was used for the first virtual job fair event which was very successful. Had over 59% attendance rate over 300 attendees. Webinar for client how to navigate on a virtual event will be given June 5th. Youth services will be starting this month for Summer Work Experience.
- Program Year 2019 3rd Quarter Performance was reviewed. The report indicated that the WIOA Contract has met and/or exceeded 17 measures and did not meet 3 measures. The three measures not met were 2 related to credential attainment for Adult and Dislocated Workers and Youth and the third was the Wagner-Peyser Employment Rate for 2nd quarter after exit. It was recommended that the MIS/Quality Assurance staff immediately begin to monitor the database to ensure all credentials are documented and should implement ongoing monitoring of database for troubling trends that would indicate problems. Follow up services to be provided more frequently to capture the credentials now that staff have a new structure.
- The One-Stop Committee Meeting was adjourned at 2:00pm. The motion was made by Rebecca Shirley to accept the One Stop Committee Report. Tessa Brown seconded the motion. With no opposition or abstentions, all members were in favor and the motion carried unanimously.

X. Request for Proposal (RFP)

- Jason LeMaire announced that during the joint committee meeting with the One-Stop Committee and the Finance Committee they reviewed the RFP and at this time would like to present it to the board for approval to be published. Copies were provided for the board members that requested a look at the RFP. Rebecca Shirley voiced that discussion should take place due to the changes in the document from the last time this RFP was published. Dr. Bush pointed out that since the RFP is a competitive document the board would need to move to executive session in order to review the document. WIOA attorney, Bruce Gaudin stated that the board can vote to move into an executive session to discuss whether the current RFP will be sent out. Mike Ortego moved that the board accept the joint committee RFP document “as-is” with no further discussion. The motion was seconded by Patricia Cottonham. With no opposition or abstentions, all members were in favor and the motion carried unanimously.

XI. Contract Modification

- Dr. Bush stated that the modification is an extension of the current contract with SLCC. She stated that before Dr. Harder left we requested that a four-month extension be issued in order to allow us to issue the RFP. Dr. Natalie Harder (SLCC Chancellor) agreed to the extension but she departed. Dr. Bush introduced Dr. Vincent June, interim Chancellor SLCC who was present in the meeting. She stated that Dr. June signed the extension. Chairman Fontenot entertained a motion to accept the contract modification. Jason LeMaire moved that the contract modification be accepted. Patricia Cottonham seconded the motion. With no opposition or abstentions, all members were in favor and the motion carried unanimously.

XII. Upcoming Events

- Dr. Bush expressed her excitement for the opportunity that WIOA was given to work with TTECH. She stated they have over 10,000 customer service work at home jobs. She stated that with this collaboration, so far two virtual jobs fairs were held and over 1,300 people have signed up for these job fairs. TTECH is expanding this collaboration to hire over 4,000 healthcare licensed agents. They are covering the costs of licenses, training, and once training is complete, they will accept calls for open enrollment for healthcare. TTECH manages calls centers world-wide.
- Rebecca Shirley inquired if any of our partners taken advantage of the opportunity and requested to use the virtual platform for job fairs? Dr. Bush stated that Dr. Shanea put in her report that the first job fair held was for several companies that the business team pulled together and they were the first ones to utilize the platform. This is the fair that Shanea mentioned with over 300 participants in that fair. Dr. Bush clarified to the board that we invested into the Brazen system to conduct job readiness workshops, to job fairs and networking virtually.

XIII. New Business

- Mike Ortego inquired if we still have a summer youth program. Dr. Bush responded yes. Mr. Ortego stated that it has not been utilized to the degree it used to be utilized in previous years. Dr. Bush stated that she would like to ramp up the program. Mr. Ortego stated that he thinks its important that we as a board try and promote the youth program together with the education system. Dr. Bush agreed. Dr. Bush stated that we are setting up a meeting with Dr. June regarding the program. Mr. Ortego inquired if we could just go forward with it as the board. Dr. Bush responded yes, it is possible, we were trying to stay in alignment with our contractor, but we can move forward with this as a board.

XIV. Other Business

There was no other business conducted.

XV. Public Comment


- There were no public comments from the public in attendance.
- At this time the Chairman thanked the board for its involvement. The board can do a lot to assist with the current crisis. We will try to do more. We can be the ones to help fill the holes as the state and community are looking to us for assistance. He stressed his commitment to serve the people in the region. He thanked the board members for being a part of that and impressed that great things are coming.
- Dr. Bush thanked everyone for her warm welcome. She stressed that follow-ups will occur to make things happen. She stated the need for the support of the board and that there are plans to focus in on employers. The state is mandating that we focus on dislocated workers. She stated that due to the opportunity with the money in place she stated that there will be follow-up sessions. She stressed the need to follow-up and follow-through in order to save the companies.

XVI. Adjournment

Mr. Patrick Fontenot entertained a motion for adjournment by Norman Rene' and the motion was seconded by Joshua Sonnier. With no opposition or abstentions, all members were in favor and the motion carried and the meeting was adjourned at 11:15 a.m.



Mr. Patrick Fontenot, LWDB #40 Chairperson



Adrienne Auzenne, LWDB #40 Recording Secretary