

# 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, Interim Director of Workforce Development

## SEVENTH PLANNING DISTRICT CONSORTIUM WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Friday, December 4, 2020 at 11:30 a.m.

Warrior Network 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 11:30 a.m.

Chairperson Wheeler referenced the Certification Pursuant to Gubernatorial Proclamation that was in printed form on page five of the Quarterly Report. He stated that the Proclamation was emailed to all the members prior to the meeting and would be signed by him after the meeting. Chairperson Wheeler explained that this Proclamation allowed the Seventh Planning District Consortium Workforce Development Board to conduct their meeting in-person or virtual tele-conference for the purposes of establishing a quorum. He thanked Ms. Randel Elliott for operating and monitoring the Zoom Tele-Conference during the meeting and asked if there were any questions or comments and there were none.

The Honorable Jack "Bump" Skaggs said the Pledge of Allegiance to the Flag; Mr. Nicholas Olsen gave the invocation; and Mrs. Julie Moore, called roll for the Board members; Mrs. Randel Elliott operated and monitored Zoom Teleconference.

**Members in Attendance:** Treva Askey, Michael Barrett, Julie Bass, Michael Chamlee, Nakeeta Demery, Kirk Dickson, Mary Duncan, Brandon Hillman, Matt LaFisca, Shirley Marcus, Dr. Earl W. Meador, Patricia Trim, Travis O' Brien, Bruce Roberts, Clifton Starks, and Matt Wheeler.

**Members not in Attendance:** Leighton Allen, Jeremy Ashby, Eugene Fremaux II, Victor McGee, Brent Moreland, David "Rocky" Rockett, Jr., and John "Chuck" Vaughan III.

**Staff Attending:** Nada Attaway, Courtney Brooks, LLOYD Jackson II, Julie Moore, Nicholas Olsen, Candle Sattler, Jack "Bump" Skaggs, Austin Vaughn, and Chardia Veal.

**Other Guest Attending:** Bridget Clarke, Randel Elliott, Jacques Lasseigne, Reggie Roe, Herman Vital, Elizabeth Williams, and Johnathan Zeigler.

### American Job Center Locations



cdconline.org

**Blenville Parish**  
2434 Manning St.  
Ringgold, LA 71068  
(318) 894-9173

**Bossier Parish**  
4000 Viking Dr., Suite B-1  
Bossier City, LA 71111  
(318) 741-7363

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

**Claiborne Parish**  
507 W. Main St.  
Homer, LA 71040  
(318) 927-3338

**DeSoto Parish**  
142 Lake Rd.  
Mansfield, LA 71052  
(318) 871-2391

**Lincoln Parish**  
307 N. Homer St., Suite 307  
Ruston, LA 71270  
(318) 251-6023

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

**Red River Parish**  
615 E. Carroll St., 3rd Floor  
Coushatta, LA 71018  
(318) 932-9570

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

**Webster Parish**  
902 Lee St.  
Minden, LA 71055  
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### **Welcome New Board Members, One-Stop Operator, and LWDA 70 Staff**

- Chairperson Wheeler informed the Board that Mr. Mike McCormic, Chief Elected Official, has appointed three new Board members and asked for the new members to stand up or raise their hand when he announced them.
- Chairperson Wheeler introduced Ms. Shirley Marcus, a newly elected board member who was nominated by the Bossier Parish Chamber of Commerce and owns TowMasters located in Bossier City.
- Chairperson Wheeler introduced Mr. Travis O'Brien as a new board member who was recommended by Ms. Lynne Givens and nominated by the DeSoto Chamber of Commerce. Chairperson Wheeler stated that Mr. O'Brien was the maintenance manager of International Paper.
- Chairperson Wheeler also introduced Mr. Kirk Dickson who was recommended by Mr. Charles Walden and nominated by the DeSoto Parish Chamber of Commerce. Chairperson Wheeler informed the Board that Mr. Dickson owned Spectrum Painting in Stonewall.
- Chairperson Wheeler announced that Mr. Johnathan Zeigler who represented Eckerd was present and was the new One-Stop Operator.
- Chairperson Wheeler asked Mrs. Candle Sattler to introduce the new WIOA staff members.
- Mr. Sattler introduced Mr. LLOYD Jackson as their new Youth Business Coordinator and Mrs. Courtney Brooks as their new Business Services Representative.
- Chairperson Wheeler went on to announce the official resignations from the Board that were accepted by the Chief Elected Official.
- Chairperson Wheeler stated that Mrs. Lynne Givens resigned due to being transferred to Tennessee.
- Chairperson Wheeler stated that Mr. Reggie Roe and Mr. Dakota Robinson also put their resignations in due to conflicts of interest.
- Mr. Jack "Bump" Skaggs asked Chairperson Wheeler if he could speak on Mr. Roe's Resignation.
- Chairperson Wheeler approved.
- Mr. Skaggs wanted to inform the Board that Mr. Roe was asked to join the CDC Board of Directors and, due to that, would not be able to stay on the Workforce Board. Mr. Skaggs wanted to thank Mr. Roe for that sacrifice and mention how much he appreciated it and wanted to thank him for the services he gave to the WIOA Board.
- Mr. Roe said thank you to Mr. Skaggs and thanked the Board for allowing him to be on the Board, and that he enjoyed his term and will still be available to help if anyone ever needed him.
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- Approval of Minutes from the September 25, 2020 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 September 25, 2020 Meeting Minutes, with a second by Mr. Matt LaFisca. With no further discussion, the motion was called and approved unanimously by all the Board members. There were no abstentions or oppositions.

