

Workforce Development Board Meeting Minutes

EAST BATON ROUGE PARISH

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

Coca-Cola Bottling Company
 9696 Plank Road
 Baton Rouge, La 70811
 Thursday, April 7, 2016
 Special Meeting 1:30 P.M.

AGENDA

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

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

2. Welcome

3. Introduction of Board Members, Staff and Guests

4. Minutes (March 17, 2016)

5. Action Items. Policies: Youth and Adult/Dislocated Worker Services

- **Eligibility Criteria for Youth Needing Additional Assistance**
- **Adult/Dislocated Worker Supportive Services**
- **Youth Supportive Services**
- **Youth Incentives**

b. Approval to bring selected youth vendor to the Metro-Council on April 27, 2016

6. Presentation – Out-of-School Youth Request for Proposal (RFP)

(Penny Collins & Dianna Muhammad)

7. Other Business

8. Public Comment

9. Adjournment

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Emergency Board Meeting 1:30 A.M.

DRAFT MINUTES

- 1. Call to Order.....Chairperson, Ms. Robin Heath**
- 2. Welcome – Robin Heath, Chairperson, advised the board members the purpose of this meeting was to review youth policies deferred from the March 17, 2016 meeting and approve the selected Out-of-School Youth Request for Proposals.**
- 3. Introduction of Board Members, Staff and Guests – Introductions were made by all in attendance.**

Workforce Development Board Staff present: Ms. Cynthia Douglas, Ms. Carole Miller, Ms. Dana Campbell; WIOA Program Staff present: Ms. Penny Collins, Ms. Delecia Cann, Ms. Dianna Muhammad, Ms. Carole Miller, Ms. Dana Campbell, Ms. Vanessa Pitts-Ponder

Special Guests Present: BRCC & JAG Representatives – Reginald Johnson, Alexandria R. Burks, Deon Prince

Additional Guest Present: Aveline Lewis, LRS

- 4. Minutes (March 17, 2016) – The minutes were reviewed by board members in attendance. The motion for approval of the March 17, 2016 board meeting minutes was made by Irby Hornsby and second by Gerard Melancon. The minutes were approved without opposition.**
- 5. Action Items – Robin Heath, Chairperson, advised the board members that WIOA requires our local board to develop policies for the recommendation of our WIOA program services. Staff introduced three (3) Youth Services Policies and one (1) Adult/Dislocated Worker Policy to the Board. These policies were deferred from the March 17, 2016 meeting. Main areas of concern from the previous meeting were supportive services guidelines for clothing and incentives for youth in WIOA approved activities. The Board made a request of staff to consider best practices from other**

LWDB's in-state and out-of-state. Two policies had very minor changes. The policy summaries were presented by Penny Collins, Interim WIOA Program Administrator and Dianna Muhammad, Youth Program Manager.

- (a) **Eligibility Criteria for Youth Needing Additional Assistance**-This policy was reviewed by board members in attendance. Changes included defining age criteria requirements, alternative school definition and eligibility criteria definitions along with additional provisions that must be met to receive WIOA funds. The motion for approval of the Eligibility Criteria for Youth Needing Additional Assistance was made by Scott Couper and second by Ann Segura. The policy was approved without opposition. Harlen Henegar abstained from voting.
- (b) **Adult/Dislocated Worker Supportive Services** - The Adult/Dislocated Worker Supportive Services Policy was reviewed by board members in attendance. Changes included mileage reimbursement in accordance with City-Parish mileage guidelines. The motion for approval of the Adult/Dislocated Worker Supportive Services Policy was made by Jennifer Aldridge and second by Kenneth Champaign. The policy was approved without opposition. Harlen Henegar abstained from voting.
- (c) **Youth Supportive Services** - The Youth Supportive Services Policy was reviewed by board members in attendance. Ms. Collins explained the changes which included defining payment reimbursement provisions to participants. Also, additional definitions explaining transportation & housing supportive services along with Ancillary Service requirement were added. The motion for approval of the Youth Supportive Services Policy was made by Heather Stefan and second by Scott Couper. The policy was approved without opposition. Harlen Henegar abstained from voting.
- (d) **Youth Incentives** - The Youth Incentives Policy was reviewed by board members in attendance. Changes included additional verbiage added to the original policy explaining incentives given for educational gains. The motion for approval of the Youth Incentives Policy was made by Gerard Melancon and second by Verna Dixon-Fletcher. The policy was approved without opposition. Harlen Henegar abstained from voting.

6. Presentation – Out-of-School Youth Request for Proposal (RFP) - (Penny Collins & Dianna Muhammad) Ms. Collins announced that the Baton Rouge Community College

(BRCC) proposal was selected to receive an offer of intent to award based on receiving the highest score by three independent evaluators.

- (a) **Presentation by BRCC – (Gerard Melancon) - A presentation was given by Mr. Melancon of the BRCC proposal for proposed services in response to the Youth RFP. A summary of the proposal outlined a program implemented through a partnership with the Jobs for America’s Graduates (JAG) program. The JAG program provides a comprehensive model of services that include, but are not limited to counseling, employability and technical skills development, and job placement services that will result in either a quality job leading to a career after graduation and/or enrollment in a postsecondary education and training program. Mr. Melancon s summary included an existing partnership with the Up Alliance/ Accelerated Career Education (ACE) program serving as the “feeder” for participants enrolled in the proposed BRCC program inclusive of JAG. However, Mr. Melancon stated that BRCC could implement the program without the existing partnership of Up Alliance/ACE.**
 - (b) **Action Item-Approval of the selected Out-of-School Youth Request for Proposal (BRCC) – No action was taken by the Board. The proposal was not selected to bring to the Metro-Council on April 27, 2016 by board members in attendance. The area of concern voiced by the Board involved the inclusion or lack of inclusion of partners on behalf of the BRCC proposal. In essence, did the proposal summary presented by Mr. Melancon include an omission of necessary partners? Also, was this the primary factor used by the evaluators in making their selection? Based on no action taken by the Board, the offer to negotiate a contract with BRCC will need to be rescinded and the RFP will be re-released in the upcoming weeks.**
7. **Other Business –Ms. Verna Dixon Fletcher, WIOA Board Member, announced that there would be federal funding available through Louisiana Rehabilitation Services (LRS) for *Transitioning Youth*. This program is for 16 – 21 year olds with a disability. Ms. Dixon-Fletcher stated any company interested in providing employment opportunities for youth in this program could be reimbursed up to \$8 an hour. Ms. Dixon-Fletcher asked interested companies to contact the LRS office @ (225) 295-8952 or email VDixon-Fletcher@lwc.la.gov.**
8. **Public Comment-None**
9. **Adjournment – The meeting was adjourned by Ms. Robin Heath at 4:04 p.m. A copy of these minutes can be found on the Employ BR website.**

The next board meeting will be scheduled at a later date. The Board Members will be notified by email with the date, time and location.



Carole S. Miller, Assistant



Cynthia H. Douglas, WDB Director