

LOCAL WORKFORCE DEVELOPMENT BOARD 21

EAST BATON ROUGE PARISH

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

Red Cross
 4655 Sherwood Commons, Blvd.
 Baton Rouge, La 70816
 Thursday, December 10, 2015
 Meeting 10:00 A.M.

AGENDA

1. Call to Order.....Director, Ms. Cynthia Douglas

	Private Sector Members	Dec 10	Jan 14	Mar 17	May 19	July 21	Sept 15	Nov 17
1	Ms. Hope Zettlemoyer	A						
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. James Gilmore	P						
8	Mr. Matt Campbell	P						
9	Mr. Kelly LeDuff	P						
10	Mr. Devin Zito	P						
11	Mr. Bryan Knost	P						
12	Ms. Jennifer Aldridge	A						
13	Mr. Blaine Grimes	P						
	Public Sector Members							
14	Mr. Ernest Stephens	A						
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	A						
22	Mr. Harlen Henegar	P						
23	Ms. Verna Dixon Fletcher	P						
24	Ms. Monica Brown	P						
25	Mr. Kenny Lynch	P						

2. Welcome (WIOA-Highlights and the Board)

3. Introduction of Board Members, Staff and Guests

4. Oath of Office (Martha Mansfield, LWC)

5. Action Items

- **Election of Workforce Development Board Chairperson**
- **Election of Workforce Development Board Vice-Chairperson**
- **Approval of the Minutes of June 25, 2015**
- **Approval of the WDB-21 By-Laws**
- **Approval of 2015-2016 Workforce Innovations Opportunity Act Allocation for LWDB 21**
- **Approval of 2016 Board Meeting Calendar**

6. Louisiana Workforce Symposium (Greg Declouet, LWC)

7. Public Comment

8. Adjournment

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DRAFT MINUTES

1. Call to Order.....Director, Ms. Cynthia Douglas
2. Welcome (WIOA-Highlights and the Board) – Cynthia Douglas briefed the board members about the WIOA legislation rules and regulations and gave a summary of the key highlights of WIOA and Local Board responsibilities.
3. Introduction of Board Members, Staff and Guests – Introductions were made by all in attendance. Cynthia Douglas introduced each new board member stating their board affiliation.

Workforce Development Board Staff present: Ms. Cynthia Douglas, Ms. Penny Collins, Ms. Delecia Cann, Ms. Carole Miller, Ms. Dana Campbell
Louisiana Workforce Commission Staff present: Mr. Greg Declouet and Ms. Marty Mansfield
4. Oath of Office (Marty Mansfield, LWC) – Ms. Cynthia Douglas invited Ms. Marty Mansfield, LWC, to give the Oath of Office to the board members. Ms. Mansfield asked the board members to raise their right hand and led them in reciting the Oath of Office, thus swearing them in. The Oath of Office documentations will be notarized and filed with the East Baton Rouge Parish Clerk of Court’s office.
5. Action Items:
 - Election of Workforce Development Board Chairperson – Robin Heath (private sector) was elected Board Chairperson without opposition. Ms. Cynthia Douglas, Board Director, called for nominations for the chair. Mr. Terry Bell nominated Ms. Robin Heath. Mr. Irby Hornsby second the nomination. Ms. Douglas turned the meeting over to Ms. Heath. Ms. Heath is the Exxonmobil Training Supervisor.
 - Election of Workforce Development Board Vice-Chairperson – Ms. Heath called for nominations for Vice-Chair. Mr. James Windom nominated Mr. Terry Bell. Mr. Bell

was elected vice-chairperson without opposition. Mr. Bell is the General Manager at Gerry Lane Enterprise, Inc.

- **Approval of the Minutes of June 25, 2015** – The minutes were reviewed by board members in attendance. The motion for approval of the June 25, 2015 was made by Terry Bell and second by Irby Hornsby. The minutes were approved without opposition.
 - **Approval of the WDB-21 Bylaws** – The motion for approval of the bylaws was made by Scott Couper and second by Matt Campbell. The bylaws were approved without opposition. These bylaws become effective upon approval of the Board. The bylaws are to be followed when conducting day-by-day business but shall not take precedence over Federal, State, Local laws or regulations.
 - **Approval of 2015-2016 Workforce Innovations Opportunity Act Allocation for LWDB21**- The motion for approval of the 2015-2016 Allocation was made by Irby Hornsby and second by Blaine Grimes. The 2015-2016 WIOA annual allocation for WDB-21 was approved.
 - **2016 Board Meeting Annual Calendar** – The 2016 Board Meeting Annual Calendar was reviewed and adopted by the Workforce Development Board members in attendance. The motion for approval of the 2016 Annual Calendar was made by Scott Couper and second by Terry Bell without opposition. The Board will have bi-monthly meetings, beginning January 14, 2016 from 10:00 a.m. – 12:00 p.m. – March 17, 2016; May 19, 2016; July 21, 2016; September 15, 2016 and November 17, 2016.
6. **Louisiana Workforce Symposium (Greg Declouet, LWC)** – Mr. Declouet presented information about the LWC Workforce Symposium to be held on December 15th and 16th, 2015 at the Crowne Plaza Hotel, 4728 Constitution Avenue, Baton Rouge, La. All board members were encouraged to attend the Louisiana Workforce Symposium. The symposium is a tremendous opportunity to bring together the education and training resources for the workforce and economic development professionals, business and industry partners needed to shape a workforce that is prepared for the growth of Louisiana's economy.
7. **Public Comment** – There was no public comment.
8. **Adjournment** – The meeting was adjourned by Ms. Robin Heath at 11:15 a.m. The next scheduled Board meeting will be Thursday, January 14, 2016 @ 10:00 a.m. – 12:00 p.m. at the Coca-Cola Bottling Company, 9696 Plank Road, Baton Rouge, La 70811.

Future board meeting locations, if changed from the originally designated site, will be forwarded to each board member by email prior to the next meeting.

A copy of these minutes can be found on the Employ BR website. (Website pending activation)

A handwritten signature in blue ink that reads "Carole S. Miller". The signature is written in a cursive style and is positioned above a solid horizontal line.

Carole S. Miller, Assistant

A handwritten signature in blue ink that reads "Cynthia H. Douglas". The signature is written in a cursive style and is positioned above a solid horizontal line.

Cynthia H. Douglas, Board Director