



**Executive Committee Meeting
 Workforce Development Board Area 81
 24 Accent Drive, Suite 151, Monroe LA 71202
 June 12, 2020**

MEMBERS PRESENT	MEMBERS ABSENT
Susan Nicholson	John Hopkins
Gwendolyn Amelin	Dr. Nick Bruno
Melodi Merritt	
Staff	
Doretha Bennett	

CALL TO ORDER AND ESTABLISH A QUORUM

Ms. Gwendolyn Amelin, Vice Chair, called the meeting to order and established a quorum.

INVOCATION

Ms. Gwendolyn Amelin gave the invocation.

INTRODUCTION OF MEMBERS AND GUESTS

Ms. Gwendolyn Amelin asked everyone to introduce themselves.

APPROVAL OF JANUARY 9, 2020 MINUTES

Melodi Merritt made a motion to approve the January 9, 2020 minutes. Susan Nicholson seconded. Motion carried.

NEW BUSINESS

A. Approval Amendment #3 Additional Youth Funds (action)

Ms. Doretha Bennett asked for approval to accept additional WIOA Youth Funds (Amendment #3) in the amount of \$150,000. Melodi Merritt made a motion to approve the acceptance of additional WIOA Youth Funds (Amendment #3) in the amount of \$150,000. Susan Nicholson seconded. Motion carried.

B. Extend One-Stop Operator Contract (action)

Ms. Bennett asked for approval to extend the One-Stop Operator Contract (ABG Professional Development Solutions) to December 31, 2020. She stated that the reason this contract is not being extended for a year is due to needing to evaluate the One-Stop Operator. Susan Nicholson made a motion to approve the extension of the One-Stop Operator Contract. Melodi Merritt seconded. Motion carried.

C. Amend Executive Minutes 3/14/2019 to include One-Stop Operator Name (action)

Ms. Bennett stated that in the Monitoring Report from Annual On-Site Review July 1, 2018-June 30, 2019, it was a finding that the Executive Minutes dated March 14, 2019 did not list the name of the One-Stop Operator Contract as ABG Professional Development Solutions. She asked for approval to amend Executive Minutes, March 14, 2019 to add the name, ABG Professional Development Solutions as the name for the One-Stop Operator Contract. Melodi Merritt made a motion for approval to amend Executive Minutes (March 14, 2019) to add the name of the One-Stop Operator Contract as ABG Professional Development Solutions. Susan Nicholson seconded. Motion carried.

D. LaJet Program Termination (action)

Ms. Bennett asked for approval of the LaJet Program Termination effective June 30, 2020. The Executive Committee was given a copy of the letter requesting termination of the program. The contract would have ended on September 30, 2020. Ms. Bennett stated DCFS stop sending us the reports to do the work. There was a question and answer concerning this matter. Susan Nicholson made a motion to approve the termination of the LaJet Program. Melodi Merritt seconded. Motion carried.

E. Extend By-Laws (action)

Ms. Bennett asked for approval to extend the By-Laws due to expiring in 2020. Ms. Nicholson asked until how long should the By-Laws be extended, and Ms. Bennett stated until June 30, 2021. There was a brief discussion concerning this matter. Ms. Nicholson made a motion to approve the extension of the By-Laws until June 30, 2021. Melodi Merritt seconded. Motion carried.

F. Performance Report

Ms. Bennett reviewed and discussed the most recent (Third Quarter Performance Jan-Mar 2020) Performance Report. She stated all the measures exceeds the negotiated level with the exception of “Wagner-Peyser Median Earnings 2nd Quarter After Exit” did not meet the goal. There was a question and answer concerning this matter.

G. Monitoring Report for period July 1, 2018 – June 30, 2019

Ms. Bennett stated the Monitoring Report for period July 1, 2018-June 30, 2019 will be sent to the Full Board Members, and the Report was sent to the WDB81 Chair and President of the Ouachita Parish Police Jury. She stated there were five area of concerns and seventeen findings. The findings were in Administrative. Ms. Bennett stated in all past years and before her LWDB81 have always followed the Ouachita Parish Police Jury policies. She stated that under WIOA the State Monitors said LWDB81 must have our own policies, and can approve to adopt the Ouachita Parish Police Jury policies. All the following policies are to be adopted and approved by LWDB81:

a. Approval of New Policies (action)

1. Code of Conduct & Conflict of Interest-Board Members

Ms. Bennett asked for approval of the “Code of Conduct & Conflict of Interest for Board Members” (Policy#2020-01). There were questions, answers and discussion concerning this matter. Gwendolyn Amelin made a motion to approve “Code of Conduct & Conflict of Interest for Board Members” (Policy#2020-01), and Melodi Merritt seconded. Motion carried.

2. Code of Conduct & Conflict of Interest-Staff

Ms. Bennett asked for approval of the “Code of Conduct & Conflict of Interest for Staff” (Policy#2020-02). There was a question and answer concerning this policy. Melodi Merritt made a motion to approve “Code of Conduct & Conflict of Interest for Staff” (Policy#2020-02), and Gwendolyn Amelin seconded. Motion carried.

3. Communication Policy

Ms. Bennett asked for approval of the “Communication Policy” (Policy#2020-03). There was a question and answer concerning this policy. Gwendolyn Amelin made a motion to approve the “Communication Policy” (Policy#2020-03), and Melodi Merritt seconded. Motion carried.

