

## 07.21.2022 Board Meeting | Q4

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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*

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*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>  <b>Covid 19</b>   Expires 12.31.2022 \$810,413.58  <b>PY 21</b>   Expires 06.30.2023 \$286,615  <b>FY21</b>   Expires 06.30.2023 \$1,090,429  <b>Hurricane Ida</b>   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*

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

<b>Youth Department   Since 01.01.2022</b>	
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

**19<sup>th</sup> 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 | 4<sup>th</sup> 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