

WORKFORCE DEVELOPMENT BOARD 21 SPECIAL MEETING

EAST BATON ROUGE PARISH

Location:

Baton Rouge Community College (Acadian Campus) Student Activity Center
3250 N. Acadian E., Baton Rouge, LA 70805

Thursday, July 1, 2021 @ 10:30 a.m.

1. Welcome – Brett Simon, Aptim, WDB21 Vice-Chair

<i>Local Workforce Development 21 Members</i>	<i>Company</i>	<i>July 1, 2021</i>
1 Mrs. Elizabeth Beckham	Turner Industries	P
2. Mr. Steven Bomar	Performance Contractors, INC	A
3. Mrs. Winifred Brooks	Dept. of Children Family Services	A
4. Mr. Kenneth Champagne	US Agencies	A
5. Mrs. Maydel Chatelain-Schexnayder	Louisiana Rehabilitation Services	P
6. Ms. Ashton Lane – Duhon	Gerry Lane Services	A
7. Mr. Andrew Fitzgerald	Baton Rouge Area Chamber	P
8. Mr. Blaine Grimes	Campus Federal Credit Union	P
19. Dr. Dawn Hall Fleming	East Baton Rouge Parish School System	A
10. Mr. Kelly LeDuff (Board Chair)	Open Eyes	A
11. Mr. Kenny Lynch	Louisiana Workforce Commission (Wagner Peyser)	P
12. Mr. Joshua Perck	The Brock Group	A
13. Mr. Louis Reine/ Proxy Attended	Louisiana AFL – CIO	P
14. Mrs. Anne Segura	Baton Rouge General Hospital	P
15. Mr. Brett Simon (Vice-Chair)	Aptim	P
16. Dr. Willie Smith / Proxy Attended Dr. Girard Melancon	Baton Rouge Community College (BRCC)	P
17. Mr. Shanan Waters (Youth Committee Chair)	Laborers Local 99	P
18. Mr. Jonathan Waddell	Plumbers and Steamfitters Local 198	P
19. Mr. Devin Zito	General Informatics	P

2. Introduction of Board Members, Staff and Guests – A quorum was met

Staff Present: Mr. John Williams, Dr. Pamela Ravare- Jones, Vernadine Mabry, Juanita Coverson, Girlie Anderson and Tierra Small

Guest Present: Philip Gore, WIOA Chief Administrator (LWDB 21), Taylor Watts, Industry Sector Coordinator, Louisiana Workforce Commission

3. Message from Mayor Broome

Mayor Broome started with hello everyone and that she wanted to welcome everyone to our WIOA Board Meeting. She stated that she apologizes for not being able to join you, but that she knows that you will use this time to discuss how to further our work to determine how we can continue to address the need of the residents in East Baton Rouge Parish. She stated that she wanted to begin by thanking everyone for their continued dedication throughout this Pandemic. She stated that this season has presented many challenges to our community and she is grateful for the resilience that you all have shown throughout this time. She stated that as you know this Pandemic has affected every facet of our daily lives, especially in terms of our economy and workforce development. She stated that this has only been amplified by a series of natural disasters that have taken place throughout this period. She stated that our residents look to us as leaders and mentors in every function of our community's recovery. Mayor Broome stated that this is why it is especially important for all of us to come together and work diligently to strengthen our re-employment and training services for all of our residents. She stated that our WIOA Team has the potential to make a significant difference for our youth, adults, and dislocated workers who are entering the workforce as we continue to navigate our economic recovery. She stated that she truly believes that we are stronger together and we are capable of achieving anything we set our minds to. Mayor Broome stated that is why she is asking all of you to join her as we roll up our sleeves and get to work. She stated that your dedication has power to lead our economic recovery and guide countless residents to prosperity. She stated that with that being said, in addition to the work, that she is asking all of you to connect with her team to provide leads and connections within our business community. She stated that this will only help us grow a pool of opportunities for our residents. Lastly, she stated that once again that she would like to thank all of you for your dedication, time and effort. Mayor Broome stated that you are all key players in creating a better future for Baton Rouge and that she hopes you all have a productive meeting.

4. Action Items:

- a. Review and Approval of Previous LWDB 21 Meeting Minutes (March 11, 2021)**
Mr. Brett Simon stated that Tierra had previously emailed out the minutes and the agenda and asked if anyone had any questions or comments.

A motion to approve the Previous LWDB 21 Meeting Minutes (March 11, 2021) was made by Shanan Waters and second by Andrew Fitzgerald. All were in favor. There were none opposed or abstained

b. Review and Approval of One-Stop Operator, Eckerd Connects Contract Optional Renewal Two: July 1, 2021 – June 30, 2022.

Mr. Simon asked if Mr. Zeigler from Eckerd connects would be speaking on this matter. Dr. Jones replied and stated that she would like everyone to vote on this matter after the report presented by Eckerd Connects, Mr. Jonathan Zeigler. At the conclusion of Mrs. Mabry's report, Mr. Simon circled back to this action item. Mr. Simon asked what changes and renewal costs and clauses would change from the current contract? Mr. Zeigler stated nothing would change just the approval to move forward for another year. Mr. Simon asked if there would be a financial or quality of service change. Mr. Zeigler stated that there would be no financial change and asked Mr. Simon to be more specific to what he meant by quality of service. Mr. Simon stated that the action would be to review the contract and that he did not have a copy of the contract. Mr. John Williams presented Mr. Simon with the existing contract. Mr. Fitzgerald then stated that they had already reviewed a number of applicants for the One-Stop through the RFP process done a couple of years ago. He stated that when they selected Eckerd they drafted the contract to the term of one year with the option to renew. Mr. Simon stated that before he would bring this action to a vote, he would want to read the entire clause for specific details for what has changed. Mr. Lynch stated that the entire renewal clause keeps the contract from going through the entire RFP process again so instead they would just renew the contract for a set amount of years. Mr. Simon apologized for having to take a moment to review the contract and renewal clause, to make sure that they have a full understanding before they commit to something they are not sure of. Dr. Jones told Mr. Simon that Mr. John Williams, who is the ACAO in the Mayor's Office who is serving is also an attorney and was previously as Attorney for LWC (WIOA). She stated that he has revised the contract and that it is important that we make a recommendation that then goes to Mayor Broome and then Mayor Broome is the final person to say yes or no. Mr. Simon thanked Dr. Jones for the clarification. Mr. Williams stated that to make sure that everyone is familiar with the Bylaws and to make sure that you all are not caught up in a catch 22 where a decision needs to be made. He advised the Board to be aware of the terms of the contract and to keep it on your radar. Mr. Simon then thanked Mr. Williams for the clarification and stated that he felt comfortable moving this item to a vote. Mr. Fitzgerald asked what was the term for renewal. Mr. Simon stated with the option to renew for an additional year and stated that next year there would be another option for renewal.

A motion to approve the One-Stop Operator, Eckerd Connects Contract Optional Renewal Two: July 1, 2021 – June 30, 2022 was made. All were in favor. There were none opposed or abstained.

c. Review and Approval of Amended Proposed New Meeting Dates (September 9, 2021 & December 9, 2021)

Dr. Jones stated that she would like to propose new meeting dates due to Mr. LeDuff's absence and to make sure that we remain in compliance by moving forward with our next two meetings. Mr. Simon stated that he did not have any issues with the new dates proposed and that he was opening up this item for discussion.

A motion to approve the Amended Proposed New Meeting Dates (September 9, 2021 & December 9, 2021) was made by Brett Simon. All were in favor. There were none opposed or abstained.

5. One-Stop Operator Report – Jonathan Zeigler, VP Operations | Eckerd Connects & Juanita Coverson, One-Stop Manager

Mr. Jonathan Zeigler started with good morning and introduced himself as the VP of Operations for Eckerd Connects. He stated that he appreciates the opportunity to be here today. He stated that Eckerd Connects is something that you may be familiar with what used to be Eckerd's Drugstore. Mr. Zeigler stated that Eckerd was founded by Jack and Ruth Eckerd, who ran Eckerd Drugstore and ran pop-ups from that business and started a non-profit. He stated that in 1968, they started a non-profit with the intent of starting an outdoor wilderness camp that was therapeutic. He stated that from there, they had boys' and girls' programs started. Mr. Zeigler stated that they have two divisions operational.

He stated that they have the child welfare managing entity that started in 2008. He stated that about 200 subcontractors helped with that effort. He stated that on his side of the house he specializes in workforce development in multiple states. He stated that they have about 2,000 full-time employees and serve about 40,000 clients per year with an annual budget of about \$354 million. He stated that they have different market segments which include workforce development, job corps, wraparound services, juvenile justice, child welfare and community-based intervention. He stated that that in 2015, the company he previously worked for merged with Eckerd and that is how he started working for the organization. He stated that Eckerd Connects operated more than 140 programs in twenty states and that workforce services comprise \$40 million of the annual budget, with 100 programs serving 17,000 job seekers annually. Mr. Zeigler stated that Eckerd manages One-Stop operations in five workforce regions within South Carolina, Maryland, Colorado, Kansas, Louisiana (East Baton Rouge and



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Shreveport), California and North Carolina. He stated that they serve over 250,000 job seekers annually through their combined One-Stop Operations. He stated that Eckerd operates 40 adult and dislocated worker programs, serving more than 7,500 WIOA customers annually. He stated that Eckerd operates 46 WIOA youth programs nationally. He stated that Eckerd operates integrated service delivery projects which offer the full continuum of America's Job Center services including serving as the One-Stop Operator as well as providing the adult, dislocated worker, and business services in five workforce regions. He stated that Job Corps completed merger with Odle Management in March 2020. Mr. Zeigler stated that they have the performance wheel which represents administrative support for Eckerd programs and the five spokes of quality, staff, finance, external relations and Growth & Transformation. He stated that they directly assist local operations, with the "HUB" being the participants, families, and communities served. He stated that Eckerd's staff spoke is essential in the advertising, recruitment, and hiring of program staff members, working closely with local leadership to identify a hiring strategy. The finance spoke safeguards funds and assets, ensures the integrity of financial reporting, and provides timely financial data through a highly effective electronic financial management system. The external relations spoke is responsible for administration and planning, including local operations, regional administration of contracted services, and strategic development of Eckerd's national service. The growth and transformation spoke is responsible for administration and planning, including local operations, regional administration of contracted services and strategic development. He stated that the quality spoke ensures the organizational adherence to funder requirements and outcome measures through a system of internal controls and monitoring protocols that are customized based. He stated that Eckerd is data driven and relies on real-time assessment of performance through an established reporting system. He stated that again he appreciates the opportunity and handed over the presentation over to Ms. Coverson.

Mrs. Juanita Coverson started with good morning and introduced herself as the One-Stop Operator for EmployBR. She stated that she was briefly start her report with some of the accomplishments of the year-end review. She stated that they have had the opportunity to complete many of our federal, state and local mandated documents. The first being the nondiscrimination plan. She stated that our Nondiscrimination Plan of course shows what is and not acceptable in the workplace. She stated that we had to discuss our EO Coordinator, Universal Access, ADA Requirements, any of our job training plans, contracts, policies, procedures, the Vocational Rehabilitation Act, complaint processes, corrective actions and sanctions. She stated that those are some of the things that they covered in the Nondiscrimination Plan. She stated that of course our Memorandum of Understanding in between our Board and our One-Stop Partners. She stated that those are concerning the operations of the actual One-Stop Center and what they do as far as the functions and



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Operations of our center. Ms. Coverson stated that we also have had the opportunity to complete our Local and Regional Plan. She stated that we of course are Region 2 in the state of Louisiana and with that particular plan EmployBR and Geaux Jobs, which is Local Workforce Development Area 20. She stated that LWDA 20 encompasses Denham Springs and surrounding areas. She stated that they really talk about what they do as far as our Local Regional Plan any of our Regional and Local components. She stated that they also discuss what is required the US Department of Labor and Education and local compliance. She stated they also have the Standard Operating Procedure that is specific to EmployBR and that particular SOP provides direction and guidance to our staff, visitors, partners and guests. This is to ensure that they all know what is required and expected when working in the American Job Center. Ms. Coverson stated that could mean anything related to an active shooter, natural disasters, such as earthquakes, or anything that provides safety in operations of the center specific to EmployBR both at the satellite site (Woodale Office) as well as the comprehensive center at EmployBR on Plank Rd. Ms. Coverson stated that they also had the opportunity to work as far as the Disaster Dislocated Worker Grant. She stated that this grant provides employment and training services to those who have lost their job due to Covid-19. Ms. Coverson stated that Mrs. Mabry would go into more detail about it later. Lastly, Ms. Coverson stated that they had been working with Ochsner in regards to the Customized Training. She stated that the program helps participants who are coming from New Orleans to Baton Rouge and making sure that we have an actual training set up with BRCC. She stated that this program offers an eight-week training course and the employment opportunity for them is \$12.00 per hour as a Patient Care Technician. She stated that during Covid-19 they never closed and that they proceeded to provide services. She stated that they restructured the way that they have provided their services and learned what they could do virtually. She stated that the clients were patient and accepting of the new process. She stated that throughout that time they were able to assist 3,306 participants while they were closed. She stated that of course we know going into the new fiscal year we will exceed those numbers. Ms. Coverson stated that

Business Services was more of a department that had more state merit employees. She stated this is the first year that it has been a part of the City of Baton Rouge. She stated that the Business Services Team has been working at about 20 contacts per month. They had been working on getting some On-the- Job Training (OJT) contracts. She stated that some of our present, past and pending OJT contracts include Compliance Envirosystems, Brightside, Everso, BrandSafway, Ruth Sisters Transitional Housing and a few more. She stated that they are working to increase the number of OJT contracts. She stated that they have been considered as one of the best practices in the state of Louisiana with the Drive-thru Job Fairs. She stated that they have had over 350 or more participants at those job fairs, which average at about \$10.50 per hour for the hiring rate for all of those positions. She stated that they have had 38 verified employment placement and they are working with the employers in the way that they report their new hires to us. Ms. Coverson stated that they pride themselves in administering staff training in coordination with EmployBR. She stated that Eckerd provides staff training as well



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as technical assistance by LWC and trainings provided by DHDS. Ms. Coverson stated that Quarter 1 pertained to building Business Services, Quarter 2 provided Warn Notice training for the Business Services Team. She stated that as a company closes or have mass lay-offs, the Business Services Team has been able to provide some of the training opportunities, create job fairs, without interruption for employment. She stated that in Quarter 3 they were providing more services and understanding TEGs and TENs as well as effective communication. She stated that in Quarter 4, they began going into more customer service skills and making sure the staff knows about the Work Opportunity Tax Credit and the co-enrollment of the Trade Adjustment Act in Dislocated Worker. She stated that soon they will be back open for in-person services and that they will notify the Board when that will happen. She stated that they are excited and ready to reopen. She stated that at this time she will entertain any comments and or questions. Dr. Jones asked Ms. Coverson to clarify the 3,306 number of participants. Ms. Coverson stated that the number does not just reflect the number of participants. She stated that the number could reflect the number of individuals that come in just wanting to receive general information, pick up applications or to pick up flyers. She stated that they try to track every single person that has come in. She stated that the number could reflect the individuals who are needing services from the partners. She also stated that at their building they have the Office of Social Services, Ryan-White Program, and several other programs that they partner with as well. She stated that if there is something that they can do at EmployBR for some of those clients they assist them and that it is a broad spectrum of not only participants but customers that are seeking services that they could possibly have the opportunity to have as well. Ms. Beckham stated that she wanted to follow up on that 3,306. She asked if the amount would not be an accurate reflection. Ms. Coverson stated that originally, they had challenges tracking because it was something that was new for them, so they were not able to track all of their initial numbers for the clients that were receiving services. Ms. Coverson stated that the original numbers they did miss and they were able to create better processes to retrack and receive those numbers.

Ms. Beckham asked if EmployBR will still continue to diversify how their reaching out? Ms. Coverson stated they are letting the public know that if they would like to come in-person that they have the opportunity and that they would offer virtual resources to them as well. Ms. Coverson stated that even if we have some employers that are not wanting to do face to face job fairs and recruitment events, they have a new software called BRAZEN for recruiting. This would be for employers who would feel more comfortable providing recruiting online. Mr. Fitzgerald asked what would be a good thing to benchmark in 2022 for a non Covid-19 year. Ms. Coverson stated that in the past years with traffic count we have been closer to about 5,500 participants. Ms. Coverson stated that when she says past years she was referring to when she was the Assistant Operator under Urban League. Dr. Jones stated that she had a question for Mr. Zeigler and that she knows that they are getting ready to do a lot of training. Dr. Jones asked Mr. Zeigler in his opinion how and what would he recommend for our area

compared to other states. Mr. Zeigler stated that he would recommend that staff stick to a constricted training plan and that everyone knows in totality what services are provided. Dr. Jones said thank you and the report was concluded.

6. Program Report – Vernadine Mabry, DHDS Director

Mrs. Mabry stated that she would start by just giving an update on what is happening on the program side. Mrs. Mabry stated that the most significant thing that they have done so far is fully execute the CaseWorthy System. She stated that CaseWorthy is our internal system for interpreting data where they can track all the services they are providing to their participants. She stated that this would be a game changer for us because in years past they would have to wait for the state to tell them how they are performing and now they can manage the system internally themselves. She stated that she can not wait six months down the road for performance to be indicated. She stated that the system in real-time will tell you exactly where we are so that they can focus on the areas they need to focus on. She stated that as of now they have received a total of 1,065 applications since January. 400 of these are employed. She stated that under the National Disaster Dislocated Worker Grant they have only been able to put 10 individuals to work. She stated that this is due to people not ready to go back to work just yet. She stated that with the Summer Youth program they would normally have 250 plus participants, she stated that this year they had 97 participants. She stated that there are some discrepancies and that as soon as unemployment goes away and as the community starts opening up jobs they will start coming in for services. She again then stated that she believed that CaseWorthy would be a game changer not just for EmployBR but for the department as a whole because they will be able to identify the services that may not be accessible through EmployBR or may be available through another department within DHDS. She stated that internally they would be able to connect and see the same customers that come through each one of those doors without having to physically go to each one of those doors. Mrs. Mabry stated that the goal of CaseWorthy is to build a network of different service providers externally and share this information throughout the community. She stated that she is excited about this system and the impact that it could have on the community because we have to get to the point where we are communicating with each other and not in siloes. She stated that we have to focus on outcomes and that it is not good enough that we just put someone in training. She stated that we have to stay engaged and see the interaction between the case managers and the participants to find out exactly what we are doing and what we could do differently to improve. Mrs. Mabry asked if there were any questions. Ms. Beckham asked who was spearheading the rollout production and use of CaseWorthy. Mrs. Mabry stated that she would be. She stated that she has two partners that are ready to come onboard and that she was being strategic about the program. She stated that she has to come up with the data sharing agreement and the confidentiality agreement and all that. She stated that she was being very cautious and that she has to make sure internally they have mastered the utilization of the system. Mr. Simon asked what would be the wait time for the referrals. Mrs. Mabry stated that they would happen in real-time. Mr. Simon stated that he



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could see the passion that she had for this program and assured her to remain working in caution. He stated that in his industry work is picking up and he recommends that they do a stress test on the system because he thinks once the benefits are done, everything is going to be nonstop. Mrs. Mabry stated that what they have been talking about in the office is that they have to be more strategic in terms of their case management. She stated that all of our participants just do not need training and that some of them just need to go back to work. She stated that she was going to rely on business services to connect the customers to employers to help put them back to work. Mr. Simon stated that he agrees with OJT and that this will be an important ally. He stated that if they have an individual that they believe has the skillset to work in their organization to give them a call because OJT is not just the end all be all for his organization. Mrs. Mabry stated that this was a good thing because everyone that walks through the door will not be eligible for WIOA/EmployBR services. She stated that they need to be able to find ways to accommodate them as well. Mr. Fitzgerald stated that upcoming this September he was working with a company to introduce one of the most comprehensive job board probably in the country. He stated it was a software developer company for job sites with fortune 500 companies. He stated that essentially how it works is that it connects the individual's resume to match skills with the actual job postings. Mr. Lynch asked if you refer the individual to another agency, will you receive feedback from that agency. Mrs. Mabry stated yes and that was the good thing about CaseWorthy is that it allows the systems to communicate between agencies. Mrs. Mabry stated that you will be able to see everything that an individual has done between agencies through case notes that are put in from all the departments the individual has received services through. Mrs. Mabry then concluded her report.

