

The Seventh Planning District Consortium Workforce Development Board

Administrative Office

4000 Viking Dr., Suite A-1, Bossier City, LA 71111 | (318) 632-2022

Matt Wheeler, Chairman | Candle Sattler, Director of Workforce Development

SEVENTH PLANNING DISTRICT CONSORTIUM WORKFORCE DEVELOPMENT BOARD MEETING MINUTES - DRAFT

Wednesday, March 29, 2023, at 11:30 a.m.

Every Warrior Center, Bossier City, Bossier Parish, Louisiana

Call to Order, Invocation, and Roll Call:

Mr. Matt Wheeler, Chairperson of the Seventh Planning District Consortium Workforce Development Board, called the quarterly meeting to order at 11:35 a.m.

Mr. Brent Moreland said the Pledge of Allegiance to the Flag, Rev. Nicholas Olsen gave the invocation, and Mrs. Julie Moore called roll.

Members in Attendance: Michael Barrett, Julie Bass, Chad Bynog, Mary Duncan, Eugene Fremaux, Teresa Hefner, Brandon Hillman, Matt LaFisca, Shirley Marcus, Steven Mayeux, Brent Moreland, Joni Nelson, Bruce Roberts, David "Rocky" Rockett, Renee Sears, Curtis Shepard, Amanda Simpson, Clifton Starks, Wayne Watley, Matt Wheeler, and Lori Webb.

Members Not in Attendance: Kirk Dickson, Laura Lyles, and Patricia Trim.

Staff Attending: Mark Colwick, Chaquana Harper-Wells, Rachel Milner, Julie Moore, Nicholas Olsen, Candle Sattler, and Craig Sheppert.

Other Guest Attending: Robin Berry, Corine Ambler, Missy Grimmert, and April Gibson.



☐ Bienville Parish
2434 Manning St.
Ringgold, LA 71068
(318) 894-9173

☐ Bossier Parish
4000 Viking Dr., Suite B-1
Bossier City, LA 71111
(318) 741-7383

☐ Caddo Parish
125 E. Louisiana Ave.
Vivian, LA 71082
(318) 676-5721

☐ DeSoto/Red River Parish
142 Lake Rd.
Mansfield, LA 71052
(318) 871-2391

☐ Lincoln Parish
307 N. Homer St., Suite 307
Ruston, LA 71270
(318) 251-5023

☐ Natchitoches Parish
303 Bienville St.
Natchitoches, LA 71457
(318) 357-2414

☐ Sabine Parish
1125 W. Mississippi Ave., Suite A
Many, LA 71449
(318) 256-2698

☐ Webster/Claiborne Parish
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Public Comment

- Chairperson Wheeler opened the floor for public comment, and no one had anything to bring before the Board.

Welcome New Board Members

- Chairperson Wheeler informed the Board that their Chief Elected Official approved three new Board members.
- Chairperson Wheeler welcomed the new Board members Mr. Steven Mayeux; the business unit manager at International Paper, Ms. Renee Sears; the Vice Chancellor of Academics, Student Services, and Workforce at Northwest Louisiana Technical Community College, and Mr. Curtis Shepard; the Center Director for the Shreveport Job Corps Center.

Acknowledgment of LWDB Member Resignations

- Chairperson Wheeler informed the Board that their Chief Elected Official approved the resignation of Mr. Travis O'Brian, Mr. Fred Williams, and Chancellor Spillers.

Approval of Minutes from the December 2, 2022, Workforce Development Board Meeting

- Chairperson Wheeler informed the Board that the minutes were emailed out to all the Board members to be reviewed before the meeting.
- Chairperson Wheeler asked if anyone had any questions or changes to bring forward and there were none.
- Mr. Clifton Starks made a motion to accept the December 2, 2022, meeting minutes, with a second by Chairperson Wheeler. With no further discussion, the motion was called and approved unanimously by all the Board members. There were no abstentions or oppositions.

Approval of WIOA Regional/Local Two-Year Modification Plan

- Chairperson Wheeler informed the Board that WIOA required the Local Workforce Development Area to prepare the two-year modification of the Local and Regional Plans. LWDA 70's regional/local plan's public comment period had concluded, and no public comments were received.
- Chairperson Wheeler asked Mrs. Candle Sattler to please give a brief summary of the changes that were made to the Plan.
- Mrs. Sattler stated that she had emailed the board the updated plan with each partner's modifications. The significant change that could be seen in the plan was Chapter 1, which highlighted the local labor market and economic conditions due to the coronavirus pandemic impact on the regional and local economy.
- Mrs. Sattler stated that LWDA 71's Negotiated Performance Levels for Program Years 2022 and 2023 were added to the plan. LWDA 71's negotiations had not been completed prior to the public notice. LWDA 71's public comment period would conclude on April 1, 2023.
- Mrs. Sattler stated that LWDA 71 Board of Directors also needed to vote to approve the plan, but at that time they had not received any public comment either, so she did not expect there to be any changes made by their Board.
- Chairperson Wheeler asked if anyone had any questions, and no one did.

