



**Executive Committee Meeting  
 Workforce Development Board Area 81  
 24 Accent Drive, Suite 151, Monroe LA 71202  
 March 14, 2019 @ 3:00 PM**

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

**CALL TO ORDER AND ESTABLISH A QUORUM**

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

**INVOCATION**

Ms. Gwendolyn Amelin gave the invocation.

**INTRODUCTION OF MEMBERS AND GUESTS**

Ms. Susan Nicholson asked members and staff to introduce themselves for the record.

**APPROVAL OF NOVEMBER 13, 2018 MINUTES**

Gwendolyn Amelin made a motion to approve the November 13, 2018 minutes. Kathy Cerda seconded. Motion carried.

**NEW BUSINESS**

**A. WIOA PY17/FY18 Contract Amendment 2 (action)**

Ms. Doretha Bennett stated this amendment is to receive an additional \$108,000 to the Youth Program for Youth Transportation Pre-Apprenticeship Program from the Louisiana Workforce Commission (LWC). She stated these are funds that LWC re-captured from other areas, and they want us to do

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Youth Apprenticeship for Truck Driving. Ms. Bennett stated we have five youth that have already completed, and six more in the program. She stated, that she thinks of the \$108,000 about \$42,000 balance remain (these funds need to be spent by 6/30/2019). Ms. Nicholson asked what is the age group for these youth, and Ms. Bennett stated 16 to 24. Dr. Bruno asked what Amendment number is this, and Ms. Bennett stated Amendment #2. She asked for approval of this Amendment for these funds. Dr. Nick Bruno made a motion to approve WIOA PY17/FY18 Contract Amendment #2 for additional funds in amount of \$108,000. Kathy Cerda seconded. Motion carried.

**B. WIOA PY18/FY19 Contract Amendment 1 (action)**

Ms. Bennett stated this Amendment #1 is to increase WIOA Adult and Dislocated Worker Program allocations in the amount of \$1,231. Ms. Nicholson asked for a motion to approve this Amendment for the additional funds. Dr. Nick Bruno made a motion to approve WIOA PY18/FY19 Amendment #1 for these additional funds for Adult and Dislocated Worker Program. Gwendolyn Amelin seconded. Motion carried.

**C. LaJet 2018-2019 Contract Funding (action)**

Ms. Bennett stated this is funding for the LaJet Program in which we didn't get an increase, and the amount is \$255,520.71. Ms. Nicholson asked for a motion to approve this contract for LaJet funding amount of \$255,520.71. Gwendolyn Amelin made a motion to approve this LaJet 2018-2019 Contract in amount of \$255,520.71. Kathy Cerda seconded. Motion carried.

**D. WIOA81 Memorandum of Understanding (action)**

Ms. Bennett stated this is the Memorandum of Understanding (MOU) with the Workforce 81 Partners. They all have received copies, and they have meet several times (very few changes were made). Adult Education made a few changes. She asked for approval of this MOU. Ms. Nicholson stated this is the operation agreement for this Workforce with the Partners. Ms. Nicholson asked for a motion to approve this MOU. Dr. Nick Bruno made a motion to approve WIOA81 Memorandum of Understanding. Gwendolyn Amelin seconded. Motion carried.

**E. Infrastructure Funding Agreement and Cost Allocation Plan (action)**

Ms. Bennett stated she see a change which needs to be made (change from Scotty Robinson to Shane Smiley as Ouachita Parish Police Jury, President), so approve this agreement with needing this change. This Infrastructure Funding Agreement (IFA) shall determine how the local board and partners will fund the infrastructure costs at the Ouachita Business and Career Solutions Center. Ms. Nicholson asked does the time frame (November 1, 2017 through June 30, 2020) of this agreement need to remain the same, and Ms. Bennett stated the time frame remain the same. Ms. Bennett further explained the Cost Allocation Plan for Ouachita. There were discussions, questions and answers concerning this matter. Ms. Nicholson asked for a motion to approve this agreement and plan. Gwendolyn Amelin made a motion to approve this Infrastructure Funding Agreement and Cost Allocation Plan. Kathy Cerda seconded. Motion carried.

