



WORKFORCE DEVELOPMENT BOARD, SDA-83, INC.

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WORKFORCE DEVELOPMENT BOARD SDA-83, INC.

JULY 17, 2018

Courtyard Marriott
4915 Pecanland Mall Drive
Monroe, LA.
6:00 P.M.

The Workforce Development Board SDA-83, Inc., Meeting was called to order at 6:15P.M., by Mr.Fred Eubanks, Vice-Chairperson. Invocation was given by Mr.Scott Cox.

Members present: Mr.Dan Wallace, Ms.T.Bernette Wright, Ms.Amanda McManus, Mr.Douglas Curtis, Mrs.Lauren Rogers, Mr.Michael Carroll, Mr.Patrick Savage, Mr.Fred Eubanks, Mr.Gerry Mims, Ms.Rosie Brown, Mr.Scott Cox, Dr.Vickie Wheelis, Ms.Dottie Henry, Mr.Trevor Barber and Mr.Michael Broussard. Absent: Ms.Sandra Billings, Mr.Steve Henderson, Mrs.Jerilyn Kelly, Mr.Tim Tettleton, Mr.Ken Green, Mr.John Hopkins, Ms.Jasher Blocker, and Mrs.Tana Trichel.

Guests present: Mrs.Kayla Ainsworth (PHOCAS student) and husband Shannon and Ms.Jessica Stevens, LDCC PHOCAS Coordinator.

Staff present: Mrs.Terri Mitchell, Mrs.Shae Cheatham, Mrs.Katie McCarty, Ms.Judy Milton and Mr.Brian Kaufman.

Mrs.Kayla Ainsworth spoke about being a student in the PHOCAS Program and how much the program had benefited her and her family.

Mr.Fred Eubanks called for a motion to amend the agenda to add the following item:

1. Amend the PY17/FY18 Budget

A motion to amend the agenda was made by Mr.Gerry Mims and seconded by Mr.Patrick Savage. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

Mr.Fred Eubanks called on Mrs.Terri Mitchell for the Executive Director's Report.

Mrs.Mitchell reported on the following items:

Amended Agenda Item 1 – Amend PY17/FY18 Budget – Mrs.Mitchell stated the budget needed to be amended to correct WIOA Admin and Program Budgets resulting from loss of contracts (STEP & SP NEG) and an oversight from a spreadsheet distribution are as follows:

- a) Program Budget: Increase Salary and Fringe Benefits in the amount of \$ 84,632.62 allocation as follows:

Salary (5000)	70,180.16
SUTA (5010)	282.05
FICA (5020)	5,368.78
WC (5030)	703.36
Health/Dental (5040)	3,612.51
Def.Comp (5050)	<u>4,485.76</u>
	84,632.62

Reduce the Unallocated Line Item 5900 by the same amount (\$84,632.62).

- b) Admin Budget: Increase Salary and Fringe Benefits allocation as follows:

Increase	Salary (5000)	6,364.00
	SUTA (5010)	34.00
	FICA (5020)	780.00
	WC (5030)	85.00
	Health (5040)	2,408.00
	Def.Comp(5050)	<u>529.00</u>
		10,200.00

Reduce Rent (5120) (\$ 7,500.00) and Utilities (5200) (\$ 2,700.00)

After discussion, A motion to amend the budget as presented was made by Ms.T.Bernette Wright and seconded by Dr.Vickie Wheelis. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

1. Minutes – April 17, 2018 WDB-83 Meeting – A motion to approve the minutes of this meeting was made by Ms.Rosie Brown and seconded by Mrs.Lauren Rogers. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
2. Election of Officers – 2018-2019 Program Year
A motion to nominate **Mr.Steve Henderson** as **Chairperson** was made by Mr.Gerry Mims and seconded by Mr.Dan Wallace. Motion to close nominations was made by Mr.Gerry Mims and seconded by Mr.Dan Wallace. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

A motion to nominate **Mr. Fred Eubanks** as **Vice-Chairperson** was made by Mr.Gerry Mims and seconded by Ms.Rosie Brown. A motion to close nominations was made by Mr.Gerry Mims and seconded by Ms.Rosie Brown. Abstained: Mr.Fred Eubanks, Nominee, Opposed: None, All in Favor: All. MOTION PASSED.

A motion to nominate **Ms.Rosie Brown** as **Secretary-Treasurer** was made by Ms. Amanda McManus and seconded by Mr.Patrick Savage. A motion to close nominations was made by Ms.Amanda McManus and seconded by Mr.Patrick Savage. Abstained: Ms.Rosie Brown, Nominee, Opposed: None, All in Favor: All. MOTION PASSED.

A motion to nominate **Mr.Gerry Mims** as **At Large Member** was made by Mr.Scott Cox and seconded by Mr.Dan Wallace. A motion to close nominations was made by Mr.Scott Cox and seconded by Mr.Dan Wallace. Abstained: Mr.Gerry Mims, Nominee, Opposed: None, All in Favor: All. MOTION PASSED.