- Mr. Clifton Starks made a motion to approve the WIOA Regional/Local Two-Year Modification Plan as presented, with a second by Mr. Bruce Roberts. With no further discussion the motion was called and approved unanimously. There were no abstentions or oppositions.
- Chairperson Wheeler asked for a motion to approve any minor revisions that LWDA 71 might have after their Board Meeting, so they would not have to wait till the next Board meeting to officially approve again.
- Mr. Starks asked what qualified as a minor revision.
- Chairperson Wheeler answered that they would only make a revision if there was a public comment requiring it, but he did not see that happening.
- Chairperson Wheeler stated that if they were to have any major changes brought up, he would call a special meeting before approving.
- Mr. Wayne Watley made a motion to approve any minor changes that might be made to the Plan with a second by Ms. Amanda Simpson. With no further discussion the motion was called and approved unanimously. There were no abstentions or oppositions.

WIOA Board Training Provided by LWC.

- Chairperson Wheeler welcomed and introduced Ms. Missy Grimmer, who was the Training and Technical Assistant Manager with LWC.
- Ms. Grimmer stated that she was there to give a training presentation on how the Local Workforce Development Boards should function.
- Ms. Grimmer gave her entire presentation and asked if anyone had any questions.
- Mr. Wayne Watley asked where they were supposed to go online to fill out their financial disclosure and complete their ethics training.
- Mrs. Sattler answered that information was in their booklet, and it was on ethics.la.gov.
- Ms. Grimmer asked if anyone else had any questions and no one did.
- Chairperson Wheeler thanked Ms. Grimmer for her presentation.

Budget and Operating Statements

- Chairperson Wheeler asked Mrs. Sattler to discuss the budget and operating statements.
- Mrs. Sattler asked the Board to turn to page 8 in their booklets to view the budget and operating statement.
- Mrs. Sattler stated that they had spent 2.1 million dollars to date, leaving them a balance of 2.6 million dollars.
- Mrs. Sattler went over the breakdown of training expenditures, including adults with a balance of \$500,000, Dislocated Workers with a balance of \$189,000, and Youth with a balance of a little over one million dollars.
- Mrs. Sattler stated that at the end of December 2022 they asked for a transfer of Dislocated Worker funds to Adult funds, of which \$500,000 was transferred.
- Mrs. Sattler asked the Board to turn to pages 10 and 11 in their booklets to view the Training Providers summary.
- Mrs. Sattler explained that they could view the training provider summary chart to see how many training providers they currently had, how many participants were enrolled in each program, average enrollment cost, success rate, etc.
- Chairperson Wheeler asked if the next report could break down each training provider's available programs as well so they could see each program and not just the training provider.
- Mrs. Sattler answered that she could start doing that.

- Chairperson Wheeler stated that healthcare and vocational jobs were the most needed in their area, but he noticed that was not what the majority of ITA's were being issued for.
- Chairperson Wheeler talked about how he knew the participants could choose to enroll in the program of their choice, but wanted to know if there was a way they could steer participants into those needed professions.
- Mrs. Sattler stated that they had received some funds from a competitive grant to help enroll 10 participants into a program at NLTCC for their MA program and another program at Ben D. Johnson for the Industrial Readiness Training program.
- Mrs. Sattler stated that they had four participants enrolled in the MA Now Program and they started class on February 14th.
- Chairperson Wheeler asked if they changed their class-size, because he thought they were supposed to enroll more than four participants.
- Mrs. Sattler answered the class could have 20 students, and WIOA was able to get four participants enrolled and the City of Shreveport enrolled 8 students, and Ochsner funded one student, so they ended up with 13 students.
- Mrs. Sattler stated that all participants in the MA Now Program had received satisfactory grades up to that point.
- Mrs. Sattler asked if anyone had any questions, and no one did.

Program Manager's Report

- Chairperson Wheeler asked Mr. Olsen to give the program manager's report.
- Mr. Olsen asked the Board to turn to page 12 in their booklets to view his report.
- Mr. Olsen talked about how in the previous quarter he was reached out to by multiple organizations who had misconceptions about WIOA.
- Mr. Olsen explained that people did not understand how WIOA money was being spent and were told this incorrect information by various political entities.
- Mr. Olsen stated that he was alarmed with how much incorrect information was going around so he had spent most of his time with other agencies, speaking one on one with them about WIOA, eligibility, and how they are allowed to spend WIOA funds.
- Mr. Olsen asked the Board to be aware of the misinformation going around and if they hear of anything, especially from a government entity, to please reach out to him so he can contact the people and help them understand WIOA better.
- Mr. Olsen updated the Board on the WIOA staff, stating they were fully staffed, and all employees were doing a great job, and he did not have any issues to report.
- Mr. Olsen asked if anyone had any questions, and no one did.

