

Jefferson Parish Workforce Development Board
Quarterly Board Meeting Minutes
Thursday November 3, 2022
Delgado River City Campus, 709 Churchill Pkwy., Avondale, LA
8:30am

- I. **Welcome** – Tom Jones called the meeting to order and proceeded with everyone introducing themselves. Quorum was present.
Board Members Present: Lisa Barback, Stephanie Brumfield, Danielle Garrett, Tom Jones, Luz Lobos, Rachel Mackey, Thelma Ceballos-Meyers, Rod Nunez, Jerry Repka, Jacqueline Smith, Melissa Hopson-Sparks, David St. Etienne, Allison Thomas, Sara Waldvogel, Kate Wendel, Arlanda Williams
Members Absent: LaDinah Carter, Aldo Duron, Joe Ewell Jr., John Johnson, Teresa Lawrence, Andy O'Brien, Tom Pyburn, Robert Senior, Christine Vo
Others Present: Carmen Benitez, Darrel Lewis, Nedra McKinney, Deanna Stewart, Frances Turner, Vanessa Zimmerman
- II. **Approval of Minutes**
Tom Jones requested a motion to accept the minutes from the July 21, 2022 meeting. Rodney Nunez moved to accept the minutes from the July 21, 2022 meeting. Jerry Repka II seconded the motion to accept the minutes from the July 21, 2022 meeting.
- OPPOSED 0 YEAS 15 ABSTAINED 0 ABSENT 9**
- III. **Swearing in of New Member** – Kendale Thompson from the Jefferson Parish Attorney's Office swore in our new member Allison Thomas.
- IV. **Introduction of Members** – Everyone took a moment to introduce themselves.
- V. **Planning and Operations Committee** – David St. Etienne stated that the Planning and Operations Committee discussed the Training Funds Budget Recap. He also informed everyone that the Hiring Committee has interviewed four candidates for the American Job Center (AJC) Coordinator position and expects to do 2 more interviews later today.
- VI. **Youth Committee** – Arlanda Williams stated the Youth Committee discussed some initiatives with Jefferson Parish School Board. She also stated that they have started doing field trips where they are bringing the students to the Delgado River City Campus to see what is available and to increase the youth programs.
- VII. **One Stop Operator Update** – Darrel Lewis briefly explained that he is working on updating our Partner MOU's due to the location change of the AJC. He is also working with Deanna Stewart on staff development by continuing to address some of the policies and procedures regarding intake and tracking. He is also Streamlining referrals through working with Department of Children and Family Services (DCFS). Darrel Lewis showed a video about the Unite Us platform. He informed everyone that he is working on a date to have the next Partners Meeting.

VIII. Financial Report – Carmen Benitez discussed the Training Funds Budget Recap and the Budget for the Current Grant Award which were included in the packets that were handed out. She also discussed the Funding Source Information and the Budget Information Summary which was also included in the packets.

IX. Workforce Development Initiative Updates

A. JPPSS Partnership – Frances Turner discussed the Jobs for Americas Graduates (JAG) program where the JAG specialist is bringing the students to the Delgado Campus for tours and to be introduced to the American Job Center.

B. Employer of Record – Frances Turner discussed the Employer of Record and its purpose. We did not have any respondents. Therefore, the Request for Proposal will go back out next week. An Employer of Record will afford us the opportunity to employ outside of Jefferson Parish Agencies. A discussion was also held regarding the difference between On-the-Job Training (OJT) and Work Experience.

C. Hurricane Ida Update – Frances Turner discussed the Hurricane Ida Grant. We recently held an outreach in Jean Lafitte to assist individuals who were impacted by Hurricane Ida. There were 15 people who were assisted and currently going through the eligibility process to begin temporary work in the Jean Lafitte Area.

D. Review of the Grievance Policy – Frances Turner stated that the Grievance policy was omitted in our previous meeting when we discussed the other policies.

Tom Jones requested a motion to adopt the JPWDB Grievance Policy.

Arlanda Williams moved to adopt the JPWDB Grievance Policy.

Jerry Repka II seconded the motion to adopt the JPWDB Grievance Policy.

OPPOSED 0 YEAS 16 ABSTAINED 0 ABSENT 9

E. Review of the Bylaws – Frances Turner stated that we have updated the Bylaws which were handed out with the packet and she briefly went the updates that are highlighted in yellow.

Tom Jones requested a motion to approve the Bylaws with edits discussed.

Arlanda Williams moved to approve the Bylaws with edits discussed.

Jerry Repka II seconded the motion to approve the Bylaws with edits discussed.

OPPOSED 0 YEAS 16 ABSTAINED 0 ABSENT 9

F. AJC Certification - Frances Turner discussed the AJC Certification Matrix for the Board to review and e-mail us if we have any comments.

X. Open Discussion – Frances Turner thanked everyone for all of their hard work and dedication.

Tom Jones requested a motion to adjourn

Lisa Barback moved to adjourn.

Arlanda Williams seconded the motion to adjourn.

OPPOSED 0 YEAS 16 ABSTAINED 0 ABSENT 9

MEETING ADJOURNED