

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, January 14, 2016
 Meeting 10:00 A.M.

AGENDA

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

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

2. Welcome

3. Introduction of Board Members, Staff and Guests

4. Minutes (December 10, 2015)

- 5. Employ BR One Stop and Business Services Metrics**
- 6. Board Training Discussion (WIOA and Ethics)**
- 7. One-Stop Tour – 4523 Plank Road, Baton Rouge, La**
- 8. Region 2 Activity Discussion (LWDB's 20 & 21)**
- 9. Action Items**
 - **2016 Eligible Training Provider List (ETPL)**
 - **Individual Training Account Policy**
 - **On-the-Job Training Policy**
 - **Supportive Services Policy**
- 10. Employ BR Website and Video Update**
- 11. Public Comment**
- 12. Adjournment**

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DRAFT MINUTES

1. Call to Order.....Chairperson, Ms. Robin Heath
2. Welcome – Robin Heath, Chairperson, encouraged the board members to bring one business sector guest to each Board 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. Penny Collins, Ms. Delecia Cann, Ms. Carole Miller, Ms. Dana Campbell, Ms. Karen Kleinpeter, Ms. Lakisha Wessinger, Ms. Vanessa Pitts-Ponder

Guests Presents: Mia’s Medical Academy, LLC – Certified Nursing Assistant (CNA) Program – Cookie & Steven Prejean
Right Angle – Katie Falgout & Ashlyn Dupuis

4. Minutes (December 10, 2015) – The minutes were reviewed by board members in attendance. The motion for approval of the December 10, 2015 board meeting minutes was made by Blaine Grimes and second by Bryan Knost. The minutes were approved without opposition.

5. Employ BR One Stop and Business Services Metrics – Penny Collins and Delecia Cann presented the board with the Status Report for Employ BR One Stop Metrics from July 1, 2015 through January 13, 2016. This report included the traffic count and training count of both Baton Rouge Centers, 4523 Plank Road and 1991 Wooddale Boulevard. Ms. Collins stated the training providers showing the highest enrollments during this time period were Coastal Truck Driving School (Class A CDL), Southern University (Nursing), LCTCS – BRCC (Phlebotomy), Mia’s Medical (Certified Nursing Assistant) and Delta College (Licensed Practical Nurse). Also, Ms. Penny Collins presented the board members with the common performance measures for the WIOA program for the time period of July 1, 2015 – September 30, 2015.

6. Board Training Discussion (WIOA and Ethics) - Discussion of a WIOA training along with the Ethics training was introduced. No date was finalized for Board training. The Board agreed that Ethics training would be completed on an individual basis.

7. One-Stop Tour – 4523 Plank Road, Baton Rouge, La - Cynthia Douglas informed the board about the upcoming tour scheduled for February 18, 2016 at 2:30 p.m., of the Plank Road facility, 4523 Plank Road, Baton Rouge 70805. The purpose of the tour is for board members to become more familiar with the services provided in the local offices.

8. Region 2 Activity Discussion (LWDB's 20 & 21) - Cynthia Douglas reemphasized the importance of regionalism with the board members. The purpose for regionalism is to align workforce development resources to regional economies, ensuring coordinated and efficient services to job seekers and employers. The chairperson suggested that prior to beginning regional meetings, a breakfast or luncheon may be in order. Ms. Douglas stated there would be a breakfast/luncheon meeting scheduled in the upcoming months to allow the members of LWDB 20 & 21 to meet and engage in a discussion on next steps and meeting dates.

9. Action Items – Policies were presented by Penny Collins and Delicia Cann. Policies were changed to align with the Workforce Innovation and Opportunity Act (WIOA).

- 2016 Eligible Training Provider List (ETPL) – Ms. Penny Collins provided the list of approved and rejected programs for the Region 2 Board to review. Criteria for rejected programs include programs not in demand occupations, received less than 3 stars in the Star Rating System; or because of their past performance in the Star Rating System.

The motion for approval of the 2016 Eligible Training Provider List (ETPL) submitted January 14, 2016 for the board was made by Robin Heath and second by James Windom. Abstaining were Dr. Girard Melancon, Verna Dixon-Fletcher and Harlen Henegar.

- Individual Training Account (ITA) Policy - ITAs are scholarships for occupational skills training needed to obtain and retain employment. Changes in the policy verbiage include:
 - (1) Priority of service – non-residential customers – “Approved by Local Area Coordinator (LAC) or the Workforce Development Board Director (WDB)”.
 - (2) Amount of ITA – Tier System – “Removed breakdown of SVP codes” because length of training varies.

(3) Amount of ITA – Tier System – “Up to a maximum amount” because there was a need to remove training cost balances.

Fiscal Reporting and Administrative Requirements – Payments Terms included changes of “payment upon completion of a certain number of days” because payments needed more clarity that students were attending classes.

Ms. Cynthia Douglas stated that 20% is stipulated to be expended on training per LWDB 21’s local area contract with the Louisiana Workforce Commission.

The motion for approval of the 2016 Individual Training Account Policy was made by James Windom and second by Scott Couper. There was no opposition to the approval of this policy.

- **On-the-Job Training Policy (OJT) – The on-the-job training program is a component of the Workforce Innovation and Opportunity Act that allows qualified employers to receive a wage subsidy reimbursement for providing on-the-job skills training to eligible WIOA members. This program is intended to assist employers who have difficulty filling job openings through traditional means. The motion for approval of the 2016 On-the-Job Training Policy was made by Irby Hornsby and second by Verna Dixon-Fletcher. There was no opposition to approval of the policy.**
- **Supportive Services Policy – WIOA requires LWDBs to develop a policy regarding supportive services which are additional services offered for the purpose of completing training, or obtaining or retaining employment. This includes services such as transportation, childcare, dependent care, housing and needs-related payments in accordance to Federal, State & Local guidelines. The verbiage changes include:
 - (1) “core and intensive” changed to “career” services
 - (2) Eligibility – changed from 200% of poverty guidelines to 100% poverty guidelines.
 - (3) Childcare - To strengthen guidelines verbiage “per week” was added after each dollar amount regarding childcare supportive services.
 - (4) Needs-related payments were updated based on WIOA updates.**

The motion for approval of the 2016 Supportive Services Policy was made by Bryan Knost and second by Jennifer Aldridge. There was no opposition to the approval of this policy.

10. Employ BR Website and Video Update – Katie Falgout and Ashlyn Dupuis, representatives from Right Angle, provided an update on the upcoming Employ BR Website and Outreach Video. This website and video should be available by the end of January 2016.

11. Public Comment – Cookie Prejean and Steven Prejean from Mia’s Medical Academy, LLC who were previously on the eligible training provider list for the Certified Nursing Assistant (CNA) Program were present at the board meeting regarding their appeal of the exclusion of Mia’s Medical Academy from the Louisiana Eligible Training Provider List for 2016.

12. Adjournment – The meeting was adjourned by Ms. Robin Heath at 12:20 p.m.

The next scheduled Board meeting will be Thursday, March 17, 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)



Carole S. Miller, Assistant



Cynthia H. Douglas, Board Director