

**Jefferson Parish Workforce Development Board**  
**Quarterly Board Meeting Minutes**  
**Thursday January 27, 2022**  
**Zea's Restaurant 1325 Esplanade Ave.**  
**8:30am**

- I. **Welcome** – Tom Jones called the meeting to order and proceeded with introductions. A Quorum was present.  
Board Members Present: Lisa Barback, Robert Billings, Nicole Fontenot, Tom Jones, Rachel Mackey, Rod Nunez, Andy O'Brien, Tom Pyburn, Jerry Repka, Jacqueline Smith, Melissa Hopson-Sparks, Christine Vo, Kate Wendel  
Members Absent: Bryan "BJ" Bertucci, Joe Ewell Jr., Brian Gary, Teresa Lawrence, Thelma Ceballos-Meyers, August Santos, David St. Etienne, Arlanda Williams  
Others Present: Tanya Bates, LaDinah Carter (Pending Member), Danielle Garrett (Pending Member), Tara Hazelbaker, Keishelle Jones, Christin Langoni, Darrel Lewis, Nedra McKinney, Jancarlos Romero (Pending Member), Robert Senior (Pending Member), Frances Turner, Sara Waldvogel (Pending Member), Vanessa Zimmerman

II. **Approval of Minutes**

Tom Jones requested a motion to accept the minutes from the October 28, 2021 meeting.  
Tom Pyburn moved to accept the minutes from the October 28, 2021 meeting.  
Andy O'Brien seconded the motion to accept the minutes from the October 28, 2021 meeting.

**OPPOSED 0 YEAS 13 ABSTAINED 0 ABSENT 8**

- III. **Swearing In of New Members** – Stacie Picone from the Jefferson Parish Attorney's office swore in new members (Jancarlos Romero, Robert Senior, Danielle Garrett, LaDinah Carter & Sara Waldvogel) with the Oath of Office.

- IV. **One Stop Operator Updates** – Darrel Lewis discussed ways to become more visible which included utilizing social media. He also suggested that we utilize one of our own participants to serve on an internship capacity to be a Social Media Manager. Tom Jones mentioned that it's a great idea to hire an intern to manage the social media presence in conjunction with our Public Information Office (PIO).

Tom Jones requested a motion to hire an intern to work specifically along with Darrel Lewis to market the efforts through social media in conjunction with the Public Information Office of Jefferson Parish.

Tom Pyburn moved to accept the motion to hire an intern to work specifically along with Darrel Lewis to market the efforts through social media in conjunction with the Public Information Office of Jefferson Parish.

Andy O'Brien seconded the motion to hire an intern to work specifically along with Darrel Lewis to market the efforts through social media in conjunction with the Public Information Office of Jefferson Parish.

**OPPOSED 0 YEAS 13 ABSTAINED 0 ABSENT 8**

- V. **Executive Committee** – Tom Jones, Chair

- A. **Approval of Updated JPWDB policies # 2021-003, 2021-005, 2021-007** - Frances Turner discussed policy #2021-003, WIOA Individual Training Accounts (ITA) policy. In the past ITA's were not allowed for in-school youth. We received a waiver in November to allow in school youth beginning at age 16 to receive ITA's from our providers on our eligible training provider list. (This language was added to this policy)

In policy #2021-005, WIOA Youth Program Eligibility, the four steps regarding participation were included in this updated policy; An eligibility determination, The provision of an objective assessment, Development of an individual service strategy and Participation in any of the 14 WIOA youth program elements. Additionally, on the 3<sup>rd</sup> page as part of the waiver that was issued in November, we are allowed to spend 50% of our youth funds on out of school youth. Previously, we were mandated to spend 75% of our funds on out of school youth. Therefore, the language in this policy has been updated to reflect the 50% Out of School and 50% In-School expenditure waiver.

As it relates to policy #2021-007, the board previously discussed increasing the minimum wage for On-the-Job Training from \$10/hr. to \$12/hr. and increasing the percentage of the employer's reimbursement from 50% to 75%. This language has been changed and included in the updated policy.

Lisa Barback suggested that we make a note to include in Policy #2021-005 that it's just a waiver. Frances Turner stated that we will make that change for policy #2021-005 and #2021-003 as well.

Tom Jones requested a motion to approve revisions in the updated JPWDB policy #2021-003, WIOA Individual Training Accounts (ITAs).

Tom Pyburn moved to approve revisions in the updated JPWDB policy #2021-003, WIOA Individual Training Accounts (ITAs).