### **Nomination and Approval of New Vice-Chairperson**

- Chairperson Wheeler stated with Ms. Givens resigning the Board needed to elect a new Vice-Chairperson.
- Chairperson Wheeler stated that the Vice-Chairperson had to come from their Business Representatives group of Board Members so only a few members were eligible to fill the role.
- Chairperson Wheeler mentioned that a lot of the members who were eligible for the Vice-Chairperson position were not present at the meeting and opened the floor for discussion to see if they should postpone the election till all eligible members were present or go ahead and nominate.

- Chairperson Wheeler asked Mrs. Sattler if there was any impact if they postponed the election.
- Mrs. Sattler stated she did not believe so.
- Chairperson Wheeler asked for the Boards opinion.
- Mr. Starks stated he thought all eligible members should be present during the election of a new Vice-Chairperson and that the entire Board should be made aware of which members exactly were eligible for the nomination.
- Chairperson Wheeler agreed and asked that the revised Board Matrix be sent out after the meeting so the Board could review.
- Chairperson Wheeler stated that they would move the election of a new Vice-Chairperson to the next meeting.

#### **Approval of Resolution for the Seventh Planning District Consortium Workforce Development Board**

- Chairperson Wheeler reminded the Board that the Resolution was emailed out previous to the meeting to be reviewed and notified of any changes.
- Chairperson Wheeler asked the Board if there was anyone who had any questions or discussion topics about the Resolution, and no one had anything to discuss.
- Mr. Clifton Starks made a motion to approve the Resolution for the Seventh Planning District Consortium Workforce Development Board. Mr. Bruce Roberts seconded the motion and with no further discussion, the motion was called and approved unanimously by all the Board members. There were no abstentions or oppositions.

#### **Approval of Fiscal Agent Service Agreement**

- Chairperson Wheeler asked Mrs. Sattler to discuss the Fiscal Agent Service Agreement that was also emailed out before the meeting for the Board members to review.
- Mrs. Sattler explained that the agreement was basically an agreement between the CEO of the Board and the CDC, recognizing and agreeing to their duties.
- Chairperson Wheeler stated that it was just a formality and the State required they document everyone's roles and how the Board, Elected Official, and the CDC all worked together.
- Chairperson Wheeler asked the Board if there was anyone who had any questions or discussion topics about the Agreement, and no one had anything to discuss.
- Mr. Matt LaFisca made a motion to approve the Fiscal Agent Service Agreement. Mr. Clifton Starks seconded the motion and with no further discussion, the motion was called and approved unanimously by all the Board members. There were no abstentions or oppositions.

#### **Approval of Local and Regional Plan**

- Chairperson Wheeler stated that the Plan was also emailed out prior to their Board Meeting to be reviewed.
- Chairperson Wheeler asked the Board if there was anyone who had any questions or discussion topics about the Plan.
- Mrs. Sattler stated that the Plan was posted for public comment and both area 70 and 71 did not receive any public comment so the plan was ready to be submitted to the Governor's Office once approved by both Boards.
- Mr. Clifton Starks made a motion to approve the Local and Regional Plan. Mr. Matt LaFisca seconded the motion and with no further discussion, the motion was called and approved unanimously by all the Board members. There were no abstentions or oppositions.

#### **Approval and Adoption of LWDA 70 WIOA Policies**

- Chairperson Wheeler let the Board know that all policies were sent out before the meeting for review and asked if anyone had any questions and no one did.

