

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 - Rm. 4
 Baton Rouge, La 70805
 Tuesday, February 14, 2017 @ 10:30 A.M.

AGENDA

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

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

* R - Resigned

2. Welcome

3. Introduction of Board Members, Staff and Guests

4. Minutes (November 7, 2016)

Page Two (2)

5. Action Items:

- a. Review and Approval of Previous Meeting Minutes (November 7, 2016)*
- b. One Stop Operator RFP Evaluation Team Approval*
- c. Eligible Training Provider List (ETPL)*

6. Updates:

- a. Regional Executive Committee Meeting*
- b. Business Services*
- c. Making a Positive Step (MAPS)*

7. Public Comment

8. Adjournment: The next Board meeting is scheduled for 10:30 A.M., March 23, 2017 at the Coca-Cola Bottling Company, 9696 Plank Road, Baton Rouge, LA 70811.

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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. Carole Miller, Ms. Dana Campbell

Special Guests Present: Dr. James Gilmore, Assistant Chief Administrative Officer-Office of the Mayor-President, Ms. Paula Roddy, City of Baton Rouge DHDS Director, Mr. Greg DeClouet, WIOA (Consultant)

4. Action Items – Robin Heath, Chairperson, advised the Board members of three action items (1) Review and Approval of Previous Meeting Minutes (November 7, 2016); (2) One Stop Operator RFP Evaluation Team; and (3) Eligible Training Provider List (ETPL).
 - (a) Local Workforce Development Board Minutes of November 7, 2016 were reviewed by board members in attendance. The motion for approval of the board meeting minutes, November 7, 2016, was made by James Windom and second by Terry Bell. The minutes were approved without opposition.
 - (b) Robin Heath asked Greg DeClouet to refresh the board members on the One-Stop Operator RFP and to bring the members up to date per the RFP timeline.

Page Two (2)

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 voted that the One-Stop Operator RFP would be for 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.

The Board will vote on the evaluation committee members based on the recommendation of the Executive Committee.

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

The Purchasing Department for the City of Baton Rouge released the RFP by posting the RFP in the Advocate, National WDB websites, various other states and entities for response provided by LWDB-21 staff.

Recommended evaluators were submitted for the Executive Committees review with a brief synopsis of each. The Executive Committee's recommendation was submitted to the full board for approval.

The One Stop Operator RFP Evaluation Team was reviewed by board members in attendance. The motion to approve the One Stop Operator RFP Evaluation Team was made by James Windom and second by Terry Bell. The One Stop Operator RFP Evaluation Team was approved without opposition

- (c) The 2017 Eligible Training Provider List (ETPL) was submitted to the Workforce Development Board for review. The motion to approve the 2017 Eligible Training Provider List was made by James Windom and second by Terry Bell. Gerard Melancon abstained from voting. The 2017 Eligible Training Provider List was approved without opposition.

5. UPDATES:

- a. Robin Heath stated there will be a Regional Meeting with the Executive Committee members of both WDB21 and WDB20 on March 14, 2017. The meeting will be held at the Lod Cook facility on the LSU campus.

This meeting will focus on strengthening our regional partnership and our first priority, business services. WIOA Section 197(d)(4) Employer Engagement – Emphasizes that local boards shall lead efforts to engage with a diverse range of employers and with entities in the region.

A new focus on employer-led/employer engaged workforce development strategies will include sector strategies, on-the-job training, incumbent worker training, apprenticeship and business services.

Regional Business Services are to support area employers and industry sectors most effectively, Employ BR staff and designated partners. Strong Regional Business Services should mean a clear understanding of industry skills needs.

The Regional Goal and Objectives include:

- (1) Align the Region 2 Workforce Development System to balance the focus on business/industry demand, the driver for defining worker preparation and services.

- (2) Plan and implement regional strategies, featuring collaborative input and outputs.
 - (3) Adopt a targeted strategy for LWC/Region 2 resource deployment to reach industries critical to the regional economic development.

- b. On May 25, 2017 EmployBR will present their Annual Job Fair. Venues have not been finalized at this time. Staff has reviewed estimates for the Belle of Baton Rouge and 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 booths. However, staff is of the opinion that there will be more room at Celtic. A decision will be made by March 6, based on further review by staff.

- c. **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.

The M.A.P.S. program will provide workplace learning experiences for one hundred (100) participants deemed eligible for the Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth Program.

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.

Mr. 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. Dr. Windom believes positive results will be obtained through federal programs such as M.A.P.S.

7. Public Comments -

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.

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

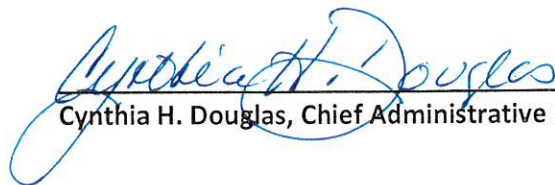
8. Adjournment – A motion to adjourn was made by Scott Couper and second by Terry Bell.

The meeting was adjourned by Ms. Robin Heath at 12:35 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., March 23, 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.



Carole S. Miller, Administrative Assistant



Cynthia H. Douglas, Chief Administrative Director