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John Bel Edwards, Governor Ava Dejoie, Executive Director

Workforce Investment Council

IBCC Meeting Minutes

June 12, 2017

Call to order

Chairman Charles Moniotte called to order the regular meeting of the Industry Based Certification Committee at **9:08am** on June 12, 2017 at 1001 N. 23rd Street, Baton Rouge, Louisiana 70804 in the Administrative Building 4th floor conference room.

Roll call

WIC Director Kellie Taylor-White conducted a roll call. The following persons were present: Number in attendance: 10, Lisa French 9:13am, Kenneth Burrell 9:19am, Janice Snead 9:32am Obtained forum: Yes

Χ	Member	Χ	Designee
	Executive Director Ava Dejoie	\boxtimes	Kenneth Burrell
\boxtimes	Charles Moniotte		
\boxtimes	Dr. Lisa Vosper		
\boxtimes	Lisa French		
	Rep. Pat Smith		
	Louis Reine		
	Keith Brand		
\boxtimes	Mike Palamone		
\boxtimes	Gayle Flowers		
\boxtimes	Janice Sneed		
\boxtimes	Rhett Covington		
\boxtimes	Susie Schowen		
\boxtimes	Patricia "Trish" Felder		
			David Helveston
			Paul Carlsen
			Ken Bradford

Review and approval of Previous Minutes: KellieTaylor-White discussed her reconstruction of the February 21, 2017 meeting minutes.

- a. February 21, 2017: Motion to accept edited minutes to add Janice Snead. Later corrected by Dr. Vosper to remove Janice Sneed from attendance.
 - Motioned by Gayle Flower to accept the edited minutes

Gayle Flowers

• Susan Schowen 2nd

1st Motion:

- Abstentions: YesNoneOpposition: YesNone
- 2nd Motion: Susie Schowen

Approved: Yes \boxtimes

None

- Unanimous vote
- 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 2nd
 - 1st Motion: Patricia "Trish" Felder Abstentions: Yes □ None⊠
 - 2^{nd} Motion: Susie Schowen Opposition: Yes \Box None \boxtimes
 - •
 - 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 Ehilinger, Erin Kuster

(Oschner) Hope(LIMC)

Motion		Susan Schowen (To approve CCMA)			
Second		Dr.	Dr. Lisa Vosper		
Yea	Nay	Ab	Member		
\boxtimes			Executive Director Ava Dejoie/Kenneth Burrell		
\boxtimes			Charles Moniotte		
\boxtimes			Dr. Lisa Vosper		
\square			Lisa French		
			Keith Brand		
\square			Janice Sneed		
\square			Susie Schowen		
\square			Trish Felder		
\square			Mike Palamone		
\square			Rhett Covington		
\boxtimes			Gayle Flowers		

<u>Comments</u>: 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 st Motion:	Susie Schowen	Abstentions: Yes \Box	None⊠	
2 nd Motion:	Dr. Lisa Vosper	Opposition: Yes \Box	None⊠	
		Approved:	Yes 🖂 🛛 🛚	None

Unanimous vote

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

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 advanced JumpStart classification.			
Second			Trish Felder		
Yea	Nay	Ab	Member		
\boxtimes			Executive Director Ava Dejoie/Kenneth Burrell		
			Charles Moniotte		
			Dr. Lisa Vosper		
			Lisa French		
			Keith Brand		
\square			Janice Sneed		
\square			Susie Schowen		
\square			Trish Felder		
\square			Mike Palamone		
\square			Rhett Covington		
\boxtimes			Gayle Flowers		

<u>Comments</u>: Presenters advised to attend WIC meeting June 27, 2017.

Options for voting:

1 st Motion:	Gayle Flowers	Abstentions: Yes \Box	None⊠	
2 nd Motion:	Patricia ''Trish'' Felder	Opposition: Yes \Box	None⊠	
		Approved:	Yes 🖂	None

<u>Unanimous vote</u> Public Comment: none

III. Presentation and Consideration: Geographic Information Systems IBC

Motion		Gayle	Gayle Flowers to approve ESRI Certification IBC		
Second		Janic	Janice Sneed		
Yea	Nay	Ab	Member		
\boxtimes			Executive Director Ava Dejoie/Kenneth Burrell		
\boxtimes			Charles Moniotte		
\boxtimes			Dr. Lisa Vosper		
\boxtimes			Lisa French		
			Keith Brand		
\boxtimes			Janice Sneed		
\boxtimes			Susie Schowen		
\boxtimes			Trish Felder		
\square			Mike Palamone		
\boxtimes			Rhett Covington		
\square			Gayle Flowers		

Presenter: Fran Harvey presented a PowerPoint presentation.

<u>Comments</u>: Industries partner, spoke about how they use GIS and the benefits of having a new employee come in with a GIS certification. Starting salary according to Miles is \$16.00 per hour, Charles Davis uses training, Bobby Fletcher (Agricultural businesses use this training) <u>the motion is to approve the certification not the program.</u>

Options for voting:

1 st Motion:	Gayle Flowers	Abstentions: Yes \Box	None⊠	
2 nd Motion:	Janice Sneed	Opposition:	Yes 🗆	None⊠
		Approved:	Yes 🖂	None

Unanimous vote

Public Comment: **none** <u>RECESS</u>:

- Gayle Flowers Motioned for a short recess at 10:46am, Susan Schowen 2nd
- Mike Palamone-Motioned to re-start meeting at 11:00am, Dr. Lisa Vosper 2nd

VI. Public Comments: None

VII. Review of Applications Revisions:

- WIC Director Kellie Taylor-White discussed the application. Corrected page numbers and fonts, did not change the table of contents or overview. Susan suggested that the overview be bulleted to catch the attention of the applicants.
- Mike Palamone asked Kellie to add to the "Why Industry-Based Certification" section.
- Susan Schowen stated she would bullet the section as homework. Kellie will forward a copy of the application to Susan to update and Susan will return the updated application to Kellie.

- 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 strengthen 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:

Application submitted to Kellie, she will fill out a checklist and send to mentor
 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 IBBC 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 2nd

Minutes submitted by: Jawanda J. Givens Minutes approved by: unanimous vote of the IBCC 08/08/2017 No official public comments No other comments