



**NEW ORLEANS
WORKFORCE DEVELOPMENT BOARD**

NOWDB Full Board

Draft Meeting Summary

April 5, 2023 | 11:00AM

Attendance

Members Present

Gregory Curtis
Missy Sparks
Thelma French
Claire Jecklin
Charlene Bonck
Rodney Wallis
Allyson Wilson
Jeff Schwartz
Rachel Mackey
Andrew O'Brien
Katherine Felton
Rodney Wallis
Runiaja Vicksbrown
Connie Carlson
Peter Pappas
Danielle Garrett

Board Members that attended the meeting virtually : Allen Square / Mikal Anderson

Board Staff & Guests

Sunae Villavaso
Tammie Washington
Karmen McKinley
Sabrina Johnson
Angela Shiloh-Cryer
Sheermeka Mitchell
Verella Morris
Jason DeGruy
Lori Boissiere
Ada Kwanbunbumpen
Leonard Zanders
Lisa Boyd (Equus)
Edward B. Smith (New Orleans Job Corps)
Ashley DeLarge

I. **Call To Order**

Board Chair Gregory Curtis called the meeting to order at 11:16AM

II. **Roll Call**

Karmen McKinley completed a roll call of NOWDB members that were present.



III. **Board Chair Updates**

Please note for the record that NOWDB members or members of the public who are participating via Zoom can submit comments or questions on the chat box and the Board Chair will recognize all public comments at the appointed time of the meeting.

The board chair acknowledges new board members:

Connie Carlson | replacing Michael Fernandez New Orleans Job Corps
Katherine Felton | Regional Transit Authority
Runiaja Brown | Department of Children and Family Services
Jerry Repka | Central South Carpenters | Millwrights Training Trust Fund
Kellie Payne Spencer | B.E. Smith a subsidiary of AMN Healthcare
Angelle Hava | Delgado Community College
Began with Introductions around the room.

JOB1 transitioned to the new space in January and OWD is still trying to get the space fully operational. Mr. Curtis stated that this is a great space and a central location to service clients. Mr. Curtis, Sunae Villavaso, and Leonard all attended and presented at the NAWB Forum. Sunae and Leonard will speak about the presentation and will share a video that was created regarding the NOWDB board. Met with the council members this week and received great comments about how we intake clients at the center and how we are recognizing the entire family unit and making sure that all the wrap around services are in place.

As an update to the USDOL Monitoring review there was a finding explaining that the board lacked required eligible representatives of the Wagner-Peyser Act program, Department of Children and Family Services (DCFS), and economic and community development. Board Member Sunae Villavaso who was representing economic and community development does not have optimum policymaking authority within the economic and community development agency, as required by WIOA. Title III and DCFS nominations were submitted to the CEO for consideration and potential appointment.

Non-compliant local WDB compositions do not ensure appropriate input, buy-in, or optimum policymaking authority from the required stakeholders. WIOA sec. 107 (b)(5) further stipulates that board members must have optimum policymaking authority within the organizations, agencies, or entities they represent.

Chair Curtis proceeded with the first action item on the agenda.

NOWDB Policy Manual

Ms. Tammie Washington reported that there were a few outstanding items that are needed to close out the USDOL Monitoring Report. One of the items include revising the Boards Policy Manual. The Louisiana Workforce Commission (LWC) technical assistance team reviewed the Board Policy Manual and stated that the manual needed to be revised to include details regarding service delivery to ensure that policy for WIOA service delivery is driven by the Workforce Development Board. He current policy includes references to the WIOA regulations; however, LWC stated that the policy should include the details listed in the regulation and not just the reference number. The Board Policy



Manual was updated based of the guidance received from the USDOL and LWC monitor. The LWC technical assistance team has reviewed the revisions for accuracy. The revised policy was sent to all Board members with all revisions highlighted.

Ms. Thelma French asked if the revised policy made reference to the policy being developed in collaboration with the One-Stop Operator/WIOA Service Provider, since they are responsible for providing the services. Ms. Washington stated that the policy references that it is developed in collaboration with the Chief Elected Official and that the Board authorizes the One-Stop Operator/WIOA Service Provider to develop standard operating procedures for the delivery of services.

Ms. French stated that the revised policy was reviewed and discussed by the NOWDB Program and Services Committee and the Executive Committee. Mr. Curtis called for a motion.

Action Item: Ms. Thelma made the motion for approval of the NOWDB Board Policy Revisions. The motion was seconded by Mr. Andrew O'Brien. There were no questions and no oppositions. The motion was passed by unanimous decision.