7. Vice Chairman's Report – Brett Simon, WDB 21 - Vice Chair

Mr. Simon stated that he wanted to take the time to thank everyone. He stated that he appreciates everyone.

8. Public Comments

There were no public comments.

9. Closing Remarks

Dr. Jones stated that at the start of the meeting she started talking about our new additions to the team. She stated to her right and to her left she is very excited to have Mr. John Williams here as the fellow ACAO. She stated that John has come in and been a trooper in terms of attending meetings and meeting with staff from the WIOA Administrative side and been able to connect with the One-Stop Operator and Jonathan. She stated that he has taken the time to look at the budget and they have spent a lot of time going in and making efforts as how they can make improvements. She stated that they have had meetings with Kelly LeDuff (Board Chair) and Mrs. Mabry and her team. She stated that she feels that this team that is coming in will be able to help update and bring

this organization to a new level. She stated that she believes that they have been very strategic with how they plan to move forward. She stated that one of the specific things that Mayor Broome has requested is greater board engagement. She stated that board subcommittees that Mr. LeDuff was planning to talk about is what she sees as being a huge push for accelerating the work that they do. She stated that Mr. Gore would be starting on Monday, July 5th. She stated that Mr. Williams and herself would like to engage and meet with the board for more engagement. Mr. Gore stated that he is just jumping in and that agrees with Dr. Jones with the idea of realizing our goals and what we can do to improve. He stated that he is looking forward to it and is excited to be here. Mr. Gore stated that he was originally from French Settlement, LA; a small town outside of Baton Rouge. He stated that he has a degree in Business Administration and that he previously worked for Aramark in higher education and healthcare for a little over 20 years. He recently moved back to Louisiana and that for the past 17 years he has lived in Alabama. Lastly, he stated that it was good to be back home. Mr. Williams stated he previously worked for LWC for about 7 or 8 years. He stated that prior to working for LWC, he was from Ferriday, LA. He stated that he graduated from Southern University back in 1995. He met his wife and have been married and have two children. He attended Southern University Law School, he opened a private practice around the time of Hurricane Katrina. He applied for a position with FEMA and helped specifically with individuals that were impacted by Hurricane Katrina. He stated that when he worked at LWC that's when things got interesting because that is when he learned more about WIOA and the multiple streams of funding and programs. He stated that he is excited about this role and that he is glad to be here. Dr. Jones lastly stated she was very excited and congratulated Mr. Williams and Mr. Gore. She also thanked Ms. Juanita and Ms. Small for the work they have done. Mr. Grimes echoed Dr. Jones sentiments and acknowledged the staff.

10. Adjournment

The meeting was adjourned at 11:45 a.m.

Next Meeting Date: Thursday, October 21, 2021; EBRPL (Main Library) Goodwood Library (Large Meeting Room) 7711 Goodwood Blvd., Baton Rouge, LA 70806; 10:30 A.M

WORKFORCE DEVELOPMENT BOARD 21 SPECIAL MEETING

EAST BATON ROUGE PARISH

Location:

EBRPL (Main Library) (Large Meeting Room)
7711 Goodwood Blvd., Baton Rouge, LA 70806

Thursday, October 21, 2021 @ 10:30 a.m.

1. Welcome – Brett Simon, Aptim, WDB21 Vice-Chair

<i>Local Workforce Development 21 Members</i>	<i>Company</i>	<i>October 21, 2021</i>
1 Mrs. Elizabeth Beckham	Turner Industries	P
2. Mr. Steven Bomar	Performance Contractors, INC	A
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6. Ms. Ashton Lane – Duhon	Gerry Lane Services	P
7. Mr. Andrew Fitzgerald	Baton Rouge Area Chamber	P
8. Mr. Blaine Grimes	Financial	P
9. Dr. Dawn Hall Fleming	East Baton Rouge Parish School System	P
10. Mr. Kelly LeDuff (Board Chair)	Open Eyes	A
11. Mr. Kenny Lynch	Louisiana Workforce Commission (Wagner Peyser)	A
12. Mr. Joshua Perck	The Brock Group	A
13. Mr. Louis Reine	Louisiana AFL – CIO	A
14. Mrs. Anne Segura/Proxy Attended Judi Lefebvre	Baton Rouge General Hospital	P
15. Mr. Brett Simon (Vice-Chair)	Aptim	P
16. Dr. Willie Smith / Proxy Attended Dr. Girard Melancon	Baton Rouge Community College (BRCC)	P
17. Mr. Shanan Waters (Youth Committee Chair)	Laborers Local 99	A
18. Mr. Jonathan Waddell	Plumbers and Steamfitters Local 198	A
19. Mr. Devin Zito	Assurance	P

2. Introduction of Board Members, Staff and Guests – A quorum was met

Staff Present: Mr. John Williams, Mr. Philip Gore, Vernadine Mabry, Dr. Erica Thomas, Juanita Coverson and Tierra Small

Guests Present: There were no guests present

3. Action Items:

a. Review and Approval of Previous LWDB 21 Meeting Minutes (July 1, 2021)

Mr. Brett Simon stated that Tierra had previously emailed out the minutes and the agenda and asked if anyone had any questions or comments.

A motion to approve the Previous LWDB 21 Meeting Minutes (July 1, 2021) was made by Elizabeth Beckham and second by Andrew Fitzgerald. All were in favor. There were none opposed or abstained

b. Review and Approval of the Amended Local/Regional Plan

Mr. Simon and Mrs. Beckham stated that it was a lot of information to cover in a short period of time and that in the future they would like to see the information go out 1-2 weeks in advance and to highlight changes that were not in the previous document.

A motion to approve the Amended Local/Regional Plan was made by Kenneth Champagne and second by Elizabeth Beckham. All were in favor. There were none opposed or abstained.

c. Review and Approval of Proposed 2022 LWDB21 Meeting Dates (Option 1)

Mr. Simon stated that he did not have any issues with the new dates proposed and that he was opening up this item for discussion.

A motion to approve the Proposed 2022 LWDB21 Meeting Dates (Option 1) was made by Brett Simon. All were in favor. There were none opposed or abstained.

4. Discussion Topics (Brief Summaries of Discussion)

(a) National Disaster Dislocated Worker Grant

Mr. Gore stated that we currently have a federal National Dislocated Worker Grant. He stated that this grant is for individuals who have been affected by Covid-19 or long-term unemployed. He stated that this grant will expire in March of 2022, and we are trying to get the word out regarding this opportunity for participants to utilize these funds. Mr. Gore stated that currently there are 14 participants enrolled in this grant. He stated that we have made flyers to distribute and help promote the grant, and we are asking board members to help us get the word out and let people and businesses know about this opportunity. He stated that we would email this flyer out to everyone and ask that you post it at your workplace, and also send this to your colleagues. Mr. Gore stated that this next flyer is for a Job Fair that we are having on October 26th & 27th for the National Dislocated Worker Grant. He stated that we will also like to email this to everyone and ask that you post this and pass it along to anyone you know needing employment, and that could possibly benefit from this opportunity. The Job Fair will be held at the Charles R. Kelly Community Center, 3535 Riley Street in Baton Rouge. There are also radio advertisements to help in our marketing efforts. Mr. Gore stated that this federal grant is a \$1.9 million grant and that we currently have spent \$233k, of which \$183k spent on program costs, and \$50k spent on administrative costs. Therefore, we have a balance of \$1.7 million to expend. Mr. Gore lastly stated that the next slide is a participation report showing that we currently have 14 participants who qualified and are eligible for this grant and that we have placed all 14 in job positions, for a 100% placement score. Discussion was rendered regarding some board members not understanding how their organizations could help but was still open to the option of assisting.

(b) Upcoming New Proposed LWDB21 Policies

- 1. Conflict of Interest Policy**
- 2. Equipment Policy**
- 3. Record Retention Policy**

Mr. Gore stated that the next slide is for upcoming policies that we need to create and bring before the board in our next board meeting on December 9th. He stated that these are three policies that have been identified in our recent audit from the state, LWC. He stated that we currently do not have these policies in place and they are required by the state. He stated that in our next meeting we will present these policies and vote on adopting them to fulfill our requirements with the state. Mr. Gore stated that since August 2nd, we have been audited by the Louisiana Workforce Commission. He stated that the first part of the audit dealt with issues that fall on our program side, and the second part has been with financials, policies and procedures,

that fall on our administrative side. Mr. Gore stated that last week, we sent in the final information requested by the state and that we do not know the findings of the audit yet, but hope to know something after the first part of next year.

5. EmployBR Highlights

Mr. Gore stated that he would like to recognize and introduce some new employees to EmployBR. He stated that firstly, he would like to introduce Ms. Tierra Small, who has been working for EmployBR for about 6 years now. He stated that she has served as a Student Intern and most recently as Board Coordinator and now has a new role of Assistant WIOA Chief Administrator. He stated that he would also like to introduce Dr. Erica Thomas as the new Program Administrator for EmployBR. He stated that she has been with EmployBR for a couple of months. Lastly, Mr. Gore stated that he would lean to Dr. Thomas to introduce Ms. Monique Alexander. Dr. Thomas then stated that she was excited to introduce Ms. Alexander, who is a new Intake Specialist for EmployBR. She stated that she has been with EmployBR for a couple of weeks and was excited to have her on board.

6. One-Stop Operator Report – Juanita Coverson, One-Stop Manager | Eckerd Connects

Ms. Juanita Coverson started with good morning. Ms. Coverson stated that she would be brief and started her report with addressing Staff Trainings. She stated that she sends out the Training Employment Guidance Letters (TEGLs) and Training Employment Notices (TENs) to the staff so they can ensure they are following them appropriately. She stated that she has been involved with collaboration and leveraging resource efforts with partner agencies and non-profit organizations. She stated that Eckerd Connects provided leadership training in the areas of leadership plans, motivational interviewing, 360-degree feedback and how to lead, listen and follow. She stated that Eckerd Connects recently conducted a Corrective Action Plan for EmployBR back in July 2021 and provided to Dr. Thomas for her use. The four areas were: 1.) Training - Leadership & Staff; 2.) Communication; 3.) Responsibility; and 4.) Accountability. In the area of operations, Ms. Coverson discussed the efforts to maintain ADA Compliance at the Satellite and Comprehensive Sites. She also discussed with staff research to ensure the best assessment for clients through SAGE and TABE. She notified staff of ways to test those who have taken the TABE already to attain any skills gains with the TABE Assessments. Ms. Coverson stated that there was a Desk Review for the Memorandum of Understanding. The recommendations provided by Louisiana Workforce Commission were immediately corrected and resubmitted. She stated that we are currently waiting on signatures from Louisiana Workforce Commission. She stated that partner presentations would be rendered where all partners will discuss their services that they provide. She was also happy to say that EmployBR South (Satellite Site) is now open. Ms. Coverson stated that there were outreach and

recruitment efforts such as working with Acadian Ambulance in order to fill the openings and shortages of EMTs and Paramedics in their accelerated 7 week - training program. She also stated that she was exploring the option of obtaining QR Codes for EmployBR. And, in according to the Region 2 Plan between EmployBR and Geaux Jobs, she has been working to mirror efforts so that the functions are the same, as much as possible. Ms. Coverson asked if there were any questions and concluded her report.

7. Program Report – Dr. Erica Y. Thomas, EmployBR Program Administrator

Dr. Thomas started with good morning. She stated that she would like to begin with the initial assessment of the Program. She stated that she has been meeting with staff and assessing the program since her start with EmployBR. Dr. Thomas stated that she is in the process of going through a 30 – 90 day restructuring of the program. Dr. Thomas stated that she has been making improvements to the data system. She stated that since January 1, 2021 a total of 1,495 applications had been received, 89 applications were ineligible and that 978 applications were deferred. Dr. Thomas stated that since January 1, 2021 there was a total of 249 participants total in their Case Load and 270 total eligible applications. She stated that there is a total of 47 participants in the Youth Incentive Program. The theme for this Quarter for Financial Literacy Virtual Training will be “Balling on a Budget.” Dr. Thomas stated that we currently have 106 active worksites in Baton Rouge with 48 participants assigned. She stated that there is a total of 31 Work Experience participants assigned, 2 Transitional Worker participants assigned, 1 Adult On- the - Job Training (OJT) participant assigned and 14 National Dislocated Worker Grant Participants assigned. Dr. Thomas lastly stated that she was working on a new initiative with the 19th Judicial Court with Judge Johnson, Judge Haney and Judge Grover. She stated that she was excited about this new initiative. Lastly, she asked if there were any questions and concluded her report.

8. Director’s Report – Mr. Philip Gore, WIOA Chief Administrator

Mr. Gore stated that he would like to start off with giving out some “Kudos” and recognizing some individuals and groups that have gone above and beyond, and provided him with assistance during his start at EmployBR. He stated that during the audit, these individuals have been instrumental in helping gather information and documents requested for the audit: Elaine Clark, Karen Kleinpeter, Tierra Small, Juanita Coverson, Girlie Anderson, Shonda Grimes, Erica Thomas, Vernadine Mabry, Vanessa Pitts-Ponder, Barbara Dunn, Leah Fleig, Kris Goranson, Simone Pillette & John Williams. Mr. Gore stated that, as previously mentioned, they have been going through an audit from Louisiana Workforce Commission since August 2, 2021 through October 18, 2021. Mr. Gore stated that it has been really busy, but also an experience of learning. He stated that although we don’t know the final results of the audit, that they have identified three policies that

need to be adopted by the board, that we currently do not have. He stated those three policies are: Equipment Policy, Records Retention Policy, and Conflict of Interest Policy, that were previously discussed at the beginning of the meeting and will be available to vote on at our next board meeting on December 9, 2021. Mr. Gore stated that the next slide shows a Financial Snapshot of our current WIOA Budget. He stated that the budget is split into three funding streams: Adult, Dislocated Worker and Youth. He stated that this shows each funding stream's "allocation", or budget, current year to date expenditures, and the balance of that funding stream. He stated that they wanted to make sure everyone is aware of our next job fair to help recruit participants for our National Dislocated Worker Grant. The Job Fair will be held on October 26th & 27th, 2021. Mr. Gore also stated that, as a reminder, Ethics Training is required for all Board Members once a year, and is due by December 31, 2021 and to please go to the link:<https://aethics.net/EthicsTraining/login.aspx> Mr. Gore lastly concluded his report and asked if there were any questions or concerns.

9. Public Comments

There were no public comments.

10. Adjournment

The meeting was adjourned at 12:08 p.m.

**Next Meeting Date: Thursday, December 9, 2021; Turner Industries Group, LLC. (Training Center)
215 Highlandia Drive., Baton Rouge, LA 70810; 10:30 A.M**

WORKFORCE DEVELOPMENT BOARD 21 SPECIAL MEETING

EAST BATON ROUGE PARISH

Location:

Turner Industries Group, LLC. (Training Center)
215 Highlandia Drive., Baton Rouge, LA 70810

Thursday, December 9, 2021 @ 10:30 a.m.

1. Welcome – Brett Simon, Aptim, WDB21 Vice-Chair

<i>Local Workforce Development 21 Members</i>	<i>Company</i>	<i>December 9, 2021</i>
1 Mrs. Elizabeth Beckham	Turner Industries	P
2. Mr. Steven Bomar	Performance Contractors, INC	A
3. Mrs. Winifred Brooks	Dept. of Children Family Services	A
4. Mr. Kenneth Champagne	US Agencies	P
5. Mrs. Maydel Chatelain-Schexnayder	Louisiana Rehabilitation Services	P
6. Ms. Ashton Lane – Duhon	Gerry Lane Services	A
7. Mr. Andrew Fitzgerald	Baton Rouge Area Chamber	P
8. Mr. Blaine Grimes	Financial	P
9. Dr. Dawn Hall Fleming	East Baton Rouge Parish School System	P
10. Mr. Joseph Hollins	Louisiana Offshore Terminal Authority	P
11. Mr. Kenny Lynch	Louisiana Workforce Commission (Wagner Peyser)	A
12. Mr. Joshua Perck	The Brock Group	A
13. Mr. Louis Reine	Louisiana AFL – CIO	A
14. Mrs. Anne Segura/Proxy Attended Judi Lefebvre	Baton Rouge General Hospital	P
15. Mr. Brett Simon (Vice-Chair)	Aptim	P
16. Dr. Willie Smith / Proxy Attended Dr. Girard Melancon	Baton Rouge Community College (BRCC)	P
17. Mr. Shanana Waters (Youth Committee Chair)	Laborers Local 99	A
18. Mr. Jonathan Waddell	Plumbers and Steamfitters Local 198	A
19. Mr. Devin Zito	Assurance	P

2. Introduction of Board Members, Staff and Guests – A quorum was met

Staff Present: Mr. John Williams, Mr. Philip Gore, Vernadine Mabry, Dr. Erica Thomas, Juanita Coverson and Tierra Small

Guests Present: Courtney Scott (ACAO), Mayor’s Office, Sheldon Perkins, CSRS, Jazzika Matthews, Mayor’s Office

3. Action Items:

a. Review and Approval of Previous LWDB 21 Meeting Minutes (October 21, 2021)

Mr. Brett Simon stated that Tierra had previously emailed out the minutes and the agenda and asked if anyone had any questions or comments.

A motion to approve the Previous LWDB 21 Meeting Minutes (October 21, 2021) was made by Kenneth Champagne and second by Andrew Fitzgerald. All were in favor. There were none opposed or abstained

b. Review and Approval of New Proposed LWDB 21 Policies

Mr. Gore stated that these policies were mentioned during our last meeting and that he does not need to elaborate much. He stated that these policies were not in place as a result of our audit from Louisiana Workforce Commission. He stated that these policies are required by the State. He stated that we do not have the close out report from the audit, but wanted to make sure these were in place. He stated that the Equipment Policy talks about how items are purchased and tagged. He stated that the Record Retention Policy refers to how long records are kept and proper storage.

(1) Conflict of Interest Policy

A motion to approve the Conflict of Interest Policy was made by Brett Simon. All were in favor. There were none opposed or abstained

(2) Equipment Policy

A motion to approve the Equipment Policy was made by Brett Simon. All were in favor. There were none opposed or abstained.

