



WORKFORCE DEVELOPMENT BOARD, SDA-83, INC.

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EXECUTIVE COMMITTEE/STRATEGIC PLANNING COMMITTEE

APRIL 16, 2024
5:15 P.M.

Courtyard Marriott
4915 Pecanland Mall Drive
Monroe, LA

The Workforce Development Board SDA-83, Inc., Executive Committee/Strategic Planning Committee Meeting was called to order at 5:15 P.M., by Mr. Steve Henderson, Chairperson.

Members present from both committees: Mr. Steve Henderson, Mr. Fred Eubanks, Ms. Rosie Brown, Mr. Gerry Mims, Mr. Tim Tettleton, Mr. Scott Cox and Ms. Kaila Boire.

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

Mrs. Mitchell reported on the following items:

1. Budget to Actual – Mrs. Mitchell discussed the Budget to Actual Report which included Administrative, Program, NELA Hope, NELA Rise and NELA Earn and asked for approval to make the requested line item changes that are within budget. A motion for approval was made by Mr. Fred Eubanks and seconded by Mr. Tim Tettleton to approve the WIOA Admin 100 and Program 300 budget modifications as presented. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED. A motion to approve the budgets and line item changes for the NELA Hope, NELA Rise and NELA Earn was made by Ms. Kaila Boire and seconded by Mr. Scott Cox. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.

2. Policy Approval

Policy # 100-07-03: Personnel Policies

- Page 4: update B. Fringe Benefits:
 - o Health Insurance \$800
 - o Consider Medicare Part B for eligible employees, supplemental coverage. Not to exceed \$ 800/month

Policy 100-12: Fleet Card Policy – Canceled

- This card was canceled due to excessive monthly administrative fees.
- Consider amending Policy 100-08-11 to allow the Executive Director/WIOA Program Director (WDB vehicles) to charge mileage when traveling to outlying parishes and outside local area. Under Fuelman, WDB paid 70% of gas regardless of location. Currently, these employees are covering 100% of gas even for business purposes.

Policy 100-13-01: Corporate Credit Card Policy

- Updated policy to add the following dual approval.
7.2 The Local Area Coordinator Corporate Card will be countersigned by the Executive Director. The Accounting Supervisor will review and sign off on the Executive Director paperwork.

Policy 200-20-01: SOP for WIOA Outreach, Intake and Orientation

- Removed references to Interdisciplinary Case Management Team

Policy 200-37: Additional Criterion for Practical Nursing Training Candidates

- Policy adds the requirement that LPN students must complete 1 term before applying for WIOA assistance. That term must be completed with a 2.0 GPA (80%) and 90% attendance rate.

Policy 200-38: Participant Services Plan/IEP/ISS

- Policy explains the use of IEPs and ISSs and their development.

Policy 200-39: Customer Flow Policy

- Policy describes the flow of services for customers entering WIOA services corresponding with their individual needs, delivered by professional staff, resulting in satisfaction that surpasses their expectations, and acknowledging that self-sufficient employment is the goal.

Policy 900-06-01: Tuition and Other Supportive Services

- Consider amending Policy 900-06-01 to increase amount of funds allowable per student/per semester and the overall training cost from the current \$1400 per semester not to exceed \$8400.00 overall training cost (page 1) to \$2000.00 per semester not to exceed \$10,000.00 overall training cost.

Policy 100-12 will be reversed with the active fleet cards reinstated with the card holders paying thirty percent (30%) of the charges. After discussion of these policies, a motion for approval was made by Ms. Kaila Boire and seconded by Ms. Rosie Brown. Abstained: Mr. Scott Cox, Louisiana Delta Community College, Opposed: None, All in Favor: All. MOTION PASSED.

3. Policies Tracking Worksheet – Mrs. Mitchell stated a recommendation had been made to review WDB-83's Policies on an annual basis. After discussing the Policies, a motion was made by Ms. Rosie Brown and seconded by Mr. Tim Tettleton to approve the review and to update the tracking worksheet to show policies reviewed on this date. Abstained: None, Opposed: None, All in Favor: All. MOTION PASSED.
4. LA State Combined Plan
 - 1). State of LA Executive Plan
 - 2). Resolution: SLS 24RS-573
5. Comprehensive Monitoring Update

The Committee stated they would make these recommendations to the full board.
The meeting adjourned at 6:00 P.M.