

**Jefferson Parish Workforce Development Board
Executive Committee Meeting Minutes
Wednesday, April 20, 2022
Joseph S. Yenni Building
1221 Elmwood Park Blvd. Suite 405
Jefferson, LA 70123
12:00pm**

- I. Welcome** – Tom Jones called the meeting to order, quorum was present.
Board Members Present: Lisa Barback, Tom Jones, David St. Etienne, Arlanda Williams
Members Absent: Rod Nunez
Others Present: Sarah King, Christi Langoni, Darrel Lewis, Nedra McKinney, Fang Zhou, Dr. Vanessa Zimmerman

- II. Approval of Minutes-** Tom Jones asked if everyone read over the minutes.

Tom Jones requested a motion to accept the minutes from the January 20, 2022 meeting.
Arlanda Williams moved to accept the minutes from the January 20, 2022 meeting.
David St. Etienne seconded the motion to accept the minutes from the January 20, 2022 meeting.

OPPOSED 0 YEAS 4 ABSTAINED 0 ABSENT 1

Darrel Lewis, One Stop Operator, has exited the meeting

- III. Operations Committee Updates** – David St. Etienne stated the Operations Committee has moved on the motion to recommend approval for Closing the Gap LLC, the One Stop Operator Contract Renewal, to the full Board for approval.

Tom Jones requested a motion to accept the recommendation for approval of the Contract Renewal for Closing the Gap LLC.
Arlanda Williams moved to accept the recommendation for approval of the Contract Renewal for Closing the Gap LLC.
David St. Etienne seconded the motion to accept the recommendation for approval of the Contract Renewal for Closing the Gap LLC.

OPPOSED 0 YEAS 4 ABSTAINED 0 ABSENT 1

David St. Etienne stated the Operations Committee has moved on the motion to recommend approval to increase the cap on the Individual Training Accounts (ITA's) from \$6,000 to \$15,000.

Tom Jones requested a motion to accept the recommendation of approval to increase the cap on the Individual Training Accounts (ITA's) from \$6,000 to \$15,000.
David St. Etienne moved to accept the recommendation of approval to increase the cap on the Individual Training Accounts (ITA's) from \$6,000 to \$15,000.
Lisa Barback Seconded the recommendation to accept the recommendation of approval to increase the cap on the Individual Training Accounts (ITA's) from \$6,000 to \$15,000.

OPPOSED 0 YEAS 4 ABSTAINED 0 ABSENT 1

- IV. **Planning Committee Updates-** The Planning Committee update was captured in the Operations Committee Update.
- V. **Youth Committee Updates** – Arlanda Williams mentioned the Youth Committee discussed the Youth Summer Program which is from June 20, 2022 to July 29, 2022. There are 2 programs utilizing Workforce funds and Jefferson Community Actions Program funding.
- VI. **Other Business/Open Discussion** – There was a discussion between the Committee members and others present regarding streamlining the intake process and procedures at the American Job Center. Also discussed was outreach and recruitment, utilizing technology to submit documents by e-mail and using an App to assist in processing documents.

Tom Jones requested a motion to adjourn
Arlanda Williams moved to adjourn.
Lisa Barback Seconded the motion to adjourn.

OPPOSED 0 YEAS 4 ABSTAINED 0 ABSENT 1
MEETING ADJOURNED