NOWDB Bylaws

Ms. Tammie Washington reported that another outstanding item for the USDOL Monitoring Report is the NOWDB Bylaws. USDOL monitors that the Bylaws are required to be updated to address staggered terms, frequency of meetings, voting, Sunshine Laws, signatures of the Chief Elected Officials, Board Chair, and Vice Chair. All required revisions were made to the bylaws and submitted to LWC for review for accuracy. All Board members received the revised bylaws for review. Mr. Curtis called for a motion.

Action Item: Mr. Rodney Wallis made the motion for approval of the NOWDB Bylaws Revisions. The motion was seconded by Ms. Claire Jecklin. There were no questions and no oppositions. The motion was passed by unanimous decision.

NOWDB Grievance and Complaint Policy

Ms. Tammie Washington reported that the Board approved revisions to the Grievance and Complaint at the last Board meeting in November; however, USDOL has requested an additional revision to both the State and local Grievance and Complaint Policies. The current policy states that local hearing will be held within 90 days of the date of the filing of the grievance or complaint, but USDOL informed us that local hearing should be held within 60 days of the date of the filing of the grievance or complaint. The policy has been revised to reflect 60 days. Mr. Curtis called for a motion for approval of the revised Grievance and Complaint Policy.



Action Item: Mr. Andrew O'Brien made the motion for approval of the NOWDB Grievance and Complaint Policy Revision. The motion was seconded by Mr. Peter Pappas. There were no questions and no oppositions. The motion was passed by unanimous decision.

Regional and Local Plan

Ms. Tammie Washington reported that as we all know the Board is required to develop a 4-year regional and local plans in collaboration with the Chief Elected Official and the regional workforce partners. The plans are required to be reviewed and revised as needed every two years. The Board developed the 2020 - 2024 Regional and Local Plan and received the modified plans for review. The modifications included revising the demographics, updating the address for the JOB1 Business and Career Solutions Center, expanding on education integration models, adding the WIOA negotiated performance for program years 2022 and 2023, and updating the board membership roster. The modified regional and local plans were posted for 30 days public comment. There were no comments received. The modified regional and local plans are required to be submitted to the State by April 18, 2023. Mr. Curtis called for the motion to approve the Regional and Local Plan modifications.

Action Item: Ms. Thelma French made the motion for approval of the Regional and Local Plan modifications. The motion was seconded by Ms. Missy Sparks. There were no questions and no oppositions. The motion was passed by unanimous decision.

Equus Contract Amendment for Management Fees/Profit

Ms. Washington reported that the Equus contract is required to be amended to resolve a finding for the USDOL Monitoring Report regarding the management fees/profit. The current contract for services as the One-Stop Operator/WIOA Service Provider includes a negotiated 5% management fee; however, the management fee is not based on achievement of performance goals. USDOL stated that management fees/profit must be tied to performance outcomes. The contract for program year 2022 is being amended to allowable method for the inclusion of management fees/profit. The receipt of Management Fee/Profit will be based on the achievement of identified performance metrics. The Contractor may charge up to 5% of the total contract realized costs (excluding pass through costs) based on achieving enrollment goals established between the City and the Contractor for the Program Year.

Management fees will be payable on quarterly basis at a rate of 1.25% each quarter for each federal grant (WIOA Adult, WIOA Dislocated Worker, WIOA Youth, Disaster Dislocated Worker Grants, and National Dislocated Worker Grants). The Contractor must obtain 25% of the goal in each quarter to be eligible to receive the Management Fee/Profit. The Contractor will be allowed to recuperate funds for any quarter where the performance was not met but was obtained in a subsequent quarter. For example, if the enrollment goal for WIOA Adult is 100 (Q1-25, Q2-50, Q3-75, Q4-100) and the Contractor has 20 enrollments in Q1, the Contractor will not be eligible to receive the management fee/profit in that quarter. However, if the Contractor has at least 50 enrollments in Q2 they are eligible to receive the management fee allowed for Q1 and Q2. The Contractor shall submit a HIRE report quarterly (e.g., July 1st - September 30th, October 1st - December 31st, January 1st - March 31st, and April 1st - June 30th) documenting enrollments for each grant. Contractor shall submit the request under management fees on the monthly cost control for September, December, March, or June.



The NOWDB's Program and Services Committee and the Executive Committee recommends utilization of the enrollment goals for program year 2022 and will have further discussions on goals that will be utilized in program year 2023. Mr. Curtis called for a motion to approve to recommended contract amendment to have management fees/profit based on the negotiated enrollment goals.

Action Item: Mr. Floyd James made the motion for approval of the recommended contract amendment for management fees/profit. The motion was seconded by Ms. Connie Carlson. There were no questions and no oppositions. The motion was passed by unanimous decision.

Mr. Curtis called for the motion for approval of the NOWDB's full Board Meeting Summary for the November 9, 2023, meeting.

