



# WORKFORCE DEVELOPMENT BOARD, SDA-83, INC.

1504 Stubbs Avenue | Post Office Box 14269 | Monroe, Louisiana 71207  
Office (318) 387-7962 | Fax (318) 361-0279 | [www.WDB83.com](http://www.WDB83.com) | LARelay #711

WORKFORCE DEVELOPMENT BOARD SDA-83, INC.

JANUARY 17, 2023  
6:00 P.M.

Courtyard Marriott  
4915 Pecanland Mall Drive  
Monroe, LA

The Workforce Development Board SDA-83, Inc., Meeting was called to order at 6:00 P.M., by Mr. Fred Eubanks, Vice-Chairperson. Invocation was given by Ms. Rosie Brown.

Members present: Mr. Fred Eubanks, Ms. Amanda McManus, Ms. Brandy Willis, Ms. Kaila Boire, Mr. Tim Tettleton, Mr. Joseph Bareswill, Mr. Gerry Mims, Mr. Matt Green, Ms. Rosie Brown, Mr. Scott Cox, Mrs. Tana Trichel, Mr. Jacques Lasseigne, Mr. Trevor Barber and Ms. Daphne Johnson. Absent: Mr. Dan Wallace, Mr. Ben Gallant, Mr. Douglas Curtis, Mr. Steve Henderson, Mrs. Lauren Rogers, Mr. Michael Carroll, Mr. Ken Green, Mr. Calvin Williams, and Ms. Kelsey Vallee.

Guests: Ms. Armenda Sims, DCFS.

Staff present: Mrs. Terri Mitchell, Mrs. Shae Cheatham, Mrs. Katie McCarty, Mrs. Mary Pat Polk and Ms. Judy Milton.

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

1. Locally Determined Demand Occupation – A motion for approval to add this item to the agenda was made by Mr. Tim Tettleton and seconded by Mr. Matt Green. 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:

Amend 1: Locally Determined Demand Occupation – Mrs. Mitchell stated that a request would be submitted to the LWC-MIS Department to continue to include CNA training as a locally determined demand occupation. After discussion, a motion to approve the request submission was made by Mr. Gerry Mims and seconded by Mr. Matt Green. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

1. Minutes – October 18, 2022 Executive Committee/Strategic Planning Committee - A motion to approve the minutes of this meeting was made by Ms. Amanda McManus and seconded by Ms. Kaila Boire. Abstained: None, Opposed: None: All in Favor: All. MOTION PASSED.
2. Minutes – October 18, 2022 Workforce Development Board Meeting – A motion to approve the minutes of this meeting was made by Ms. Daphne Johnson and seconded by Ms. Brandy Willis. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