3. One Stop Operator Contract Extension – Mrs.Mitchell stated the One Stop Operator Agreement would extend the contract for the period of July 1,2018 through June 30,2019. The purpose of the Agreement is to specify the role and responsibilities of the One Stop Operator as they relate to implementing, managing and operating the one stop system in the local workforce area 83. She stated the budget for the renewal year is \$ 35,000 and recommended approval. A motion to approve the extension was made by Mr.Patrick Savage and seconded by Mr.Gerry Mims. Abstained: Mr.Scott Cox,employed by LDCC. Opposed: None, All in Favor: All. MOTION PASSED.
4. LWC Contract Modification PY17/FY18 – Mrs.Mitchell stated the contract modification for PY17/FY18 increases the contract amount by \$ 6,535 for WIOA Title I Adult and Youth Programs. After discussion, a motion to approve the modification was made by Mr.Michael Broussard and seconded by Mrs.Lauren Rogers. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
5. LWC Contract PY18/FY19 – Mrs.Mitchell stated the PY18/FY19 contract had been received from the Louisiana Workforce Commission in the amount of \$ 1,869,174 for WIOA and recommended approval. After discussion, a motion to approve the contract was made by Mr.Michael Carroll and seconded by Ms.Rosie Brown. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
6. PY18 Performance Measures – Mrs.Mitchell discussed the PY18 Performance Measures with the State Negotiated Level and LWDA-83 Final Negotiated Local Level percentages. She stated how difficult it was to serve the Youth and there was room for improvement in this group. After discussion, a motion to accept the negotiated ranges was made by Mr.Patrick Savage and seconded by Ms.Rosie Brown. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
7. Employee Merit Increases (STEP Increases) – Mrs.Mitchell stated as per the WDB-83 Personnel Policies & Procedures Handbook, each July 1st every employee that has been continuously employed with a passing evaluation, would be considered for a Merit Increase, if funds are available. She stated it had been two years since the staff had received a Cost of Living Raise. She stated that the funds were available and the Board had the option of offering a 2.0% COL raise or a \$ 625 Merit Increase or both. She stated the Merit Increase for the Executive team is \$ 1,000. After discussion, a motion to offer the staff both a 2.0% COL raise and a \$ 625(Staff)/ \$ 1,000(Executive team) Merit Increase was made by Mr.Michael Carroll and seconded by Mr.Gerry Mims. Abstained: Mr.Dan Wallace, related to a staff member. Opposed: None, All in Favor: All. MOTION PASSED.

8. National Health Emergency Dislocated Worker Demonstration Grant Application – Mrs.Mitchell stated that WDB83 was getting ready to submit a Grant Application for individuals who have been impacted by the opioid crisis or individuals residing in a community hard hit by this crisis. She stated WDB83 had named this grant application **NELA ReSET Project (Northeast Louisiana Recovery Support Employment Training)**. The Award Amount requested is \$ 2,000,000. A motion to support submission of this application was made by Mr.Michael Carroll and seconded by Mr.Patrick Savage. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

9. Policy Approval

- a. Tuition and Other Supportive Services – Policy # 800-10-02 – Mrs.Cheatham stated the change to this policy is for training institutions that don't follow a semester or quarter schedule, \$ 10,500 per calendar year (\$ 3500.00 x 3) will be allotted. The number of sessions required during a calendar year will be divided into \$ 10,500 for the per session amount allowed.
- b. Fiscal Policies and Procedures as Amended – Policy # 100-08-03 – Mrs.Mitchell stated the changes to this policy are as follows:

5.5 Purchase Requisitions and Purchase Orders are not required for recurring monthly expenditures which are under contract/lease agreements.

8.3 Stop Payment Notification – the CST Member/PHOCAS Student Liaison will complete a Request for Stop Payment/Re-Issue Check Form providing the Participants name, address and reason for request. The form will be sent to accounting supervisor. The accounting supervisor will complete the “Stop Payment Request” and “Check Re-issue Information” section of the form. The Accounting Supervisor will then return a copy of this form to the CST member/PHOCAS Student Liaison for their file. When a Stop Payment has been executed at the Bank by the Accounting Supervisor and a new check has been re-issued, a letter will accompany the new check providing instructions for safeguarding the new check.

12 Travel – Mrs.Mitchell stated that the meal allowance for travel had increased to the following amounts:

In State: \$ 51.00 per day

Out of State: \$ 59.00 per day

High: \$ 68.00 per day

After discussion, a motion to approve the Policies as presented was made by Mr.Michael Broussard and seconded by Mr.Patrick Savage. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

10. Budget/Actual Review – Discussed in Amended Agenda 1.

Mr.Eubanks called on Mrs.Katie McCarty for the WIOA Title I Services Update.

Mrs.McCarty gave an update on the Parish Business and Career Solutions Center activities.


Mr.Eubanks called on Mrs.Shae Cheatham for the PHOCAS Update.

Mrs.Shae Cheatham gave an update on PHOCAS activities.

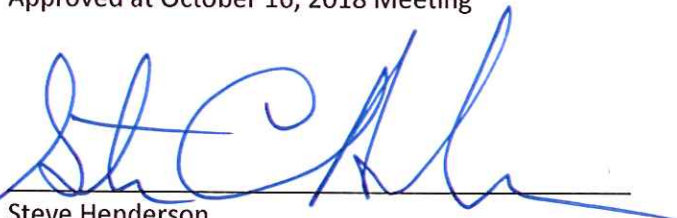
Mr.Eubanks called for a motion to adjourn the meeting. A motion to adjourn was made by Mr.Gerry Mims and seconded by Mr.Scott Cox. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

The meeting adjourned at 7:35 P.M.

Transcribed by Judy Milton, Planning Assistant



Approved at October 16, 2018 Meeting



Steve Henderson
Chairperson – WDB-83