- Mr. Bruce Roberts made a motion to approve the American Job Center Policies/Procedures, Exit Policy for WIOA Participants, Follow-Up Services Policy for Adult, Dislocated Workers Policy, Individual Training Account Policy and Procedures, On-the-Job Training (OJT) Policy, One-Stop Operator Policies and Procedures, Program Monitoring Policy and Procedures, Supportive Services Policy for Youth, Adult, and Dislocated Workers, Youth Policy Under WIOA, Youth Work Experience Policy Under WIOA, Policy to Secure and Hold Employment, LWDB 70 WIOA Electronic Enrollment and Eligibility Verification of Services, Code of Conduct and Conflict of Interest Policy, Segregation of Duties Policy, WIOA Procurement Policies and Procedures for LWDA 70, and Records Retention Policy, and to adopt the WIOA Fiscal Policy and Procedures for LWDA 70, Travel Policy, and CDC Policies and Procedures Manual. Mr. Earl Meador seconded the motion and with no further discussion, the motion was called and approved unanimously by all the Board members. There were no abstentions or oppositions.

### **Budget and Operating Statements**

- Chairperson Wheeler asked Mrs. Sattler to give her report on the budget and operating statements.
- Mrs. Sattler asked the Board to turn to page seven in their booklet.
- Mrs. Sattler stated that they had a balance of over five-million, and to date had spent \$933,000.
- Mrs. Sattler asked the Board to review page eight in their booklet to view the breakdown of all the expenditures.
- Chairperson Wheeler wanted to confirm that these numbers were reset for the new year in July.
- Mrs. Sattler answered yes, July.
- Chairperson Wheeler asked if the budget was on track even with COVID.
- Mrs. Sattler stated that enrollment was slow due to COVID, but they were still enrolling participants.
- Chairperson Wheeler asked if there were any engagements that they needed to think about to exhaust funds by the next fiscal year.
- Mrs. Sattler stated that they just hired a new youth team to focus on enrolling students but if any members representing different parishes had any ideas to up enrollment, they would be welcome.
- Mrs. Marcus asked what the ages for the youth were.
- Mrs. Sattler answered 17 to 24 years of age.
- Chairperson Wheeler mentioned that they were halfway through their fiscal year and still had substantial surpluses and was concerned about spending their funds.
- Mrs. Sattler stated that January was normally a good time for enrollment so hopefully it will pick up and Chairperson Wheeler agreed.

### **Update on WIOA Performance**

- Chairperson Wheeler asked Mrs. Sattler to give the update.
- Mrs. Sattler asked the Board to view page 10 in their booklets and talked about how they hit all their performance measures in the first quarter except for youth, they were 12% off on a new measure they were given that year, which was skills gain.
- Chairperson Wheeler asked if the Youth Coordinators had any input on the issue with the skills gain for the youth.
- Mr. Olsen stated that it was not the Youth Coordinators roles to keep up with the skills gain percentages for the youth, but he could comment on that issue.
- Mr. Olsen explained that they were researching that issue and looking at the data and he believed that COVID was the main reason for the issue.
- Mr. Olsen explained further that being on lock down for nine weeks and the schools being closed, and multiple other reasons made it hard for them to be able to find their youth participants and obtain that information.

- Mr. Olsen stated that he was hoping that since the schools had re-opened and people were returning to the office they would be able to find out the issue and work on it and was confident they would hit their mark in the future.
- Chairperson Wheeler asked what type of skills they were measuring.
- Mr. Olsen answered they gauge the participant at their point of entry and how much they have improved since then.
- Chairperson stated he understood and had no further questions.

### **Program Manager's report**

- Chairperson Wheeler asked Mr. Olsen to present his report to the Board.
- Mr. Olsen asked the Board to turn to page nine in their booklets to view his report.
- Mr. Olsen reiterated that with COVID it had been a very challenging year so far but commended his staff for working from home and adapting to the challenges that came with that.
- Mr. Olsen stated that the last quarter for him was dedicated to training all the new staff, which was six new positions and mentioned that they were all doing an amazing job.
- Mr. Olsen asked the Board to turn to page 34 in their booklet and review the photos and contact information for all their WIOA Staff and to please reach out to those people and let them know they appreciate them and thank them for their hard work.