(3) Record Retention Policy

A motion to approve the Record Retention Policy was made by Brett Simon. All were in favor. There were none opposed or abstained.

c. Election of Local Workforce Development Board 21 Chair (Brett Simon)

A motion for approval to elect Brett Simon as the LWDB 21 Chairperson was made by Blaine Grimes and second by Kenneth Champagne. All were in favor. There were none opposed or abstained.

d. Election of Local Workforce Development Board Vice-Chair (Elizabeth Beckham)

A motion for approval to elect Elizabeth Beckham as the LWDB 21 Vice Chairperson was made by Brett Simon. All were in favor. There were none opposed or abstained.

4. Discussion Topics (Brief Summaries of Discussion)

(a) Safe, Hopeful, Healthy BR Initiative- Courtney Scott, ACAO Mayor's Office

Courtney Scott started her presentation and directed everyone's attention to the slides she provided. She discussed working with the school system and Baton Rouge Area Chamber's Talent Action Committee. She discussed pillars and focus groups that are held in the 70802 and 70805 areas in Baton Rouge. She also discussed the School Outreach Dream Academy (SODA) and the Violence Prevention Task Force Initiative with the White House. Ms. Scott discussed partnerships with Glen Oaks High School and social and emotional learning. Ms. Scott stated that the frequency of participation for the youth would be for in school youth twice a month, after school four times a month and eight weeks during the summer. This is a brief summary of her presentation that will be continued at the next board meeting.

(b) National Disaster Dislocated Worker Grant

Mr. Gore stated that we currently have a federal National Dislocated Worker Grant. He stated that this grant is for individuals who have been affected by Covid-19 or long-term unemployed. He stated that this grant will expire in March of 2022, and we are trying to get the word out regarding this opportunity for participants to utilize these funds. He stated that Louisiana Workforce Commission is working to get this grant extended to March 2023. Mr. Gore stated that we still have a balance of 1.6 million dollars to utilize in the grant. Mr. Gore stated that in between September and October we spent a little over \$30,000 and in between September and December \$60,000. Mr. Gore stated that he feels that we are moving in the right direction. Mr. Gore lastly stated that CSRS would be able to help our efforts in using these funds.

(c) LWDB 21 Board Chair and Vice Chair

Tierra Small started with good morning and stated that on the email that she sent prior to the meeting she specified that we had a resignation. She stated that Mr. Kelly LeDuff resigned from the board as Chair and a member on October 28, 2021. She referenced Bylaws Section 6 as it relates to his resignation and the information being sent to Mr. Williams, ACAO (Mayor's Office) via email. She stated that we then notified Mr. Brett Simon according to the Bylaws, that the Vice-Chair would assume the position Interim Chair in the event of Chair vacancy. Tierra stated that we would need to start receiving nominations for Chair and contingent upon Mr. Brett Simon being nominated Chair we would still need to vote to fill the vacancy of Vice-Chair. Tierra stated to review the Bylaws if you have any questions and that we are now accepting nominations for Chair. Mr. Blaine Grimes stated he would officially like to nominate Brett Simon as Chair and Kenneth Champagne second. Tierra asked Mr. Brett Simon as Interim Chair to call for a motion for effective immediately Mr. Brett Simon becoming Chair of Local Workforce Development Board 21. Mr. Brett then called for a motion. Tierra then asked for nominations for Vice-Chair at this time. Mr. Brett Simon then nominated Ms. Elizabeth Beckham for Local Workforce Development Board Vice-Chair. All were in favor. Tierra lastly congratulated Mr. Brett Simon and Mrs. Elizabeth Beckham and thanked the Board for their participation.

(d) Ethics Training Deadline: December 31st 2021

Mr. Gore also stated that, as a reminder, Ethics Training is required for all Board Members once a year, and is due by December 31, 2021 and to please go to the link:<https://aethics.net/EthicsTraining/login.aspx>

(e) Proposed New LWDB 21 Policies

- 1. Supportive Services Policy**
- 2. ITA Policy**

Mr. Gore stated that the next slide is for upcoming policies that we need to create and bring before the board in our next board meeting. He stated that these are two policies that have been identified that we would like to update. He stated that these policies are required by the state. He stated that in our next meeting we will present these policies and vote on adopting them to fulfill our requirements.

5. CSRS Report – Sheldon Perkins

Mr. Perkins started with good morning and started his report. Mr. Perkins stated that CSRS has partnered with other local area offices around the state. He stated that they partner with them by being the Employer of Record. He stated that they start by having an agreement and MOU set up first. He stated that these partnerships have been working great and that in the beginning they had a slow start. He stated that it was challenging trying to get individuals off of federal unemployment and back to work. He stated that they have hired a total of 86 people around the State. He stated that the good news is that some of the individuals have gone on to accept full-time permanent employment with the worksites, where they were assigned or at another worksite. He stated that the ones that are still working are currently doing fine. Mr. Perkins stated that in CSRS's role, they handle all of the wages and documentation. He stated that he has begun working with the different boards and he has enjoyed working with Ms. Juanita, Ms. Tierra and Mr. Gore. He stated that he has begun working and meeting with them to get some businesses involved and is excited about that. He stated that once an individual is referred and eligible, CSRS handles all of the onboarding. He stated that the participants go through drug screenings and background checks and that once the information comes back he works with the Local Area Office to complete the process. He stated that these positions include cleaning and sanitizing. He stated that these are positions are needed in schools. He stated they recently signed a MOU with the City of Shreveport. He stated that they offer healthcare option for the participants receiving the temporary employment. He stated that most of the participants normally have other forms of healthcare. He stated that the participants work thirty hours a week for about \$15.00 per hour. He stated that CSRS's responsibility is Worker's Compensation as Employer of Record. He stated that the funding comes from the National Dislocated Worker Grant awarded to the Local Areas.

6. Special Presentation – Andrew Fitzgerald

Presentation was postponed until further meeting

7. One-Stop Operator Report – Juanita Coverson, One-Stop Manager | Eckerd Connects

Ms. Juanita Coverson started with good morning. Ms. Coverson stated that she would be brief and started her report with addressing activities that took place by quarter. She stated that in first quarter the Sherwin Williams Paint Class took place. She stated that these classes are held once in the fall and once in the spring. She stated that these classes usually hold about 15 participants per session. She stated that with this particular course, the participants leave out with tools, certifications and employment opportunities. She stated that if the participant would like to brush up on skills, they are free to participate in the next upcoming training. She stated that the participants have to be deemed eligible to participate in the training. Ms. Coverson stated that they have been working a little bit more with AMI Kids and their youth program and that they have also been sending referrals to the Housing Authority. Ms. Coverson stated that the Housing Authority had been having challenges with hiring and that they were able to refer about 12 participants to them. She stated that she has been working with staff since July in developing processes and training with the leadership team for privacy and information security and leadership development. Ms. Coverson stated that they have participated in job fairs with Louisiana Workforce Commission and that they have done virtual and apprenticeship job fairs. She stated that they had the opportunity to participate at a job fair that was held downtown with the entire City of Baton Rouge and was able to recruit for the National Dislocated Worker Grant. Ms. Coverson then stated that she was excited that both EmployBR North and South are now back open to the public and that partner services and presentations will start back in the new year. She stated that she sends out the Training Employment Guidance Letters (TEGLs) and Training Employment Notices (TENs) to the staff so they can ensure they are following them appropriately. She explained to the board how to access the United States Department of Labor, Employment and Training Administration's website. Ms. Coverson lastly stated that to get the word out about the recruitment for the National Dislocated Worker Grant that the process involves a cycle of word of mouth, advertisements, presentations, direct outreach, electronic outreach and formal referrals and concluded her report.

8. Program Report – Dr. Erica Y. Thomas, EmployBR Program Administrator

Dr. Thomas started with good morning and stated that she would be brief. She stated that EmployBR is now open to the public and there has been little traffic. She stated that a lot of the Case Managers have told her that the participants are just not willing to go back to work. She stated that she is looking at how she can further reach out to people to get them working and in the program. She stated that they have to be determined eligible and that she has had an increased interest in some of our On the Job Training Programs. Dr. Thomas stated that the top

training providers that they have been working with are CDL Mentors, Southern University, Coastal Truck Driving and Baton Rouge Community College. Dr. Thomas stated that last time they had a total of 1,640 applications received and since January 1, 2021 they have had an increase of about 181 applications. She stated that they have had about 21 ineligible applications since the prior meeting and they have a total of 122 unresponsive applications. She stated that they currently have a caseload of 281 participants and about 42 participants in the youth program. She is looking to increase those numbers with more job fairs in 2022. She stated that they still have 106 active worksites for EmployBR and 40 participants assigned to them. Dr. Thomas stated that they would be having a virtual job fair next week using the brazen platform and they have 14 people that would be participating. Dr. Thomas stated that she is still working with Mrs. Mabry with the Diversion Program and the 19th Judicial Court Judges to receive referrals. Dr. Thomas stated that we have a contract with Brazen and they are basically helping us to get the word out and assisting employers set up their virtual booths using their platform. Mr. Simon stated that he would like to participate. Dr. Thomas stated that she would be using the platform often and will be opening it up to a broader range of employers. Mrs. Mabry stated that she has been working with local Judges, Judge Johnson and the Police Department and that they would like to use EmployBR as a diversion to prevent sentencing and to help the participants get back to work. She stated that the Judges would be utilizing the CaseWorthy System to read case notes and follow up on the participants to make the decisions that they need to make. Mrs. Mabry stated that the background checks and drug screenings should not interfere with the process. Dr. Thomas stated that they have already began trying out the program. Mrs. Mabry stated that they are excited about the program and that she would like to see a policy in place that outline provisions for legal services to help the participants in the program and concluded the report.

9. Director's Report – Mr. Philip Gore, WIOA Chief Administrator

Mr. Gore stated that he would like to start off with giving out some “Kudos” and recognizing Ms. Elizabeth Beckham and Turner Industries for having us. Mr. Gore also stated that he would like to thank Ms. Small and Ms. Coverson for everything they have been working on especially with policies and he also thanked Mr. Williams for being a great resource especially dealing with contracts and policies. Mr. Gore then introduced Mr. Joseph Hollins, who is our newest member to the board. Mr. Hollins stated that he was happy to be here and definitely add what he could to the apprenticeship piece. Mr. Blaine Grimes and Mr. Williams reiterated sentiments and the values and fresh perspectives that he will bring to the board. Mr. Gore stated that the next slide shows a Financial Snapshot of our current WIOA Budget. He stated that the budget is split into three funding streams: Adult, Dislocated Worker and Youth. He stated that this shows each funding stream's “allocation”, or budget, current year to date expenditures, and the balance of that funding stream. He stated that we have \$15,000.00 left in the admin adult budget and the program adult budget is fully utilized. He stated that we are currently starting to go into our new budget. He stated that in dislocated worker, there is \$685,000 remaining and in youth \$672,000. He stated that we are doing good.

Ms. Beckham asked if the new budget would be effective July 1, 2022 for the adult program and how it would work? Mr. Gore stated that the next budget became effective July 1, 2021 and that every budget they receive, they have two years to spend. He stated that there is a one year overlap with the budget. Ms. Beckham asked if we do not spend the funds do they get sent back. Mr. Gore stated yes. Mr. Fitzgerald asked how is the funding split between in-school and out-of school youth? Ms. Gore stated that the federal government approved the 50/50 waiver. Mr. Hollins asked if we have any partnerships with Cristo Rey? Mr. Gore stated no. Mr. Fitzgerald asked if the expansion has increased opportunities and if we were still working with Casey Phillips? Ms. Coverson stated yes. Dr. Thomas stated that she would also give some updates with her meetings with Mrs. Galloway at the next meeting. Mrs. Mabry stated that we need to focus on the guidance counselors in the schools to work with us. Dr. Melancon stated that he would be happy to work with EmployBR to reach the school system. Dr. Fleming stated that the guidance counselors would be the major key to reach the students with barriers in the school system who are disconnected. Mr. Gore thanked everyone for the discussion and that this would be a great lead until Courtney Scott's (ACAO) discussion at the next board meeting and concluded his report.

10. Public Comments

There were no public comments.

11. Adjournment

The meeting was adjourned at 12:28 p.m.

Next Meeting Date: Thursday, February 10, 2022; Virtual; 10:30 A.M

02.10.2022 Board Meeting

Meeting began 10:32am

Meeting Location: Virtual – WebEx

Meeting called to order and started at 10:30am by Board Chair, Brett Simon

WELCOME AND INTRODUCTIONS

Roll Call conducted Brett Simon

Members Present: Elizabeth Beckham, Kenneth Champagne, Andrew Fitzgerald, Dr. Dawn Hall Fleming, Blaine Grimes, Kenny Lynch, Anne Segura, Shannon Waters, Jonathan Waddell

Staff/Other Present: Leslie Ricard Chambers (Assistant Chief Administrative Officer – ACAO, assuming the role of John Williams, former ACAO), Courtney Scott (Mayor’s Office), Angela Day (Louisiana Community and Technical College System – LCTCS), Vernadine Mabry (Department of Human and Development Services – DHDS), Dr. Erica Thomas (EmployBR), Juanita Coverson (Eckerd Connects), Philip Gore (LWDA 21), Tierra Small (LWDA 21)

Quorum Met

INTRODUCTION OF LESLIE RICARD CHAMBERS, ESQ. ACAO (MAYOR’S OFFICE)

Introduction of the new Assistant Chief Administrative Officer (ACAO) – Leslie Ricard Chambers provided by Tierra Small. Mayor Sharon Weston Broome has stated that she has an impressive career and will be a valuable asset to the team. Her history includes: JD from Southern University 2008, served as Assistant Executive Counsel for Governor Jon Bel Edwards, and Assistant District Attorney under District Attorney Hillar Moore for nearly 10 years. This information can be found on www.brla.gov. Tierra extended the welcome on behalf of the Board, WIOA, and LWDA 21.

- Mr. Simon also extended a welcome and look forward to the guidance Mrs. Chambers will serve in the same capacity as Mr. Williams did which includes all functions of DHDS.
- Mrs. Chambers thanked everyone for such a warm welcome. The work that she has done as a Public Servant allows her to be very excited to serve as a part of the team and to work with those that create opportunities for those in our area. She is excited to be a part of this work and this team, and look forward to making contributions and implement action where necessary.

ACTION ITEMS

Review and Approval of 12/09/2021 Minutes

Review and approval of minutes with no corrections

Motion by Kenneth Champagne, second by Andrew Fitzgerald. Motion carried

Review and Approval of Supportive Services Policy

Brief synopsis provided by Tierra Small. She stated that it provides comprehensive guidance to ensure compliance for support for Adult, Dislocated Worker, and Youth programs.

-Change: Definition updated for Legal Aid Services due to it being so broad

-Change: Limit for Supportive Services to \$2,500

Question (Brett Simon) – Is the \$2,500 coming out of funds that are already obligated or is this a separate line item dedicated explicitly to legal aid services? Response (Tierra Small) – This is a line item for supportive services that is already in the budget that is already allocated for individuals receiving services for Individual Training Accounts (ITA).

Question (Brett Simon - BT) – In the past, have we had success in utilizing these funds and provide benefits to our clients? Response (Tierra Small - TS) Yes, but in the past there was no amount or limit set that would be appropriate for us to utilize the services. Response (BS) Is it the assumption that this amount puts us in compliance to what the audit was recommending from this past summer? Response (TS) Yes.

Motion by Elizabeth Beckham, second by Blaine Grimes and Anne Segura. Motion carried

The Board has accepted the Supportive Services Policy 01-22, with an effective date of January 7, 2022 to be implemented into our policies

Brett Simon thanked the Vice-Chair of the Board, Elizabeth Beckham, for chiming in.

DISCUSSION TOPICS

Safe, Hopeful, Healthy Presentation – Courtney Scott, ACAO, Mayor’s Office

Brett Simon asked Ms. Courtney Scott to pick up where she left off from the previous presentation and provide a brief overview of the discussion from the previous meeting and go back into the rest of the presentation.

Courtney Scott

Overview: We shared information on the Mayor’s Safe Hopeful Healthy initiative that has a component that is focused around stabilizing youth, family, and community. Within that, there is also focus surrounding education, employability, career readiness, and preparing our students for a successful future.

Partnership: Working with EBR Schools, BRAC, and a host of other organizations to establish a continuum of providers to work together for EBR Schools. Courtney and John visited Miami with EBR Schools, BRAC, and other stakeholders from the community to view the Talent Action Collaborative to determine best and promising practices and bring back to Baton Rouge. It was noticed that Baton Rouge already has many of those components and just need to collaborate and provide access sharing and resource sharing.

Re-establish the vision: Build opportunities, stronger quality of life, and reduce negative outcomes primarily violence reduction through public health

-Create a sustainable wellness plan that is rooted in prevention strategies that aligns resources and fruitful partnerships with stakeholders

3 Touchpoints: In-School / After School (including weekends) / Summer

-Pathways to Bright Futures is what the school systems have identified five career paths that they think are the focus area that work in Baton Rouge – 1) Technology; 2) Construction and Manufacturing; 3) Medical and Pre-Med; 4) Transportation and Logistics; and 5) Liberal Arts and Management.

BRAC has put together a Talent Action Collaborative that consists of leaders from each of these tracks and stakeholders that have resources to get our youth to these careers. There will be 15-20 experts from businesses in each sector and will work to provide pathway learning, internships that align with colleges and universities that is specific to industry needs. It is broken up into two work groups: 1) CEOs for Education; and 2) Strategic

Operations Committee. Vernadine Mabry sits on this committee for EmployBR, Courtney Scott, and Leslie Chambers will take John Williams place on the committee.

Much of these efforts already exist and there is an entity within EmployBR that should be at the hub of this conversation. We should drive in-school and out-of-school youth to this resource and building these best practices. Then, allow BRAC continue to drive our business leaders to create those job opportunities and internship opportunities for our students.

A pilot program was developed this year at Glen Oaks High School. From October to December, with Glen Oaks' 9th graders, Big Buddy came in and organized the opportunities for the subject matter experts to expose the students in these tracks. The students identified interest in areas that they would want to work. These opportunities for students were connected directly with partners.

Proposed Measures of Success: How do we develop the continuum? How do we build a pathway from school system to EmployBR to partners and stakeholders, all working together to make sure that we are leveraging the resources that EmployBR has to enroll students and then engage the EBR School System to be one of our biggest referral sources to EmployBR, building this opportunity for our students to work together. The Mayor's vision is one thing. She wants to create an opportunity to build the Dream Passport for our students. This is a document that they are able to have that tracks their academic participation, family engagement, academic achievement, career readiness, attendance, social/emotional well-being, health/wellness, cognitive development, self-awareness, and leadership development. This document will show employers that they are employable, ready for the workforce, and that they are a quality resident in Baton Rouge ready to contribute to our society.

The hope for today is that we walk away with next steps and actions for the EmployBR team and the Mayor's office so we can work together so we can really start to build a pathway of success for our students, using all of these programs.

