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- Unanimous vote

Approved: Yes  None

b. May 9, 2017: Edited to correct typo and to add Chairman Charles Moniotte’s vote.

- Motioned by Patricia “Trish” Felder to accept edited minutes
- Susan Schowen 2<sup>nd</sup>
  - 1<sup>st</sup> Motion: Patricia "Trish" Felder Abstentions: Yes  None
  - 2<sup>nd</sup> Motion: Susie Schowen Opposition: Yes  None
  - Approved: Yes  None
  - Unanimous vote

**Votes to Review and approve previous minutes were unanimous.**

Charles Moniotte ...

Comments – WIC Chairman: Thanked everyone for their commitment to the IBCC and attending the meeting. He also stated the committee needs to continue the flexibility and he appreciates the effort of the members to participate in this meeting. Chairman has to leave early. He designated Dr. Vosper to continue the meeting after he left. Robert Roux approved.

New business

I. Presentation and Consideration: Certified Clinical Medical Assistant IBC :

**PowerPoint presented by:** Katie Moore, Lane Thompson, Melissa Ehlinger, Erin Kuster

(Oschner) Hope(LIMC)

Motion		Susan Schowen (To approve CCMA)	
Second		Dr. Lisa Vosper	
Yea	Nay	Ab	Member
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Executive Director Ava Dejoie/ <b><u>Kenneth Burrell</u></b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Charles Moniotte
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dr. Lisa Vosper
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lisa French
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Keith Brand
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Janice Sneed
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Susie Schowen
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trish Felder
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mike Palamone
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rhett Covington
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gayle Flowers

**Comments:** Chairman advised presenters to be available to present at the Executive Committee meeting, June 20, 2017 and WIC meeting, June 27, 2017. Committee decided that presenters only needed to present at the WIC meeting June 27, 2017. 80 clinical lab hours needed, can be simulated. In high schools clinical training simulated. Seniors are eligible to sit for certification if they are within 12 months of graduation. Average wage is \$12.00 per hour in Louisiana and \$16.00 per hour nationally.

**Options for voting:**

1<sup>st</sup> Motion: **Susie Schowen**  
2<sup>nd</sup> Motion: **Dr. Lisa Vosper**

Abstentions: Yes  None   
Opposition: Yes  None   
Approved: Yes  None

Unanimous vote

***Lisa French wanted recommendation from IBCC to LDE for JumpStart level:  
Motion by Mike Palamone to recommend a basic JumpStart level.  
Susan Schowen 2<sup>nd</sup>***

Public Comment: none

**II. Substitute motion due to more advanced placement than CNA and PCT. Motion to recommend advanced JumpStart classification.**

**PowerPoint presented by:**

Motion		By Gayle Flowers to recommend <b>advanced</b> JumpStart classification.	
Second		Trish Felder	
Yea	Nay	Ab	Member
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Executive Director Ava Dejoie/ <b><u>Kenneth Burrell</u></b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Charles Moniotte
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dr. Lisa Vosper
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lisa French
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Keith Brand
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Janice Sneed
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Susie Schowen
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trish Felder
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mike Palamone
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rhett Covington
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gayle Flowers

**Comments:** Presenters advised to attend WIC meeting June 27, 2017.

**Options for voting:**

1<sup>st</sup> Motion: **Gayle Flowers**  
2<sup>nd</sup> Motion: **Patricia "Trish" Felder**

Abstentions: Yes  None   
Opposition: Yes  None   
Approved: Yes  None

Unanimous vote

Public Comment: none

**III. Presentation and Consideration: Geographic Information Systems IBC**



- Susan also stated we should have a submitter check list. The explanation can be included in the checklist. (Instead of receiver checklist). Mike Palamone stated the list must include test location information or require the test location info.
- Add in to the checklist Application will be strengthened by including letters from the following entities Jump start regional teams, school district, post-secondary educational entity, Workforce Development Boards, Regional Economic Development Organizations, and Employer Associations.
- A mentor should be assigned to every new presenter.
- Gayle Flowers suggested we provide a sample of a completed application packet to new applicants. Kellie asked committee if the MA application can be used as a sample. Dr. Vosper suggested we present sample to the application from different applicants.
- Rob Roux stated the approval of the changes to application has to be completed in a meeting.
- Kellie will send everyone the application to individually work on the updates. Kellie will send application out and they will in turn make the corrections and send them back to Kellie to present to IBCC for approval.
- Kellie presented a sample checklist that could be sent back to presenters telling them what they are missing in the application. Kellie will send this out as a follow up to the meeting. Lisa French was the mentor to the MA presenter. Dr. Vosper explained the role of the mentor. Mike discussed having to go to a pre-application meeting which is the same as a mentor.

#### VIII. Review Deferred Action Notification Letter:

Committee would like to individually review and consult with WIC Director.

#### IX. Review Process

- Kellie – the process should be:
  1. Application submitted to Kellie, she will fill out a checklist and send to mentor
  2. It is reviewed and assigned a mentor. Kellie will send packet and other documentation to the mentor. If more information is sent after the presentation, give to mentor after presentation. Mike stated all documents should be submitted with packet.
- After mentor returns to Kellie it is put on agenda for approval. After approval a letter should be sent out that also states they should have representation at the WIC meeting.
- Kellie asked how mentors (committee members) should be assigned to presenters. Do the members want to work with particular fields of experience? Dr. Vosper – can use IBCC profile sheets to know background of members.
- The IBCC will present to the Executive Member meeting.

- A letter of notification sent after WIC approves. Dr. Vosper suggested these items should be added to approval letter: Accountability of approve, applicants enrolled, completions, job placement and wage, certifications, test taken, regions of location. Info due July 15th for annual reports.
- Approval information should be shared with local investments boards.
- Kellie will put on focus. Notify bi-annually of certification progress.
- Recertification process clarified.
- If a certification is removed, students that are currently in the removed program would be grandfathered in.
- It would have to be grandfathered in for students who are currently in the program.

Adjournment

Dr. Lisa Vosper adjourned the meeting at 1:00pm.

Motioned by Gayle Flowers

Rhett Covington 2<sup>nd</sup>

Minutes submitted by: **Jawanda J. Givens**

Minutes approved by: unanimous vote of the IBCC 08/08/2017

**No official public comments**

**No other comments**