The meeting was called to order by Chairman Rispone.

I. Introduction of New Director

Chairman Rispone introduced the new WIC Director to the committee members. He then asked each member to introduce themselves. After introductions were made Claudeidra addressed the members and gave them her background information and previous work experience. She then introduced Ajeta Davis to the committee as the Secretary for the WIC Council.

II. Briefing on Workforce Investment Council Meeting Procedures

Claudeidra Minor, Director of WIC reviewed the WIC council meeting procedures with the committee. She gave a memorandum which addressed the meeting procedures for the WIC. The meetings of the council shall convene in accordance with Louisiana’s Open Meetings Law. The specific matters in which the memo addressed are:

- Louisiana Open Meetings Law
- WIC Meeting Provisions
- WIC Quorum and Voting Provisions
- Meetings/Recordings
- Notice Requirements
- Executive Sessions
The council discussed the voting procedures when a vote fails and when it can be re-visited by the council members. The issue of attendance was also addressed. The Governor can remove an appointed member for absence for more than ½ of the regularly scheduled meetings. Robert’s Rules of Order will be used as the parliamentary procedure process for all meetings.

Action Items:
- Maintain a year to date attendance record to present to Chairman Rispone
- Maintain a list of all designees and have the Designee form available at all meetings
- Stress the importance of attendance by all committee members

III. Discussion on Functional Alignment of Workforce Investment Boards

Mike Mitternight spoke on the regionalization of the Workforce Investment Boards. Region 1 has been active in the realignment of the WIBs through regular meetings with the entire region as well as regional events such as job fairs. He suggested the full Workforce Investment Council could benefit from a presentation on the regionalization efforts. The idea is to show the direction of the region and how they have put these plans into action and how the number of workforce investment boards can be reduced. Region 1 has been used as a model for this effort. All Workforce Investment Board Directors would be invited to the WIC meeting and encouraged to meet with Chief elected officials and have them attend meetings as well. Chairman Rispone would like to see a presentation by the Louisiana Workforce Commission to the Workforce Investment Council on the Workforce Investment Boards that details:

a. Strategic Plan (Goals)
b. Resources that are allocated to achieve those goals
c. Source of the Resources
d. Example of the areas that are affectively putting the plan into action.

Action Items:
- Coordinate the WIC December meeting to coincide with the WIB Director’s meeting so they can all be in attendance.
- Prepare the presentation for the December WIC meeting

IV. Review Proposed 2011-2012 WIC Operations Structure

In an effort to meet the requirements of ACT 743 the WIC is streamlining its operations to ensure ongoing analysis of the state workforce system’s effectiveness. This will ensure timely and comprehensive reports to the Governor and legislature. Also, the Council has to meet every other month per law. The recommendation is the forming of Key Committees, increase outreach and engage more non-WIC members and attempt to have more action-oriented meetings and monthly feedback on other committee meetings. The council members were asked to review this material and provide feedback.

V. Reporting Schedule on Accountability and Performance Measures

The proposed accountability measures were presented to the council members. Each member was given a handout of the measures broken up into categories that represent the various performance areas. It was suggested that the data include private as well as public schools and actual numbers as opposed to percentages be given. The information will be sent via email to each member so that any changes can be made. Once the measures have been agreed upon the location of the data and the timetable as to when the information can be reported is necessary. Eric Hatfield with the Office of Workforce Development believes that most of the information is public and can be readily available.
Action Items:

- Obtain feedback from each Executive Council member on the measures
- Create a spreadsheet that shows the proposed measures, where the information is located and when it can be made available.
- Present this information to the Governor’s office for feedback.

VI. Other Business

Chairman Rispone addressed the council with regard to the Governor’s announcement about a corporate facility in the steel industry coming to Louisiana. He proposed that we invite the executives of that industry to a WIC meeting and do a presentation that will give them our workforce development history and encourage them to utilize Louisiana companies for not only their supplies but also for training purposes. He suggested that we coordinate that meeting with the LED.

Action Items:

- Work with LED to coordinate a meeting with the executives of the corporation for a presentation on the history of workforce development in Louisiana.

VII. Meeting was adjourned