- Anne Segura (Baton Rouge General) – Working closely with the BRAC group that has the health group. Met with Tenisha from BRAC and Summer with EBRPSS and started with Pathways and can obtain licenses and certifications, with understanding that everyone is not built for a 4-year college and university and that's what is so great about EmployBR and WIOA. This is going to be a great success and amazing feeder. Courtney: We have to figure out how to get that information to the students early on so that they know how to navigate directly to EmployBR. Too much ownership is being put on the student. We need to work more on recruitment for these students. We can get every student in EBR to apply for EmployBR to determine eligibility early. They then have a reason to go to EmployBR. We have all of the tools and we want to keep pushing everyone Ms. Vernadine's way, as she is ready to accept them all.
- Vernadine Mabry (DHDS) – Would like to add that they do not physically have to come to Plank Road. They can complete everything electronically through Case Worthy and upload documents from where they are and the staff can retrieve them from the online applications. Courtney: That's something that we want to continue to try to connect to the school system and work with this group to build strategies on how we get this information to the teachers and guidance counselors before they exit those school doors. V. Mabry: It would be nice if there were dedicated Counselors at each school that can be trained on Case Worthy and they can put the information in the system from where they are with the documentation and that can expedite the process expeditiously.
- Anne Segura – Had students from CTEC to come in and be exposed to the healthcare/medical pathway, even if they were not interested in the pathway, for exposure. It is very practical and fulfilling as to what it looks like in the real world. This would be great for different industries for this to happen for students and see what it looks like to work in these different jobs and industries. V. Mabry: In New Orleans, there is almost a 2-week required orientation that youth have to participate in because it is a commitment. Everyone that enrolls that does not complete the program is a negative in our performance. Courtney:

Would like to look at if there is an opportunity from the Guidance Counselors, being able to adopt these students when they are out of school. They will have their Guidance Counselor that they are accountable to in school, but Big Buddy is ready to position them with their Program Advisors that would become their Guidance Counselors for after-school and weekends and that would help in family support as well (transportation, supportive services, etc) and these are the conversations that come up so that we can fill the gaps. EmployBR can continue on the workforce side of things and any gaps that are there, everyone else is there to support.

- Brett Simon – On the employer side, do you know about how many existing relationships you have, that present opportunities for the youth we enroll in the program? Courtney: Will need to connect back to BRAC but at this point each of those committees have about 15-20 individuals from different partners, so nearly 100 providers that are able to work and start. The goal is to work with those providers for summer opportunities. Each of the groups are starting to form programs as Anne previously mentioned, and work to develop a track. The group will work to obtain information on how many programs have been created over the 90 days and bring back to EmployBR to see if we can recruit students to move into these different tracks from EBR schools starting with the 9th graders for in-school youth and seniors will become out-of-school youth but will be spoken to very early on but they are the focus that we want to apply very early so we're getting their eligibility very early on so we can connect by graduation. The goal is to build at least 100 students per track. Brett: Is BRAC spear heading the effort to identify employers to participate in the program? Courtney: Yes, they are. Anne, can you speak about how BRAC connected to your organization? Anne: All of the healthcare CEOs are on this particular healthcare steering committee. After breaking out for some deliverables, all of the healthcare organizations are represented as well as some of the schools. There are also off-shoots, which are has the School of Radiology or other program attached to it. They are able to look at the pathways as more of a continuum and able to scale up. There is an ability to really affect lots of students at one time. The same thing is happening with IT, Construction and Management. BRAC reached out and said they needed the CEOs to step up and assist. Andrew: Would like to give a quick overview of the Talent Action Collaborative with the 5 tracks. Essentially, BRAC put together a group of CEOs and leaders in the community from all of those industries and there is also a level CEO council. There's also a council that determines what we need, skills needed, curriculum. BRAC provides analytical postings to reach industry of what the job postings are saying regarding skill levels. The third level is the Teacher/Practitioner level which incorporates the information from the HR level into their lesson plans.
- Courtney – How do we connect to the resources, fueling this dynamic? The program would like to explore dollars from EmployBR for in-school youth that if a person is eligible, what boxes can we check and move them forward in the summer or on the weekend and not just focusing on the 8-week summer time so students can get their certifications. Who else can do certifications so we can put all of our resources to the best and highest use? Some of the conversations that Leslie, Philip, Tierra, and Courtney have had are around engaging an opportunity to develop a strategic planning team with EmployBR's team, DHDS team, school system, and Mayor's office. So just imagine what success would look like for this continuum and putting a plan together that we're able to bring back to BRAC and the school system to trial a new level of this programming. That would look like the case planning or career planning that Anne mentioned would bring to the EmployBR team to determine where EmployBR can plug in at the in-school and out-of-school level and what are the needs from these community partners that can bring more referrals to the doors. This is key dialogue to use for next steps and best practices, and looking forward to future dialogue and action.

Brett Simon thanked Ms. Scott for the oversight of the continuum and we do need a bit more dialogue. Brett will get with Andrew to see how we're engaging employers so that the Board can support this as an agenda. It would be a shame to enroll people in the program and not have enough seats to meet the needs of the program. We really need to focus on getting some participation from employers that way it's really a viable option for the youth and look at putting together some type of marketing campaign for recruitment and be able to gain their trust and

interest in the program. Andrew: Looking forward to setting Brett up with Tenisha in the BRAC office, who's heading up the Talent Action Collaborative.

ONE-STOP OPERATOR REPORT

Traffic Count – Quarter 1 – 630

-July, 147 -August, 294 -September, 412

Traffic Count – Quarter 2 – 1,817

-October, 493 -November, 692 -December, 632

The deviation in the traffic count is attributed to the streamline in processes on the Board and Program side. The numbers will continue to be utilized to better our processes and services and push more people to Case Worthy and eradicate any barriers to success, as a client.

Outreach and Recruitment – As Courtney mentioned in her presentation, we're all talking about the same people that we're trying to help. We want to look forward to leveraging our resources and collaborate on our efforts between EmployBR, the school system, and all of our partners. As you know we have mandated partners at EmployBR through WIOA and we want to ensure that all partners are providing said services to our clients.

We are happy to say that we have attained our MOU with CSRS. With the National Dislocated Worker Grant, we will work cohesively to increase the number of participants and recruitment for this grant. The One-Stop Operator (OSO) will work directly with Sheldon Perkins of CSRS on this endeavor.

The OSO will reach out to Courtney Scott and Andrew Fitzgerald to look at other ways to collaborate and leverage resources for our clients.

We are working to reach out to some of our other untapped areas of the parish, including Gardere, Baker, Zachary, and Central.

Brett stated that the traffic count from the two areas of substantially increased and tripled. We're slowly getting back to pre-pandemic standards and flow. How did the staff handle the increase in traffic? Were they able to cope with it? Were the resources allocated properly? Do we need to look at realigning some things from Plank over to the satellite site? Is it good or do we need to look at realigning to ensure the centers are covered properly? Juanita: Dr. Thomas will talk about this a bit more as well but I feel as though the staff that have been here have handled it well, as the services has never stopped. Everything that they were doing prior to the pandemic has been the same level of service and resources that they've been providing during the pandemic. We want to always ensure that what we're doing at one office, we're doing at the other office as well.

Brett wanted to see if there are any success stories under the CSRS MOU. Have they been able to get any wins? Juanita: Yes, there is a new contract with Here Today, Gone Tomorrow and ready to get the ball rolling for warehouse positions.

Tierra stated that there was a change with the Agenda and that she would move forward with her report.

ASSISTANT WIOA CHIEF ADMINISTRATOR REPORT

Board Membership Matrix – Tierra brought awareness regarding compliance of board membership. Currently, there are 11 private-sector members and 8 public sector members. There is optional membership and currently looking at 5 vacancies which include 4 private-sector members and 1 public-sector member. For the private-sector members, Tierra is working closely with Baton Rouge Area Chamber, Mr. Fitzgerald, who has put her in

connection with Ms. Tenisha Ellis and have reached out to the Board and Executive Committee team who came up with the idea of being intentional with recruiting and identifying industries that we would like to target to have seats on our Board.

Upcoming LWDB 21 Proposed Policies

Individual Training Account (ITA) Policy – This policy has not been updated since 2016 and work together to ensure that we are in compliance with our federal statutes, regarding this policy. It will take a bit of work, but the team is working to streamline those processes. We would like to look at the provisions to training services and monitoring.

Youth Eligibility – Box 7 language – Includes youth that needs additional assistance within the Youth Eligibility policy to enroll/maintain with an education program or secure employment. Section A focuses on out-of-school youth eligibility criteria, and Section B focuses on in-school youth eligibility criteria.

The statutes that were added: 1) A child of an incarcerated parent/guardian; 2) a child living with their grandparent(s); 3) a child/parent that is unemployed; 4) a victim of sex trafficking; 5) a person that is 18 years or older that is not enrolled in school and is having to repeat core courses; 6) A resident of a federally declared disaster area within the last 5 years.

PROGRAM REPORT

Applicants - We are at a great starting point and have received about 113 applications since January and there are 8 ineligible applications and 32 eligible applications.

Youth Incentive Program – There are 35 participants and we are getting ready to begin advertising for the Summer Employment Program so those numbers should rise. Marketing will take place via radio, social media, and billboards to boost the youth program.

Virtual Job Fair – The Virtual Job Fair will take place on February 23rd, focusing on healthcare and transportation and will be held through our vendor, Brazen and they will help host that job fair. There will be a job fair at our Wooddale location on 02/11 through Schneider Trucking, from 9am-2pm.

19th JDC – Ms. Mabry and Dr. Thomas are still working on their efforts with the 19th Judicial District Court to receive direct referrals with the court system.

DIRECTOR'S REPORT

Welcome everyone and welcome again to Mrs. Chambers and it's been a pleasure working together thus far.

WIOA Budget Financial Snapshot

- Budget is split into 3 funding streams – Adult, Dislocated Worker (DW), and Youth
- Adult – all funds spent
- DW - \$382,333.18 (balance)
- Youth - \$310,114.56 (balance)
- The funds have to be expended by July. Once the funds are spent, we go directly into the new budget for the next year.

Dislocated Worker Grant – Spent \$382,355.71, with a balance of \$1,561,533.79.

We are currently working on a Hurricane Ida grant with LWC and working on getting the contract finalized and should be finalized by the end of March.

Met with the Executive Committee and spoke regarding revamping our Youth Standing Committee. The Chair, Shannon Waters, was in that meeting and the committee spoke about goals to attain and looking forward to get success from those goals.

Board Member Training – Will be held 02/16/2022. We received an email from LWC and an email will be sent to all Board Members. This is not a mandatory training, but is strongly advised to attend by LWC.

CLOSING COMMENTS

(Brett Simon) Youth Committee - Thanks to Shannon Waters for chairing the Youth Committee. We've always wanted to get the committee up and moving but we've slowly got it moving. Dr. Melancon has many great ideas that he can pass along. For the rest of the members on the call, if you would like to serve in a greater capacity, please reach out to Mr. Waters and also anyone that may be in your organization or new to the industry, especially if they are a Youth and can bring about some fresh ideas. It helps them out. It helps your organization out. It will ensure that we have qualified workforce in the future.

(Brett Simon) Next Meeting – Tentatively scheduled for April 21st. Mr. Simon expressed to Philip and Tierra that he wanted to have the meeting at his facility but they are transitioning to the Water Campus, next to LSU, in May. Hopefully, he will get everyone to the new campus after May and meet in the beautiful facility, located in the heart of downtown and experience what Aptim does.

(Elizabeth Beckham) Thanks for keeping everything on track and we look forward to seeing the new facility at the Water Campus.

Meeting adjourned 11:37am

04.21.2022 Board Meeting | Q3

Meeting Location: East Baton Rouge Parish | Goodwood Branch Library
7711 Goodwood Blvd | BRLA 70806

Members Present: Elizabeth Beckham (Turner Industries) | Kenneth Champagne (Confie) | Andrew Fitzgerald (BRAC) | Blaine Grimes (Jump\$tart Coalition) | Dr. Dawn Hall Fleming (EBRPSS Adult & Continuing Education) | Joseph Hollins | Kenny Lynch (LWC) | Maydel Schexnayder – Chatelain (LRS) | Brett Simon (Aptim) | Charlene Trusclair (DCFS) | Devin Zito (Zito Law Assurance Financial)

Staff Present: Norma Belton (LWC – Wooddale) | Leslie Ricard Chambers (Mayor’s Office) | Juanita Coverson (Eckerd Connects) | Philip Gore (City of Baton Rouge) | Jillian Hamilton (LWC – Wooddale) | Karen Kleinpeter (EmployBR) | Amanda Stanley (LWDB 21) | Tavares Walker (LWC)

Guests: Girard Melancon (Durango Works) | Toni Myer (BRCC) | Tierra Small (Councilman Darryl Hurst) | Kristen Tamburo (CLAHEC)

Quorum not met

Brett Simon opened the meeting at 10:39am and stated that the meeting will be a bit different due to not having a quorum. Once we bring back our private industry onto the Board, we can move forward with scheduling another meeting and take care of action items. The participation from the public sector is amazing and appreciated.

WELCOME AND INTRODUCTIONS

WIOA Chief Administrators

Brett Simon announced that tomorrow, April 22, 2022 is our outgoing WIOA Chief Administrator’s last day, who is moving on to the City of Baton Rouge, Purchasing Department. Thanks for the all the hard work and dedication for the citizens of Baton Rouge and ensuring that we accomplish the Mayor’s goals as well and we wish you well.

Amanda Stanley is Philip’s replacement and she provided a bit of background. Brett has worked with Amanda while she has been with Baton Rouge Community College (BRCC) and the interaction has been nothing less than professional while providing guidance to bring programs up to speed as they collaborate with the public sector.

Amanda Stanley provided an introduction: Native of Baton Rouge | Grew up in EBR and graduated from Belaire H.S. and LSU | Spent time in state government and most of the experience is in higher education | Started at LSU in the testing center | Resided in Tennessee and then started at BRCC in 2005, working to help rebuild Louisiana’s workforce after Hurricane Katrina | Spent time at the technical college and Department of Education (Student Scholarship Fund) | Went back to BRCC and spent the last 10 years | Have both Mentors present today – Dr. Melancon and Dr. Myer | Most of the work with BRCC was focused around skilled/craft training with rural sites | Passion: Serving underserved populations through workforce programs | Looking forward to expand serving these populations with the help of the Board and Community

Brett Simon acknowledged that Tierra Small has taken a new position and it was interesting to see her grow from her original role and continue to progress. She is a true success story to this organization. She is commended for all of the work that she has done and wish her success working with Councilman Darryl Hurst.

Elizabeth Beckham, Vice-Chair of the Board introduced herself | Learning Development Manager at Turner Industries | Part of the Workforce Development group and develop people with the craft skills trades and we have our professional skills trades | Been with Turner for 11 years and with this Board for a couple of years now and enjoys it | Currently an Advisor for the National Chapters for the Association for Talent Development, all things talent development and management.

Brett Simon began introductions of all present and began with the private members as follows:

- Blaine Grimes | Retired from LSU after 29 years, teaching a personal finance class and currently with the Jump\$tart Coalition, a financial literacy organization | Still with Executive Heirs and represents a private spot on the Board
- Devin Zito | With Assurance Financial | Still maintain a solo law practice and teach law school | Run Assurance Financial's Corporate IT and corporate counsel work as well
- Kenneth Champagne | Confie Insurance | Private equity and there is a regional operating center downtown
- Joseph Hollins | Offshore Terminal Authority and is a Mayor's Appointee

Brett Simon then yielded to the public sector for introductions as follows:

- Leslie Ricard Chambers | Assistant Chief Administrative Officer with Mayor Broome | Looking at minutes from February minutes and at that time ACAO's were the sole supervisor of departments and since that time the reporting structure has changed. Darryl Gissel is appointed the technical supervisor over department heads. The goal for Mrs. Chambers is to provide support but the WIOA Board remains under her direct purview. Looking forward to more collaboration and how to get our current members more active and figure out who else we need to bring to the table, as well as all of the ideas. Unless there is another priority, Mrs. Chambers will attend all of these meetings.
- Dawn Hall | Director of Adult & Continuing Education | East Baton Rouge Parish School System
- Toni Myer | Baton Rouge Community College | Has been with the college for almost 20 years and worked with EmployBR all of these years
- Kristen Tamburo | Health Insurance Navigator | From Marksville and new to town | Retired teacher | Started with insurance and looking forward to providing insurance to those that lack it and assisting with Medicaid applications
- Kenny Lynch | Louisiana Workforce Commission | Director, Targeted Population | Office of Workforce Development
- Tavares Walker | Assistant Secretary | Louisiana Workforce Commission | Transitioning to head the Office of Worker's Compensation | Has the pleasure of supervising all of the state's operations in regards to workforce development and the 15 Local Workforce Development Boards and several other programs | First in-person board meeting and have stressed to staff that they need to get back out to all of the board meetings | Everyone on the Board should get Performance Metrics per quarter that shows the negotiated rates between the State and Feds and it provides a snapshot of performance and if funds are being expended accordingly. Fiscal may be off a bit because locals do not drawdown as they should and may look like they're not spending money. Make sure the drawdowns are happening appropriately. Local keeps it two years and the state gets it back one year and the state does not want to take the money back. If there is any needs with state merit staff being at the local office, please let us know because we can make some movement to ensure that happens. | There is a lot of changes coming up where the Feds are taking some of the local responsibility and giving it to the state. Some of the local staff duties, if these rules are put in place, the local staff will not be able to do anymore and state-merit staff would have to do so. Pay attention to the re-organization rules. It's going

through the congressional process now. They particularly want Wagner-Peyser and Career Services to be done by state-merit staff.

- Charlene Trusclair | Workforce Development Specialist | Department of Children and Family Services | Starting with a new section which is Child Support Enforcement and Training | Help non-custodial parents get the training and employment needed to meet their child support obligations
- Jillian Hamilton | Louisiana Workforce Commission | Housed at the EmployBR Wooddale location
- Norma Belton | Louisiana Workforce Commission | Director, Wagner-Peyser and Employment Services
- Girard Melancon | CEO, Durango Works | Workforce Development Consultant | *Brett Simon* thanked Girard for everything that he has done for the Board and contact the Board if there is anything that we can do
- Andrew Fitzgerald | Senior Vice-President, Research | Baton Rouge Area Chamber | Look at wage rates and forecasting to look at current jobs and forecast jobs in the future
- Maydel Shexnayder – Chatelain | Regional Manager | Louisiana Rehabilitation Services with the Louisiana Workforce Commission | Assist individuals with disabilities attain and maintain employment
- Karen Kleinpeter | WIOA for 28 years
- Juanita Coverson | One-Stop Operator | Eckerd Connects and contracted with EmployBR

ACTION ITEMS

Brett Simon stated that we do not have any other choice and will have to skip over all action items and move to the Special Presentation by Mr. Fitzgerald.

SPECIAL PRESENTATION | ANDREW FITZGERALD | BRAC

Worked with ESMI that currently scraping several job boards and have come up with something very comprehensive. If you look at the state's HiRE website, with the Capital Region, there are currently about 13k open jobs but this job board has 33k unique job postings for the same area.

This platform is for job seekers and employers.

Handshake is working with the community colleges, LSU, Southern | Working with these entities to get people into internships while in college and try to get more students to stay in Baton Rouge | Currently have about 55k people in higher education right now and we're only keeping about half

5-year Strategic Plan: 1) Talent Talent Talent | 2) Connect people with jobs in Baton Rouge

Website: Match me with a job | General Intake | Upload Resume and it will read everything on it and select skills that may/may not be on your resume and/or associated with it. The more picked, the more jobs that can be matched. Go to br.works in order to try this out. | Provides salary as well as regional salary.

