

Local Workforce Development Board Area 21

EAST BATON ROUGE PARISH

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

Employ BR
 4523 Plank Road, Room 4
 Baton Rouge, La 70805
 Thursday, May 18, 2017 @ 10:00 A.M.

AGENDA

1. Call to Order.....Chairperson, Robin Heath

	Private Sector Members	Feb 14	Mar 23	May 18	July 27	Sept 28	Nov 16	
1	Ms. Hope Zettlemoyer	R	R	R				
2	Mr. Terry Bell	P	A	A				
3	Mr. Scott Couper	P	P	P				
4	Mr. Kenneth Champagne	A	A	P				
5	Ms. Robin Heath	P	P	P				
6	Ms. Anne Segura	P	P	A				
7.	Joshua Callegan			P				
8.	Cheri Ausberry	A	A	A				
9.	Mr. Kelly LeDuff	P	P	P				
10.	Mr. Devin Zito	A	P	A				
11.	Mr. Joshua Callegan		P	P				
12.	Ms. Jennifer Aldridge	A	P	A				
13.	Mr. Blaine Grimes	P	A	A				
	Public Sector Members							
14	Ms. Heather Stefan	P	P	P				
15	Mr. Louis Reine	A	P	A				
16	Mr. Jonathan Waddell	P	A	P				
17	Mr. Irby Hornsby	P	P	P				
18	Mr. James Windom	P	P	P				
19	Dr. Girard Melancon	P	P	A				
20	Ms. Debbie O'Conner	P	A	R				
21	Mr. Andrew Fitzgerald		P	P				
22	Ms. Andrea Morrison			P				
23	Ms. Verna Dixon Fletcher	P	P	P				
24	Ms. Monica Brown	P	P	P				
25	Mr. Kenny Lynch	P	P	P				

* R - Resigned

2. Welcome

3. Introduction of Board Members, Staff and Guests

4. Minutes (March 23, 2017)

5. Action Items:

- a. Review and Approval of Previous WDB Meeting Minutes (March 23, 2017)*
- b. Approval of Urban League of Louisiana as the One-Stop Operator*

6. Urban League of Louisiana Presentations

7. Updates:

- a. Employ BR Annual Job Fair (May 25, 2017)*
- b. Making a Positive Step (M.A.P.S.)*
- c. Additional Comments*

8. Public Comment

9. Adjournment:

The next Board meeting is scheduled for 10:30 A.M., July 27, 2017 at the Coca-Cola Bottling Company, 9696 Plank Road, Baton Rouge, LA 70811.

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Thursday, May 18, 2017 @ 10:00 A.M.

MINUTES

1. Call to Order.....Chairperson, Ms. Robin Heath
2. Welcome – Robin Heath, Chairperson - (*Each Board Member is encouraged to bring an employer guest to each meeting.*)

3. Introduction of Board Members, Staff and Guests – Introductions were made by all in attendance. The new Board Members were introduced first, Andrea Morrison, LWC, replaced Harlen Henagar; and Joshua Callegen, Jacobs, replaced Brian Knost.

Workforce Development Board Staff present: Ms. Cynthia Douglas, Ms. Vanessa Pitts-Ponder, Greg DeClouet (consultant), Ms. Mia Hyde, Ms. Carole Miller, and Ms. Dana Campbell.

Special Guests present: Cathy Washington, Urban League of Louisiana, State Representative Ted James, Urban League of Louisiana, and Cherie Duckworth, Urban League of Louisiana.

4. Action Items – Robin Heath, Chairperson, advised the Board members of two action items (1) Review and Approval of Previous Meeting Minutes (March 23, 2017); and (2) Approval of Urban League of Louisiana as the One-Stop Operator.

Local Workforce Development Board Minutes of March 23, 2017, were reviewed by board members in attendance. The motion for approval of the board meeting minutes was made by James Windom and second by Andrew Fitzgerald. The minutes were approved without opposition.

Robin Heath advised the Board that they previously voted the One Stop Operator was to be a coordinator of Employ BR operations and services.

Greg DeClouet explained the responsibilities of the One-Stop Operator to the committee members. The role/duties of the One-Stop Operator are:

- (a) Facilities, Equipment and Operations Management
- (b) EMPLOY BR and affiliate Sites Service Delivery
- (c) Memorandum of Understanding (MOU)/Cost Allocation Plan Development
- (d) Staff Training: (must occur quarterly, at a minimum)
- (e) Outreach to businesses and job seekers
- (f) Additional Requirements for the One-Stop Operator as determined.