### **Business Service Representative's Report**

- Chairperson Wheeler asked Mrs. Courtney Brooks to present her report.
- Mrs. Brooks introduced herself to the Board.
- Mrs. Brooks stated that in October she conducted some progress reports with the previous OJT instructor and the companies that they had active contracts with.
- Mrs. Brooks stated that they had several successful completions of the OJT program, but due to COVID and businesses having to layoff, and close, it was slow lately.
- Mrs. Brooks stated that in November Libby Glass shut down and they partnered with LWC, Rapid Response, TAA, and WIOA to host a job fair, which gave her the opportunity to network and meet with other companies to let them know about the OJT program.
- Mrs. Brooks stated that most companies did not understand or realize everything the OJT program could do for them, so she has been meeting with multiple companies to explain and work with.
- Mr. Starks asked about the job fair with Libby Glass and how she stated they were interest in the OJT program and asked if they were able to find some type of employment for them.
- Mrs. Brooks answered that they are pushing to work with them and hoping to get some dislocated workers hired with them but ultimately it is up to them who they hire so they are waiting on them.
- Chairperson Wheeler asked if there was any way to get to those companies that say they are interested but never call them.
- Mr. Olsen stated that they do not have a budget for advertising so they rely on their staff going out and presenting the material and calling companies and that's really all they can do.
- Chairperson Wheeler stated if they are going out there and pushing the information, that's what he wanted.
- Chairperson Wheeler asked if anyone had any more questions for Mrs. Brooks and no one did.

### **Youth Report**

- Chairperson Wheeler asked Mrs. Veal to give her report.
- Mrs. Veal stated that they currently had one active work experience participant, who just graduated from the Ben D. Johnson program.

- Mrs. Veal mentioned that the participant was a floater/helper at a childcare center, and they hope she will be hired on permanently.
- Mrs. Veal stated that their efforts were focused on enrollment at that time and increasing their youth.
- Mrs. Veal went through the information in their booklet about the participants and opportunities in every parish.
- Mrs. Veal mentioned she had been talking to technical colleges, and other schools in their area about getting on their websites so the students have a direct link to WIOAs information.
- Chairperson Wheeler asked how they are bringing resources to the dislocated workers now with COVID and people being stuck at home.
- Mrs. Veal answered that they just recently created a post card with all their programs information and contact information on it and were in the process of sending those out.
- Chairperson Wheeler asked if all the American Job Centers were currently open and what the status of those locations were.
- Mrs. Sattler answered that the centers were open, and people could come in but by appointment only.
- Chairman Wheeler asked how they make an appointment.
- Mr. Olsen answered that they enroll for the program online and then once decided eligible the account executive will contact them.
- Chairperson Wheeler asked what they would do if they did not have access to internet or the website.
- Mrs. Veal stated that they do have the option to do a paper application, so if a participant called, she could meet them and go over the application with them if needed.
- Mr. LLOYD Jackson introduced himself and gave a brief background on himself.
- Mr. Jackson went on to mention the many participants they have recently enrolled in the youth program and wanted to let the Board know they are working hard.
- Mr. Olsen stated that Mr. Jackson did enroll nine youth in one day, which was very impressive, so he was feeling positive that with Mr. Jackson and Mrs. Veal their youth enrollment numbers would keep increasing.
- Chairperson Wheeler asked if anyone else had any questions and no one did.

#### **Presentation from Eckerd Connects**

- Chairperson Wheeler introduced Mr. Jonathan Zeigler and asked for him to give his presentation on One-Stop.
- Mr. Zeigler thanked the Board for letting him speak and went through his PowerPoint.
- Mr. Zeigler went through the history of Eckerd and what type of company they.
- Mr. Zeigler explained all the services they offered including workforce services.
- Mr. Zeigler stated that roughly 40 million of their dollars were allocated to workforce services.
- Mr. Zeigler stated they were very excited to bring on the new One-Stop Operator and how it was much needed in the area.
- Mr. Zeigler stated that their primary goal was to allow access to jobs for anyone who comes in off the street seeking a job.
- Mr. Zeigler mentioned that they wanted a great partnership, and plan on giving frequent reports and effective meetings.
- Mr. Zeigler let the Board know that they had an offer out for a new One-Stop Operator and hoped to have them working full time soon.
- Mr. Zeigler asked if anyone had any questions and no one did.

**Other Business**

- Chairperson Wheeler asked if anyone had anything to bring before the Board before the meeting was adjourned.
- Mrs. Sattler informed the Board they would find the information they needed to file their personal financial disclosures and ethics in their booklet.
- Mrs. Sattler mentioned that ethics training needed to be completed by the end of the year and failure to comply could result in a \$1,500 fine.
- Chairperson Wheeler asked if there was any other business that needed to be brought before the Board and there was none.

**Adjournment**

There being no further business, Mr. Wheeler adjourned the meeting at 12:30 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 December 4, 2020. A quorum of members was present.

  
\_\_\_\_\_  
Julie Moore

Passed and approved on this 5 day of March 2020

  
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Seventh Planning District Consortium  
Workforce Development Board

Chairperson  
\_\_\_\_\_  
Title