

**Jefferson Parish Workforce Development Board**  
**Quarterly Board Meeting Minutes**  
**Thursday April 28, 2022**  
**Boomtown Acadia Ballroom, 4132 Peters Rd. Harvey**  
**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, LaDinah Carter, Joe Ewell Jr., Danielle Garrett, Tom Jones, Rachel Mackey, Thelma Ceballos-Meyers, Rod Nunez, Andy O'Brien, Tom Pyburn, Jerry Repka, Jacqueline Smith, David St. Etienne, Christine Vo, Sara Waldvogel, Kate Wendel, Arlanda Williams  
**Members Absent:** Nicole Fontenot, Teresa Lawrence, August Santos, Robert Senior, Melissa Hopson-Sparks  
**Others Present:** Sarah King, Christi Langoni, Darrel Lewis, Nedra McKinney, Frances Turner, Fang Zhou, Vanessa Zimmerman

II. **Approval of Minutes**

Tom Jones requested a motion to accept the minutes from the January 27, 2022 meeting.  
Andy O'Brien moved to accept the minutes from the January 27, 2022 meeting.  
Jerry Repka, II seconded the motion to accept the minutes from the January 27, 2022 meeting.

**OPPOSED 0 YEAS 17 ABSTAINED 0 ABSENT 5**

- III. **One Stop Operator Updates** – Darrel Lewis explained that he is focusing on growth, access and offerings by evaluating our Individual Training Accounts (ITAs) and our Eligible Training Provider List (ETPL). He discussed the Eligible Training Courses that cost over the \$6,000 limit. He asked the Operations Committee to consider rendering a recommendation to the Board to increase the ITA cap from \$6,000 to \$15,000.

IV. **Planning and Operations Committee** – David St. Etienne, Chair Operations Committee

- A. **Update Regarding AJC Relocation** – Dr. Vanessa Zimmerman explained that the Parish is still reviewing AJC's lease agreement. A discussion took place amongst the attendees regarding removing items from that location and taking steps to avoid incurring a \$20,000 a month bill.  
B. **Individual Training Account Increase** – Tom Jones along with others present discussed why there is a need for this increase.

Tom Jones requested a motion to increase the ITA disbursement to a maximum of \$15,000.

Arlanda Williams moved to approve the motion to increase the ITA disbursement to a maximum of \$15,000.

Lisa Barback seconded the motion to increase the ITA disbursement to a maximum of \$15,000.

**OPPOSED 0 YEAS 17 ABSTAINED 0 ABSENT 5**

- C. **One Stop Operator Contract Renewal (Closing the Gap LLC)** – (Darrel Lewis has exited the meeting for this discussion) David St. Etienne stated that the Operations Committee believes that the One Stop Operator has done an excellent job and has recommended approval of the One Stop Operator Contract Renewal.

Tom Jones requested a motion to approve the recommendation of the One Stop Operator Contract Renewal.

Arlanda Williams moved to approve the recommendation of the One Stop Operator Contract Renewal.

Lisa Barback seconded the recommendation to approve the One Stop Operator Contract Renewal.

**OPPOSED 0 YEAS 17 ABSTAINED 0 ABSENT 5**

- V. Youth Committee** – Arlanda Williams explained the Jump Start Summer Youth Program which allows college students to participate as Interns to work government jobs within Jefferson Parish. Frances Turner explained the Summer Employment Initiative with JeffCap through CSBG funding in which they are able to employ 75 Jefferson Parish Youth. LaDinah Carter explained that the Summer Enrichment Program through Jefferson Parish Schools is currently accepting applications for their Summer Training Programs in which participants will receive a stipend upon completion. There was also a discussion among attendees regarding supportive services for eligible participants and the process for engaging work experience participants. Also discussed was a screening for WIOA eligibility that will be held in the upcoming days.

**VI. Open Discussion/Other Business**

**A. Combining of Planning and Operations Committee** – Tom Jones briefly discussed combining the Planning and Operations Committee into one meeting because of the similarities and time restraints.

**B. Proposed Committee Meeting Dates** - Frances Turner discussed the proposed committee meeting dates that were given to everyone.

Tom Jones requested a motion to adjourn

Arlanda Williams moved to adjourn.

Lisa Barback seconded the motion to adjourn.

**OPPOSED 0 YEAS 17 ABSTAINED 0 ABSENT 5**

**MEETING ADJOURNED**

**Jefferson Parish Workforce Development Board**  
**Quarterly Board Meeting Minutes**  
**Thursday July 21, 2022**  
**Delgado River City Campus, 709 Churchill Pkwy., Avondale, LA**  
**8:00am**

- I. **Welcome** – Tom Jones called the meeting to order and proceeded with everyone introducing themselves. Quorum was present.  
**Board Members Present:** Lisa Barback, Joe Ewell Jr., Nicole Fontenot, John Johnson, Tom Jones, Teresa Lawrence, Rachel Mackey, Andy O'Brien, Tom Pyburn, Jacqueline Smith, David St. Etienne, Sara Waldvogel, Kate Wendel, Arlanda Williams  
**Members Absent:** LaDinah Carter, Danielle Garrett, Thelma Ceballos-Meyers, Rod Nunez, Jerry Repka, August Santos, Robert Senior, Melissa Hopson-Sparks, 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 April 28, 2022 meeting.  
Theresa Lawrence moved to accept the minutes from the April 28, 2022 meeting.  
Tom Pyburn seconded the motion to accept the minutes from the April 28, 2022 meeting.  