Andy O'Brien seconded the motion to approve revisions in the updated JPWDB policy #2021-003 WIOA Individual Training Accounts (ITAs).

**OPPOSED 0 YEAS 13 ABSTAINED 0 ABSENT 8**

Tom Jones requested a motion to approve revisions in the updated JPWDB policy #2021-005, WIOA Youth Program Eligibility.

Tom Pyburn moved to approve revisions in the updated JPWDB policy #2021-005, WIOA Youth Program Eligibility.

Andy O'Brien seconded the motion to approve revisions in the updated JPWDB policy #2021-005, WIOA Youth Program Eligibility

**OPPOSED 0 YEAS 13 ABSTAINED 0 ABSENT**

Tom Jones requested a motion to approve revisions in the updated JPWDB policy #2021-007 WIOA Work-Based Training Activities (OJT, Customized Training, Work Experience, Internships, Transitional Jobs, and Incumbent Worker.

Tom Pyburn moved to approve revisions in the updated JPWDB policy #2021-007, WIOA Work-Based Training Activities (OJT, Customized Training, Work Experience, Internships, Transitional Jobs, and Incumbent Worker.

Andy O'Brien seconded the motion to approve revisions in the updated JPWDB policy #2021-007, WIOA Work-Based Training Activities (OJT, Customized Training, Work Experience, Internships, Transitional Jobs, and Incumbent Worker.

**OPPOSED 0 YEAS 13 ABSTAINED 0 ABSENT 8**

**VI. Planning Committee - Tom Jones, Chair**

- A. Hurricane Ida Disaster Dislocated Worker Grant** - Frances Turner discussed the Hurricane Ida Disaster Dislocated Worker Grant which is targeted to 50 Dislocated Workers. The timeline of this grant is from August 26, 2021- August 25, 2023 and the funding is \$1,000,000.

Tom Jones requested a motion to accept the Hurricane Ida Disaster Dislocated Worker Grant. Robert "Bob" Billings moved to accept the Hurricane Ida Disaster Dislocated Worker Grant. Lisa Barback seconded the motion to accept the Hurricane Ida Disaster Dislocated Worker Grant.

**OPPOSED 0 YEAS 13 ABSTAINED 0 ABSENT 8**

**VII. Operations Committee – David St. Etienne, Chair Operation Committee**

- A. Update Regarding American Job Center Relocation-** Tom Jones discussed decentralizing to strategically put staff in the community to serve the community at root level versus having individuals trying to Uber or Lyft to that particular location. He added that the plan calls for condensing the operation of the Westbank to the Eastbank or strategically putting them in the community centers throughout the Parish.
- B. Quarterly Performance Measures** -Tom Jones discussed the 1<sup>st</sup> Quarter Program Year 2021 Performance Outcomes. He mentioned that according to the numbers shown on the report we are not meeting the needs of the people that need to work.

**VIII. Youth Committee– Arlanda Williams, Chair Youth Committee**

Frances Turner explained the In-School Youth Waiver. Frances Turner mentioned that the main two pieces of the waiver is reducing the mandated expenditure for out of school youth from 75% to 50% and allowing ITA's for in school youth.

Frances Turner stated that the youth committee discussed new training opportunities between training providers and the employers to create customized youth training.

**IX. Open Discussion/Other Business**

**A. Employer of Record Request for Proposal (RFP)**

Frances Turner stated that we are looking for volunteers to review the Employer of Record Request for Proposal (RFP).

Tom Jones stated that the Operations Committee discussed the relocation of the AJC and that we have to examine what it takes to cancel the current lease. Since the Parish is the lease holder and not the Board, the Board would need to propose a recommendation. Rachel Mackey stated that there is a process with the state in designating and re-designating a comprehensive one stop. The state requires an official notification to Louisiana Workforce Commission (LWC) that we will be closing that particular facility. Dr. Zimmerman stated that they are looking at the overall impact of vacating the facility. She added the Parish will have a response regarding the lease by February 28, 2022.

Tom Jones requested a motion to make a recommendation to cancel the lease at the AJC

Andy O'Brien moved to make a recommendation to cancel the lease at the AJC.

Robert "Bob" Billings Seconded the motion to accept the recommendation to cancel the lease at the AJC.

**OPPOSED 0 YEAS 13 ABSTAINED 0 ABSENT 8**

Tom Jones requested a motion to adjourn  
Andy O'Brien moved to adjourn.  
Robert "Bob" Billings seconded the motion to adjourn.

**OPPOSED 0 YEAS 13 ABSTAINED 0 ABSENT 8**

**MEETING ADJOURNED**