

EXECUTIVE COMMITTEE MEETING

EAST BATON ROUGE PARISH

Workforce Development Area 21 – Employ BR
4523 Plank Road
Baton Rouge, La 70805

EmployBR
4523 Plank Road
Baton Rouge, La 70805
Tuesday, February 14, 2017
Executive Committee Meeting 9 a.m.

MINUTES

1. **Call to Order.....Chairperson, Robin Heath**
Robin Heath stated the Executive Committee will meet before the full WDB Board meeting to review and make recommendations to the action items being presented to the full WDB Board for approvals.
2. **Present : Robin Heath, Terry Bell, Scott Couper, Anne Segura, James Windom**
3. **Committee Member Absent: Devin Zito**
4. **Guest: Girard Melancon**
5. **Staff: Cynthia Douglas, Greg DeClouet, Vanessa Pitts-Ponder, Carole Miller, Dana Campbell**
6. **Minutes (April 14, 2016) – The committee minutes were reviewed by board members in attendance. The motion for approval of the April 14, 2016 minutes was made by Scott Couper and second by James Windom. The minutes were approved without opposition.**

Scott Couper suggested that the minutes should be included with the invite email to all the members and forwarded in advance of the next scheduled meeting.

7. **One-Stop Operator Request for Proposal Evaluation Team Review**

Robin Heath asked Greg DeClouet to refresh the board members on the One-Stop Operator RFP.

Greg DeClouet briefed the board members on the role of the One-Stop Operator as he had at the November 7th, 2016 meeting. He stated the role of the One-Stop Operator is to be a coordinator of the service delivery system for the EmployBR Centers. Also, the One-Stop Operator will coordinate the required One-Stop partners and service providers.

The local areas have the flexibility to define the role of the One-Stop Operator to meet the needs of the local area. In the November 7, 2016 meeting, it was decided that the One-Stop Operator RFP would be a coordinator of the one-stop system. The Board decided against an RFP that procured an operator that also provided Title I services.

Greg DeClouet updated the members on the procurement process and the elements of the RFP. The RFP was forwarded to the East Baton Rouge Parish Purchasing Department and released on January 31st, 2017 with a closing date of March 8, 2017. A bidder's conference will be held on Wednesday, February 15, 2017. Anyone interested in submitting a proposal may attend the bidder's conference.

LWDB-21 staff submitted and mailed the RFP to various entities throughout Louisiana and other states for review and response.

On March 17, 2017, evaluators will receive the proposals for review. Once scoring has been completed, the proposals will be submitted to the Board for approval. The Board's recommendation will be sent to the East Baton Rouge Parish Metro Council for approval.

The Board will approve the evaluation committee members based on the recommendation of the Executive Committee. Names of the evaluation team member and a brief synopsis of each were presented to the Executive Committee members. The recommended evaluation team members are Joelle McGehee, Director of Customer Solutions/Organizational Development at Alliance Safety Council; Robert Roux, LWC Executive Counsel; Liz Smith, BRAC Policy Research Director; Stephanie Simeon, Lake Charles WIOA Board Director; and Kenneth York, Assistant Director of LRS. The motion for approval of the evaluation committee members to submit to the full board was made by Anne Segura and second by Scott Couper. The evaluation committee members were approved without opposition.

Cynthia Douglas invited the Executive Committee members to the One Stop Committee Meeting on April 27, 2017, 1:30 p.m. The location will be Employ BR, 4523 Plank Road, Baton Rouge, La 70805. The evaluation results will be presented at that time.

8. Eligible Training Provider List (ETPL) – Summary

The 2017 Eligible Training Provider List (ETPL) was submitted for the Executive Committee members to review. The list will be presented to the full Board for approval. Cynthia Douglas stated that the board has given their approval in a prior board meeting for training programs to be approved or deleted between meetings as deemed appropriate and necessary by the Workforce Development Board Director. A review for approval of the programs will be at the next scheduled Board meeting, March 23, 2017, 10:30 a.m.