**OPPOSED 0 YEAS 14 ABSTAINED 0 ABSENT 9**
  
- III. **Swearing in of New Member** – Megan Grantham from the Jefferson Parish Attorney's Office swore in our new member John Johnson.
  
- IV. **Planning and Operations Committee** – Nothing new to report.
  
- V. **Youth Committee** – Arlanda Williams discussed the Summer Youth Employment Program, which is coming to an end on July 29, 2022. There will be a Culminating Ceremony for those participants at the Delgado River City Campus at 709 Churchill Pkwy on July 28, 2022. Also discussed was the new partnership with Gulf Wind Technology.
  
- VI. **One Stop Operator Update** – Darrel Lewis briefly explained that he will be focusing on the relocation of the American Job Center (AJC) and the reconstruction of hierarchy of the Board with Jefferson Parish which involves creating new policies and procedures. He also discussed ways to connect the partners and training providers with the AJC staff and working more with our local Labor Union. A discussion also took place regarding the Eligible Training Provider List (ETPL).
  
- VII. **Executive Committee** – Tom Jones announced each of the following action items as Frances Turner gave a brief explanation.

**A. Authorizing Frances Turner to serve as WDB Director**

Tom Jones requested a motion to authorize Frances Turner to serve as WDB Director.

David St. Etienne moved to accept the motion to Authorize Frances Turner to serve as WDB Director.

Tom Pyburn seconded the motion to authorize Frances Turner to serve as WDB Director.

**OPPOSED 0 YEAS 14 ABSTAINED 0 ABSENT 9**

**B. Authorizing the WDB to purchase laptops, software and accessories to support the Youth Program**

Tom Jones requested a motion to authorize the WDB to purchase laptops, software and accessories to support the Youth Program.

David St. Etienne moved to accept the motion to authorize the WDB to purchase laptops, software and accessories to support the Youth Program.

Tom Pyburn seconded the motion to authorize the WDB to purchase laptops, software and accessories to support the Youth Program.

**OPPOSED 0 YEAS 14 ABSTAINED 0 ABSENT 9**

**C. Authorizing the WDB to purchase laptops, software and accessories to support the AJC staff**

Tom Jones requested a motion to authorize the WDB to purchase laptops, software and accessories to support AJC staff.

Lisa Barback moved to accept the motion to authorize the WDB to purchase laptops, software and accessories to support the AJC staff.

Tom Pyburn seconded the motion to authorize the WDB to purchase laptops, software and accessories to support the AJC staff.

**OPPOSED 0 YEAS 14 ABSTAINED 0 ABSENT 9**

**D. Authorizing the WDB to purchase two vehicles to support outreach efforts throughout Jefferson Parish, including Lafitte and Grand Isle**

Tom Jones requested a motion to authorize the WDB to purchase two vehicles to support outreach efforts throughout Jefferson Parish, including Lafitte and Grand Isle.

Tom Pyburn moved to accept the motion to authorize the WDB to purchase two vehicles to support outreach efforts throughout Jefferson Parish, including Lafitte and Grand Isle.

Joe Ewell Jr. seconded the motion to authorize the WDB to purchase two vehicles to support outreach efforts throughout Jefferson Parish, including Lafitte and Grand Isle.

OPPOSED 0 YEAS 14 ABSTAINED 0 ABSENT 9

**E. Authorizing the administration to officially terminate the lease at 1900 Lafayette St, Gretna, LA 70053.**

Tom Jones requested a motion to authorize the administration to officially terminate the lease at 1900 Lafayette St, Gretna, LA 70053.

Sara Waldvogel moved to accept the motion to authorize the administration to officially terminate the lease at 1900 Lafayette St, Gretna, LA 70053.

Tom Pyburn seconded the motion to authorize the administration to officially terminate the lease at 1900 Lafayette St, Gretna, LA 70053.

OPPOSED 0 YEAS 14 ABSTAINED 0 ABSENT 9

**F. Authorizing the WDB to approve cost associated with moving and storing inventory items to a space designated as storage (files, furnishings, etc.)**

Tom Jones requested a motion to authorize the WDB to approve cost associated with moving and storing inventory items to a space designated as storage (files, furnishings, etc.)

Sara Waldvogel moved to accept the motion to authorize the WDB to approve cost associated with moving and storing inventory items to a space designated as storage (files, furnishings, etc.)

Tom Pyburn seconded the motion to authorize the WDB to approve cost associated with moving and storing inventory items to a space designated as storage (files, furnishings, etc.)

OPPOSED 0 YEAS 14 ABSTAINED 0 ABSENT 9

**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**

Tom Jones requested a motion to authorize 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.

Theresa Lawrence moved to accept the motion to authorize 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.