**F. One-Stop Proposal and Contract (action)**

Ms. Nicholson stated this is the proposal and contract for the person (**ABG Professional Development Solutions**) who will coordinator the One-Stop Partners for Ouachita Parish. This contract is for \$65,000. Dr. Bruno asked about the \$65,000 being a fixed rate, and Ms. Bennett stated \$65,000 is for the contract amount. Dr. Bruno also asked concerning cost reimbursement contract. He asked is it \$65,000 plus reimbursements. Ms. Bennett stated that travel will be reimbursed. Dr. Bruno also asked is the American with Disability Act in the contract, and it is on page 5 of the contract. Ms. Nicholson asked could correction be made to clarify concerning reimbursement, and the correction be submitted to the Full Board. There was a brief discussion concerning travel for the One-Stop Operator. Dr. Nick Bruno made a motion to approve this One-Stop Proposal and Contract with edits needed. Kathy Cerda seconded. Gwendolyn Amelin abstains. Motion Carried.

This page amend and approved by WDB81 date June 25, 2020 to include above the name (ABG Professional Development Solutions) for the One- Stop Contract.

**G. Ouachita Workforce Local Plan (action)**

Bedie Lewis stated this is our revised local plan until 2020. She discussed the revisions. She also stated notice was placed in the paper that the public had 30 days to come and review it. This plan will be submitted to LWC along with the regional plan which includes Area 83. There was a question and answer concerning this matter. She asked for approval of this plan. Gwendolyn Amelin made a motion to approve Ouachita Workforce Local Plan. Kathy Cerda seconded. Motion carried.

**H. WIOA 3<sup>rd</sup> Quarter Report from LWC**

Deela Woods reviewed and discussed this report with the Executive Committee. There was a question and answer concerning this matter.

**I. WIOA Performance Report**

Deela Woods reviewed and discussed the recent performance report. She stated we are working on trying to increase the Dislocated Workers. There were questions and answers concerning this matter. Dr. Bruno asked questions concerning the measurable skills gains, and he requested a detailed report concerning this matter. Dr. Bruno stated if any students were attending ULM, and they weren't improving their measurable skills he wanted to know. Also he stated everyone should know if there is a particular area not gaining a measurable skill so improvement could be made. Deela Woods will give this detailed report in the Full Board Meeting. Deela stated we expect improvement for the measurable skills gains.

**J. Organizational Chart (action)**

There was a brief discussion concerning this matter and staffing. This matter was deferred.

**Old Business**

None

**Other Business**

1. Ms. Lewis stated the Job Plus grant which was received from HUD through Monroe Housing Authority the Program began in February 2019. There was information fair on February 28, 2019 whereby over 20 partners participated that is a part of this grant. We have hired two staff that will be on site at Burg Jones. Job readiness classes have started which NOVA is doing. Financial Literacy will be provided by some bank. Community support will be given by having two residents working along with the case managers. We will provide One-Stop services there similar to what we provide here. This grant is for four years. There was discussion, questions and answers concerning this matter.
2. Deela Woods discussed the monitoring report. There was a question and answer concerning this matter.

**Director's Report**

Ms. Bennett discussed the accounting reports for the Adult, Youth, Dislocated Worker and the LaJet Programs. She stated 20% of the WIOA funding must be spent on training. There were questions and answers on this matter. Ms, Bennett spoke briefly on the Healthcare Alliance. Also one of the Board Member from Centurylink resigned, but another Centurylink employee will replace him. Ms. Bennett ended her report on a brief summary of a youth presentation that was done for Chase.

**Public Comment**

None

**Adjournment**

Dr. Nick Bruno made a motion to adjourn. Kathy Cerda seconded. Meeting adjourned

Transcribed by \_\_\_\_\_

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