

WORKFORCE DEVELOPMENT BOARD

Quarterly Board Meeting - AGENDA

Provide the services, leadership, and vision to improve the quality of life in Jefferson Parish.

Thursday, July 21, 2022

**Delgado River City Campus
709 Churchill Pkwy.
Avondale, LA 70094
8:00am**

- I. **Welcome** – Tom Jones, Chair
- II. **Approval of Meeting Minutes** April 28, 2022(**Action Item**)
- III. **Swearing in of New Member**
- IV. **Planning and Operations Committee** – Rod Nunez, Chair Planning Committee
- V. **Youth Committee** – Arlanda Williams, Chair
- VI. **Executive Committee** – Tom Jones, Chair
 - A. Authorizing Frances Turner to serve at WDB Director (**Action Item**)
 - B. Authorizing the WDB to purchase laptops, software and accessories to support the Youth program (**Action Item**)
 - C. Authorizing the WDB to purchase laptops, software and accessories to support the AJC staff (**Action Item**)
 - D. Authorizing the WDB to purchase two vehicles to support outreach efforts throughout Jefferson Parish, including Lafitte and Grand Isle (**Action Item**)
 - E. Authorizing the administration to officially terminate the lease at 1900 Lafayette St., Gretna, LA 70053. The property will be vacated on or before July 31, 2022 (**Action Item**)
 - F. Authorizing the WDB to approve cost associated with moving and storing inventory items to a space designated as storage (files, furnishing, etc.) (**Action Item**)
 - G. Authorizing the WDB to relocate the AJC/Comprehensive Center to the Delgado River City Campus and to re-designate Delgado River City Campus as the comprehensive center for Jefferson Parish (**Action Item**)
 - H. Authorizing the WDB to enter into a lease agreement with Delgado Community College/River City Campus at a cost not to exceed \$1000.00 per month beginning 1/1/2023 (**Action Item**)
 - I. Authorizing the WDB to negotiate and enter into an agreement with Jefferson Parish Administration utilizing the AJC and its staff as the service provider for Career and Employment Training Services at the River City Campus. (Secretary must approve Intergovernmental Agreement) (**Action Item**)
 - J. Authorizing WDB to solicit via SOQ or RFP for a Local Area Coordinator to provide oversight and ensure that local area performance measures are MET and or EXCEEDED on a quarterly basis for all WIOA programs (**Action Item**)

- K. Update the Current Ordinance to comply with state and federal regulations **(Action Item)**
- L. Create the Office of Workforce Development **(Action Item)**
- M. Create the Unclassified Position of Workforce Development Director/Coordinator **(Action Item)**
- N. Create the Office of the Jefferson American Job Center **(Action Item)**
- O. Create the Unclassified Position of Program Coordinator of the Office of the American Job Center **(Action Item)**
- P. Approve the Proposed Organizational Structure **(Action Item)**
- Q. Approving the following policies **(Action Item) See Attachment 1**

VII. Open Discussion / Other Business

Next Meeting Date: October 27, 2022

TBA - Executive Committee Meeting (TBA)

TBA - Quarterly Board Meeting (Westbank Location –TBA)

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