

## Local Workforce Development Board Area 21

### EAST BATON ROUGE PARISH

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

Coca-Cola Bottling Company  
 9696 Plank Road  
 Baton Rouge, La 70811  
 Thursday, March 23, 2017 @ 10:30 A.M.

## AGENDA

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

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

\* R - Resigned

### 2. Welcome

### 3. Introduction of Board Members, Staff and Guests

### 4. Minutes (March 23, 2017)

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**5. Action Items:**

- a. Review and Approval of Previous Meeting Minutes (March 23, 2017)*
- b. Partnership Agreement*
- c. Eligible Training Provider List (ETPL)*
- d. Youth Incentive Policy*

**6. Industry Projections Presentations:**  
*(Sachin Chintawar, LWC) & Stephen Barnes, LSU*  
*(Andrew Fitzgerald, BRAC)*

**6. Updates:**

- a. Regional Executive Committee Meeting Update*
- b. One-Stop Operator RFP Timeline*
- c. Making a Positive Step (MAPS)*
- d. Job Fair (May 25, 2017)*
- e. Additional Comments*

**7. Public Comment**

**8. Adjournment:** *The next Board meeting is scheduled for 10:30 A.M., June 8, 2017 at the Coca-Cola Bottling Company, 9696 Plank Road, Baton Rouge, LA 70811.*

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

Employ BR  
4523 Plank Road, Rm 4  
Baton Rouge, La 70805  
Tuesday, February 14, 2017 @ 10:30 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.

Workforce Development Board Staff present: Ms. Cynthia Douglas, Ms. Vanessa Pitts-Ponder, Ms. Mia Hyde, Ms. Carole Miller, Ms. Dana Campbell

Special Guests present: Kenneth Burrell, Deputy Executive Director-LWC; Rob Roux, Executive Counsel-LWC; Stephen Barnes, LSU; Sachin Chinawar, Andrea Morrison, LWC; Shannon Joseph, LWC; and Dawn Fleming, EBR Adult Ed;

4. Action Items – Robin Heath, Chairperson, advised the Board members of three action items (1) Review and Approval of Previous Meeting Minutes (February 14, 2017); (2) Partnership Agreement (Regional); (3) Eligible Training Provider List (ETPL); and (4) Youth Incentive Policy.
  - (a) Local Workforce Development Board Minutes of February 14, 2017 were reviewed by board members in attendance. The motion for approval of the board meeting minutes was made by Louis Reine and second by James Windom. Jennifer Aldridge abstained from voting since she had not attended the February 14, 2017 board meeting. The minutes were approved without opposition.

- (b) Partnership Agreement – The board members reviewed the Partnership Agreement for Region 2 Workforce Development Boards–Second Planning District Consortium, Local Workforce Development Area-20 and East Baton Rouge Parish, Local Workforce Development Area 21. The Partnership Agreement was explained as the written agreement between the two areas for continuous collaboration where necessary, appropriate and/or cost effective.

Louis Reine asked if there would be a problem for local areas to provide training for individuals coming into the Baton Rouge area who live outside the parish. Cynthia Douglas stated that the enrollment process would primarily be the same but funding would be based on their residency. However, the goal is to develop processes that are transparent to the customer.

Andrew Fitzgerald stated that approximately 1/3 of the individuals that work or attend school in East Baton Rouge Parish reside outside of the Baton Rouge area.

The motion for approval of the Partnership Agreement was made by Louis Reine and second by Scott Couper. The Partnership Agreement was approved without opposition.

- (c) Eligible Training Provider List (ETPL) – Mia Hyde presented the updated Eligible Training Provider List with additional programs added. Ms. Hyde also discussed programs deleted from the list. The reasons given for the deletions included the training vendors failure to reapply to the State, or in some cases, programs were removed by the training vendor, renamed or merged with other programs. The motion for approval of the Eligible Training Provider List (ETPL) was made by Louis Reine and second by Scott Couper. Gerard Melancon abstained from voting. No reason was stated. The Eligible Training Provider List (ETPL) was approved without opposition.

Anne Segura reported that there is a demand in hospitals, nursing homes and other medical facilities for Certified Nursing Assistants (CNA). CNA training is not currently on the LWDB-21 ETPL, but is included on the State's list in Region 2. A motion to add CNA training to the LWDB-21 Eligible Training Provider List was made by Louis Reine and second by Scott Couper. The CNA program was added to the Eligible Training Provider List (ETPL) without opposition.