Assistant Program Manager's Report

- Chairperson Wheeler asked Ms. Chaquana Harper-Wells to give the assistant program manager's report.
- Ms. Harper-Wells asked the Board to turn to page 14 to view her report.
- Ms. Harper-Wells stated that they were doing very good with their performance, and they were right on target with Adult and Dislocated Workers and were very close to target with the Youth.
- Ms. Harper-Wells talked about their demographics and how the majority of the people they serve were low-income, female, and single-parents.
- Ms. Harper-Wells went over their future goals, which was to do more outreach because there was still too many people who did not know what WIOA was or that it existed.
- Chairperson Wheeler asked what their main referral source for WIOA was at that time.

- Ms. Harper-Wells answered the One-Stop Center was a big help, job fairs, but mostly word of mouth.
- Vice-Chairperson Roberts asked if they were utilizing social media for outreach.
- Mr. Olsen answered that they did have a website they referred people to, and they also had a Facebook page.
- Chairperson Wheeler mentioned that even the state programs like SNAP had gone completely digital, they do not require people to go to a brick-and-mortar location anymore, everything was done online, and asked if WIOA has also made those changes.
- Mrs. Sattler answered yes, their website explains everything a person needed to know about WIOA, and they apply completely online with the Pre-Screening Application, then upload everything to their online HiRE account.
- Chairperson Wheeler asked how WIOA was finding the people who were applying for SNAP and other governmental assistance programs now that everything was digital.
- Mrs. Sattler answered that the program UniteUS had been very helpful in that area.
- Ms. Mary Duncan asked if UniteUS was a state-based or national program.
- Mrs. Sattler answered that it was national.
- Chairperson Wheeler asked how their relationship was with local charitable organizations, including churches. He stated those could be great referral resources as well.
- Ms. Harper-Wells answered that they had come up with the same idea at their last youth meeting, going to churches, even youth basketball games, anywhere that youth were, that's where they wanted to be.
- Vice-Chairperson Roberts stated it did not sound like they had any actual coordinated efforts for reaching people out in the community.
- Mr. Olsen stated that they did, they had employees going to after school programs for youth, they had employees going to many events in their communities, and he was very proud of the work their Youth employees were doing in their areas.
- Mr. Olsen explained that the youth was the hardest group to get to actually apply and follow through with the WIOA program, no matter how much WIOA employees got the word out, they couldn't make the youth do everything they needed to do to qualify and complete the program.
- Mr. Olsen gave the example that they went and spoke to 60 youth in Natchitoches, and of those 60 only 10 applied for WIOA and of those 10 only four youth followed through with the necessary steps to qualify, and of those four only one youth qualified.
- Ms. Harper-Wells asked if anyone else had any questions and no one did.

Business Service's Representative Report

- Chairperson Wheeler asked Mr. Colwick to give the Business Service's Representative Report.
- Mr. Colwick asked the Board to turn to page 27 in their booklets to view his report.
- Mr. Colwick talked about how in a few weeks he was going to the Work Natchitoches Summit that should have over 1,300 youth attend in Natchitoches parish, and how he was excited about the results that would hopefully come from that.
- Mr. Colwick stated that the event was a resource fair, along with a job fair and was going to bring in youth from 8th grade to 12th grade.
- Mr. Colwick mentioned that they had successfully completed two OJT contracts in the previous quarter and executed a new OJT contract with Moffett Enterprises.

- Mr. Colwick talked about how they had been working with Ayers Career College and Sabre Industries to develop a new RA welding program.
- Mr. Colwick stated that once the program was approved by LWC's Registered Apprenticeship Division, Ayers Career College would function as the Training Provider and Sabre Industries would serve as the employer.
- Mr. Colwick talked about how he was approached by the Economic Development Department of The CDC and asked to assist them with a project, which he was helping them with.
- Mr. Colwick stated that they had attended many job fairs and career fairs over the previous quarter and planned to continue to do so.
- Mr. Colwick asked if anyone had any questions, and no one did.