9. UPDATES:

- (a) Robin Heath stated there will be a Regional Meeting with the Executive Committee members of LWDB21 and LWDB20 on March 14, 2017. The meeting will be held at the Lod Cook facility on the LSU campus.
- (b) Cynthia Douglas gave a brief financial report to the committee members. LWIOA21 receives funding from the Louisiana Workforce Commission. In East Baton Rouge Parish, the City of Baton Rouge receives the funds for LWDB Area 21/Employ BR. LWIOA21 received \$2.5 million dollars for 2015/16. The budget categories include administration (board expenditures) and program, which include adult, dislocated workers and youth services. All of the adult funding has been expended. Dislocated worker and youth funding have not been fully expended at this time. The youth program has experienced expenditures due to the later than projected start of the Goodwill contract. By June 30, 2017, the balance is projected to be zero. The 2016/17 funds have been received by LWDBA21/Employ BR. The adult program has already begun expending funds for Individual Training Accounts (ITAs). Dislocated Worker expenditures are projected to begin April or May, 2017. Youth expenditures should begin expending dollars of the 2016/17 allocated funds toward the end of June, 2017, based on activities projected for the Youth Program.

(c) On May 25, 2017 EmployBR will present their Annual Job Fair. The venue has not been finalized at this time. Staff has reviewed estimates for the Belle of Baton Rouge and the Celtic Studios. The Belle of Baton Rouge is on the Capital Area Transit System (CATS) bus line, but Celtic Studios is not. CATS has committed to a \$100 per hour shuttle if the Celtic Center is decided upon as the location of the 2017 Job Fair. The Belle will accommodate 92 vendor booths. However, staff is of the opinion that there will be more room at Celtic. A decision will be made by March 6th based on further review by staff.

(d) MAKING A POSITIVE STEP (M.A.P.S.)

Cynthia Douglas explained that the M.A.P.S. program is a work experience program for at-risk youth and young adults ages 16 to 24 with defined barriers to education and employment. The 2017 program will begin with a focus primarily on out-of-school youth and young adults per WIOA.

The M.A.P.S. program will provide workplace learning experiences for approximately one hundred (100) participants deemed eligible for the Workforce Innovation and Opportunity Act (WIOA) out-of-school youth program. Participants may work up to 30 hours per week.

The principal program focus is on building relationships with business and industry and to allow youth and young adults an opportunity to gain hands-on work experience.

10. Public Comments –

James Windom stated he thoroughly believed in the M.A.P.S. program. Both he and his sister began their training through programs such as M.A.P.S. during their high school education. He believes positive results will be obtained through governmental programs such as M.A.P.S.

Scott Couper suggested that going forward, he would like to see a M.A.P.S. program that will allow the employers to become more involved in the interviewing of participants and also the overall vetting.

Dr. Melancon voiced concern that the M.A.P.S. program should not be a stand-alone program implemented during the year, but should be a part of the ongoing or mainstream of services offered through the Youth and Young Adult program. Further, Dr. Melancon recommended that the orientation phase for potential participants should be extended to make sure components such as job readiness are fully presented and participants are committed to the program and outcomes related to their personal success.

Upcoming Committee Meeting Dates:

Youth and Young Adult Committee – February 23, 2017, 9 – 10:30 a.m.

One-Stop Committee- February 23, 2017, 1:30 – 3 p.m.

Regional Board Meeting – March 14, 2017

Executive Board Meeting – March 23, 2017, 9 – 10:30 a.m.

11. Adjournment – The Executive Committee meeting was adjourned by Ms. Robin Heath @ 10:15 p.m. The next scheduled Executive Committee meeting is March 23, 2017 @ 9:00 a.m.; Coca-Cola Bottling Company, 9696 Plank Road, Baton Rouge, La 70809.



Carole S. Miller, Administrative Assistant



Cynthia H. Douglas, Chief Administrative Director