Action Item: Mr. Andrew O'Brien made the motion for approval of the November 9, 2023 meeting summary. The motion was seconded by Allyson Wilson. There were no questions and no oppositions. The motion was passed by unanimous decision.

Board Staff Updates/ Program Oversight Report

Board Director Sunae Villavaso stated that Mayor LaToya Cantrell will be touring the new facility on April 4. Ms. Villavaso stated that the official Open House is tentatively scheduled for May 2023. OWD will be housed in this space for 3 years; the goal is for OWD to have their own building to occupy and continue to service the needs of our citizens. Director Villavaso updated the board regarding the USDOL monitoring report and stated that the report helps the office to be better as a staff and these findings are the things we must adjust as a team and to be flexible.

Ms. Villavaso highlighted the partnership with DDD, French Market, and Sanitation and explained that the funds are about to expire for the temporary jobs. It is the hope to convert the temporarily jobs into permanent placements. Ms. Villavaso sent an email to Mr. Stanley to inquire about how many have been hired from the 76 that were enrolled. Mr. Zanders will follow up to receive that information.

Director Villavaso briefed the board on the Earn and Learn, which is the city's first Earn and Learn program. Participants have successfully completed the training and the department is in the process of making an amendment to expend the funds through TCA, the fiduciary agent, to include all trainings programs beyond the programs funded by the CAREER Dislocated Worker Grant. The stipend for the program is \$360 a week for 12 weeks.

Ms. Villavaso provide updates on the Summer Youth Employment program, which kicked off on March 27th. Helena Morena was instrumental in awarding \$200,000 to employ an additional 1000 youth. Director of Youth Initiatives Verella Morris will provide an update later in the meeting.

Additional updates from Director Villavaso included ARPA funding, Dr. Avegno and Ms. Villavaso had a meeting and agreed that the Jobs for America's Graduates (JAG) program would be a great partnership with New Orleans Public Schools (NOPS). OWD has secured 8.1 million dollars to partner with all 32 high schools. Ms. Villavaso said that it would also be a strategy to the public health issues within the city.



Ms. Villavaso met with Councilmember Girausso regarding the ARPA budget, to discuss our goals within the budget and was authorized to move over 1.6 million dollars to do workforce. Ms. Villavaso went over the budget presented and the handout was distributed to all board members present.

Director Villavaso asked for a letter of support from the NOWDB board members regarding the workforce development ARPA budget to present to the City Council. Ms. Villavaso posed a question for the board to go there as a collective front to talk about the work for the ARPA funds. Ms. French will speak about the proposed letter of support when she presents for the Programs and Services Committee and provide a resolution for it.

Youth - Chair Jecklin highlighted initiatives that are targeting youth and wanted to make sure that the Youth Committee can partner with those groups and get the information out. Ms. Jecklin also open the floor to the youth partners on the call to provide information regarding youth initiatives the agencies are working on. Jason Degruy with MFS is currently preparing to conduct Youth Orientation for the Mayor's Summer Employment Program. In addition, MFS will complete orientation and provide work readiness to 1000 youth at UNO. MFS is conducting outreach events to target dislocated workers and youth (16-24) who fit the dislocated worker eligibility criteria.

Director of Youth Initiatives Verella Morris shared an update for the Mayor's Summer Youth Employment Program will begin registration March 27th at 3 NORDC locations: Joe Brown, Rosenwald, and Morris Jeff. Registration will take place Monday-Saturday. Participants may schedule an appointment to attend a registration session online, Nola.gov/nolayouthworks. The program will begin June 5th and will end on July 14th for Traditional participants and July 28th for Intern Nola participants. Traditional participants (ages 16-24) will receive \$15/hr while interns (ages 18-24/college students and graduates) will receive \$16.27/hr. Work site providers will come from a variety of industries allowing participants to choose their top 3 preferences.

Chair Jecklin shared information about starting a partnership to provide a training for EMR to lead them to an interest with EMT. Ms. Jecklin stated that she would share this information across youth platforms to continue to reach youth and provide additional opportunities. Ms. Villavaso stated to Chair Jecklin that the resource mapping can be utilized to condense program information for youth to have access of the programs available and bring awareness.

Programs and Services Committee - Committee Chair Ms. French requested for the board to issue a resolution for the ARPA funds to present to the council. The resolution should begin with the vision of the NOWDB and then go to the items that are being presented.

Motion : Thelma French

Second : Missy Sparks

NO OPPOSITION



Finance

Committee Chair Floyd James discussed in the detail the expenditures through February 28, 2023. The overall expenditure rate for the Adult, Dislocated Worker, and Youth programs are at 62.3 % an increase of 10% from last report through January 2023 with 13% of the grant life remaining on the carryover and 63% grant life remaining on current allocation. Staff explained that over 50% of the funds have been obligated and ensured that those obligations will be expensed by June 30, 2023. Mr. James asked Program Director Leonard Zanders to update the board on the status of the Career Grant.