3. MOU/Julie Fletcher – Mrs. Mitchell stated the MOU with Julie Fletcher, a former PHOCAS tutor and former LDCC employee, needed to be ratified and retroactive to October 5,2022 and will provide support to a WIOA RN student with tutoring assistance. The contract agreement payment rate is \$ 50.00/hour, not to exceed \$700.00 before December 31,2022. After discussion, a motion for approval was made by Mr. Tim Tettleton and seconded by Mr. Gerry Mims. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
4. Audit Report for Period Ending June 30, 2022 – Mrs. Mitchell stated WDB-83 received an unmodified opinion and there were no findings in the audit for year ended June 30,2022 and recommended approval for the audit, the AUP Report and approval to sign the 990 Non-Profit Tax Return. A motion for approval was made by Ms. Kaila Boire and seconded by Mr. Jacques Lasseigne. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
5. Center Certification – Mrs. Mitchell stated the LWC Comprehensive AJC Certification Matrix had been previously submitted in January 2022. The Louisiana Workforce Commission has created new scoring criteria for this matrix, that is less stringent than the one WDB-83 had created. She stated that our One Stop Operator, Mrs. Alberta Green and Mrs. Katie McCarty had gone through the checklist to certify the Morehouse American Job Center as a Comprehensive American Job Center. After discussion, a motion to approve the AJC Certification Matrix was made by Mr. Tim Tettleton and seconded by Ms. Kaila Boire. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
6. Policy Review – Mr. Tim Tettleton stated the Policy Changes/Additions had been discussed in the Executive Committee/Strategic Planning Committee prior to the full board meeting and recommended approval to accept the changes/additions as presented. (Copies of the Policy Changes/Additions are attached to these minutes). A motion for approval was made by Mrs. Tana Trichel and seconded by Ms. Amanda McManus. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
7. Budget to Actual Review – Mr. Tim Tettleton stated the Budget to Actual Review had been discussed in the Executive Committee/Strategic Planning Committee prior to the full board meeting, and recommended approval for the Budget, Actual Expenditures and Variance for both the Admin Budget and Program Budget and approval to make line item changes that are within budget. A motion for approval was made by Ms. Brandy Willis and seconded by Ms. Daphne Johnson. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
8. Salary Ranges and Merit Increases – Mr. Tim Tettleton stated the Salary Ranges and Merit Increases had been discussed in the Executive Committee/Strategic Planning Committee prior to the full board meeting and recommended approval to give the staff two (2) merit increases retroactive to July 1,2022 and to increase salary ranges of the selected positions with an effective date of January 9,2023. A motion for approval was made by Mr. Jacques Lasseigne and seconded by Ms. Amanda McManus. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

9. Local Career Pathways Review and Discussion – The Board agreed to the Pathways presented; Healthcare, Business Administration, Manufacturing and Information Technologies. It was recommended we work with high schools (Perkins) to consider a Skills Trade Pathway.

Mr. Fred Eubanks called on Mrs. Shae Cheatham for the Grants/Employer Engagement Update.

Mrs. Cheatham gave updates on the grant activity and employer engagement.

Mr. Fred Eubanks called on Mrs. Alberta Green for the One Stop Operator Report.

Mrs. Green gave an update on One Stop activities.

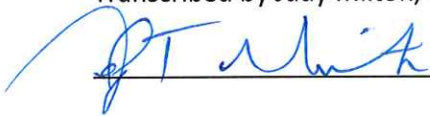
Mr. Fred Eubanks called on Mrs. Katie McCarty for WIOA Title I Services Update.

Mrs. McCarty gave an update on activities in the American Job Centers.

Mr. Fred Eubanks called for a motion to adjourn the meeting. A motion was made by Mrs. Tana Trichel and seconded by Mr. Tim Tettleton. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

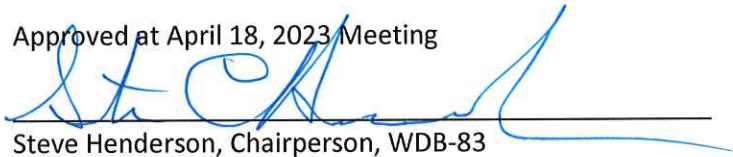
The meeting adjourned at 7:30 P.M.

Transcribed by Judy Milton, Planning Assistant



---

Approved at April 18, 2023 Meeting



---

Steve Henderson, Chairperson, WDB-83

## **Synopsis of WDB Policy Changes/Additions 01/17/2023**

### **Policy # 100-08-11 – Fiscal Policies and Procedures**

#### **Recapture of Improper Payments**

The WDB-83 establishes the following policy and procedures to track, report and collect improper payments.

