

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

Friday, December 2, 2022 at 11:30 a.m.

Every Warrior Center, Bossier City, Bossier Parish, Louisiana

Call to Order, Invocation, and Roll Call:

Mr. Bruce Roberts, Vice-Chairperson, of the Seventh Planning District Consortium Workforce Development Board called the quarterly meeting to order at 11:33 a.m.

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

Members in Attendance: Chad Bynog, Kirk Dickson, Eugene Fremaux, Brandon Hillman, Matt LaFisca, Laura Lyles, Shirley Maracus, Travis O'Brien, Bruce Roberts, David "Rocky" Rockett, Jr., Amanda Simpson, Jayda Spillers, Clifton Starks, Wayne Watley, and Lori Webb.

Members Not in Attendance: Michael Barrett, Julie Bass, Mary Duncan, Teresa Hefner, Brent Moreland, Joni Nelson, Patricia Trim, Matt Wheeler, and Fred Williams.

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

Other Guest Attending: Robin Berry, Bruce Busada, Randel Elliott, Jacques Lasseigne, and Latoya Maiden.



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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

☐ 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

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Public Comment

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

Welcome New Board Members

- Vice-Chairperson Roberts informed the Board that their Chief Elected Official approved two new Board members.
- Vice-Chairperson Roberts welcomed the new Board members Mrs. Laura Lyles; President of the Natchitoches Chamber of Commerce and Mr. Chad Bynog; Industry Sector Program Manager at the Louisiana Workforce Commission.

Acknowledgment of LWDB Member Resignations

- Vice-Chairperson Roberts informed the Board that their Chief Elected Official approved the resignation of Ms. MarShette Williams, who was replaced on the Board by Mr. Chad Bynog.

Approval of Minutes from the September 9, 2022, Workforce Development Board Meeting

- Vice-Chairperson Roberts informed the Board that the minutes were emailed out to all the Board members to be reviewed before the meeting.
- Vice-Chairperson Roberts 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 9, 2022, meeting minutes, with a second by Mr. Rocky Rockett. With no further discussion, the motion was called and approved unanimously by all the Board members. There were no abstentions or oppositions.

Approval of LWDA 70 Supportive Services Policy

- Vice-Chairperson Roberts reminded the Board that the policy was emailed to the Board prior to the meeting.
- Vice-Chairperson Roberts asked if there were any questions or comments on the policy.
- Mr. Clifton Starks stated that he read the supportive service policy, he felt it was good and made a motion to approve the LWDA 70 Supportive Services Policy as presented, with a second by Mr. Brandon Hillman. With no further discussion, the motion was called and approved unanimously by all the Board members. There were no oppositions.

Review and Acknowledgement of AJC Certification Matrix

- Vice-Chairperson Roberts informed the Board that the Matrix was emailed to the Board prior to the meeting.
- Vice-Chairperson Roberts stated that LWC requested for the Board to review and acknowledge the AJC scoring criteria, and after all feedback was collected, they would submit it to the Workforce Investment Council.
- Vice-Chairperson Roberts asked if there were any questions or comments on the Matrix and there were none.
- Mr. Rocky Rockett made a motion to acknowledge the AJC Certification Matrix, with a second by Mr. Clifton Starks. With no further discussion, the motion was called and approved unanimously by all the Board members. There were no oppositions.

Budget and Operating Statements

- Vice-Chairperson Roberts asked Mrs. Sattler to discuss the budget and operating statements.
- Mrs. Sattler asked the Board to turn to page 7 in their booklets to view the budget and operating statement.
- Mrs. Sattler stated that at the previous board meeting Chairperson Wheeler had requested a breakdown of expenditures on the training providers.
- Mrs. Sattler stated that the breakdown of expenditures for their training providers were on pages 9 and 10 in their booklets and asked if anyone had any questions on those and no one did.
- Mrs. Sattler also updated the Board on how the MA Program was going, stating that they planned to start class on December 19th with eight participants anticipated to be enrolled through LWDA 70, the City of Shreveport would also have eight participants enrolled, and Ochsner filling the remaining two spots, with a total of 20 participants.
- Mrs. Sattler asked if the Board had any questions for her and no one did.

Program Manager's Report

- Vice-Chairperson Roberts asked Mr. Olsen to give the program manager's report.
- Mr. Olsen asked the Board to turn to page 11 in their booklets to view his report.
- Mr. Olsen explained what they had been doing the past quarter to improve on building industry sector partnerships.
- Mr. Olsen went over the list he included in his report about each partner and what they had been doing with them.
- Mr. Olsen read an excerpt from their WIOA Law stating that they focus on individuals with barriers, and then went over the list of barriers.
- Mr. Olsen re-iterated that WIOA was there to help participants with barriers overcome those barriers and enter into the workforce.
- Mr. Olsen took a moment to thank Ms. Laura Lyles, and stated she had been a huge asset in working with WIOA and helping bring people and businesses to the table.
- Mr. Olsen asked the Board if anyone had any questions, and no one did.