Skills you need to learn: Upscaling portion in order to be more qualified | Will take you to any skill that has been starred, and provides you courses you can take and add to your resume, which are inexpensive online courses

Partner Usage: Would like for EmployBR to use it but there is a firewall that BRAC would like to work through with LWC so the systems can interact

Scraping: Site scraps job boards as well as larger companies

Outreach: EmployBR | EBRPSS Library – Employment | All area chambers outside of East Baton Rouge | Small Businesses

ONE-STOP OPERATOR REPORT | JUANITA COVERSON | ECKERD CONNECTS

3rd Quarter Reporting

Traffic Count

<i>Q3 - 2509</i>	Plank	Wooddale
January 2022 736	431	305
February 2022 892	456	436
March 2022 881	499	382

<i>Q2 - 1817</i>	Plank	Wooddale
October 2021 493	264	229
November 2021 692	375	317
December 2021 632	271	361

Note: The increase in traffic is due to the December 2021 Child Tax as well as opening both offices after nearly 2 years of being closed.

- The increase in traffic is due to the expiration of the December 2021 Child Tax as well as the opening of both offices, after being closed nearly 2 years.
- The work at EmployBR never stopped. The way the services were provided changed as everyone had to with virtual services and were very unique.

OSO Responsibilities

- Ensure that all Partners, whether mandated or optional, have the proper platform and referrals into the American Job Center and make sure that the clients and staff are aware and utilize the partner services
- Update, maintain, and adhere the Memorandum of Understanding
- Performance Standards and compliance, especially pertaining to ADA
- Area 20 collaboration, as per the Combined Regional/Local Plan for Region 2

Partner Focus

- Working on focusing more on Partners through the referral process and following up with referrals for 30, 60, and 90 days
- Some of the larger referrals for the 3rd Quarter: Louisiana Rehabilitation Services (LRS) | Capital Area Agency on Aging | EBRPSS Adult & Continuing Education | Veterans Program | EBRP Housing Authority | Central Louisiana AHEC (Medicaid/Health Insurance)
- Shout out to the Vets Department | They have been working extremely hard | Jamye London and had 3 folks that were deployed and returned on a Saturday. They were in the office on Tuesday and Jamye was in the Conference Room spread out and assisting them with every facet of their needs including benefits, employment, training, education and working with Patrick at the Wooddale office.
- Norma Belton and Jillian Hamilton from the Wooddale office as well as Ms. Gail and ensure that all opportunities at the state level are brought forth. The comprehensive site (Plank Rd.) is more of a city-led office and the satellite site (Wooddale Blvd.) is more a state-led office. It is a happy marriage based on city/state limitations and opportunities and ensure a cohesive collaboration.

Disaster Dislocated Worker Grant | CSRS

- Working with Sheldon Perkins to ensure that we increase the numbers in recruitment for participants and worksites. It has not been easy but still moving forward.

- If you know anyone that resides in the Parish and is long-term unemployed (at least 12 weeks), please notify the office so we can enroll them, deem them eligible, and get them back employed.

PROGRAM REPORT | Dr. Erica Thomas, Program Administrator | EmployBR

- Dr. Thomas did not attend the meeting and did not report

DIRECTOR'S REPORT | PHILIP GORE | LWDA 21

WIOA Grant Snapshot

Our three funding streams – Adult, Youth, and Dislocated Worker, there is a copy of the expenditures, encumbrances, and available balances.

- Adult (A) | \$0 and have spent all funds | Fully expended and currently expending new funds which was in effect last July
- Dislocated Worker (DW) | Have spent all of those funds and credits that have come in that have not been moved over yet. There is \$4k in Admin but there is an overspend of \$25k on the Program side and there will be some clean up work to do and those funds will be used.
- Youth (Y) | All Admin money has been spent and have \$135k left in the Youth fund
- In March, LWC was asked to do a transfer of funds due to this being 08 funds (not from the year 08). This is the number of budgets that we've received from the federal grant. The next budget is 09. 08 budget expires June 30th. The transfer was asked because all Adult funds had been expended. There was still quite a bit of funds left in DW. Between the funds, we cannot transfer funds up and down and we asked LWC to do that for us. With their permission, we were able to do that. We took \$300k from our DW funds since we had a balance of that and transferred to Adult funds so it can be spent.
- We are currently spending Adult and DW from the new funds and working to expend Youth dollars.
- *Board Member suggestion: It would help to have a column showing that re-classification | P. Gore – column is not needed because it is rarely used. It's suggested that transfers can only be done only once per year. | T. Walker – it is rarely used and at his discretion and handle 2-3 per month from locals and determine by looking at the forecast and that's why it's important to drawdown and look at the fiscal outlook. If we transfer the money, can it be spent? LWDA was spending a lot in Adult funds and it was justified*

WIOA 09 Budget | New funds

- Expenses: Adult \$149k | DW \$594 | Youth \$0 since we are still spending in 08 funds | Once funds have been fully “expended”, not “expired”, then we go into the new funding stream.
- Expiration of funds: The locals have the funds for two years | June 30th will be the 2 years for the 08 budget | T. Walker – LWC is currently scraping budgets because they are about to pull back money based on the FUR. If LWC does not pull it back, the Feds can take it. On June 30th, LWC will do a debit and take the funds that they feel will not be expended and bring back to the state level.
- *Board Member question (G. Melancon): Did the 50/50 Youth waiver help with expending funds? P. Gore stated that we hope this will help, especially in the summer with the summer youth program. There is never a challenge spending the in-school youth (ISY) funds; there is always a challenge spending the out-of-school youth (OSY) funds. T. Walker – currently awaiting to see, from the state level, if the waiver helped and see if there was a dent put in the budget since this was a challenge across the state. To be proactive, Louisiana asked for a renewal in the state plan that was submitted. DOE and Apprenticeship cannot find students; the students are just not available. The Governor hated to admit that there are more educational dollars on the table but education is funded per head. It is interesting that since Covid, there are 10-12k students that have not been*

brought back into the system. *Board Member suggestion (D. Hall)* – Check the home school numbers who receive no funding. A lot of families are electing to home school and that's where some of the heads are.

On-the-Job Training (OJT)

- Adult – Budgeted \$41k | Spent \$19k
- DW – Budgeted \$60k | Encumbrance of \$4k | \$56k left
- New budget: \$22k budgeted in OJT and \$92k also budgeted

Individual Training Accounts (ITA)

- Current budget that we are in, budgeted \$659k | Spent over a million | You may ask how can you spend more than you have? When we have a line item like this and you go over, it is just pulling from another line item which means you will just have to spend less in that particular line item. You are still staying within that overall budget number.
- New budget – there is a little bit more than we've had in the past. We have \$676k budgeted in ITAs.

Disaster Dislocated Worker Grant (DDWG)

- In the beginning of March, we went before City Council and it was approved and awarded by LWC to receive a Hurricane Ida grant and received \$277k since we were not heavily impacted by this Hurricane.
- Covid-19 National Dislocated Worker Grant (NDWG) – shows a balance and currently have \$1.4million left out of the \$1.9 awarded. Our letter of credit and drawdown was for \$810k and have only spent \$481k out of that. This grant was due to expire March 2022 and extended to December 2022. *Board Member Clarification (E. Beckham)* – This is the grant that had all of the specifications related to eligibility that we had the long conversation as to how to market it.
- *Board Member question (A. Fitzgerald)* – Is there a way to work with LWC, in addition to the WARN notices that LWC receives? If we ask these companies to notify us who they have laid off and we can market directly to them, then we may be able to fill some of the spots. | *T. Walker* – We receive WARN Notices and do exactly just that and triage everyone to determine which funding streams better serve them. Sometimes it is difficult to expend the dollars. LWC applied for a no-cost extension for this grant. | *A. Fitzgerald*: There are companies that may not show up under a WARN Notice (ex. City of Baton Rouge can provide data of companies that no longer have business licenses) and small companies that are no longer in business. *J. Coverson* – With the WARN Notice, we are also working to ensure we are able to find gainful employment for them comparable to what they were making in that job, prior to their final layoff notice (ex. Georgia Pacific layoff).

Thank You

Thanks to so many that have helped while here...

- Leslie Chambers | Woman of her word and integrity | Likes to get it right the first time | Made the last few months a delight
- Tierra Small | From day 1, could not have done it without her and instrumental to his success
- Juanita Coverson | Been there every step of the way | Always had a positive smile on her face with a go get it attitude
- Amanda Stanley | Delight to work with | Come in and open to know what to do and eager to learn | They've chosen the right person for the job
- Karen Kleinpeter | Been there for 28 years | Wealth of knowledge | Helped to understand from Day 1 and helped through the struggles
- Board & Executive Committee | Have enjoyed working with everyone

Brett Simon concluded the meeting at 11:51am

07.21.2022 Board Meeting | Q4

Meeting Location: Baton Rouge Community College (BRCC) | Ardendale Site | Automotive Training Center
2115 Lobdell Blvd. | BRLA 70806

Members Present: Elizabeth Beckham (Turner Industries) | Norma Beloton (LWC) | Kenneth Champagne (Confie) | Maydel Schexnayder – Chatelain (LRS) | David Fahr (Community Coffee) | Nick Felton (AFL-CIO) Andrew Fitzgerald (BRAC) | Blaine Grimes (Jump\$tart Coalition) | Dr. Dawn Hall Fleming (EBRPSS Adult & Continuing Education) | Judi Lefebvre (BR General) | Joseph Maranto (LA AFL-CIO) | Charlene Trusclair (DCFS) | Luke Waggenpack (Ironworkers 623)

Staff Present: Leslie Ricard Chambers (Mayor’s Office) | Juanita Coverson (Eckerd Connects) | Vernadine Mabry (DHDS) | Vanessa Pitts-Ponder (EmployBR) | Amanda Stanley (LWDB 21)

Guests: Dr. Toni Myer (BRCC) | Kyle Firlie (LRCE)

Quorum met

Elizabeth Beckham, Vice-Chair, opened the meeting at 10:42am.

WELCOME AND INTRODUCTIONS

Elizabeth Beckham named each new Board Member and allowed them to introduce themselves:

- David Fahr | Community Coffee
- Nick Felton | AFL-CIO
- Judi Lefebvre | Baton Rouge General
- Joseph Maranto | LA AFL-CIO
- Charlene Trusclair | DCFS
- Luke Waggenpack | Ironworkers 623

COMMENTS FROM THE CHAIR

Vice-Chair, Elizabeth Beckham stated that she was glad everyone was in attendance for the meeting. We are looking at shifting the purpose and having more interactive dialogue and systems in place to be more effective as a Board.

Expenditures

Category	Total Amount	Expended As of 06.30.2022	Available As of 06.30.2022
Budget Status <i>As of 06.30.2022</i>	\$5,240,804.58	\$1,246,804.02 (24%)	\$3,994,000.56 (76%)
Current Youth Funds <i>Expires 06.30.2023</i> <i>90% Program Funds</i> <i>10% Admin Funds</i>	\$1,664,579	\$22,154.91 (1%)	\$1,642,424.09 (99%)
Current Adult Funds <i>Expires 06.30.2023</i> <i>90% Program Funds</i> <i>10% Admin Funds</i>	\$1,111,400	\$525,665.28 (47%)	\$585,734.72 (53%)
Current Dislocated Worker Funds <i>As of 06.30.2022</i>	\$2,464,825.58 <u>DW Funds Consist of:</u> Covid 19 Expires 12.31.2022 \$810,413.58 PY 21 Expires 06.30.2023 \$286,615 FY21 Expires 06.30.2023 \$1,090,429 Hurricane Ida Expires 08.26.2023 \$277,368	\$698,983.83 (28%)	\$1,765,841.75 (72%)

Monitoring

There were comprehensive reviews and requests from the Louisiana Workforce Commission (LWC)

- FY 2021 Review of Administrative, Program, and Financial Activities | Covers 07.01.2020 – 06.30.2022 | All documents requested submitted 05.12.2022 | No feedback has been received
- FY 2020 Review | Covered 07.01.2019 – 06.30.2020)
 - 3 Programmatic Findings | 1 Fiscal Finding | Corrective Action Plan submitted to LWC 07.11.2022

Eligible Training Provider List (ETPL)

Renewal of 24 providers and currently working on certifying Baton Rouge General with updated paperwork

Proxy Clarification

The local by-laws stated that a board member could have a proxy if they could not make a board meeting. However, this conflicts with the state law (R.S. 23:14) which states that “a board member may neither assign a proxy nor utilize an alternate designee if that board member is unable to attend a board meeting”. Board members need

to make every attempt to be at the board meetings so we can ensure a quorum or look at having someone attend the board meeting that can attend regularly.

Budget for PY 22 / FY 23

The new allocation is good for two years, which will be through 2024. The total amount of funds for LWDA 21 | East Baton Rouge Parish is \$3,829,742 (Youth \$1,414,508 | Adult \$1,129,832 | DW \$1,285,402) | Admin Total: \$382,974 | Program Total: \$3,829,742

PROGRAM REPORT | Dr. Erica Thomas | Program Administrator
Report given by Vernadine Mabry / Director, DHDS

Applications Since 01.01.2022	
Total received	867
Total ineligible	147
Total deferred	358
Total eligible	304
Total referrals from OSS	58

Youth Department Since 01.01.2022	
Total applications received	470
Total youth referred to OSS	170
Total EmployBR referred to OSS working	358
Total EmployBR Summer Youth working	27
Total EmployBR Summer Youth Eligible	57
Total EmployBR Summer Youth Ineligible	28
Total EmployBR Summer Youth Deferred	159
Total Summer Applications seeking ITA only	29
Youth referred from MYWE	51
Eligible youth from MYWE	15
Total working from MYWE	0
Summer Youth Worksites	25
Youth Incentive Program Participants	33
Year-Round Work Experience Participants	15
NDWG Participants	18
Hurricane Ida DDWG Participant	1
<i>Case Load Total</i>	<i>262</i>

Youth Program | One more week to end summer youth, but will continue to have year-round participants | Continuing to take applications for ISY

Work-Experience | Currently revamping and continuing to monitor/visit sites to ensure safety | Currently doing pop-up visits to ensure sites are open, as indicated on their applications

Job Fairs | On-going recruitment for NDWG for those that lost their job due to the pandemic

19th JDC | Continuous work for direct referrals from the court system

Marketing Campaign | Working with a local vendor to market the services of the EmployBR program

Potential/Future Partners | Currently having meetings in progress with Aim High Apprenticeships, Unite Us, and CommCare to partner with EmployBR

ONE-STOP OPERATOR REPORT | Juanita Coverson | One-Stop Operator | Eckerd Connects | 4th Quarter Reporting

Traffic Count

<i>Q4 - 3,394</i>				<i>Q3 - 2509</i>			
		Plank	Wooddale		Plank	Wooddale	
April 2022	791	442	349	January 2022	736	431	305
May 2022	1221	798	423	February 2022	892	456	436
June 2022	1382	831	551	March 2022	881	499	382

MOU Desk Review

The Louisiana Workforce Commission (LWC) rendered a desk review to LWDA 21 regarding the Memorandum of Understanding (MOU)/Infrastructure Funding Agreement (IFA) for the period of 07.01.2020 – 06.30.2023. After the necessary changes were made, the review was approved and Technical Assistance provided.

Partner Training

We are currently working with One-Stop Operator, Bryan Moore | Castle of Dreams, LLC, to ensure all best practices of operations are shared with other Operators and we are excited to have been provided training from one of the Workforce Development gurus in the state of Louisiana.

OSO Collaboration

We continue to mirror efforts and collaborate between the Operators in Baton Rouge and Shreveport, as well as other Operators.

APPROVALS | Amanda Stanley | WIOA Chief Administrator | Board Director

We have to go back and approve Agendas, Meetings, and other action items due to not having a quorum from the previous meetings. Anytime we do not have a quorum this will push everything back.

Elizabeth Beckham | Modification: We thought we had a quorum in the past. We thought we were doing everything in accordance to our by-laws, but were not. According to our by-laws, we were but not according to the how the State mandates that we operate. We'd like to take a minute to thank Amanda for diligently researching the by-laws and state mandates for board operations, as this has truly been a tedious task. Sometimes we do things because that's how it's been done. Sometimes we need to pause and look at why we were doing things a certain way and determine if there is a more effective process so we won't operate incorrectly.

Roll Call

All members that are present listed in the "Members Present" section of the current meeting minutes. Quorum met.

07.21.2022 Agenda

Motion by Luke Waggenpack to approve the July 21, 2022 Agenda | Second by Joseph "Joe" Maranto | *Motion carried*

04.21.22 Minutes

Motion by Kenneth Champagne to approve the April 21, 2022 Minutes with no necessary modifications | Second by Blaine Grimes | Abstentions (3) by Nick Felton, Joe Maranto, Luke | *Motion carried*

02.10.2022 Minutes

Motion by Blaine Grimes to approve the February 21, 2022 Minutes with no necessary modifications | Second by Kenneth Champagne | Abstentions (5) by Nick Felton, Joe Maranto, Luke Waggenpack, Charlene Trusclair, Norma Belton | *Motion carried*

Approval of Policies

These are the policies from the Monitoring Review, from LWC that were needed | Motion by Kenneth Champagne to approve the policies: Equipment, Record Retention, Conflict of Interest, Unallowable Costs | Second by Andrew Fitzgerald | *Motion carried*

*Question: Were we missing these policies or are they newly created? These policies were introduced December 2021 to be voted on February 2022. However, there was not a quorum and we had to go back and approve all policies that were previously voted upon.

By-Laws

We will remove sentences 3 – 6, under Article V, Section 4, which states that each LWDB member may appoint a designee. But we are not allowed to have that. The verbiage will be stricken from the By-Laws. A representative can be sent in the absence of a LWDB board member for information purposes only and cannot be considered for a quorum and/or vote. This is to align our By-Laws with the State Laws that is in our handbook.

*Question: Was this a finding or how was this discovered? Amanda Stanley discovered this due to reading the handbook frequently and looking for something regarding the official designee. The notation was discovered and then it was verified with the training provided Bryan Moore, which is the One-Stop Operator for Geaux Jobs and Tri-Parishes and former Assistant Secretary of the Louisiana Workforce Commission. This was verified in the June 2022 training.

*Question: Can we clarify “for information purposes only”? Is this regarding guest speakers or any business related? Amanda Stanley gave an example: Dr. Toni Myer is sitting in for Chancellor Willie Smith. Dr. Myer can bring forth information to the Board and can present on behalf of Chancellor Smith but cannot vote or be counted towards the quorum.

*How many members are required for a quorum? Amanda Stanley stated that we have 25 total members. We have to have 51%, so at least 13 members must be present. We have 3 vacancies from the private sector and even vacancies count towards the quorum and those 3 are currently reviewing to see if they can commit. BRAC has been very influential in assisting to fill the private sector seats on the Board. 20% of our total membership has to be with Labor and Apprenticeship. We needed 5 for that section and we only had two. That’s how Luke, Joe, and Nick came about through recommendations from our AFL-CIO President, Mr. Reine.

Motion to accept the revisions to the LWDB 21 By-Laws regarding the proxy by David Fahr | Second by Charlene Trusclair | *Motion carried*

PUBLIC COMMENTS

There were no public comments. It was asked what was meant by Public Comments. It was explained that anyone from the public and that is not on the Board could speak at this time and/or ask any questions regarding Admin/Program. The general public is allowed to attend the meetings.

