

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> <i>90% Program Funds</i> <i>10% Admin Funds</i>	\$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 <i>90% Program Funds</i> <i>10% Admin Funds</i>	\$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 <ul style="list-style-type: none">· Empower 225· Mel's Detail Services· Gemstone Management
Job Fairs <ul style="list-style-type: none">· LWC Workforce Experience· YWCA Community Job Fair· Gardere Initiative Job Fair
Top Training Providers <ul style="list-style-type: none">· CDL Mentors· Camelot College· Coastal· Southern University
New Collaborations & Partnerships <ul style="list-style-type: none">· 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