

**Jefferson Parish Workforce Development Board
Executive Committee Meeting Minutes
Thursday, July 14, 2022
Joseph S. Yenni Building
1221 Elmwood Park Blvd. Suite 405
Jefferson, LA 70123
11:00am**

- I. **Welcome** – Tom Jones called the meeting to order, quorum was present.
Board Members Present: Lisa Barback, Tom Jones, Rod Nunez, Arlanda Williams
Members Absent: David St. Etienne,
Others Present: Carmen Benitez, Darrel Lewis, Nedra McKinney, Deanna Stewart, Frances Turner, Dr. Vanessa Zimmerman
- II. **Approval of Minutes, April 20, 2022-** Tom Jones asked if everyone read over the minutes. Tom Jones requested a motion to accept the minutes from the April 20, 2022 meeting. Rod Nunez moved to accept the minutes from the April 20, 2022 meeting. Arlanda Williams seconded the motion to accept the minutes from the April 20, 2022 meeting.

OPPOSED 0 YEAS 4 ABSTAINED 0 ABSENT 1

- III. **Approval of Minutes, June 6, 2022-** Tom Jones asked if everyone read over the minutes. Tom Jones requested a motion to accept the minutes from the June 6, 2022 meeting. Rod Nunez moved to accept the minutes from the June 6, 2022 meeting. Arlanda Williams seconded the motion to accept the minutes from June 6, 2022 meeting.

OPPOSED 0 YEAS 4 ABSTAINED 0 ABSENT 1

- IV. **Approval of Minutes, June 22, 2022-** Tom Jones asked if everyone read over the minutes. Tom Jones requested a motion to accept the minutes from the June 22, 2022 meeting. Rod Nunez moved to accept the minutes from the June 22, 2022 meeting. Arlanda Williams seconded the motion to accept the minutes from the June 22, 2022 meeting.

OPPOSED 0 YEAS 4 ABSTAINED 0 ABSENT 1

- V. **Update the Current Ordinance to comply with state and federal regulations-** Dr. Vanessa Zimmerman introduced Valerie Brolin, Jefferson Parish Deputy Chief Operating Officer. Valerie Brolin discussed the breakdown of the Current Ordinance and the Updated Ordinance. She suggested that on the amendment we include that "this Board is a Governing Board", under Sec. 2-751.1. Purposes and function of the board. There was also a discussion regarding the titles of the Coordinator/Director vs. Administrative Management Specialist IV.

Tom Jones requested a motion to Update the Current Ordinance with the additions to comply with state and federal regulations.
Arlanda Williams moved to accept the motion to Update the Current Ordinance with the additions to comply with state and federal regulations.
Lisa Barback seconded the motion to Update the Current Ordinance with the additions to comply with state and federal regulations.

OPPOSED 0 YEAS 4 ABSTAINED 0 ABSENT 1

VI. Create the Office of Workforce Development -This is ordinance number 2 which deletes workforce connection from the code of ordinances and now establishes the Office of Workforce Development.

Tom Jones requested a motion to Create the Office of Workforce Development.
Arlanda Williams moved to accept the motion to Create the Office of Workforce Development.
Rod Nunez seconded the motion to Create the Office of Workforce Development.

OPPOSED 0 YEAS 4 ABSTAINED 0 ABSENT 1

VII. Create the Unclassified position of Workforce Development Director/Coordinator-

Tom Jones requested a motion to Create the Unclassified position of Workforce Development Director/Coordinator with a recommendation from the Board that Frances Turner fills this position.
Arlanda Williams moved to accept the motion to Create the Unclassified position of Workforce Development Director/Coordinator with a recommendation from the Board that Frances Turner fills this position.

Rod Nunez seconded the motion to Create the Unclassified position of Workforce Development Director/Coordinator with a recommendation from the Board that Frances Turner fills this position.

OPPOSED 0 YEAS 4 ABSTAINED 0 ABSENT 1

VIII. Create the Office of the Jefferson American Job Center

Tom Jones requested a motion to Create the Office of the Jefferson American Job Center.
Arlanda Williams moved to accept the motion to Create the Office of the Jefferson American Job Center.

Lisa Barback seconded the motion to Create the Office of the Jefferson American Job Center.

OPPOSED 0 YEAS 4 ABSTAINED 0 ABSENT 1

IX. Create the Unclassified position of Program Coordinator of the Office of the American Job Center

A discussion took place between all who were present regarding selecting an outside local area coordinator versus selecting a Parish employee to oversee other Parish employees. Valerie Brolin recommended that the Board selects the coordinator for the AJC. A discussion also took place regarding the selection and interview process.

Tom Jones requested a motion to Create the Unclassified position of Program Coordinator of the Office of the American Job Center.

Arlanda Williams moved to accept the motion to Create the Unclassified position of Program Coordinator of the Office of the American Job Center.

Lisa Barback seconded the motion to Create the Unclassified position of Program Coordinator of the Office of the American Job Center.

OPPOSED 0 YEAS 4 ABSTAINED 0 ABSENT 1

X. Approve the Organizational Structure – A discussion took place regarding the flow of the Organizational Structure.(see attached)

Tom Jones requested a motion to Approve the Organizational Structure

Arlanda Williams moved to accept the motion to Approve the Organizational Structure

Lisa Barback seconded the motion to Approve the Organizational Structure

OPPOSED 0 YEAS 4 ABSTAINED 0 ABSENT 1

XI. Open Discussion/Other Business

A discussion was held regarding how the staff work diligently to expend leftover funds.

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