**Industry Based Certification Committee Meeting**

Tuesday, May 1, 2018

9:30 – 11:00 AM

Louisiana Workforce Commission, 4th Floor Auditorium AO

1001 N. 23rd Street, Baton Rouge, LA 70802

**Meeting Minutes**

May 1, 2018

1. **Call to order**

Chairman St. Etienne called to order the regular meeting of the Industry Based Certification Committee at **10:09 am** on at 1001 N. 23rd Street, Baton Rouge May 1, 2018, Louisiana 70804 in the Administrative Building 4th floor conference room.

1. **Roll call**

WIC Director Kellie Taylor-White conducted a roll call. The following persons were present:

Number in attendance: 11

Obtained quorum: Yes

The meeting started late due to traffic accidents.

|  |  |  |  |
| --- | --- | --- | --- |
| **X** | **Member** | **X** | **Designee** |
| ☒ | **IBCC Chairman** David St. Etienne | ☐ |  |
| ☒ | **WIC Chairman** Todd McDonald | ☐ |  |
| ☐ | **Executive Director** Ava Dejoie | ☒ | Kaffia Arvie |
| ☒ | Keith Brand | ☐ |  |
| ☐ | Bruce Busada | ☐ |  |
| ☒ | Rhett Covington | ☐ |  |
| ☒ | Patricia “Trish” Felder | ☐ |  |
| ☐ | Dr. Gayle Flowers | ☐ |  |
| ☒ | Lisa French | ☐ |  |
| ☒ | Mike Palamone | ☐ |  |
| ☐ | Louis Reine | ☒ | Michelle Snowden |
| ☒ | Susie Schowen | ☐ |  |
| ☐ | Rep. Pat Smith | ☐ |  |
| ☐ | Janice Sneed | ☐ |  |
| ☒ | Lisa Vosper | ☐ |  |
| ☐ |  | ☐ |  |

1. **Review and approval of Previous Minutes:**

Motioned to approve minutes:

1st Rhett Covington

2nd Keith Brand

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

1. Comments – IBCC Chairman: Thanked everyone for attending the meeting. Chairman St. Etienne requested an adjustment to the agenda, Discussion of Statewide focus list for recertification. Unanimous agreement.

**Review of Statewide focus list for recertification:** The chairman asked that WIC Director Kellie Taylor-White review the list. Chairman asked that house cleaning be done as it regards the list of IBCs that are up for review. WIC Director Kellie Taylor-White stated she has been doing the background work but has run into to some problems trying locate contact information to determine who is issuing the certifications, where it being taught or in what schools it’s being taught.

Lisa French can provide information as to where it is being taught K-12 and WIC Director Kellie Taylor-White stated she will ask Monty Sullivan for a list of where the certifications that are being taught in LCTCS.

Rhett Covington will provide a list of where it is being taught in Re-entry.

Lisa French stated that at the Department of Education for every credential offered in K-12 there is a Jump Start fact sheet. That fact sheet has the contact information for the certifying agency with a name.

Lisa French suggest WIC Director Kellie Taylor-White contact Patricia Felder regarding LCTCS contact information.

WIC Director Kellie Taylor-White action item:

* Lisa French - DOE K-12 List
* Patricia Felder – LCTCS List
* Rhett Covington - DPS List

Chairman David St. Etienne stated the goal is to make sure that if they are on the list, that we use them, that they’re valid and current.

Lisa French suggested an additional goal, when we look at where the credential is being offered we should also look at the economic development data to see whether or not there is alignment with the workforce need is in those credentials in a particular area.

1. **Presentation and Consideration of: FFA Forestry IBC**

**Presenter: Dr. Eric Smith**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Motion** | | Approve FFA Forestry IBC and to designate at Advance level  1st Mike Palamone | | | | | |
| **Second** | | 2nd  Susan Schowen | | | | | |
| **Yea** | **Nay** | **Ab** | **Member** | **Yea** | **Nay** | **Ab** |  |
| ☒ | ☐ | ☐ | IBCC Chairman David St. Etienne | ☒ | ☐ | ☐ | Lisa French |
| ☒ | ☐ | ☐ | WIC Chairman Todd McDonald | ☒ | ☐ | ☐ | Mike Palamone |
| ☒ | ☐ | ☐ | Secretary Ava Dejoie (designee) | ☒ | ☐ | ☐ | Louis Reine (designee) |
| ☒ | ☐ | ☐ | Keith Brand | ☒ | ☐ | ☐ | Susie Schowen |
| ☐ | ☐ | ☐ | Bruce Busada | ☐ | ☐ | ☐ | Rep. Pat Smith |
| ☒ | ☐ | ☐ | Rhett Covington | ☐ | ☐ | ☐ | Janice Sneed |
| ☒ | ☐ | ☐ | Trish Felder | ☒ | ☐ | ☐ | Lisa Vosper |
| ☐ | ☐ | ☐ | Dr. Gayle Flowers |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Comment:** Chairman St. Etienne introduced the speaker and discussed his research findings.

Dr. Eric Smith stated there are 207 FFA chapters with eleven thousands members statewide.

Chairman St. Etienne stated the bad part is there is not one FAA in Jefferson or Orleans parish two of the largest parishes in the state.

WIC Chairman Todd McDonald asked what were the three must have for a school to have a FAA Forestry?

Dr. Eric Smith stated the three listed below:

1. Agriculture Teachers
2. Facility
3. MFP FAA Charter

The Chairman verified all five of the reference letters and determined the information valid.

Mike Palamone – Where is the closes FFA Jefferson? Dr. Smith answered, Covington. How pays the $100.00 for the test? Dr. Smith answered, the school not the student.

Trish Felder asked if it was going to be statewide, the answer was “yes”.

Lisa French made the request that there be a designation of Basic or Advance.

**Options for voting**:

1st Motion: Mike Palamone Abstentions: Yes ☐ None☒

2nd Motion: Susie Schowen Opposition: Yes ☐ None☒

Approved: Yes ☒ None☐

Unanimous vote

1. **Public Comment**: None
2. **Other Business**:
3. Adjournment

Chairman adjourned meeting at 11:18 am.

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

Minutes approved by: [Name]

**No official public comments**

**No other**