Program Monitor Report

- Chairperson Wheeler asked Mr. Sheppert to give the monitoring report.
- Mr. Sheppert asked the Board to turn to page 28 in their booklets to view his report.
- Mr. Sheppert stated that Mrs. Rachel and he had conducted a monitoring report visit to Feazel Electrical Contracting located in Shreveport, on December 6th.
- Mr. Sheppert stated that their findings were satisfactory, and they had no concerns or problems that required any corrective action.
- Mr. Sheppert talked about how they had enrolled 37 participants into degree programs for health care related occupations, and of the 37, 10 had successfully completed their programs, 4 dropped out, and 23 were still in training.
- Mr. Sheppert talked about how Ms. Milner and he conducted a monitoring report on 46 youth participants that were exited from the WIOA program in the year 2021.
- Mr. Sheppert stated that the reason for their monitoring report was to see if Youth incentives were being successfully completed.
- Mr. Sheppert stated that of the 46 youth participants, 19 completed tasks that should have provided them with youth incentives, but in all 19 cases they could not find where any incentives were paid.
- Mr. Sheppert talked briefly about their monitoring visit to JATC and their monitoring visit from Ireyan Clark-Sam, from the Louisiana Workforce Commission.
- Mr. Sheppert asked if anyone had any questions.
- Chairperson Wheeler asked about the female that received her RN degree but then moved to Atlanta Georgia to work, he asked if they knew why she left Louisiana.
- Mr. Sheppert answered that they were not sure why she moved.
- Mr. Sheppert asked if anyone else had any more questions and no one did.

One-Stop Operator Report

- Chairperson Wheeler asked Mrs. Berry to give the One-Stop Operator report.
- Mrs. Berry asked the Board to turn to page 30 in their booklets to view her report.
- Mrs. Berry stated that the previous quarter was very focused on outreach, and she went over the many job/career fairs that she attended.
- Mrs. Berry talked about the future events that she also planned on attending.
- Mrs. Berry mentioned that they are mostly focused on Youth outreach.
- Mrs. Berry stated that she was working on completing the 2023-2026 Memorandum of Understanding, negotiations with community partners, and resource sharing agreements of any in-kind services.
- Mrs. Berry went over how she hosted a fire safety and active shooter training with the Bossier City Fire Department for all staff members.

- Mrs. Berry talked about how she went to Grambling State University to help students with mock interviews, to help prepare them for real job interviews and give them feedback.
- Mrs. Berry stated that she was working on applying for a grant to get new computers in their American Job Centers and hoped to receive those funds soon.
- Mrs. Berry asked if anyone had any questions, and no one did.

Personal Financial Disclosure and Ethics Training

- Mrs. Sattler went over the ethics training on page 42 in their booklets and reminded the Board to complete it by the end of the year.
- Mrs. Sattler informed the Board they could view the information about the annual personal financial disclosure on page 41 of their booklet and that the Board was required to file it before May 15th.
- Mrs. Sattler asked if anyone else had any questions and no one did.

Other Business

- Chairperson Wheeler asked if anyone had any other business to bring before the Board.
- Mr. Brent Moreland asked about Mr. Stayton Cooper, who was the success story on page 36 of their booklets.
- Mr. Moreland mentioned that the success story stated Mr. Cooper received a technical diploma in Industrial Instrumentation & Electrical Technician, completed a work-experience program and then was hired on at Infrastructure Solutions Group.
- Mr. Moreland asked where Infrastructure Solutions Group was located because he had never heard of them.
- Mr. Olsen stated that they were located in the State of Louisiana but unfortunately, they hired Mr. Cooper and then had to let him go, because they required him to purchase tools that he was unable to afford, so he was not able to do the job he was hired for.
- Mr. Olsen explained that WIOA did help him purchase tools that he thought he needed but the company stated that he did not have the correct tools and let him go.
- Mr. Moreland stated that he would hire Mr. Cooper the next day if he could.
- Mr. Colwick stated that he wanted to meet Mr. Cooper again to help him find another job, and he did think about Mr. Moreland, and hoped that might work out.
- Mr. Moreland asked if they made note of the company that let Mr. Cooper go, so they do not send any more participants their way.
- Mr. Olsen stated that the participant was reached out to by Infrastructure Solutions Group and Mr. Cooper had made the choice to work with them even though they advised him not to work with them, so they could not control that choice.
- Chairperson Wheeler asked if anyone else had any questions and no one did.

Adjournment:

There being no further business, Chairperson Wheeler adjourned the meeting at 1:25 p.m.

I. Certification

I, Julie Moore, Operations & Communications Manager, do hereby certify that the above and foregoing are the Minutes of the Seventh Planning District Consortium Workforce Development Board dated March 29, 2023. A quorum of members was present.



Julie Moore

Passed and approved on this 2 day of June, 2023



Seventh Planning District Consortium
Workforce Development Board

Chairperson

Title