4. Internal Control Policy

Ms. Bennett briefly discussed this policy. There was a question and answer concerning this matter. Ms. Bennett asked for approval of the “Internal Control Policy” (Policy#2020-04). Melodi Merritt made a motion to approve the “Internal Control Policy” (Policy#2020-04), and Gwendolyn Amelin seconded. Motion carried.

5. Procurement Policy

Ms. Bennett briefly discussed this policy. She asked for approval of the “Procurement Policy” (Policy#2020-05). Gwendolyn Amelin made a motion to approve the Procurement Policy” (Policy#2020-05), and Melodi Merritt seconded. Motion carried.

6. Financial Policy

Ms. Bennett discussed this policy. There was a question and answer on this policy. Ms. Bennett asked approval for this “Financial Policy” (Policy#2020-06). Melodi Merritt made a motion to approve the “Financial Policy” (Policy#2020-06), and Gwendolyn Amelin seconded. Motion carried.

7. Budget Policy

There was a brief discussion concerning this matter. Ms. Bennett asked for approval of the “Budget Policy” (Policy#2020-07). Gwendolyn Amelin made a motion to approve the “Budget Policy” (Policy#2020-07), and Melodi Merritt seconded. Motion carried.

8. Administrative Cost Limitation

Ms. Bennett discussed this policy. She asked for approval of this “Administrative Cost Limitation” (Policy#2020-08). Gwendolyn Amelin made a motion to approve the “Administrative Cost Limitation” (Policy#2020-08), and Melodi Merritt seconded. Motion carried.

9. Record Retention Policy

Ms. Bennett briefly discussed the “Record Retention Policy” (Policy#2020-09). She asked for approval of this Policy. Melodi Merritt made a motion to approve the “Record Retention Policy” (Policy#2020-09), and Gwendolyn Amelin seconded. Motion carried.

10. Follow-Up Services Youth

Ms. Bennett gave a discussion on this policy. There was a question and answer on this matter. Ms. Bennett asked for approval of the “Follow-Up Services Youth” (Policy#2020-10). Melodi Merritt made a motion to approve the “Follow-Up Services Youth” (Policy#2020-10), and Gwendolyn Amelin seconded. Motion carried

11. Complaint Procedures (Approval to Adopt LWC Complaint Procedures)

Ms. Bennett asked for approval to adopt Louisiana Workforce Commission Complaint Procedures (LWDB81 Policy#2020-11). Melodi Merritt made a motion to approve adopting the Louisiana Workforce Commission Complaint Procedures (LWDB81 Policy#2020-11), and Gwendolyn Amelin seconded. Motion carried.

12. Youth High Poverty Area Policy

Ms. Bennett discussed this policy “Youth High Poverty Area Policy” (Policy#PY16-20), and she asked for approval of this policy. Gwendolyn Amelin made a motion to approve the “Youth High Poverty Area Policy” (Policy#PY16-20), and Melodi Merritt seconded. Motion carried.

13. On-Line Training Policy

There was a brief discussion concerning this matter. This policy was tabled due to not having all the information that was needed.

H. Approval Follow Ouachita Parish Police Jury Personnel Manual (action)

1. Approval add “Salary/Bonus & Foreign Travel Restrictions” to (OPPJ) Personnel Manual

Ms. Bennett asked for approval to follow the Ouachita Parish Police Jury Personnel Manual (Policy#2020-13), and she asked for approval to add “Salary/Bonus Restrictions and Foreign Travel (Policy#2020-12) to

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the Ouachita Parish Police Jury Personnel Manual. There was a question and answer concerning this matter. Gwendolyn Amelin made a motion to approve the adoption of following the Ouachita Parish Police Jury Personnel Manual (Policy#2020-13) and to add “Salary/Bonus Restrictions and Foreign Travel (Policy#2020-12) to the Ouachita Parish Police Jury Personnel Manual. Melodi Merritt seconded. Motion carried.

I. Approval WDB81 One-Stop Operations Manual (action)

Ms. Bennett briefly discussed the One-Stop Operations Manual. She asked for approval of the “Area 81 Ouachita Parish One-Stop Operations Manual”. Melodi Merritt made a motion to approve the “Area 81 Ouachita Parish One-Stop Operations Manual”, and Gwendolyn Amelin seconded. Motion carried.

Ms. Bennett asked for approval of the Electronic Signature Process (Policy#2020-14). Gwendolyn Amelin made a motion to approve the Electronic Signature Process (Policy#2020-14), and Melodi Merritt seconded. Motion carried.

Old Business

None

Other Business

None

Director’s Report

Ms. Bennett thanked the Executive Committee and discussed the preparation of all the new policies. She discussed the LaJet Program termination and LaJet Staff. Ms. Bennett stated the STEP Program ended, and Louisiana Workforce Commission hired the two Staff persons from that Program. Ms. Bennett stated she is a part of the Education Workforce Task Force for the Governor, and she gave a summary and update of the Task Force. Ms. Bennett gave commendations to Ms. Nicholson as the Chair for WDB81. There was a discussion concerning training for the Board Members.

Public Comment

None

Adjournment

The meeting was adjourned.

Approved at _____ Meeting

Susan Nicholson, WDB81 Chair

Transcribed by _____
Sharon Jones, Federal Programs Coordinator

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