Business Service's Representative Report

- Vice-Chairperson Roberts asked Mr. Colwick to give the Business Service's Representative Report.
- Mr. Colwick asked the Board to turn to page 18 in their booklets to view his report.
- Mr. Colwick stated that they had a lot of activity that they had been involved in the previous quarter and went over some of those activities in detail.
- Mr. Colwick stated that the three c's: coordination, cooperation, and collaboration were the most important when it came to business services.
- Mr. Colwick stated that with the help of Mr. Olsen they made a lot of headway in partnerships with OJT in the previous quarter.
- Mr. Colwick went over the many community outreach events they participated in the previous quarter, including job fairs, career fairs, and community partner meetings.
- Mr. Colwick stated that they continue to have their partnership with Shreveport Electrical JATC Registered Apprenticeship.
- Mr. Colwick spoke on their active OJT participants and how their progress was going.
- Mr. Colwick asked if anyone had any questions, and no one did.

Program Monitor Report

- Vice-Chairperson Roberts asked Mr. Sheppert to give the monitoring report.
- Mr. Sheppert took a moment to introduce Mrs. Rachel Milner who was their new compliance monitor and filled the position of Mrs. Linda Hines, who left the previous quarter.
- Mr. Sheppert told the board that he attended a meeting in Baton Rouge which was where he received instructions for the non-discrimination plan that he would need to send in by the end of the year.
- Mr. Sheppert explained that every two years WIOA had to submit a non-discrimination plan and they just submitted their 2022 plan to Baton Rouge on November 21st.
- Mr. Sheppert let the Board know that if anyone would like to read over the plan he would get them a copy but did not provide it that day because it was a very large document.
- Mr. Sheppert stated that he conducted a monitoring visit to Coastal's training facility in Calhoun.
- Mr. Sheppert explained that they reviewed the training completion of 28 participants.
- Mr. Sheppert stated that of the 28 participants, 18 successfully completed the training and obtained a CDL, 4 participants were still in training, 2 participants had dropped out, 2 participants were undetermined, 1 participant never showed up to training, and 1 participant graduated but did not obtain a CDL.
- Mr. Sheppert explained that their findings on Coastal showed that participants who went there for training had a 64% completion rate.
- Mr. Sheppert talked about how at that point in their program year they only had one participant in a work-experience position.
- Mr. Sheppert went into detail on the participant that was enrolled in a work-experience program and how the participant was progressing.
- Mr. Sheppert asked if anyone had any questions, and no one did.

One-Stop Operator Report

- Vice-Chairperson Roberts asked Mrs. Berry to give the One-Stop Operator report.
- Mrs. Berry informed the Board that she had been very busy the previous quarter and went into detail about all the career fairs, and events she had attended.
- Mrs. Berry stated that her goals for that quarter were mostly focused on outreach.
- Mrs. Berry talked about how she was working on making quality partnerships with areas in their region.
- Mrs. Berry mentioned that a majority of her outreach was in Natchitoches because in the past they did not have a lot of communication with Natchitoches, so she was working on fixing that.
- Mrs. Berry informed the Board of community outreach events that were coming up and asked the Board members to attend if possible.
- Mrs. Berry stated that she had been working on outreach so much that people who were not even located in the region that they covered were hearing about WIOA and calling stating they were interested.
- Mrs. Berry asked if anyone had any questions.
- Mr. Starks asked if we would be able to help the people that were not in their region that were interested in WIOA.
- Mrs. Berry answered no, that LWDA 70 could not but they should have a program in place in their area that might be able to help them.
- Mrs. Berry asked if anyone else had any questions and no one did.

Personal Financial Disclosure and Ethics Training

- Mrs. Sattler went over the ethics training on page 31 in their booklets and reminded the Board to complete by the end of the year.
- Mrs. Sattler informed the Board they could view the information about the annual personal financial disclosure on page 30 of their booklet and that the Board was required to file it before May 15th.
- Mrs. Sattler asked the Board if anyone had any questions.
- Mr. Starks asked if the Ethics Training was mandatory.
- Mrs. Sattler answered yes, it was mandatory.
- Mrs. Sattler asked if anyone else had any questions and no one did.

Other Business

- Vice-Chairperson Roberts asked if anyone had any other business to bring before the Board.
- Mrs. Sattler informed the Board that all the upcoming meetings dates for 2023 were on page two of their booklets.
- Vice-Chairperson Roberts asked if anyone had any thing else to bring before the Board and no one did.
- Vice- Chairperson Roberts stated that the next meeting was scheduled to be on March 3, 2023.

Adjournment:

There being no further business, Vice-Chairperson Roberts adjourned the meeting at 12:00 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 2, 2022. A quorum of members was present.


Julie Moore

Passed and approved on this 29th day of March, 2023


Seventh Planning District Consortium
Workforce Development Board

Chairman
Title