ADJOURNMENT

Meeting adjourned at 11:49am by Elizabeth Beckham, Vice-Chair

ACRONYMS LEGEND

AFL-CIO American Federation of Labor and Congress of Industrial Organizations

BRAC Baton Rouge Area Chamber

BRCC Baton Rouge Community College

DCFS Department of Children and Family Services

DDWG Disaster Dislocated Worker Grant

DHDS Department of Human Development and Services

DW Dislocated Worker

EBRPSS East Baton Rouge Parish School System

ETPL Eligible Training Provider List

FY Fiscal Year

IFA Infrastructure Funding Agreement

ISY In-School Youth

LRS Louisiana Rehabilitation Services

LWC Louisiana Workforce Commission

LWDA Local Workforce Development Area

LWDB Local Workforce Development Board

MOU Memorandum of Understanding

MYWE Mayor’s Youth Work Experience

NDWG National Dislocated Worker Grant

OSO One-Stop Operator

OSS Office of Social Services

OSY Out-of-School Youth

PY Program Year

10.20.2022 Board Meeting | Q2

Meeting Location: Brown Eagle | 7808 Airline Highway | Baton Rouge, LA 70815 | 225.769.1111

Members Present: Elizabeth Beckham (Turner Industries) | Norma Belton (LWC) | Kenneth Champagne (Confie) | Maydel Schexnayder – Chatelain (LRS) | David Fahr (Community Coffee) | Andrew Fitzgerald (BRAC) | Blaine Grimes (Jump\$tart Coalition) | Dr. Dawn Hall Fleming (EBRPSS Adult & Continuing Education) | Judi Lefebvre (BR General) | Joseph Maranto (LA AFL-CIO) | Charlene Trusclair (DCFS) | Luke Waggenspack (Ironworkers 623) | Christy Reeves (Ochsner) | Russell Wilkes (Brown Eagle) | Shannon Waters (Local Labor Union) | Devin Zito (Assurance Financial) | Scott Michelete (Crowne Plaza)

Staff Present: Leslie Ricard Chambers (Mayor’s Office) | Juanita Coverson (Eckerd Connects) | Vernadine Mabry (DHDS) | Amanda Stanley (LWDB 21) | Dr. Erica Thomas (EmployBR)

Guests: Lela Wilkes (Brown Eagle)

Quorum met

Brett Simon, Board Chair, opened the meeting at 10:36am.

WELCOME AND INTRODUCTIONS | COMMENTS FROM THE CHAIR

Brett Simon called the meeting to order at 10:36am. He thanked Lela Wilkes and Russel Wilkes of Brown Eagle for hosting the Board Meeting. He introduced the administrative staff, Amanda Stanley, Director | WIOA Chief Administrator and programmatic staff, Vernadine Mabry, DHDS Director and Dr. Erica Thomas, Program Administrator.

Elizabeth Beckham, Vice-Chair, is with Turner Industries. Please stay after board meeting to mingle a bit. We will learn more about the intent of the board and what we do to drive policies and procedures to help bring benefits to the citizens of East Baton Rouge Parish. Brett introduced all Board Members and guests, individually.

The CEO & President of Brown Eagle, Lela Mae Wilkes, welcomed everyone to the Brown Eagle facility. She stated that Brown Eagle is a 100% woman own business and thanked everyone for coming. Please stay if you can for the tour; it is 100k ft² of warehouse space She stated that she is not on the Board but wanted to mention that half of the people are not able to work because there is inadequate childcare for those that work in the plant, working at least 12-hour shifts. There are no childcares that accommodate this. There is also no transportation to plants here and across the river. If the Board can do something to work on this, it is greatly appreciated.

Approval of 10.20.2022 Agenda | *Motion by Kenneth Champagne, Second by Andrew Fitzgerald. Motion carried*

Approval of July 2022 Board Meeting Minutes | *No questions or changes for July 2022 Minutes. Motion by Devin Zito, Second by Kenneth Champagne. Motion carried*

Board Meeting Schedule 2023 Option 1 and Option 2 dates are in your packet. We will vote on one of the options, but can still be flexible if there are scheduling challenges that come about. Amanda Stanley stated that all dates are the 3rd Thursdays of each month in order to remain consistent with board meeting history. *Vote for Option 1 & Option 2 | Option 2 carries the weight | Motion for Option 2 Board Meeting Dates (February 16th, May 18th, August 17th, and November 16th) by Blaine Grimes, Second by Devin Zito. Motion carried*

Grievance Policy We have had the Grievance Policy in the manual since 2014. However, from the LWC Audit, it recommends a language change. It is located on Page 1 and is the last sentence and this is the only change that has taken place with the policy. *(When a WIOA-related complaint is filed and this complaint is also a violation of another law or collective bargaining agreement, the grievance procedures of that law or agreement may be used instead of, or in addition to the Discrimination Complaint Procedure)* This gets the board in line with LWC recommends. *Motion by Andrew Fitzgerald to adopt and approve the updated Grievance Policy, Second by Russell Wilkes. Motion carried*

The meeting will be turned over to Amanda Stanley for the Director’s Report. Brett thanked Amanda for the format she is using for the budge, as it is much easier to read. The excel spreadsheet is great, but that is easier to use when needing to drill down more in the numbers, instead of a snapshot.

DIRECTOR’S REPORT | Amanda Stanley | WIOA Chief Administrator | Board Director

Expenditures

Category	Total Amount	Expended As of 09.30.2022	Available As of 09.30.2022
Budget Status <i>As of 06.30.2022</i>	\$10,204,203.50	\$2,467,035.73 (24%)	\$7,736,897.77 (76%)
Current Youth Funds <i>Expires 06.30.2023</i> 90% Program Funds 10% Admin Funds	\$3,079,087.00 *PY 21 Expires 06.30.2023 *PY 22 Expires 06.30.2024	\$338,957.27 (11%)	\$2,740,129.73 (89%)
Current Adult Funds 90% Program Funds 10% Admin Funds	\$2,241,233.00 FY22 Expires 06.30.2023 PY 22 Expires 06.30.2024	\$979,221.85 (44%)	\$1,262,011.15(56%)
Current Dislocated Worker Funds <i>As of 06.30.2022</i>	\$4,883,703.50 <u>DW Funds Consist of:</u> Covid 19 Expires 12.31.2022 \$1,943,889.50 PY 21 Expires 06.30.2023 \$286,615.00 FY22 Expires 06.30.2023 \$1,090,429,00 Hurricane Ida Expires 08.26.2023 \$277,368.00	\$1,148,856.61 (24%)	\$3,734,846.89 (76%)

	PY 22 Expires 06.30.2024 \$282,373.00 FY 23 Expires 06.30.2024 \$1,003,029.00		
Capitol One Grant	\$5,000.00 <i>*Available for supportive services only</i>	\$0.00	\$5,000.00

Administrative Funds Priorities

- Total, with all funding streams | \$798,277
- Currently available as of 09.30.2022 | \$613,061.29
- Priority #1 | Salary + Benefits for Chief Administrator & Accounting Associate
- Priority #2 | Training & Professional Development for Board Members, Staff, Executive Team, and Stakeholders
- Priority #3 | Outreach & Associations
- Priority #4 | Maintain obligations to “machine” (i.e. communication, wireless, utilities, etc.)

Budget for PY 22 / FY 23

- **Youth:** Total \$1,414,508 | Admin \$141,451 | Program \$1,273,057
- **Dislocated:** Total \$1,285,402 | PY 22 (Admin \$28,237 | Program \$254,136) | FY 23 (Admin \$100,303 | Program \$902,726)
- **Adult:** Total \$1,129,833 | PY 22 (Admin \$20,660 | Program \$185,936) | FY 23 (Admin \$92,234 | Program \$830,913)

One-Stop Operator Contract

- The One-Stop Operator Contract with Eckerd Connects expires 06.30.2023
- The RFP process with the City of Baton Rouge Purchasing Department will begin shortly
- We will need a committee to select the One-Stop Operator for the new contract that would go into effect 07.01.2023

Financial Disclosure and Ethics Training

- All Board Members must follow Senate Bill 718 which requires reporting of certain personal information by Workforce Development Board Members that has served on and since 07.01.2015
- 1st personal disclosure is due after being selected | Thereafter, due 05.15 of each year
- Financial Disclosure forms are in your packet
- One hour of training per calendar year on the Code of Governmental Ethics is required and has to be completed by 12.31 each year. The training is on the Louisiana Board of Ethics website and please select the training for a Board Member.

AJC Certification

- The LWC American Job Center Certification (AJC) is intended to ensure that every comprehensive AJC is in compliance with key WIOA statutory and regulatory requirements
- Local boards must re-certify every two years. The certification indicates the Center meets the basic requirements that are outline in the WIOA law.

Director Goals | 2023

Strategic Planning | Education | Outreach

PROGRAM REPORT | Dr. Erica Thomas | Program Administrator

Applications 10.18.2022	
Total received	1206
Total ineligible	234
Total deferred	503
Total eligible	469
Total referrals from OSS	81

Active Individual Training Accounts (ITA)	
Adult	2
Dislocated Worker	14
Youth	17

Outreach Efforts | Social Media/TV/Radio

- Empower 225
- Mel's Detail Services
- Gemstone Management

Job Fairs

- LWC Workforce Experience
- YWCA Community Job Fair
- Gardere Initiative Job Fair

Top Training Providers

- CDL Mentors
- Camelot College
- Coastal
- Southern University

New Collaborations & Partnerships

- Aim High Apprenticeships
- Empower 225
- BRCC | Workforce Healthcare Training Initiative
- LWC | Diesel Driving Academy/CDL Initiative

ONE-STOP OPERATOR REPORT | Juanita Coverson | One-Stop Operator | Eckerd Connects |

Partners | Outreach

- Partner Cross-Training
- Disaster: Covid-19 & Hurricane Ida | CSRS
- On-the-Job Training (OJT)
- Apprenticeship Training | District 5
- CATS Collaboration
- Christian Outreach Center
- Hope Ministries
- 6 X
- Southern University | Career Pathways
- Jump \$tart Coalition

Job Fairs | Workforce Development

- Visix Monitors | Center Job Boards
- Brazen Virtual Job Fair Technology
- Veterans Job Fair
- Business Services

Compliance

- AJC Certification Matrix
- ADA Checklist
- ISY Waiver
- Louisiana Legislative Audit

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

Meeting adjourned at 12:03pm by Brett Simon

ACRONYMS LEGEND

AFL-CIO American Federation of Labor and Congress of Industrial Organizations

BRAC Baton Rouge Area Chamber

BRCC Baton Rouge Community College

DCFS Department of Children and Family Services

DDWG Disaster Dislocated Worker Grant

DHDS Department of Human Development and Services

DW Dislocated Worker

EBRPSS East Baton Rouge Parish School System

ETPL Eligible Training Provider List

FY Fiscal Year

IFA Infrastructure Funding Agreement

ISY In-School Youth

LRS Louisiana Rehabilitation Services

LWC Louisiana Workforce Commission

LWDA Local Workforce Development Area

LWDB Local Workforce Development Board

MOU Memorandum of Understanding

MYWE Mayor's Youth Work Experience

NDWG National Dislocated Worker Grant

OSO One-Stop Operator

OSS Office of Social Services

OSY Out-of-School Youth

PY Program Year

02.16.2023 Board Meeting | Q3

Meeting Location: Brown Eagle | 7808 Airline Highway | Baton Rouge, LA 70815 | 225.769.1111

Members Present: Beckham, Elizabeth (Turner Industries) | Champagne, Kenneth (Premium Finance Business Unit) | Eberly, Amay (Coca Cola Bottling Co.) – *Virtual Participant* | Fitzgerald, Andrew (BRAC) | Grimes, Blaine (LA Jump\$tart Coalition) | Hall, Dr. Dawn (EBRPSS Adult & Continuing Education) | Reeves, Christy (Ochsner Health) | Schexnayder-Chatelain, Maydel (Louisiana Workforce Commission – LRS) | Simon, Brett (AWC) | Trusclair Charlene (Department of Children and Family Services) | Tyson, Dr. Brandy (Baton Rouge Community College) | Waters, Shannon (Local Laborers #99) | Wilkes, Russell (Brown Eagle) | Zito, Devin (Assurance Financial)

Staff Present: Anderson, Girlie (EmployBR) | Chambers, Leslie (Office of the Mayor-President) | Coverson, Juanita (Eckerd Connects) | Stanley, Amanda (LWDB 21) |

Guests: Lela Wilkes (Brown Eagle)

Quorum met

Brett Simon, Board Chair, opened the meeting at 10:37am

WELCOME AND INTRODUCTIONS | COMMENTS FROM THE CHAIR

Brett Simon called the meeting to order at 10:37am and stated that there were a few things that needed to be discussed. He then turned the floor to Leslie Chambers.

LESLIE CHAMBERS | ACAO, OFFICE OF THE MAYOR-PRESIDENT

Some have been on the Board for quite some time and your service is appreciated. EmployBR Program is going through some adjustments and changes that requires the Metro Council to take a vote. Some of the Board Members have been spoken to briefly about said changes and would like to brief everyone what it means. Since Amanda has been the WIOA Chief Administrator for the last 8/9 months, we have been able to identify how to better our process, from feedback, from the you and our business community. We look forward to establishing more efficient plans on how to better deliver our services within our community. Please consider attending the next Council Meeting. Leslie will discuss: A) How the program was established; and B) We are best suited now to perform in the way the WIOA Act has prescribed us to do. If there is anything you'd like to follow-up with Leslie about, please be sure to let her know.

NEW BOARD MEMBER INTRODUCTION | AMANDA STANLEY

Amanda Stanley introduced Dr. Brandi Tyson, the Vice Chancellor of Academic and Workforce Development with Baton Rouge Community College (BRCC). She and BRCC have a lot of technical and education programs that are a good fit for the population we serve, and she will bring that perspective to the Board, and we welcome her.

AGENDA & MINUTES | APPROVAL

Amanda extended apologies to the Board for not sending out the Board Meeting Minutes and Agenda and can be approved for the next meeting so you can have time to make sure that there were no edits needed or clarification. Those will be sent out to you via email, before the next Board Meeting.

NEW LEADERSHIP INTRODUCTION

Very excited to introduce Mrs. Girlie Anderson as our new Program Administrator. She officially took the position on January 30th. Dr. Thomas put in her resignation, and we were lucky that we already had someone on staff that could swiftly step into the role. Girlie was the Data Coordinator for EmployBR the last 2 ½ years and this is her 3rd official week in her position. We have been working together two weeks prior to that for her transition. In those three to four weeks, Mrs. Anderson has implemented some staff development, dialogue and accountability models as well. She's also implemented an ITA Review Committee to ensure that those that access the training dollars are for those that are most in need and will be the ones that are going to be the most successful. The Case Managers have to present to the leadership team as to why they think their client should access those dollars. On the horizon on the busy 3-4 weeks, we are also looking at our policies and procedures to make sure they are still relevant and still needed.

PROGRAM GOALS AND VISION | GIRLIE ANDERSON

The vision is to produce trained job ready individuals based on employer needs. For instance, if Turner states that they need 6 Pipefitters within the next 6 months, we want to ensure that the qualified applicants are provided to Turner within the time frame they requested instead of having people randomly walking in to be a CDL Driver since everyone wants to drive trucks right now and this would assist with diversifying our ITA funds.

Our goals are to:

- Increase employee morale and efficiency
- We are implementing “Never Miss a Monday”. The Case Managers will tell us about their week, tell us about their clients, talk about their case loads, who needs to go to work, and discuss. Then, on Thursday, staff will be held accountable for meeting those goals during the staff meeting. Everyone can start owning what they are supposed to be doing.
- We will create an employee performance management system. It's a binder that the employee will manage about their own performance and their own goals. It will have their attendance, goals, outcomes, and anything that relates to their performance. Their measurable skills gains for their clients are recorded as well. When it comes time for annual reviews, we will sit down and use that specific binder.
- We will create a Team Vision Board. We will grab some butcher paper, create our vision, and post it in the Career Resource Center. A vision will be created and we will monitor that on a quarterly basis.
- ITA Review Committee started out this week and it turned out pretty well. Staff were not used to it but we are looking to do this twice a week on Mondays/Wednesdays so they can present their clients to us. It will be Girlie Anderson, Amanda Stanley, Juanita Coverson when she can join, the Staff Supervisor, Angela Carter, and Senior Career Development Specialist, Chorondalette Savage. From the last meeting, only 2 were approved and 9 were presented.
- Staff the youth department – looking to employ about 300 youth between our office and the Mayor's Office. Our last event was an invite only on February 11th. We invited about 235 people and these were people that submitted applications to OSS last year that were not age eligible and are now age eligible for EmployBR. They were invited as well as those that were deferred and did not get to work. We had about 40 people come out and 7 that are eligible. We have 15 that we are looking at moving in and 14 that are being sent to Big Buddy. From that, we've had about 20 phone calls since Monday of folks that missed the event but still wanted to submit their application to participate. 5 have submitted application since then. | *Question... How*

many spots are you looking to fill / Answer: 300 spots – 150 with EmployBR and 150 with the Mayor's Office. We currently have 3 Case Managers in youth. The goal is to have a dedicated Youth Supervisor and 5 Case Managers.

- We created and currently in the process of implementing a Staff Advisory Council. We currently have 3 people that have been appointed and 2 that would like to join. We're excited to hear from them what the staff needs and wants are. This is to assist us with staff engagement and we won't have to ask/guess; we will know, first-hand, what they'd like. They will also sit in on the process of building our policies and procedures. They can be voice for the staff.
- We are working with Elizabeth Beckham to help revamp our OJT process. *Request from Elizabeth Beckham: Can you reach out to the Lake Charles region to try and mimic their OJT process? Amanda Stanley – Yes*
- Increase Professional Development opportunities. We'll watch a video from HR each week and document and have everyone to sign off and complete their questionnaire.

MEET THE TEAM | AMANDA STANLEY & GIRLIE ANDERSON

We wanted to give you an idea about who's on our team, with the passion and vision they bring and the work they do. We had a lot of fun creating a video so the Board can meet the staff. We will begin having about 3 staff members to come to the meeting so they can see how the Board Meetings run. *The video will be emailed out since there were technical difficulties and the audio was not properly functioning.*

OUT AND ABOUT | AMANDA STANLEY

A few pictures provided about places we've been, meetings, job fairs, hiring events, conferences. A few pictures were shown from: 1) Youth Recruiting Event held at BRCC; 2) Front Yard Bikes; 3) LABI; and 4) other pics from former participants and staff.

NEW PARTNERSHIPS ON THE HORIZON | JUANITA COVERON

Happy Carnival Season to everyone! Introduced Keidrian Kunkely, Eckerd Connects Louisiana Operations Director, visiting from Lafayette, LA. We've been doing a lot! For the last 3 weeks we have been making it happen. A few events that we will focus on are:

- Jump\$tart Coalition Conference with Blaine Grimes and we've being more intentional about our involvement for our clients. Blaine can provide more information and he is the National Director for the Coalition as well. *Blaine Grimes: Jump\$tart Coalition promotes financial literacy in all aspects and this last event was for Educators so they can provide financial literacy for their students and bring back to the classroom. There were 100 teachers selected from around the state that attended.*
- Zachary Rotary Club | Outreach attended with the Mayor and Councilman Brandon Noel | Getting the word out more in that area about EmployBR | We are doing about a better job of getting the word out and providing services for those not just in Baton Rouge but as well as Baker, Zachary, Central, Gardere, and other outer lying areas.
- LCTCS CTE Summit | Career and Technical Education and Elizabeth Beckham attended as well. This was a phenomenal conference
- Micro Community Expos – We conducted 5 small job fairs in the month of December. We went to each community center to let the residents know what services EmployBR provide. It was more of an informational session. Employers, partners, and resources attended the events as well. You will hear more information about the upcoming one in Gardere (March 6th and we hope that you'll be able to join us for that one. All expos were not as well attended that we hoped for, but we wanted to ensure that there was an event and representation to the communities so they can begin reaching out to us at the beginning of the year.