- 19.1. Improper payments include overpayments and duplicate payments or incorrect amount of payment.
- 19.2. Identification of improper payments happens through the following procedure(s).
  - Accounting reconciliations
  - Fiscal monitoring
  - Program monitoring
- 19.3. Methods of recapturing improper payments:
  - 19.3.1 Vendors:
    - When an incorrect or improper payment to a vendor is recognized, the accounting department will notify the vendor immediately and document that contact.
    - Accounting will issue a stop-payment of the check if necessary.
    - If the check has been processed by the vendor, a request will be made to recapture the payment. If the vendor is one with whom payments are made on a regular basis, we may request an invoice credit to recoup the incorrect payment.
    - No further payments will be issued to said vendor until the improper payment has been recouped and reconciled.
  - 19.3.2 Participants:
    - When an incorrect or improper payment to a participant is recognized, the accounting department will notify the Career Service Team (CST) member and the WIOA Program Director immediately.
    - Accounting will issue a stop payment on the check as necessary.
    - If the check has been processed by the participant, the CST will contact the participant to request the payment/funds be returned and document the attempt to recoup and recapture in a HiRE case note. If the participant cannot be reached, or refuses to return the funds, future tuition and/or supportive payments will be reduced by the amount of the improper payment.
    - CST/WIOA Program Director or Information Specialist will notify the Accounting Supervisor of the result of the attempt to recapture improper payments.
    - No further payments will be issued to the participant until the improper payment has been recouped and reconciled.
    - Improper payments not recouped will be documented in the participant's HiRE case notes and in the accounting files should the participant apply for services in the future.

## **Policy 100-09-02 Monitoring Policies and Procedures**

### **Purpose**

This policy incorporates monitoring measures for suspected fraud, waste, theft, program abuse and recovery of improper payments.

### **Local Monitoring Procedures**

#### **Remedies**

WDB-83 reserves the right to impose certain restrictions on a contractor for various reasons, including but not limited to the following:

- Failure to comply with any provision of the contract.
- Failure to comply with any applicable Federal or State law and/or regulation.
- Failure to take corrective action to resolve a monitoring finding within the time specified in the monitoring report.
- Failure to respond to all audit resolution issue with the time specified.
- Failure to meet performance standards or take required corrective action pursuant to a technical assistance plan developed with WDB-83 staff.

The remedies may include:

- Withholding of funds/reimbursement
- Recapture of payment
- Reduction in budget/contract amounts
- Termination of the contract
- Other changes deemed necessary by WDB-83 to ensure compliance.

These remedies may be administered after follow-up reviews have documented failure to correct deficiencies and the Executive Director has approved the sanction. Timelines for the remedy will be determined on a case-by-case basis depending on the circumstances and severity of the findings

## Synopsis of WDB Policy Changes/Additions 01/17/2023

Policy #200-05-08: Limitations of Individual Training Accounts:

- Effective 01/17/2023
- Revised time frame of ITA cap from 12 months to program year
- Removed mention of WIOA Youth Program Helping Individuals Progress (HIP)

Policy #200-21-03: SOP for Initial Assessment of Skill Levels, Aptitudes, Abilities and Supportive Service Needs:

- Effective 11/01/2022
- Removed the local requirement to assess all Youth participants with a standardized assessment
- Introduced the use of the *Basic Skills Screening Tool* for determining local description of basic skills deficient (6<sup>th</sup> grade reading and math levels)
- Differentiated between basic skills deficient for WIOA eligibility and as a local barrier

Policy #200-28-10: Standard Operating Procedures for Provision of Supportive Services or Assistance

- Effective 01/17/2023
- Included in Reference Section 181(d) of WIOA
- Introduced initials for Career Services Team – CST and American Job Center - AJC
- Referenced how to handle a denial of supportive services
- Changed wording to include the exclusion of supportive services to Adults and DW during follow-up period
- Modified so that the provision of supportive services to Youth is only as necessary and is documented in case notes
- Specified that WIOA supportive services are not available to those no longer participating in career or training services
- Included specification of what supportive services cannot be used for
- Introduced the procedure for handling unclaimed data cards
- Referenced the logging and distribution of purchased supportive service items
- Changed wording to allow use of registered-owner vehicles by participants who have permission to use said vehicle
- Introduced tutoring for A/DW participants as a selective service
- Add exceptions to the policy

