



1001 North 23rd Street
Post Office Box 94094
Baton Rouge, LA 70804-9094

(O) 225-342-5899
(F) 225-342-2051
www.laworks.net

Jeff Landry, Governor
Susana Schowen, Secretary

Workforce Investment Council

Industry-Based Certification Committee Meeting

Friday, September 20, 2024

9:00am

Meeting Minutes

- I. **Call to order** IBCC Chairman Mike Palamone called the regular meeting of the Industry-Based Certification Committee (IBCC) to order at 9:00 AM.

II. **Roll call**

WIC Director Kaffia Arvie conducted the roll call:

Number in attendance: 12 Quorum Obtained yes

Email checklist			
X	Member	X	Designee
	IBCC Chairman Mike Palamone	X	
	Secretary Susie Schowen	X	Osmar Padilla
	WIC Chairman David Helveston		
	Austin Lewis	X	Sec. Susie Schowen
	Renee Amar		
	Dr. Missy Hopson	X	Susan Salamone
	Gary Warren	X	
	Brandon Smith	X	
	David St. Etienne	X	
	Dr. Wendi Palermo	X	
	Louis Reine	X	
	Jessica Vallelungo	X	
	Dr. Lisa Vosper		
	Jacquelyn Craddock	X	
	Thomas Jones	X	

III. Comments from the Chairman

- a. Chairman Palamone thanked everyone for coming to the meeting today.
- b. The next meeting will be on Tuesday, June 10, 2025, location to be sent out on the meeting invitation, as we want to have as many IBCs approved for the upcoming WIC meeting on June 18, 2025.

IV. Comments from Secretary Schowen, LWC

- a. Secretary Schowen thanked everyone for coming advising that we had a lot to cover in this meeting.
- b. Acknowledged special guest in the room

V. Review and approval of previous minutes (September 20, 2024)

- a. **Motioned by L. Reine**
- b. **2nd by Secretary S. Schowen**

VI. IBC Application Review and Approval

- a. Manufacturing Pathway-Region 8
 - Presented by Kristie Wells
 - Approved pending additional information to be given at the 6/10/2025 meeting.
 - 1. Mentor reassigned to Brandon Smith
 - a. Jessica Vallelungo and Dr. Wendi Palermo to provide questions to be answered.
 - Motioned by: Louis Reine & 2nd by Brandon Smith
- b. Louisiana Pre-Educator Bundle Certification-Region 8
 - With Adobe
 - With Microsoft Office
 - Both Presented by Dr. Angela Lawrence
 - Motioned by Louis Reine and 2nd by Gary Warren to have IBCC deferred.
- c. Business of Retail Bundle-Region 8
 - Motioned by Louis Reine & 2nd Secretary Susie Schowen deferred so that the creator T. Robbins can be properly notified and that she can get with a mentor.
- d. CDL Class A and B Commercial Driving Certification- Global Truck Academy
 - Presented by Andrea Destin

- Motioned by David St. Etienne and 2nd by Louis Reine to approve the IBC to be moved forward to the WIC agenda as an Advanced IBC.
- e. GIS 101- Intro to Web- Global Geospatial Institute (GGI)
 - Presented by GGI representative.
 - Motioned by Jessica Vallelungo and 2nd by Austin Lewis to have this IBC deferred.
- f. Hospitality & Tourism Bundle, and Business Bundle-LA Central
 - Presented by Dr. M Taylor
 1. Hospitality & Tourism Bundle
 - a. Motioned by David St. Etienne and 2nd by Louis Reine & Tom Jones to be approved with the corrected language to be included in the IBC.
 2. Business Bundle
 - a. Motioned by Tom Jones and 2nd by Secretary Susie Schowen & Louis Reine to be approved with the corrected language to be included in the IBC.
 - b. LDOE will get clarification on tests.
- g. Agriculture Conservation and Sustainability Bundle-LSU AgCenter
 - Presented by Cade LeJeune
 1. Motioned by Louis Reine and 2nd by Tom Jones to defer the IBC until the 6/10/2025 meeting to obtain a mentor.
 - a. Mentor is David St. Etienne
- h. Hospitality & Tourism Specialist-LA Hotel & Lodging Association
 - Motioned by Louis Reine and 2nd by Tom Jones & Jessica Vallelungo to be approved and moved to the WIC agenda.
- i. Certified Hospitality Supervisor- LA Hotel & Lodging Association
 - Motioned by Louis Reine and 2nd by Tom Jones & Jessica Vallelungo to be approved and moved to the WIC agenda.
- j. ProStart National Certificate of Achievement & ServSafe Manager- LA Restaurant Association
 - Presented by Jonathan Baynham
 - Motioned by Tom Jones and 2nd by Louis Reine to be approved and moved to the WIC agenda

VII. Other Business

- a. WIC Director Kaffia Arvie explains the next steps and what happens after the IBC goes before the WIC (Workforce Investment Council)
- b. Tom mentioned about test security, also entry level job wages for an intern with the transition to be hired.

VIII. Public Comment

- a. Comment was made that there are outdated credentials listed on the list.
 - Secretary Schowan advised that there is currently a scrub of the list going on.
 - Basic Bundles will be coming off of the State Focus List
- b. Lack of communication
 - There is a lot of clarity needed with that is needed and what is outdated.

IX. Adjournment

- a. Dr. Wendi Palamaro made a motion to adjourn the meeting and Louis Reine second the motion Chairman Palamone adjourned meeting at 12:05 pm.