



**Executive Committee Meeting  
 Workforce Development Board Area 81  
 24 Accent Drive, Suite 151, Monroe LA 71202  
 August 8, 2019 @ 12:00 PM**

MEMBERS PRESENT	MEMBERS ABSENT
Susan Nicholson	Dr. Nick Bruno
Gwendolyn Amelin	Edmond Mathis
Kathy Cerda	
John Hopkins	
<b>Staff</b>	
Doretha Bennett	

**CALL TO ORDER AND ESTABLISH A QUORUM**

Ms. Susan Nicholson, Chair, called the meeting to order and established a quorum.

**INVOCATION**

Mr. John Hopkins gave the invocation.

**APPROVAL OF MARCH 14, 2019 MINUTES**

John Hopkins made a motion to approve the March 14, 2019 minutes. Kathy Cerda seconded. Motion carried.

**NEW BUSINESS**

**A. PY18/FY19 WIOA Contract Amendment #2 (action)**

Ms. Doretha Bennett stated this amendment is for additional funds for \$2,262.00 (WIOA PY18/FY19) from LWC, and Ouachita Parish Police Jury approved this Amendment #2 on Monday, August 5, 2019 (OPPJ Meeting). She stated that on page 4 of this Amendment, it shows \$400.00 increase in Youth funding, \$526.00 increase in the Adult funding, and \$1336.00 increase in the Dislocated Worker funding. Ms. Bennett asked for approval of this Amendment #2 (WIOA PY18/FY19) for additional funds in amount of \$2,262.00. John Hopkins made a motion to approve the PY18/FY19 WIOA Contract Amendment #2 for the additional funds. Kathy Cerda seconded. Motion carried.

**B. Allocations PY19/FY20 Revised (action)**

Ms. Bennett stated the Board approved the current year allocations, but we have received an increase in the Dislocated Worker Program for \$1869.00 and \$1.00 increase in the Youth Program. Ms. Bennett asked for approval to accept these additional allocations. John Hopkins made a motion to approve these additional funds for the Dislocated Worker Program and Youth Program. Gwendolyn Amelin seconded. Motion carried.

**C. One-Stop Operator**

Ms. Bennett stated this would not be an action item. She stated that the One Stop Operator Request for Proposal (RFP) was bided out, and a contract was approved for ABG Professional (doing great); it was for her to provide services to the Partners, but we had issued RFP to include career services. Ms. Bennett stated she went to a LWC meeting last week, and Kelly Ebey is back with LWC. She stated Kelly asked questions concerning the duties of the One Stop Operator. Ms. Bennett stated in the Federal Register under (680.160, How are career services delivered?), it states, “The Local WDB only may be a provider of career services when approved by the Chief Elected Official and the Governor in accordance with the requirements of WIOA sec. 107(g)(2) and 679.410 of this chapter.” Ms. Bennett spoke with the Operator concerning this matter. Ms. Bennett discussed the problem concerning the partners that are working in our office are not signing in the partner’s logbook; she stated for some reasons they don’t think they are partners, but when they are assisting job seekers the Staff that works in the Career Center are servicing as our partners. Ms. Bennett stated she had a meeting with Bedie Lewis and Deela Woods who are supervising most of the Staff that works the Career Center. She further stated Housing Staff need to assist people other than just the ones coming to see them, and they also need to sign in the partner’s logbook. Ms. Bennett stated the law says they need to provide services in the Career Center, and if not they need to pay funds so we can pay for the One-Stop Operator. If they do not pay, they need to give us in-kind. Ms. Nicholson asked if they would be charged, do you know what would be the charge amount. Ms. Bennett stated the amount is in the Cost Allocation Plan. Ms. Bennett stated that the Board did not allow the Career Center Services duties in the One-Stop Operator Contract, and WDB81 can’t operate the Career Services Center without approved by the Chief Elected Official and the Governor. She continued to discuss reasons why it is best practice for the One-Stop Operator to provide the services for the Career Center. Ms. Bennett made recommendation that the One-Stop Operator Request for Proposal should be re-issued to include the operation of the Career Services, and the current Operator will be welcome to re-apply. She stated if we amend the contract to add Career Services duties (Career Services includes Staff Management), it would be unfair to others who may want to apply. If the contract is not awarded to the current One-Stop Operator, we will issued a 30-days’ notice to terminate her contract. Ms. Bennett spoke concerning the codes in the HIRE system, participant folders, program duties, Staff and Supervisors duties. She stated we would reorganize Workforce 81 and open a position titled Program Manager. She further discussed some Staff resigned, Staff complain about heavy workloads, Staff doing and not doing the work, paying invoices depending on Staff that all back up is in the HIRE system and in the folders, and the Parish depending on her for a good audit. There was a discussion concerning cost increase of the RFP if adding Career Services. Ms. Bennett briefly discussed the different Programs at Workforce as they relate to the paperwork and entering the data into the system, she also discussed Staff training, LWC not allowing us to correct data entered in the system, reviewing reports of data entered in the system, and due to not enough Admin funds eliminating the Assistant Director Position. Ms. Bennett stated if the Full Board approve the re-issuing of the One-Stop Operator RFP, she expects to issued it by January 2020. Kathy Cerda asked Ms. Bennett were Brittney and DeMarkus supposed to sign-in on the Partners logbook, and Ms. Bennett stated yes, ma’am. Ms. Cerda asked are they aware of this, and Ms. Bennett said no, that LWC said wait until the 15<sup>th</sup> after they have sent everything out and conference call with the State employees.

**Old Business**

Ms. Bennett stated the Computer Lab is now up and running and we have been working with Coast Professional who are adding 148 new jobs. There was a brief discussion concerning this matter.

**Other Business**

1. Job Plus Report – Ms. Bennett stated that Job Plus Program had a graduation with 39 who have completed the soft skill training with NOVA, and they received \$25.00 gift cards from Wal-Mart from the Monroe Housing Authority. Two people went to training (one, Truck Driving and one Nursing). There was a brief discussion concerning this matter.
2. Monitoring Report – Ms. Bennett reviewed the Monitoring and Evaluation Report from our local Monitor. There was a question, answer, and brief discussion concerning this matter.

**Director’s Report**

Ms. Bennett discussed the expenditure reports for the Adult, Youth, and Dislocated Worker Programs as of June 30, 2019. There was a brief discussion concerning this matter. Ms. Bennett reviewed the following reports that were received from LWC in the meeting on August 1, 2019: WIOA Obligations and Recapture Summary Report, Able Bodied Adults Without Dependents, WIOA Title 1 Youth Services 7-1-2018 thru 6-30-2019, and Reemployment Services and Eligibility Assessment (RESA). There were questions, answers, and various discussions concerning this matter. Ms. Bennett spoke briefly concerning Business Services. There was a discussion concerning 50 open positions in Medicaid. The Northeast Louisiana Healthcare Alliance won an International Economic Development Council (IEDC) Excellence in Economic Development Bronze Award for Innovation Programs and Initiatives. There was a discussion on WIOA Scholarship. The meeting concluded with a question and answer concerning replacement for Board Members who are not attending the meetings.

**Public Comment**

None

**Adjournment**

John Hopkins made a motion to adjourn. Kathy Cerda seconded. Meeting adjourned

Transcribed by \_\_\_\_\_  
Sharon Jones, Federal Programs Coordinator