Policy #200-33-04: Guidance on Progressive Discipline of WIOA Participants

- Effective 01/17/2023
- Updated Policy # and Effective Date in Reference section

- Changed all references to 80% attendance to 90%
- Removed all references to Youth Program Helping Individuals Progress
- Modified approval of probation to only Program Director

Policy #200-35-01: SOP for NOVA Career Coaching Services

- Effective 06/30/2021
- Cancelled

Policy #600-02-08: Youth Workforce Investment Activities Standard Operating Procedures:

- Effective 11/01/2022
- Update mention of policies in Reference section
- Rewrote Outreach, Recruitment and Orientation
- Labeled a section Initial Assessment
- Described how to determine school status
- Introduced the use of the *Basic Skills Screening Tool* to determine deficiency to meet local eligibility requirement of 6<sup>th</sup> grade functioning level
- Removed need to post-test Youth who are not using basic skills deficiency as a qualifying eligibility criterion
- Modified to eliminate academic advancement incentive, accomplished WE incentive
- Included explanation of Educational Functioning Levels in determining Measurable Skills Gains
- Cancelled all references to HIP
- Updated listing of HiRE Youth activity codes
- Redrafted Incentives/Stipends to better align payments to value of activity and to encourage Youth participation
- Described when a planned break in service is appropriate and allowable
- Modified tracking of Youth by CST to contact every other week
- Included measurable skills gain progress procedures and limitations

Policy #600-03-04: Helping Individual Progress (HIP) Project for Out-of-School Youth:

- Effective 10/31/2022
- Cancelled

Policy #600-04-02: Probation Policy for Helping Individuals Progress (HIP) Participants:

- Effective 10/31/2022
- Cancelled

Policy #600-05-01: Co-enrolling Jobs for America's Graduates (JAG) Students with WIOA:

- Effective 01/17/2023
- Removed references to HIP

**Synopsis of NELA EARN Policy Additions  
Effective 10/3/2022**

**Policy #955-01: Notice of Award from DRA-SEDAP**

- NOA establishes an agreement entered between **DRA-SEDAP & WDB83**
- Period of Performance: 10/3/2022 – 10/2/2024
- Amount of award: \$514,205

**Policy #955-02: EARN Follows WDB83 Policies & Procedures**

- EARN will follow policies and procedures as established by WDB83 for all fiscal, personnel, and administrative activity

**Policy #955-03: Procurement**

- EARN will follow WDB83 Procurement Policy (100-06)

**Policy #955-04: Employee Travel**

- EARN will follow WDB83 Employee Travel Policy.
- Establishes steps for documenting travel & maintaining records

**Policy #955-05: Eligibility Determination**

- Resident of Region 8 Labor Market Area
  - Caldwell, East Carroll, Franklin, Jackson, Madison, Morehouse, Richland, Tensas, Union, West Carroll parishes
- Proof of Selective Service Registration for Males
- Selected by Monroe Electrical JATC Training Director
- Identifies Veteran's and spouses of veterans as priority of service.

**Policy #955-06: EARN Career Discovery (Work Experience)**

- Establishes the utilization of funds for 16 weeks of paid work experience.
- Sets wage at 10.58 per hour.
- Selection into career discovery

**Policy #955-07: On-the-Job Training**

- Defines "On-the-Job Training" for this project.
- Sets time parameters 6 months or 1060 hours, whichever is reached first.
- OJT Reimbursements not to exceed \$7,000.00 per individual participant.



