

JOINT ONE-STOP & EXECUTIVE COMMITTEE MEETING

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

Employ BR
4523 Plank Road – Room 4
Baton Rouge, La 70805
1:30 p.m., Monday, May 8, 2017
Joint One Stop & Executive Committee Meeting

MINUTES

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

Present Executive Committee: Robin Heath, Scott Couper, Heather Stefan, James Windom, Devin Zito

Absent: Terry Bell, Anne Segura

Present One-Stop Committee: Robin Heath, Monica Brown, Verna Dixon-Fletcher, Blaine Grimes, Heather Stefan

Absent: Irby Hornsby, Kenny Lynch, Dr. Girard Melancon, Andrea Morrison, Anne Segura

Special Guests: Dr. James Gilmore, Assistant Chief Administrative Officer – Office of the Mayor-President, Erika McConduit, Urban League of Louisiana President & CEO; Cathy Washington, Urban League of Louisiana Executive Vice-President; Cherie Duckworth, Urban League of Louisiana – Workforce Development Director; Madison Johnson, Urban League of Louisiana Intern.

Staff Present: Cynthia Douglas, Vanessa Pitts-Ponder, Carole Miller, Greg DeClouet, RFP Contractor

Staff Absent: Paula Roddy and Dana Campbell

2. Executive Committee Minutes (February 14, 2017) – The Executive Committee minutes were reviewed by the Executive Committee members in attendance. The motion for approval of the February 14, 2017, minutes was made by Scott Couper, and second by Devin Zito. The correction of the title of “Dr.” for Mr. James Windom was made by Mr. Windom to be changed in the minutes. The corrected minutes were approved without opposition.

3. One-Stop Committee Minutes (February 23, 2017) – Due to a quorum not being met by the One-Stop Committee members, their minutes of February 23, 2017 were unable to be reviewed.

4. One Stop Committee:

Robin Heath stated the joint committee was to act on behalf of the full board between meetings when such action was necessary to provide information and assist with operational and other issues relating to the one-stop delivery system.

Greg DeClouet explained the responsibilities of the One-Stop Operator to the committee members. The One-Stop Operator Responsibilities will be the following:

- Facilities, Equipment and Operations Management
- EMPLOY BR and affiliate Sites Service Delivery
- Memorandum of Understanding (MOU)/Cost Allocation Plan Development
- Staff Training: (must occur quarterly, at a minimum)
- Outreach to businesses and job seekers
- 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. He stated that the RFP has been reviewed, evaluated and scored by the Evaluating Members. The top scores identified Urban League of Louisiana as the One-Stop Operator.

Three responses was received for the One-Stop Operator Request for Proposal. The Evaluating Committee members received the proposals on March 17, 2017, along with the scoring procedures.

The evaluation criteria consist of:

Organizational Experience and Past Performance	20 points
Relationships and Collaboration	10 points
Operator Plans	50 points
Operator Plan Budget and Budget Narrative	20 points

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, LWC Vocational Rehabilitation Services Assistant Director; and Joelle McGehee, Director of Customer Solutions/Organizational Development at Alliance Safety Council. They were given 2 weeks to review the proposals.

Urban League of Louisiana presented a power point summary of their organization and programs.

Representatives of Urban League of Louisiana included Erika McConduit, Cathy Washington, Cherie Duckworth and Madison Johnson.

Dr. James Gilmore expressed his gratitude in working with Urban League of Louisiana in the past. Dr. Gilmore stated he felt they will be a tremendous positive addition to Employ BR. He further added, "Urban League of Louisiana has gone above and beyond their goals in helping individuals obtain training to achieve gainful employment".

Due to a quorum not being met by the Executive and One-Stop Committee members, the One-Stop Operator action item could not be approved. Robin Heath stated that there would be a full board meeting on Thursday, May 18, 2017, at 10:00 a.m., Employ BR, 4523 Plank Road; Baton Rouge, LA. The meeting was adjourned.



Carole S. Miller, Administrative Assistant



Cynthia H. Douglas, Chief Administrative Director