WE NEED YOU! EVENTS TO PARTICIPATE IN | AMANDA STANLEY

March 6th | Employment & Community Expo | Partnership with District 3, Councilman Rowdy Gaudet | Ben Burgess Park | 6pm – 7:30pm | Getting some of our material translated to Spanish and will have Translators on site for the event. Please join us if you have resources and need to hire employees.

April 1st | Employment & Community Expo | Partnership with District 2, Councilwoman Chauna Banks | Jewel J Newman Community Center | 9am – 1pm

Question: I heard that you have materials being translated and there will be a Translator at the event. Are your materials not already translated? Amanda & Juanita: No, they are not. We have the flyers already translated into Spanish but working on the additional material. Amanda: Are there other languages that you feel need to be considered? Board Member: Arabic & Vietnamese. Amanda: We want to be more accessible and ensure we're provided services to all of our clients.

14 ELEMENTS | AMANDA STANLEY

These elements are federally mandated to be provided to our Youth. They are tutoring, financial literacy, entrepreneurship, leadership, mentoring, just to name a few. We have not had those services rendered in over a year and they will be put out next week. We don't have to put it out as an RFP and can put it out as a notification. They will go from April 1st to the end of the fiscal year and then come back and put it out again for the new fiscal year.

ONE-STOP OPERATOR RFP

The One-Stop Operator contract with Eckerd is near expiration, June 30th. The RFP for the One-Stop Operator has been published. We will reach out to those that have expressed interest in serving on that committee, for the next steps.

RETIREMENT

Karen Kleinpeter, our Accounting Associates, has retired. We have a new Fiscal Specialist, Ms. Elaine Clark, that is working with us. She will be introduced at a later date.

RADIO

Working with Cumulus Media to do Outreach for youth, other events, job fairs, and other events over the next few months.

OJT

Working on improving the OJT contract, as we have received feedback from employers that it has not been a good process and it has been difficult. We are working with Elizabeth to make it more attractive to business and industry. We want to also ensure that the process falls in line with our regional partners as well. If an employer is in another parish, they should be very similar and in synch as possible.

BY THE NUMBERS | PROGRAM NUMBERS | GIRLIE ANDERSON

Total applications received 2023: 66	Total eligible applications 2023: 31
Total deferred applications 2023: 30	Total ineligible applications 2023: 1
Referrals from OSS 2023: 4	Undecided applicants: 245
IDA disaster grant temporary workers: 17	
Year round work experience participants: 19	

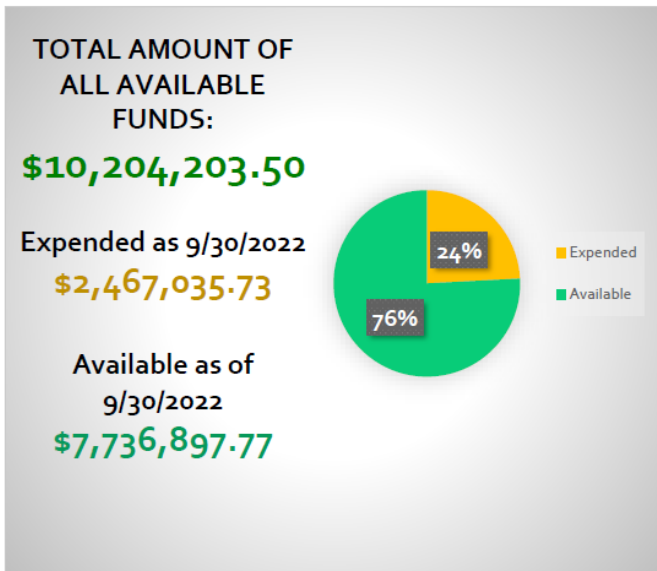
- When an application is deferred, that means a client has not completed their application and eligibility cannot be determined.
- The 245 for the undecided applicants is the Case Managers' case loads across the board in addition to the people that are working and are in ITA trainings and have not decided what they want to do. Some of those cases have to be closed if they have not have any contact or progress within 45 business days.

- We have 17 clients that we have carried over to the Hurricane Ida grant from the Covid-19 grant and are working year-round currently.
- *Question#1: With the deferred applications, what is the primary document that they have been having a challenge getting ahold of? Girlie: It is either check stubs or if they are a SNAP recipient, they send of snapshot of the benefits, and it does not have their information listed on it. We always need the name and date of certification. We'd prefer they send their decision letter because it has all of the information on there. Most of the time we need the education information. Question#2: In regard to SNAP benefits, is that something we can request internally? Girlie: No, we have tried but still working on trying to form that partnership. Elizabeth: Let's look at reaching out to the Secretary of that department to see what we can get done. Statement#1: Andrew Fitzgerald stated that there are challenges with privacy of information. You would think there would be information sharing agreements within different and like departments but there are not. We had to pass 3 pieces of legislation to just be able to talk to each other. Question#3: If they go pass the 45-day deferred mark, when can they reapply? Answer: They can reapply at any time, but as long as there is some time of communication, the application is eligible to remain open.*

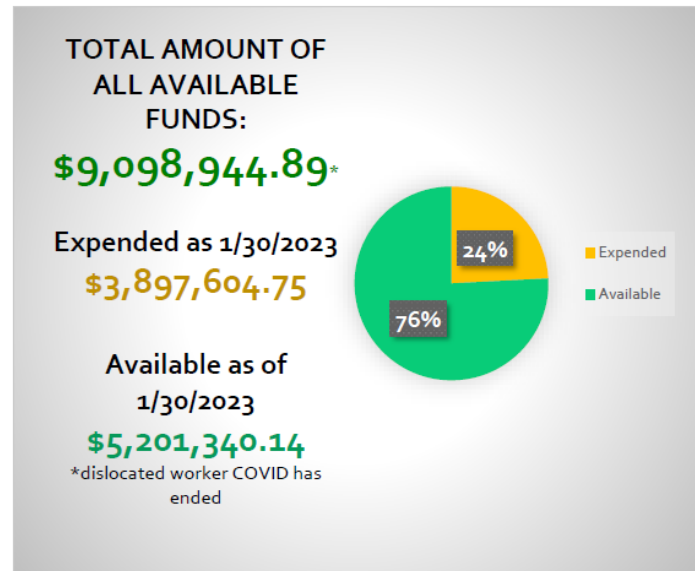
BUDGET/ADMIN | AMANDA STANLEY

ALL FUNDS:

September 30, 2022



January 31, 2023



This is the budget is from the previous meeting to current. All expiration dates will be between 2023 and 2024. We have about \$5 million left to spend between now and June 2024. The difference in funds is from the expired Covid-19 funds, which expired in 12.31.2022. We did not have to send any money back because our initial allocation was only \$800k.

YOUTH FUNDS

Youth Currently Serving: 67

Current Youth Funds (expires 6.30.23) - \$837,318.86 (balance remaining)

Plan for usage (all are estimates)

- **\$396,000** Summer Youth Program – 150 participants (Work Experience Dollars)
 - \$10/hour for max of 30 hour/week for 8 weeks
 - 10% SS/Medicare
- **\$334,435** Salary/Benefit Costs
- **\$106,883** Operating/Other costs (advertising, training, supplies, etc.)
- In progress: professional services agreement for radio spots to promote Summer Youth Recruitment Days
 - March 11 – MLK Community Center
 - April 15 – Location TBD

Other Youth Funds (expires 6.30.24) - \$1,414,508

Cannot be used until all prior funds are depleted

The 67 youth are in worksites, training and youth incentives which means they are participating in one of the 14 elements until summer work begins and they will start working. These funds expire in June. This is the plan we have to spend that money. If we don't spend it, they will take it back.

Cumulus Media is marketing these events on the radio and on social media. Those radio stations are 94.1 (Hip Hop), 103.3 (Classic Hits), 106.5 (Adult Contemporary) stations so we are hitting youth and adults within the parish.

Once these funds are spent, we can begin using our new funds which will expire next June. We cannot start spending these funds until the current funds are gone. Then we will start using our '24 funds.

Question: 2023 funds expire in June? Amanda: Yes. Brett: Do you think we're on track to effectively expend those funds? Amanda: Yes. We are confident in that only because when I got here last year in April, we had \$1.2 million that was set to expire and we spent in that short amount of time. The summer youth program uses the bulk of our funds. I actually think we may hit that and start using new funds before June 30th.

We are doing two specific youth recruitment days for the general public – March 11th at the MLK Community Center and April 15th, both from 10am to 2pm. Onsite, to the best of their abilities and if they have all of their documents, we can deem them eligible that day. This is why we wanted to begin promoting all the documents asap so they can begin obtaining their necessary documents. If they don't have their documents, then we have to follow-up. We will provide the location for April 15th within the next couple of weeks. If you have any youth ages 16-24, please have them to come out. Those that 14 and 15, Big Buddy will employ that population.

DISLOCATED WORKER FUNDS

Dislocated Workers currently serving: 26

Current DW Funds (expires 6.30.23) - \$588,076 (balance remaining)

Plan for usage (all are estimates)

- \$228,487 Salary/Benefit Costs
- \$156,455 Individual Training Accounts
- \$96,251 Transition Employment (after IDA funds depleted)
- \$106,883 Operating/Other costs (advertising, supplies, training, etc.)

IDA DW Funds (expires 8.25.23) - \$230,074 (balance remaining)

Will be depleted with current transitional workers prior to 6.30.23

Other DW Funds (expires 6.30.24) - \$1,285,402

Cannot be used until all prior funds are depleted

The Dislocated Worker funds expire in June. We currently have 17 in Transitional Employment. If we have 20 Temporary Workers at \$15/hour up to 30 hours/week, that is about \$480k that we're spending on them. We are looking to reduce our ITA amounts and put more people to work.

ADULT FUNDS

Adults currently serving: 23

THE MOST LIMITED FUNDS AVAILABLE

Adult Funds (expires 6.30.23) - \$0

Adult Funds – Allocation 1 (expires 6.30.24) - \$22,060

Will be depleted with salaries by 3.31.23

Adult Funds – Allocation 2 (expires 6.30.24) - \$860,289

Focus on salaries, ITAs, OJTs – will deplete by 6.30.24

Will receive a new allocation in July 2023

These are our most limited funds because they are the ones that do not meet income requirements or youth requirements. Everyone that is not eligible as a Youth or Dislocated Worker is an Adult. We have already used the funds that expire in June. We have two separate pots of money for our new allocation. We will use our first pot at the end of February. Then we will move into the next \$860k that will last us for the next year. We will also get a new allocation of funds after July 1st which is our funds which is our next pot of 2-year funds. Each year the funds expire in two years but each year we get the round of 2-year funds.

PROGRESS OF DIRECTOR'S GOALS

Goal 1: Strategic Planning

New Team Algorithm Internal Review
Focused on employee morale, engagement, and education
Target creation for areas of improvement

Goal 2: Education

In-depth staff training started
Conference attendance for leadership roles

Goal 3: Outreach

Re-engaging disenfranchised partners
Communication strategy with Cumulus Media to promote services

Goal#1: Internal review from the Mayor's Office and focus on employee morale and engagement and education and was given target areas of improvement based on that employee morale.

Goal #2: Today we kicked off our training series with our staff. Staff will have about 6 months of training with Bryan Moore who is the One-Stop Operator for Geaux Jobs and the former Assistant Secretary of Labor several years ago and is one of the WIOA experts in this state. Today and tomorrow, they are doing training on what a workforce board is and it moves into really in-depth training on how to serve our youth, adults, and dislocated workers. At the end, we hope to work out a time with all of you to do a Board Training.

OUTREACH | ENGAGEMENT | PARTNERS

OUTREACH

We are re-engaging a lot of our disenfranchised partners that we have not be really working with such as Front Yard Bikes, Empower 225, and have a meeting scheduled with The Walls Project. A lot of organizations have previously worked with the youth serving as a worksite, one of the 14 elements, or both.

GET INVOLVED

- Become a work site for youth and/or adults | The funding pays their salary for \$10/hour and your organization does not have to come out of pocket | We can train them on skills needed for the position at hand | We also have Counselor Monitors that you can notify that the client needs to upskill, and we will work directly with him/her to get the necessary training (i.e. being on time, hygiene, typing, etc)
- Recruit for openings from our participants
- Participate in OJT opportunities
- Advocate and refer our services to other business members and stakeholders
- Partner with us to develop strategic planning and funding priorities for the parish

PARTNERS/OUTREACH

As Amanda mentioned, we are working re-engaging our Partners as we are moving through with our new strategic plan as well as collaboration restoration. If so many of us are doing the same thing we can collaborate and make greater efforts. We've been working with the Zachary Rotary Club, re-engaging with YWCA, met with Empower 225 this week, we had a wonderful meeting with Youth City Labs and Front Yard Bikes (If you have not seen what they've

been doing, make sure you check them out), and we have been talking to DCFS. If you are not aware, they have many different things they've been doing and one of the grants is the Responsible Parenting Grant that we can work together on. We've also been working to increase the number of worksites.

NEW PARTNERSHIPS ON THE HORIZON

Some of the different partners that we've mentioned that we've engaged with is:

- Front Yard Bikes
- Baton Rouge Health District | They work with all the hospitals in the area and work with them to assist with all of their employment and training needs
- Empower 225
- Going to Glen Oaks at the end of the month to recruit for youth employment
- Hope Ministries – we are looking to reestablish that partnership and use as a potential worksite and one of the 14 elements
- Gardere Initiative – Kickoff with our Job Fair on March 6th

MICRO COMMUNITY EXPOS

The Micro Community Expos were held in December and were as follows:

- December 6th | Councilman Darryl Hurst | District 5 | Charles R. Kelly Community Center
- December 8th | Councilwoman Chauna Banks | District 2 | Jewel J. Newman Community Center
- December 13th | Councilman Brandon Noel | District 1 | Chaneyville Community Center
- December 15th | Councilwoman Carolyn Coleman | District 10 | Leo S. Butler Community Center
- December 20th | Councilman Lamont Cole | District 7 | MLK Community Center
- Upcoming
 - Monday, March 6th | Councilman Rowdy Gaudet | District 3 | 6pm – 7:30pm | Ben Burgess Community Center | Gardere
 - Saturday, April 1st | Councilwoman Chauna Banks | District 2 | Jewel J Newman Community Center | Time: TBA

JOB FAIRS | WORKFORCE DEVELOPMENT

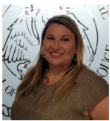
Some of the other job fairs and workforce development:

- Working with LCTCS and attending the Community and Technical Education (CTE) Summit
- Working with the newest Industry Sector Coordinator that LWC hired, Ms. Lisa Williams
- Working with our EmployBR South office that's right around the corner on Wooddale Blvd, with Mrs. Norma Belton and Katina Brooks
- Working heavily with Jump\$tart Coalition to bring financial literacy opportunities to our clients
- Working with Urban League of Louisiana with their Automotive Apprenticeship Program | We are working to increase the apprenticeship opportunities significantly, whether Pipefitters, Steamfitters, and other opportunities
- Working with Keidrian Kunkel in Lafayette, our other Partners in Louisiana and other One-Stop Operators with Eckerd Connects and share the information for seamless delivery and best practices in all areas | Utilizing the Eckerd 180 day Career Coach Guide that has everything you need to know about WIOA and make sure we are providing easy language with all that we do | Working with Eckerd to also ensure that any policies we do not have we can check in with Eckerd to assist us with creating the policies | Eckerd has a wonderful training system, as we can train on anything in workforce, there are pre-recorded videos, cross-training (ex. Excel, customer service, cleanliness in the workplace, etc and anything you can think of)

COMPLIANCE

- 14 Elements | Amanda discussed earlier
- RESEA/Wagner-Peyser Staff | Having the necessary staff in place at EmployBR Satellite Site that are required to be housed at the Center | Working directly with Katina Brooks and Norma Belton
- Continuing to obtain signatures for our MOU and Infrastructure Partner Agreements | If you are one of our federally mandated Partners, we'll be reaching out to you this week
- Continuing to provide TEGs to staff and how to utilize the TEG as a resource instead of always asking the "how to" question
- Federal Regulations | Girlie Anderson is a guru on the Federal Regs and sharing the information with the staff so they can see what they are supposed to do and why we do it | We will continue to teach our staff, our clients, and Powerpoints

CONTACT US



Amanda Stanley, Chief Administrator
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Girlie Anderson, Program Administrator
Office: 225.358.4579
Email: gbanderson@brla.gov



Juanita Coverson, One Stop Operator
Office: 225.218.5664
Email: jcoverson@eckerd.org

Next Meeting Date: Thursday, May 18, 2023 | 10:30am | Location: TBA

We know that this has been a lot of information, but we have the Power Point for you. We also have binders for each of you with information for the last year. You'll have contact information, calendars, staff trainings, board trainings, meeting documents, by-laws, Region 2 Workforce Plan, and different Power Points and resources so that you know what a Workforce Development Board does.

Question: What would you like to see from the employers than to just be there? Amanda: All employers that are looking to hire and job opening requirements | We will have Wi-Fi and hot spots

Next Thursday, February 22nd from 9:30am – 11:30am, we will host a Senior Expo at the Charles R. Kelly Community Center for our Golden-Aged Residents | They will receive information on employment opportunities and HiSet (formerly known as GED) preparation | If you have any additional resources that you'd like to provide, please reach out and we will set up a table for you.

If we have too much information or not enough, please let us know. We are trying to make sure you have all the information you need since we've had much leadership change. There is no separation. We are one EmployBR and functioning as such. Amanda mentioned that this is the busiest four weeks that she's had in her 8 months of working for the Board.

Brett thanked Girlie for stepping into the role and having the pre-existing knowledge to be able to see what the pain points are and being able to just step in and go. You're a valuable asset and thank you. It's evident already with the information you've provided that you are making a true difference and with the interaction and the difference in the morale is key. The health and well-being of our staff and the services we provide is important. If our employees are not happy, we have to take a look at what to do to improve so we won't have huge turnover.

Thank you all for keeping your foot on the gas. We know there was a huge push back in keeping business the way that it was. Thank you to Leslie Chambers because the Board has been pushing for the last year to get an internal audit and a pulse of what has been going on with the program and Leslie finally made it happen. An outside company was brought in to take a look at everything – Board, Administration, Program and make recommended changes to ensure that the business is running efficiently. Prior to this year, we did not have Board Insurance and lost a potential Board Member and finally attained it. Try to spend a few minutes going through your binder so you can see how EmployBR works and what we can do, as a Board, to invoke change. Brett thanked Amanda, Girlie, Juanita, and the Board for the time and all that everyone takes for the Board.

Elizabeth: If anyone can volunteer for the next Board Meeting, that would be great. Brown Eagle has hosted twice. You all have done so much within the last 4 week and we're so excited. There's even a lot more smiles. The video will show the happiness and eagerness of the staff and this will help with engagement and Elizabeth thanked everyone for all that you do.

