

Local Workforce Development Board Area 21

EAST BATON ROUGE PARISH

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

Coca-Cola Bottling Company
9696 Plank Road
Baton Rouge, La 70811
Thursday, November 17, 2016 @ 10:30 A.M.

AGENDA

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

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

* R - Resigned

2. Welcome

3. Introduction of Board Members, Staff and Guests

4. Minutes (September 7, 2016)

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5. Action Items:

a. Policies: WIOA Adult and Dislocated Worker Follow-up Services

b. 2017 Meeting Calendar

c. One-Stop Operator Procurement

6. Public Comment

7. Next Meeting Dates: 10:30 A.M., January 26, 2017 - Venue: TBD

8. Adjournment

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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. Elaine Clark, Ms. Karen Kleinpeter, Ms. Lakisha Wessinger

Special Guests Present: Dawn Hall, EBR Adult Ed/Director , Mr. Greg DeClouet.
Louisiana Workforce Commission (Retired)

4. Local Workforce Development Board Minutes of September 7, 2016 were reviewed by board members in attendance. The motion for approval of the September 7, 2016 board meeting minutes was made by Irby Hornsby and second by Gerard Melancon. Jennifer Aldridge sustained from voting due to her absence from the board meeting on September 7, 2016. The minutes were approved without opposition.
5. Action Items – Robin Heath, Chairperson, advised the Board members of three action items (1) *Policy: WIOA Adult and Dislocated Worker Follow-up Services*; (2) *2017 WDB Meeting Calendar*; and (3) *One-Stop Operator Procurement*.
 - (a) The Policy for the WIOA Adult and Dislocated Worker Follow-up Services was presented to the Workforce Development Board members for their review. This policy is recommended in response to the PY 2015 on-site programmatic review, conducted April 2016. LWDA21 must update policies to include guidance on documenting follow-up services for Adult and Dislocated Workers.

Follow-up services may include, but are not limited to: (1) Additional career planning and counseling; (2) Contact with the participant's employer, including assistance with work-related problems that may arise; (3) Information about additional educational opportunities; (4) Referral to supportive services through WIOA and community resource partners; and (5) Other services as deemed appropriate.

Monica Brown asked how the participants are tracked?

Cynthia Douglas stated, "All participants are tracked through HIRE from first contact to last contact."

The motion for approval for the WIOA Adult and Dislocated Worker Follow-up Services Policy was made by Scott Couper and second by Terry Bell. The WIOA Adult and Dislocated Worker Follow-up Services Policy was approved without opposition.

- (b) The 2017 Annual Calendar for Local Workforce Development Area 21 meetings including the Local Workforce Development Board and Committees was presented to the Workforce Development Board members. The venue for each meeting will be forwarded to members at a later date.

Calendar Summary:

Executive Committee/Full Board - Meetings will commence January 26, 2017.

Executive Committee - 9:00 a.m. – 10:30 a.m.

Full Board - 10:30 a.m. – 12:30 p.m.

(Meetings will be on a bi-monthly schedule)

Youth and Young Adults Committee and One Stop Committee - Meetings will commence February 23, 2017.

Youth and Young Adults Committee - 9:00 a.m. – 10:30 a.m.

One Stop Committee - 1:30 p.m. – 3:00 p.m.

(Meetings will be on a bi-monthly schedule)

The motion to approve the 2017 Annual Calendar for the Local Workforce Development Board and committees was made by Debbie O'Connor and second by Scott Couper. The 2017 Annual Calendars for Local Workforce Development Board 21 meeting and committees were approved without opposition.

At the request of Chairperson Heath, Cynthia Douglas explained the Procurement of the One-Stop Operator process to Local Workforce Development Board 21 members. WIOA states the role of the one-stop operator is to coordinate service providers across the one-stop delivery system which includes the one-stop center and affiliated sites. The Procurement of the One-Stop Operator is mandated by WIOA legislation and must be completed by July 1 2017.

