

Minutes

Jefferson Parish Workforce Development Board Quarterly Meeting

Date: November 10, 2015

Time: 8:30 am

Location: La Maison Creole, Harvey LA

Board Members:

Present: David St. Etienne, Lloyd Harris, Jedidiah Jackson, Lisa Jennings, Tom Jones, Erin Landry, Teresa Lawrence, Aveline Lewis, Rachel Mackey, Thelma Ceballos-Meyers, Mike Mitternacht, Andy O'Brien, Bill Peperone, Tom Pyburn, Stacie Retzlaff, Al Robichaux, August Santos, Larissa Littleton-Steib, John Valenza III,

Absent: Angela Latino-Geier, Clint Landry, Joe Ewell, Scott Murphy, Fred Beebe

Quorum present: Yes

Others Present: Diana Dyer, Raymond Guidry, Annik Morgan, Brenda Nelson, Alice White, Darryl Ward, Sharon Wegner

Proceedings:

I. Welcome: Introductions were made by all members.

II. Jefferson Parish Workforce Development Board Oath of Office (Swearing in): Ms. Morgan (Parish Attorney's Office) swore in members.

III. Chairperson and Vice Chairperson (Election – motion required): Mr. Peperone made a motion to nominate Mr. Pyburn as Chairperson. Mr. Jones seconded the motion. **AYES 19. OPPOSED 0. ABSTAINED 0. MOTION CARRIED.** Mr. Pyburn made a motion to nominate Mr. Jones as Vice-Chairperson. Mr. Peperone seconded the motion. **AYES 19. OPPOSED 0. ABSTAINED 0. MOTION CARRIED.**

IV. WDB By-Laws (Motion required): The by-laws were presented in draft form. Mr. Pyburn stated he would accept a motion to accept the by-laws as they are with the caveat that we establish a task force within the next year or so, in order to review them to see if any changes or additions need to be made. Mr. Peperone made a motion to accept the bylaws. Mr. Jones seconded the motion. **AYES 19. OPPOSED 0. ABSTAINED 0. MOTION CARRIED.**

V. WDB Certification Status: Ms. White stated a letter was submitted to the State on October 22, 2015 regarding the certification process. Everyone listed on the letter is one step closer of being certified under the Jefferson Parish Workforce Development Board. The certification package which includes the membership matrix, the organization chart, nomination forms, conflict of interest forms, assurance and the by-laws, is due to the State by November 16, 2015. Notification letters regarding board's approval will be sent out December 15, 2015.

VI. Budget (motion required): Mr. Guidry gave an overview of the following budgets 2015-2016 WIOA, STEP, and JD NEG. Mr. O'Brien made a motion to accept the budgets. Mr. Peperone seconded the motion. **AYES 19. OPPOSED 0. ABSTAINED 0. MOTION CARRIED.**

VII. Committee Selection (selection needed – handout): Mr. Pyburn asked the members to complete the form for which committee each member would like serve on.

VIII. Workforce Development – Brief: Ms. Wegner gave an overview of both the east and west bank centers. Mr. Pyburn stated there will be a meeting to orientate all members as to what the Workforce Development Board does and how it operates.

IX. Other Business: Ms. White mentioned the Louisiana Workforce Symposium on December 15th and 16th in Baton Rouge. Mr. Mitternight made a statement to save the date for the Louisiana Workforce Symposium which is December 16, 2015.

X. Adjournment meeting adjourned 9:45 a.m.