



WORKFORCE DEVELOPMENT BOARD



1011 Lakeshore Drive ~ 70601
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Lake Charles, Louisiana
Phone: 337-721-4015

Local Workforce Development Area (LWDA) 51
Allen ~ Beauregard ~ Calcasieu ~ Cameron ~ Jeff Davis ~ Vernon Parishes
Calcasieu Consortium Workforce Development Board (WDB)

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MEMORANDUM

To: Workforce Development Board Members
From: Ms. Donna Bailey, WDB Chair
Date: August 22, 2019
Subject: Workforce Development Board Meeting

A Meeting of the Workforce Development Board (WDB) will be held as follows:

What: Workforce Development Board (WDB)
When: Thursday, August 29, 2019
What Time: 11:30 a.m. Lunch with Meeting to follow at 12:00 Noon
Allen P. August Multipurpose Center – Annex
2000 Moeling Street, Lake Charles, LA 70601

ATTENTION:

Lunch will be provided ONLY for WDB Members, and individuals required to attend the meeting to make reports or presentations or to provide technical assistance.
Please call (721-4030, Ext. 5042) OR email Betty Washington at bwashington@cppj.net at least by Monday, August 26 at NOON
your intention on attending the meeting so that lunch may be ordered.

➤➤➤ In order to complete our meeting in a timely manner, please adhere to the following:
Advise on any questions.

1. Please review your Agenda Packet and all attachments.
2. You may want to print out your Agenda Packet and bring. Due to budget constraints, extra Agenda Packets will not be prepared unless specifically requested.

You are NOT REQUIRED TO PRINT OUT THE INFO as it is usually 1 inch thick.

3. Please be on time as there is much to be discussed.

Your attendance is required, as business cannot be conducted without a quorum.

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