Local WDBs must select the One-Stop Operator through a competitive process at least once every 4 years, but they must have the agreement of the Chief Local Elected Official (CLEO), References 20 CFR 678, subpart D, 34 CFR 361.600 - 361.635, 4 CFR 463.600 - 463.635. Cynthia Douglas stated that the City of Baton Rouge Parish Attorney recommended there must be internal controls to prevent conflict of interest throughout this entire process. The One Stop Operator must be in place and working by July 1, 2017 with continuous evaluation making sure that the system is working effectively and efficiency. The City of Baton Rouge Parish Attorney has suggested that the contract for the One-Stop Operator could be for two (2) years with an option to renew for an additional year based on the evaluation of the One-Stop Operator. The Operator Services could range from \$50,000 - \$150,000 annually which would be primarily used for salaries and operating expenses.

The One-Stop Operator will operate the One-Stop System to: (1) Promote efficiency and effectiveness; (2) Assure regular consideration of operator performance and costs; and (3) Assure continuous improvement for evaluation of operator performance.

The One-Stop Operator could be (1) A single eligible entity; (2) A consortium of entities; (3) A single one-Stop partner; or (4) Nontraditional public secondary schools such as night schools, adult schools, or area career and technical education schools. However, One-Stop operators cannot be Elementary Schools or Secondary schools.

Gerard Melancon questioned the performance of Rescare, the New Orleans WIOA One-Stop Operator. He wanted to know if they had received a positive performance outcome.

Kenny Lynch commented that he was aware with issues with Rescare and their service to Veterans. This had to be negotiated in several meetings with Rescare and the New Orleans WIOA.

Cynthia Douglas submitted a RFP "draft" timeline was submitted to the board members for review:

- (a) Nov 17, 2016 – WDB meeting
- (b) Jan. 2017 - RFP Public Notice
- (c) Feb.-March –Deadline for RFP Proposals
- (d) March-April – Evaluation Committee evaluates proposals
- (e) April-June – WDB meets to vote on recommendation
 - City-Parish Metro Council Approves Contract
 - Mayor signs Contract
- (f) July 1, 2017 - One Stop Operator in place and operating

Robin Heath stated that the One-Stop Operator should be in place by July 1, 2017. The timeline is our working goal. Ms. Heath suggested a One-Stop Committee meeting around the middle of December is needed to help move the process along. A One-Stop Committee could revise, discuss and vote on the final RFP copy before mailed out.

Gerard Melancon asked if there would be time to have a national search for entities who could be candidates for the Procurement of the One-Stop Operator.

Debbie O'Connor questioned the proposed timeline for the One-Stop Operator procurement. She was concerned the timeline was too aggressive. However, she agreed the RFP should be prepared and the process continue.

At the recommendation of the City-Parish Purchasing Department, an evaluation committee will consist of no less than three (3) but no more than five (5) independent members that will be selected and provided instructions for the evaluation process. They will conduct an independent evaluation of each proposal based on the criteria defined in the RFP's scoring matrix.

Motion to approve a RFP that states, "the Role of the One-Stop Operator is to coordinate service providers across the One-Stop delivery system which includes the One-Stop Center and affiliated sites" was made by Jennifer Aldridge and second by Scott Couper. The motion was approved without opposition.

6. Public Comment – Cynthia Douglas made two announcements regarding center services:

(1) The Goodwill Industries, Inc. contract for Out-of-School Youth Services has begun. They have met with Employ BR Youth Staff for internal processes and have begun recruitment.

(2) The East Baton Rouge Parish Police Department training classes have begun. Twenty-three (23) of the individuals that are in the training program originated from the East Baton Rouge Parish One-Stop. The staff identified potential qualified individuals through a screening process.

(3) Cynthia Douglas announced Matt Campbell, ABC, has resigned from the Board. A replacement is needed to fill this vacancy as soon as possible. Mr. Campbell represents Associated Builders and Contractors (ABC) on the Board.

(4) Cynthia Douglas announced the retirement of Dianna Muhammad, Youth Director, to relocate to Chicago, Illinois. Also, Delicia Cann, EmployBR Site Manager, accepted a promotion in the City-Parish Human Resources Department.

7. 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., January 26, 2016. The venue is to be determined. The board members will be notified by email of the meeting venue and will be forwarded the full agenda prior to the meeting.



Carole S. Miller, Administrative Assistant



Cynthia H. Douglas, Chief Administrative Director