The Program Director, Leonard Zanders explained that in January 2022, the staff began facilitating the CAREER Dislocated Worker Grant. In accordance with the grant application, staff moved forward with enrolling participants who qualified as Long Term Unemployed. In September 2022, it was communicated that the CAREERS grant did not include Long Term Unemployed as an approved criteria for eligibility. Following a series of discussions with the grant manager and other members of USDOL, it was concluded in October 2022 that, though the DOL-approved application included Long Term Unemployed as a target, it was not allowed under the grant. Subsequently, the began the process of re-assessing all CAREER grant participants to determine eligibility based on the updated criteria. In December 2022, the staff concluded our assessment, determining that approx. 40 participants that had received funding (about ½ of our enrollees) needed to be reassigned away from the CAREER grant and coded towards the Adult program. The staff began working with the State (LA Workforce Commission) to make the necessary adjustments, corrections, etc. In February 2023, we finished most of the corrections and re-calibrated the eligible participants and their funding obligations. In addition to reconciling/issue training payments accordingly, the staff also restarted the enrollment of new participants in accordance with the updated eligibility criteria. The program is currently on track, and everything is trending where it's supposed to be at this time with 64 participants enrolled towards a programmatic goal of 100.

Motion: Floyd James
Second: Thelma French
No Opposition

Operator Report

Project Director Leonard Zanders presented the dashboard for :

Adult and Dislocated Workers

12 Individuals began training in the month of February. • 30 individuals were enrolled for WIOA services in the month of February. • JOB1 Business and Career Solutions Center was awarded a grant through LWC to provide funding for the Delgado Certified Line Worker Training. Seven individuals will have the entire cost of their training paid (\$9770.00). The training began on February 28, 2022 and is slated to complete by October 30, 2023. • We have partnered with the New Orleans Public Library to provide additional accesses to JOB1 services throughout community. JOB1 is currently rotating



throughout 3 different locations on a weekly basis: • Norman Mayer Library • Algiers Regional Library
• East New Orleans Regional Library

Youth

4 eligible youth members were enrolled into the WIOA program for the month of February and began participating in Youth Center classes and activities. • 134 Work Permits were issued in the month of February. • A total of youth members was referred to youth services for the month of February. • We currently have 12 Youth WEX actively placed throughout the city.

Dislocated Workers Grant

JOB1 continues the support of the Hurricane Ida DDWG-related City of New Orleans Clean Up NOLA Strike Team. With 69 participants that have been assigned to the Downtown Development District, the French Market and other host sites. Additionally, twenty participants have been assigned to the Department of Sanitation, which includes five permanent hires.

Business Solutions

March 18th, 2023 Neighborhood Job Fair 10am-1pm
Dryades YMCA March 29th, 2023 Delgado Job Fair 10am - 1pm

Thelma French - Agenda for Children first board to implement Early Childhood Development NOPS and JOB1 are working together to make contact to vet how many people are interested in the Early Childhood position hosted the orientation with Agenda for Children on April 4, 2023, and will participate in the job fair.

As part of our annual collaboration with the City of New Orleans Department of Sanitation to conduct Mardi Gras Clean Up initiative, JOB1 hosted a series of five job fairs to recruit over 500 potential temporary workers. Following recruitment, each temp worker participated in a mandatory orientation where job responsibilities, process and etiquette was addressed. Temporary work began on Friday, February 10th and concluded on Mardi Gras day, February 21st. The initiative engaged nearly two hundred local citizens to support this ten-day stint of cleanup work. Having endured the elements, which included temperatures from 40 to 80+ degrees, as well as rain and heat, these workers were integral in the resetting of the City's environment following the tens of thousands of visitors for the Mardi Gras season.

NOLABA Report

- Individual Development Account (IDA) will serve 45 HBCU students through December 2023.
 - IDA accounts **match \$500 in individual savings with \$2000** in funds from NOLABA and United Way.
 - The savings can be utilized to support the **cost of tuition for students enrolled in HBCUs in Orleans Parish.**



# Enrolled (IDA Approval Letter signed and Opened IDA Savings account)in the HBCU	6	7						
# Intakes Completed	32	26						
# Students - received financial education	6	5						
# Students - saved \$500 or more	5	4						
# Students - received credit counseling	6	5						
# Students - completed program and received 4:1 match	4	3						

a. Open Discussion

There was no open discussion.

b. Public Comments

There were no comments from the public.

c. Adjourn

Motion by: Andrew O'Brien

Second by: Jeffery Schwartz

No Opposition

The meeting adjourned at 12:45pm.

