

Jefferson Parish Workforce Development Board Executive Committee Meeting

Tuesday, March 29, 2016
2:30 PM – 3:30 PM
Joe Yenni Bldg., Meeting Room 303
1221 Elmwood Park Blvd., Jefferson, LA 70123

I. Welcome – Mr. Pyburn, WDB Chairman

The meeting was called to order by Mr. Pyburn at 2:39 p.m.

Quorum was met

Members Present: Lisa Jennings, Tom Jones, Thelma Ceballos-Meyers, Tom Pyburn

Members Absent: None

Also Present: Cynthia Justiniano, Aveline Lewis, Alicia McCallum, Sharon Wegner, Darry Ward, Alice White

II. Approval of Minutes – February 16, 2016 (Action Item)

- a. Mr. Pyburn would accept a motion to approve the February 16, 2016 minutes.
- b. Mr. Jones seconded the motion.
- c. **AYES 4. OPPOSED 0. ABSTAINED 0. MOTION CARRIED**

III. Current Contract (budget/status)

Ms. Justiniano gave an update of the 2015-2016 Contracts Current Status as of March 28, 2016.

- a. Delgado Community College was paid 50% of the total contract amount for the Intensive Services and 63% of the total contract amount for the youth program
- b. Louisiana Green Corp was paid 74% of the total contract amount for the youth services.
- c. Ms. Justiniano conducted the annual program audit review on Delgado Community College (Youth Services), Delgado Community College (Intensive Services) and Louisiana Green Corps (Youth Services). There were no findings at the time of the visit.

IV. 2016-2018 RFP's

a. Status –

1. Ms. White stated there were four youth and two career services RFP's received. Delgado Community College, Forelle Consulting Group, LLC, Kedila Family Learning Center and Louisiana Green Corps submitted request for youth services proposals. Delgado Community College and Hispanic Chamber of Commerce of Louisiana submitted request for career services proposals.

b. Committee Meetings and Target Dates

1. Ms. White presented an overview of dates that must be met in order for the proposals to be in place by July 1, 2016.
2. Mr. Pyburn would accept a motion to move the executive meeting from April 12th to April 19th.
3. Mr. Jones seconded the motion.
4. **AYES 4. OPPOSED 0. ABSTAINED 0. MOTION CARRIED**

c. Rating Sheets – Ms. White stated the rating sheets are due before the executive meeting on April 19, 2016.

V. Other Business

- a. Region 1 Meeting – scheduled on April 7, 2016 to discuss details for the local, and regional plan, and to review the State plan.
- b. LWC Comprehensive Review – The Compliance and Monitoring Unit is conducting its review which includes financial and programmatic. The unit is currently at the Westbank office and will be there for a week. We should receive a final report of the review in May.
- c. Board Training – will be scheduled on April 20, 2016. Mr. Pyburn and Ms. Jennings plan to attend.

VI. Adjournment

Meeting was adjourned at 3:24 p.m.