Tom Pyburn seconded the motion to authorize 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.

OPPOSED 0 YEAS 14 ABSTAINED 0 ABSENT 9

**H. Authorizing Jefferson Parish 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**

Tom Jones requested a motion to authorize Jefferson Parish 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.

Tom Pyburn moved to accept the motion to authorize Jefferson Parish 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.

Sara Waldvogel seconded the motion to authorize Jefferson Parish 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.

OPPOSED 0 YEAS 14 ABSTAINED 0 ABSENT 9

**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**

Tom Jones requested a motion to authorize 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.

David St. Etienne moved to accept the motion to authorize 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.

Lisa Barback seconded the motion to authorize 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.

OPPOSED 0 YEAS 14 ABSTAINED 0 ABSENT 9

**J. Authorizing the WDB to solicit via Statement of Qualifications (SOQ) or Request for Proposal (RFP) to perform accounting services for the JPWDB**

Tom Jones requested a motion to authorize the WDB to solicit via SOQ or RFP to perform accounting services for the JPWDB.

David St. Etienne moved to accept the motion to authorize the WDB to solicit via SOQ or RFP to perform accounting services for the JPWDB.

Tom Pyburn seconded the motion to authorize the WDB to solicit via SOQ or RFP to perform accounting services for the JPWDB.

**OPPOSED 0 YEAS 14 ABSTAINED 0 ABSENT 9**

**K. Update the Current Ordinance to comply with state and federal regulations**

Tom Jones requested a motion to Update the Current Ordinance to comply with state and federal regulations.

Tom Pyburn moved to accept the motion to Update the Current Ordinance to comply with state and federal regulations.

Joe Ewell Jr. seconded the motion to Update the Current Ordinance to comply with state and federal regulations.

**OPPOSED 0 YEAS 14 ABSTAINED 0 ABSENT 9**

**L. Create the Office of Workforce Development**

Tom Jones requested a motion to Create the Office of Workforce Development.

Tom Pyburn moved to accept the motion to Create the Office of Workforce Development.

Joe Ewell Jr. seconded the motion to Create the Office of Workforce Development.

**OPPOSED 0 YEAS 14 ABSTAINED 0 ABSENT 9**

**M. Create the Unclassified Position of Workforce Development Director/Coordinator**

Tom Jones requested a motion to Create the Unclassified Position of Workforce Development Director/Coordinator.

Tom Pyburn moved to accept the motion to Create the Unclassified Position of Workforce Development Director/Coordinator.

Joe Ewell Jr. seconded the motion to Create the Unclassified Position of Workforce Development Director/Coordinator.

**OPPOSED 0 YEAS 14 ABSTAINED 0 ABSENT 9**

**N. Create the Office of the Jefferson American Job Center**

Tom Jones requested a motion to Create the Office of the Jefferson American Job Center.

Tom Pyburn moved to accept the motion to Create the Office of the Jefferson American Job Center.

Joe Ewell Jr. seconded the motion to Create the Office of the Jefferson American Job Center.

OPPOSED 0 YEAS 14 ABSTAINED 0 ABSENT 9

**O. Create the Unclassified Position of Program Coordinator of the Office of the American Job Center**

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

Tom Pyburn moved to accept the motion to Create the Unclassified Position of Program Coordinator of the Office of the American Job Center.

Joe Ewell Jr. seconded the motion to Create the Unclassified Position of Program Coordinator of the Office of the American Job Center.

OPPOSED 0 YEAS 14 ABSTAINED 0 ABSENT 9

**P. Approve the Proposed Organizational Structure**

Tom Jones requested a motion to Approve the Proposed Organizational Structure.

Tom Pyburn moved to accept the motion to Approve the Proposed Organizational Structure.

Joe Ewell Jr. seconded the motion to Approve the Proposed Organizational Structure.

OPPOSED 0 YEAS 14 ABSTAINED 0 ABSENT 9

**Q. Approving the following policies (see attachment 1)**

Tom Jones requested a motion to Approve the policies listed in attachment 1.

Joe Ewell Jr. moved to accept the motion to Approve the policies listed in attachment 1.

Theresa Lawrence seconded the motion to Approve the policies listed in attachment 1.

OPPOSED 0 YEAS 14 ABSTAINED 0 ABSENT 9

**VIII. Open Discussion/Other Business**

Deanna Stewart was introduced as our new Program Planner/Monitor for WDB and Carmen Benitez was re-introduced as our Accountant for WDB. Frances Turner stated that the first day for the AJC staff in the new location at Delgado River City Campus is August 1<sup>st</sup>, 2022 and the Grand Re-Opening is August 17, 2022 from 10am-12noon.

A discussion took place to ensure that the Hispanic Chamber is included on any events and information that we publicize.

Andy O'Brien Sr. explained that only Registered Apprenticeships are registered with the State and Federal Government.

Tom Jones requested a motion to adjourn

Theresa Lawrence moved to adjourn.  
Lisa Barback seconded the motion to adjourn.

**OPPOSED 0 YEAS 14 ABSTAINED 0 ABSENT 9**

**MEETING ADJOURNED**