(d) Youth Incentive Policy – Suggested amendments to the Youth Incentive Policy were considered by the Board. The amendments were not substantive, but provided further clarification of existing policies. Louis Reine suggested that the Board approve the policy amendments and at a later date submit a report with program details, specifically how many have received incentives and the types of incentives utilized within a year. Further clarifications or suggestions of additional incentives will be made based on the submitted data. The motion for approval of the suggested amendments to the Youth Incentive Policy was made by Louis Reine and second by Kelly LeDuff. Gerard Melancon abstained from voting. No reason was stated. The Youth Incentive Policy was approved without opposition.

(e) Kelly LeDuff discussed the challenges the Youth Program continues to face with outreach and recruitment for the MAPS program. Mr. LeDuff requested the consideration of a motion to add a new category of \$50 for referrals to the MAPS Program for individuals that are determined to be eligible and enrolled in services. A motion was made by Heather Stefan and second by Jennifer Aldridge. Gerard Melancon abstained from voting. No reason was stated. The category of \$50 for each referral to the MAPS program was approved without opposition. *Note: After further research by Board staff, it was determined that an incentive specifically for outreach is not allowable under WIOA.*

5. Industry Projections Presentation: Presented by Andrew Fitzgerald, BRAC; Sachin Chintawar, LWC; and Stephen Barnes, LSU. The LWC explained the survey model utilized for the report and responded to specific industry questions, based on the submitted data. Mr. Kenneth Burrell, Deputy Executive Director-LWC, stated it was very important that the projected data not be shared with the public until it is officially released by the LWC.

## 6. Updates

(a) Regional Committee Meeting Update – The Regional Executive Committee Meeting was held February 14, 2017 at the Lod Cook Alumni Center, 2828 W. Lakeshore Drive; Baton Rouge. The regional strategies will be to identify high growth/high demand occupations in the region to ensure effective and efficient leveraging of training dollars to address those areas of high growth and high demand. Region 2 will develop a system that responds quickly to the immediate and long-term needs of employers by connecting skilled and credentialed job seekers to employers in demand occupations.

The top industry sectors for Region 2 are (1) Construction; (2) Manufacturing; (3) Transportation and Warehousing; (4) Healthcare and Social Assistance; and (5) Information Technology. Also a list of the demand occupations from 5 to 3 star jobs was submitted for the Regional Executive Committee to review.

Additional regional activities discussed included implementing a strategic approach to developing and maintaining relationships and partnerships with the business community, with a focus on increasing targeted sector industry customers and services.

- (b) One-Stop Operator RFP Timeline – Evaluators will receive the bidder’s proposals on March 24, 2017 to review and score. The proposal receiving the highest score will be submitted to the board for review and approval at the next board meeting. The One-Stop Operator contract will have a start date of July 1, 2017.
  - (c) Making a Positive Step (M.A.P.S.) – Cynthia Douglas updated the board on the M.A.P.S. program. 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 principal program focus is on building relationships with business and industry to help fill the gap for a trained, qualified workforce by allowing youth and young adults an opportunity to gain hands-on work experience. Ms. Douglas stated that the M.A.P.S. Program has a current enrollment of 14 youth working and 16 youth attending orientation. The M.A.P.S. Program has a goal of 100 eligible participants.
  - (d) Job Fair (May 25, 2017) – On May 25, 2017, EmployBR will host their annual career fair. The venue will be the Belle of Baton Rouge Hotel and Casino. The Belle will accommodate approximately 92 booths. The Belle of Baton Rouge is on the Capital Area Transit System (CATS) bus line.
  - (e) Penny Collins retired February 17, 2017 after 36 years of service. Louis Reine made a motion to formally invite Penny Collins to the next regularly scheduled Board meeting to recognize her for her years of service. Heather Stefan second the motion. The Board approved the motion without opposition. Kelly LeDuff accepted the invite for Penny Collins.
7. Public Comment – There was no public comment.
8. Adjournment – A motion to adjourn was made by Irby Horsnby and second by Kelly LeDuff. The meeting was adjourned by Ms. Robin Heath at 12:42 p.m. A copy of the minutes can be found on the Employ BR website.

The next Board meeting is scheduled for 10:30 A.M., June 8, 2017 at the Coca-Cola Bottling Company, 9696 Plank Road, Baton Rouge, LA 70811. The board members will be provided with the full agenda prior to the meeting.

Handwritten signature of Carole S. Miller in blue ink, written in a cursive style.

Carole S. Miller, Administrative Assistant

Handwritten signature of Cynthia H. Douglas in blue ink, written in a cursive style.

Cynthia H. Douglas, Chief Administrative Director