Glad to have James Carter, a former Case Manager and works with Hope Ministries and we're excited about having them as a Partner.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

Meeting adjourned at 11:37m by Brett Simon

ACRONYMS LEGEND

AFL-CIO American Federation of Labor and Congress of Industrial Organizations	LWDB Local Workforce Development Board
BRAC Baton Rouge Area Chamber	MOU Memorandum of Understanding
BRCC Baton Rouge Community College	MYWE Mayor's Youth Work Experience
DCFS Department of Children and Family Services	NDWG National Dislocated Worker Grant
DDWG Disaster Dislocated Worker Grant	OSO One-Stop Operator
DHDS Department of Human Development and Services	OSS Office of Social Services
DW Dislocated Worker	OSY Out-of-School Youth
EBRPSS East Baton Rouge Parish School System	PY Program Year
ETPL Eligible Training Provider List	
FY Fiscal Year	
IFA Infrastructure Funding Agreement	
ISY In-School Youth	
LRS Louisiana Rehabilitation Services	
LWC Louisiana Workforce Commission	
LWDA Local Workforce Development Area	

6.28.23 Board Meeting | Q2

- Meeting Location: Louisiana Bankers Association | 5555 Bankers Ave | Baton Rouge, LA 70805 |
- Members Present: Elizabeth Beckham, Vice Chair (Turner Industries) | Amy Eberly (Coca-Cola) | Russell Wilkes (Brown Eagle) | Devin Zito (Assurance Financial) | Andrew Fitzgerald (BRAC) | Maydel Schexnayer-Chatelain (LRS) | Joseph Hollins (LOTA) | Kenneth Champagne (US Agencies) | Evon Roquemore (Brightside) | Brandy Tyson (BRCC) | Jude LeFebrve (BRG) | Christy Reeves (Ochsner) | Shanan Waters (Local 99) | Dawn Hall (EPRPSS) | Charlene Trusclair (DCFS)
- Members Absent: Brett Simon, Chair (AWS) | David Fahr (Community Coffee) | Jonathan Waddell (Local 198) | Luke Waggenspack (Local 623) | Joe Maranto (Local 198) | Nicholas Felton (LA AFL – CIO)
- Staff Present: Juanita Coverson (Eckerd Connects) | Amanda Stanley (LWDB 21) | Girlie Anderson (Program Administrator) | Vanessa Pitts-Ponder (Program Analyst) | Chorondalette Savage (Career Development Supervisor)
- Guests: Charles Beemer (Christian Outreach Center) | Tonnisha Ellis (BRAC) | Gaylynn Mack (Big Buddy) | Maliah Mathis (Big Buddy) | Toni Myer (SULC)

Quorum met

Elizabeth Beckham, Vice Chair, opened the meeting at 10:35am.

WELCOME AND INTRODUCTIONS | COMMENTS FROM THE CHAIR

Elizabeth Beckham called the meeting to order at 10:35am. She indicated the Chair Brett Simon had a conflict and would not be in attendance for the meeting. She also welcomed new Board Member Evon Roquemore with Brightside, Inc.

Approval of 6.28.23 Agenda | *Motion by Russell Wilkes, Second by Kenneth Champagne. Motion carried*

Approval of February 2023 Board Meeting Minutes | *No questions or changes for previous Minutes. Motion by Russell Wilkes, Second by Kenneth Champagne. Motion carried*

Policy Approvals | No policies submitted for board approval. Director noted that LWC Monitoring report had feedback for either changes to current policies or new policies needed. These will be presented for approval at the next meeting.

The meeting will be turned over to Amanda Stanley for the Director's Report.

General

Comprehensive staff training completed; sections included: What is a Workforce System; Priority Populations; Youth; Adult/Dislocated Worker

Ms. Chorondalette Savage has accepted the promotion to Career Development Supervisor for EmployBR.

Staffing Discussion

Case manager staff is turning over due to other employment opportunities with higher salaries; trying to increase starting pay range for case managers or a special recruiting rate; ideal number of case manager staff would be between 8-10; what are options for increasing recruiting or pay?

Onsite LWC Monitoring:

- PY 19/FY 20 (time frame July 1, 2019 – June 30, 2020)
 - All findings cleared
 - This monitoring timeframe is closed
- PY 20 / FY 21 (time frame July 1, 2020 – June 30, 2021)
 - Submitted all requested documents
 - LWC will compile their report with findings/areas of concern and send to Director (AStanley) (done)
 - Director has 15 days to submit documentation to clear items – June 22, 2023
 - After 15 days, official report will be sent to Mayor, Board Chair, and Director
 - Director works with LWC team to clear any findings
- Based on feedback from LWC monitoring, several policies will need to be created or updated. These will be presented at the next board meeting.

Requests for Proposals: One Stop Operator (completed), 14 Elements for Youth Program

Expenditures

Category	Total Amount	Expended As of 06.22.2023	Available As of 06.22.2023
Budget Status <i>As of 06.22.2023</i>	\$6,867,118.00	\$2,912,359.53 (42%)	\$3,954,758.47 (45%)
Current Youth Funds <i>Expires 06.30.2023</i> 90% Program Funds 10% Admin Funds	\$3,079,087.00 *PY 21 Expires 06.30.2023 *PY 22 Expires 06.30.2024	\$1,305,967.34 (42%)	\$1,773,119.66 (46%)
Current Adult Funds 90% Program Funds 10% Admin Funds	\$1,129,832.00 FY22 Expires 06.30.2023- expended PY 22 Expires 06.30.2024	\$509,202.26 (45%)	\$620,629.74 (45%)

Current Dislocated Worker Funds <i>As of 06.30.2022</i>	\$2,653,199.00 <u>DW Funds Consist of:</u> FY22 Expires 06.30.2023 \$1,090,429.00 Hurricane Ida Expires 08.26.2023 \$277,368.00 PY 22 Expires 06.30.2024 \$282,373.00 FY 23 Expires 06.30.2024 \$1,003,029.00	\$1,097,189.93 (42%)	\$1,556,009.07 (48%)
Capitol One Grant	\$5,000.00 <i>*Available for supportive services only</i>	\$0.00	\$5,000.00

Budget for PY 23 / FY 24 – information released early part of June 2023; budget planning in progress and board will approve budget at next meeting

- Total Allocation: \$3,588,660
 - Youth: \$1,300,307
 - Adult: \$1,049,000
 - Dislocated: \$1,239,353
- Timeframe: July 1, 2023 – June 30, 2025
- Reduction of \$241,082 from FY 23 allocation

One-Stop Operator Contract

- The One-Stop Operator Committee selected Eckerd Connects for the new OSO contract; thank you to Board Members Elizabeth Beckham, Andrew Fitzgerald, and Brett Simon for serving on the committee and representing LWDA 21
- The contract was approved at the May 2023 Metropolitan Council meeting

PROGRAM REPORT | Girlie Anderson | Program Administrator

NUMBERS SERVED REPORT

What a difference 7 weeks makes!

As of 2.16.23	As of 5.5.23	As of 6.22.23
<ul style="list-style-type: none"> Total applications received 2023: 66 Total deferred applications 2023: 30 Referrals from OSS 2023: 4 Total eligible applications 2023: 31 Total ineligible applications 2023: 1 Undecided applicants: 245 IDA Temp workers: 17 Year Round Work Exp Participants: 19 	<ul style="list-style-type: none"> Total applications received 2023: 1,084 Total deferred applications 2023: 384 Referrals from OSS 2023: 26 Total eligible applications 2023: IP Total ineligible applications 2023: 27 Referred to Big Buddy: 441 IDA Temp workers: 18 Year Round Work Exp Participants: 17 	<ul style="list-style-type: none"> Total applications received 2023: 2,451 (+1,367) Total deferred applications 2023: 1,436 (+1,052) Referrals from OSS 2023: 30 Total eligible applications 2023: 495 Total ineligible applications 2023: 49 Referred to Big Buddy: 522 IDA Temp workers: 18 Year Round Work Exp Participants: 17

Summer Youth Program

- **Total applications as of 6.22.23 – 1981**
 - *EmployBR complete applicants: 356*
 - *EmployBR eligible applicants working: 60*
 - *EmployBR eligible applicants in process: 135*
 - **Goal is 200 eligible and active participants**
 - Big Buddy referrals: 522
 - Beam applicants: 907 (MYWE partnered pilot application system)
- **Recruiting and Outreach 1235**
 - 2.28.23 – Glen Oaks High 200
 - 3.10.23 – Istrouma High 200
 - 3.11.23 – Youth Roundup – MLK Community Center 181
 - 3.21.23 – Aspire Career Day – 9th & 10th Graders 219
 - 3.24.23 – Scotlandville High 200
 - 3.29.23 – Glen Oaks High Career Day 34
 - 3.31.23 – Broadmoor High Career Day 111
 - 4.15.23 – Youth Roundup – BREC 90

Definitions

Youth ages 14-24 in school or out of school
Incomplete Applicant missing required documents
Complete Applicant eligibility can be determined
Eligible Applicant can start receiving services

ONE-STOP OPERATOR REPORT | Juanita Coverson | One-Stop Operator | Eckerd Connects |

Partners | Outreach

- One-Stop Center | Satellite Site
- CTG Consultants
- Community Corp
- HOPE Ministries
- Jump\$tart Coalition
- YWCA
- LWC – Re-Entry
- NAWDP Conference

Job Fairs | Workforce Development

- 2.23.23 – District 5 Senior Expo
- 3.06.23 – District 3 Job Fair
- 3.23.23 – Manpower On Site Recruiting/Interviews

- 4.01.23 – District 2 Job Fair
- 4.13.23 – Magnit Job Fair (Dislocated Worker/Layoff Aversion Event)
- 4.19.23 – District 7 Town Hall
- 4.29.23 – District 5 Education and Employment Fair
- 5.05.23 – Block Companies Recruiting Event

Compliance

- LWC – Monitoring
 - Non-Discrimination Plan
 - AJC Certification
- LWC – EEOC/ADA
 - ADA Checklist
 - Technical Assistance
- April | EEOC Training
- June | EEOC Training

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

Meeting adjourned at 11:37 a.m. Motion by Devin Zito. Second by Andrew Fitzgerald. Motion carried

ACRONYMS LEGEND

AFL-CIO American Federation of Labor and Congress of Industrial Organizations	LWDB Local Workforce Development Board
BRAC Baton Rouge Area Chamber	MOU Memorandum of Understanding
BRCC Baton Rouge Community College	MYWE Mayor’s Youth Work Experience
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ETPL Eligible Training Provider List	
FY Fiscal Year	
IFA Infrastructure Funding Agreement	
ISY In-School Youth	
LRS Louisiana Rehabilitation Services	
LWC Louisiana Workforce Commission	
LWDA Local Workforce Development Area	

9.13.23 Board Meeting | Q3

Meeting Location: Brown Eagle 7808 Airline Hwy | Baton Rouge, LA 70805 |

Members Present:

NAME	ROLE
Brett Simon	Chair
Elizabeth Beckham	Vice Chair
Kenneth Champagne	Member
David Fahr	Member
Gayle Fisher	Member
Andrew Fitzgerald	Member
Blaine Grimes	Member
Dawn Hall	Member
Judi LeFebvre	Member
Maydel Schexnayder-Chatelain	Member
Charlene Trusclair	Member
Brandy Tyson	Member
Russell Wilkes	Member
Devin Zito	Member

Members Absent:

NAME	ROLE
Amy Eberly	Member
Nick Felton	Member
Joseph Hollins	Member
Joe Maranto	Member
Sandy Michelet	Member
Christy Reeves	Member
Evon Roquemore	Member
Jonathan Waddell	Member
Luke Waggenpack	Member
Shanan Waters	Member

Staff Present: Juanita Coverson (Eckerd Connects) | Amanda Stanley (LWDB 21) | Girlie Anderson (Program Administrator)

Guests: None

Quorum met

Brett Simon, Chair, opened the meeting at 10:05 am.

WELCOME AND INTRODUCTIONS | COMMENTS FROM THE CHAIR

Brett Simon called the meeting to order at 10:05am. He welcomed new member Gayle Fisher with LWC and thanked the board for their flexibility in attending this meeting, as the August meeting had to be rescheduled. He also recognized Devin Zito for his time and commitment to the LWDA 21 board for the last several years. This is Mr. Zito’s last meeting as a member, as his term will expire in October and he will not be renewing his tenure.

Approval of 9.13.23 Agenda | *Motion by David Fabr, Second by Gayle Fisher. Motion carried*

Approval of June 2023 Board Meeting Minutes | *Tabled until next meeting; minutes not ready for review.*

Approval of Center Certification | Recap from information previously sent out: Federal law requires that our centers be certified by local boards to meet certain criteria. This requires approval from the local board. Chair Brett Simon asked if there were any questions or comments; with no comments he opened the floor for approval. |*Motion by Elizabeth Beckman, second by Dawn Hall. Motion carried.*

Policy Approvals | Eight Policies were presented for approval based on feedback from the LWC Monitoring Report. Chair Brett Simon indicated that all eight policies would be approved together and asked if there was any feedback, edits, or questions. With no comments, he presented the following policies for approval:

- Supportive Services Policy
- Family of One Definition
- Priority of Service Policy
- Adult/Dislocated Worker Policy
- Work Based Training Policy
- Individual Training Account Agreement Policy
- Eligible Training Provider Policy
- Cost Allocation, Classification, Limitations, and Principles Policy

Motion by Devin Zito to adopt and approve the presented policies, Second by Kenneth Champagne. Motion carried

The meeting will be turned over to Amanda Stanley for the Director’s Report.

DIRECTOR’S REPORT | Amanda Stanley | WIOA Chief Administrator | Board Director

Staffing Discussion

There have been 2 resignations since the last meeting of case managers, and one new hire. Also, 2 potential hires turned down positions due to low salary offerings. EmployBR continues to work with HR and reps from the Mayor’s Office to address these issues.

Requests for Proposals: 14 Elements for Youth (completed); Program Monitoring Proposal in progress

Expenditures

A transfer of funds was approved by LWC on August 16, 2023 in the amount of \$154, 821.38 of FY22 Dislocated Worker funds to Other Transfer Funds category to be used for the FY 22 Adult Program Funds.

Category	Total Amount	Expended As of 09.11.2023	Available As of 09.11.2023

Current Youth Funds <i>Expires 06.30.2023</i> 90% Program Funds 10% Admin Funds	\$3,079,087.00 *PY 21 Expires 06.30.2023 *PY 22 Expires 06.30.2024	\$1,726,952.22	\$1,270,501.48 **\$81,663.30 (5%) of PY 21 funds returned to LWC
Current Adult Funds 90% Program Funds 10% Admin Funds	\$1,129,832.00 FY22 Expires 06.30.2023- expended PY 22 Expires 06.30.2024	\$384,768.63	\$745,063.37
Current Dislocated Worker Funds <i>As of 06.30.2022</i>	\$2,498,377.62 <u>DW Funds Consist of:</u> FY22 Expires 06.30.2023 \$1,090,429.00 Hurricane Ida Expired 08.26.2023 \$277,368.00 PY 22 Expires 06.30.2024 \$282,373.00 FY 23 Expires 06.30.2024 \$1,003,029.00	\$1,234,513.61	\$1,311,909.46 **\$10,949.08 (1%) of FY 22 funds returned to LWC
Capitol One Grant	\$5,000.00 <i>*Available for supportive services only</i>	\$5,000	\$0

Budget for PY 23 / FY 24 – budget presented and reviewed for approval.

- Total Allocation: \$3,588,660
 - Youth: \$1,300,307
 - Adult: \$1,049,000
 - Dislocated: \$1,239,353

Motion by David Fabr to adopt and approve the PY 23 / FY 24 budget, Second by Charlene Trusclair. Motion carried

PROGRAM REPORT | Girlie Anderson | Program Administrator

As of 9.13.23

- Total applications received 2023: 2,648
- Total deferred applications 2023: 1,483
- Referrals from OSS 2023: 39
- Total eligible applications 2023: 558
- Total ineligible applications 2023: 69
- NDWG: 33

Summer Youth Program Wrap Up

Participants

Summer 2022: 344
 EmployBR: 25
 Big Buddy: 319
 Summer 2023: 413
 EmployBR: 125
 Big Buddy: 288

Worksites

EmployBR: 85
 Big Buddy: 78
 Shared: 21

Total Teen Takeover!

ONE-STOP OPERATOR REPORT | Juanita Coverson | One-Stop Operator | Eckerd Connects |

Traffic Count | July 2023

JULY	1,592	07.03 – 07.07	Total: 309	07.03 – 07.07	Total: 401	07.03 – 07.07	Total: 401	07.24 – 07.31	Total: 544
07.03 – 07.07	309	Veterans	17	Veterans	28	Veterans	28	Veterans	35
07.10 – 07.14	401	Unidentified	121	Unidentified	87	Unidentified	87	Unidentified	96
07.17 – 07.21	338	Adults	59	Adults	328	Adults	328	Adults	422
07.24 – 07.31	544	Youth	54	Youth	57	Youth	57	Youth	50
		Top 5 ZIP	1. 70805 (45) 2. N/A (38) 3. 70807 (23) 4. 70802 (23) 5. 70806 (18)	Top 5 ZIP	1. 70805 (57) 2. 70802 (52) 3. 70714 (27) 4. 70811 (26) 5. 70806 (25)	Top 5 ZIP	1. 70805 (57) 2. 70802 (52) 3. 70714 (27) 4. 70811 (26) 5. 70806 (25)	Top 5 ZIP	1. 70805 (79) 2. 70802 (60) 3. 70806 (40) 4. 70811 (33) 5. N/A (32)

Traffic Count | August

AUGUST		08.01 – 08.04	Total: 191
08.01 – 08.04	191	Veterans	5
08.07 – 08.11		Unidentified	13
08.14 – 08.18		Adults	155
08.21 – 08.25		Youth	23
08.28 – 08.31		Top 5 ZIP	1. 70805 (26) 2. 70802 (14) 3. 70807 (14) 4. 70815 (14) 5. 70816 (14)

1st Quarterly Meeting – August 29, 2023, 9:45 am – 11 am

- MOU
- Unite Us Presentation

Partners | Outreach

- CATS
- BRCC
- DCFS
- TJ Maxx
- LWC
- APC
- Ametek
- OSO Summit

Guest Speaker / Presentation

Melissa Grimmatt with LWC presented LWC Board Training.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

Meeting adjourned at 11:02 a.m. Motion by Kenneth Champagne. Second by Blaine Grimes. Motion carried

ACRONYMS LEGEND

- | | |
|--------------------------------------------------------------------------------------|-----------------------------------------------|
| AFL-CIO American Federation of Labor and Congress of Industrial Organizations | LWDB Local Workforce Development Board |
| BRAC Baton Rouge Area Chamber | MOU Memorandum of Understanding |
| BRCC Baton Rouge Community College | MYWE Mayor’s Youth Work Experience |
| DCFS Department of Children and Family Services | NDWG National Dislocated Worker Grant |
| DDWG Disaster Dislocated Worker Grant | OSO One-Stop Operator |
| DHDS Department of Human Development and Services | OSS Office of Social Services |
| DW Dislocated Worker | OSY Out-of-School Youth |
| EBRPSS East Baton Rouge Parish School System | PY Program Year |
| ETPL Eligible Training Provider List | |
| FY Fiscal Year | |
| IFA Infrastructure Funding Agreement | |
| ISY In-School Youth | |
| LRS Louisiana Rehabilitation Services | |
| LWC Louisiana Workforce Commission | |
| LWDA Local Workforce Development Area | |