Greg DeClouet updated the committee members on the status of the Request for Proposal (RFP) timeline used to procure the One Stop Operator. Three responses were received for the One-Stop Operator Request for Proposal.

The Evaluation Committee members were Robert J. Roux, LWC Executive Counsel; Elizabeth C. Smith, BRAC Policy and Research Director; Stephanie A. Seemion, Lake Charles Workforce Development Board Director; Kenneth D. York, Vocational Rehabilitation Services Assistant Director; and Joelle McGhee, East Baton Rouge Director of Customer Solutions/Organizational Development for Allied Safety Council.

The Evaluation Committee members received the proposals on March 17, 2017, along with the scoring procedures. They were given 2 weeks to review the proposals.

The evaluation criteria consisted of:

- (a) Organizational Experience and Past Performance..... 20 points
- (b) Relationships and Collaboration 10 points
- (c) Operator Plans 50 points
- (d) Operator Plan Budget and Budget Narrative 20 points

The RFP was reviewed, evaluated and scored by the Evaluation Team.

The board reviewed the score sheets from all three proposals:

- (1) Urban League scored 91.4
- (2) The Division of Human Development & Services scored 76
- (3) T Simmons and Company scored 62.2

One Stop Operator budget will be \$150,000 each year for 2 years with the option to renew, based on continuous improvement of the EmployBR operating system.

- 5. Urban League of Louisiana Presentation - (Cathy Washington, State Representative Ted James, and Cherie Duckworth) - The staff of the Urban League of Louisiana presented a summary of their organization and programs to the Board.

Robin Heath acknowledged Urban League of Louisiana's impressive list of accomplishments.

The motion for approval of Urban League of Louisiana as the One-Stop Operator was made by James Windom and second by Scott Couper. The motion for approval of Urban League of Louisiana as the One Stop Operator for LWDA-21 was approved without opposition. The One-Stop Operator contract will begin July 1, 2017.

6. Updates:

- a. **EmployBR Annual Job Fair (May 25, 2017)** – EmployBR Annual Job Fair will be held at The Belle of Baton Rouge Casino & Hotel. Veterans will be allowed to attend from 9 a.m. – 11 a.m. The General Public is scheduled to attend from 11 a.m. – 2 p.m. Board members were asked to participate in the “readiness arena” at the job fair.
- b. **Making a Positive Step (M.A.P.S.)** – Mia Hyde presented the M.A.P.S. activities and expenditures for 2017 for the Board to review. The youth begin with an orientation session to identify their worksite assignments. Empowerment days (pay day Fridays) include presentations by community leaders who encourage the youth to make sound personal goals and spend their earnings wisely. Youth are also engaged in sessions on labor market info, entrepreneurial training and financial literacy. Additional presentations have also included Social Media “Do’s and Dont’s” and Appropriate Dress for the Workplace training, which was presented as a fashion show.

Cynthia Douglas stated she would send out applications to the Board members to consider becoming a worksite for the M.A.P.S. program. Mia Hyde stated there were restrictions on what the youth can and cannot do at a worksite, which would be included in the literature.

Mia Hyde indicated that EmployBR will partner with Catholic Charities for behavioral health services for the youth.

- c. **Additional Comments** – Heather Stefan thanked the staff for the presentations and the results. She stated she needed an M.A.P.S. participant for Customer Service at her worksite.

7. Public Comment - Next Meeting Dates scheduled:

Youth & Young Adults Committee Meeting: Thursday, July 22, 2017, 9:00 – 10:30 a.m.;
Employ BR HUB, 4523 Plank Road, Baton Rouge, La 70805

One Stop Committee Meeting: Thursday, June 22, 2017, 1:30 – 3:00 p.m.; Employ
BR(Classroom 4), 4523 Plank Road Baton Rouge, La 70805

Workforce Development Board Meeting: Thursday, July 27, 2017, 10:30 a.m.–12:30
p.m., Coca-Cola Bottling Company, 9696 Plank Road, Baton Rouge, La 70811

Executive Committee Meeting: Thursday, July 27, 2017, 9:00 – 10:30 a.m.; Coca-Cola
Bottling Company, 9696 Plank Road, Baton Rouge, La 70811

8. Adjournment: A motion to adjourn was made by Irby Hornsby and second by
Jonathan Waddell. The meeting was adjourned by Ms. Robin Heath at 11:40 a.m. A
copy of the minutes can be found on the Employ BR website.



Carole S. Miller, Administrative Assistant



Cynthia H. Douglas, Chief Administrative Director