**Synopsis of 318 R.I.S.E. Policy Additions  
Effective 10/3/2022**

**Policy #950-01: Notice of Award from DRA-SEDAP**

- NOA establishes an agreement entered between **DRA-SEDAP & WDB83**
- Period of Performance: 10/3/2022 – 10/2/2023
- Amount of award: \$284,486

**Policy #950-02: 318 R.I.S.E. Follows WDB83 Policies & Procedures**

- 318 R.I.S.E. will follow policies and procedures as established by WDB83 for all fiscal, personnel, and administrative activity

**Policy #950-03: Procurement**

- 318 R.I.S.E. will follow WDB83 Procurement Policy (100-06)

**Policy #950-04: Employee Travel**

- 318 R.I.S.E. will follow WDB83 Employee Travel Policy.
- Establishes steps for documenting travel & maintaining records

**Policy #950-05: Eligibility Determination**

- Resident of Region 8 Labor Market Area
  - East Carroll, Madison, Richland, Tensas, West Carroll parishes
  - Warren and Issaquena counties in Mississippi
  - Ashley and Chicot counties in Arkansas
- Proof of Selective Service Registration for Males
- Selected by employer
- Identifies Veteran's and spouses of veterans as priority of service.

**Policy #950-06: Related Instruction & Other Supportive Services**

- Establishes the utilization of funds for Related Instruction, fees, books, other.
- Participant Reimbursements require original receipt.

**Policy #950-07: On-the-Job Training**

- Defines "On-the-Job Training" for this project.
- Sets time parameters 6 months or 1060 hours, whichever is reached first.
- OJT Reimbursements not to exceed \$7,000.00 per individual participant.

**Synopsis of NELA H.O.P.E. Policy Additions**  
**Effective Date 10/01/2022**

**Policy #900-01: Notice of Award from US DOL**

- NOA establishes an agreement entered between US DOL & WDB83
- Period of Performance: 9/15/2022 – 9/30/2025
- Amount of award: \$1,394,535.00

**Policy #900-02: NELA H.O.P.E. Follows WDB83 Policies & Procedures**

- H.O.P.E. will follow policies and procedures as established by WDB83 for all fiscal, personnel, and administrative activity.

**Policy #900-03: Procurement**

- H.O.P.E. will follow WDB83 Procurement Policy (100-06)

**Policy #900-04: Employee Travel**

- H.O.P.E. will follow WDB83 Employee Travel Policy.
- Establishes steps for documenting travel & maintaining records.

**Policy #900-05: Eligibility Determination**

- Resident of Region 8 Labor Market Area
  - Caldwell, East Carroll, Franklin, Jackson, Madison, Morehouse, Ouachita, Richland, Tensas, Union, West Carroll parishes.
- Proof of Selective Service Registration for Males
- One of 3 target categories:
  - New Entrant to the Workforce
  - Dislocated Worker
  - Incumbent Worker
- Identifies Veteran's and spouses of veterans as priority of service.

**Policy #900-06: Tuition & Other Supportive Services**

- Establishes the utilization of funds for tuition, fees, books, other.
- Each participant will be obligated 2800.00 per program year (\$1400.00/semester for 2 semesters).
- Participant Reimbursements require original receipt.
- Continued sponsorship-grades and progress in training are looked at every semester prior to continued funding for each participant.

**Policy #900-07: Childcare Assistance Supportive Service**

- 2 types of childcare
  - Full-time – 125.00/week
  - After school – 60.00/week
- Establishes application process

- Payment process – Direct to provider

**Policy #900-08: Monthly Time & Attendance Records**

- Establishes the use of Monthly time & attendance requirement and documentation.
- Sets dates for submission to Student Liaison, to Project Director, and to Fiscal Department.
- Instructions on completing the timesheets.

**Synopsis of Employer Policy Changes/Additions  
Effective 1/3/2023**

**Policy #400-07: Guidance on WIOA Work-based Training**

- Removes the following on page 8:

“A minimum of 90% of all participants enrolled in OJT must be placed with private sector employers. A maximum of 10% of all OJT participants may be placed in the public sector. (Based on the number of OJT contracts from the previous twelve (12)-month period.)”

This will allow BST to serve both the private and public sector which are both seeing an increase for trained workers.