



THE COORDINATING & DEVELOPMENT CORPORATION

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Jack "Bump" Skaggs, President and CEO

SEVENTH PLANNING DISTRICT CONSORTIUM WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Thursday, January 30, 2020 at 8:00 a.m.

American Job Center - Bossier Business and Career Solutions Center
Bossier Parish, LA

I. **Call to Order, Invocation, and Roll Call:**

Mr. Matt Wheeler, Chairperson, of the Seventh Planning District Workforce Development Board called the quarterly meeting to order at 8:00 a.m. Mr. Brent Moreland, Business Manager for the International Brotherhood of Electrical Workers Local 194, said the Pledge of Allegiance to the Flag; Mr. Nicholas Olsen, Monitor for The Coordinating & Development Corporation (CDC), gave the invocation; and Ms. Susan Butler, WOIA Administrative Assistant to the Workforce Development Board, called roll for the Board members and recorded the minutes.

Members in Attendance: Leighton Allen, Jeremy Ashby, Treva Askey, Julie Bass, Michael Chamlee, Nakeeta Demery, Matt LaFisca, Victor McGee, Brent Moreland, Bruce Roberts, Reggie Roe, Clifton Starks, and Matt Wheeler.

Members not in Attendance: Michael Barrett, Mary Duncan, Eugene Fremeaux II., Lynne Given, Patrick Harrington, Brandon Hillman, Dr. Earl W. Meador, Patricia Moore, Dakota Robinson, David "Rocky" Rockett Jr., and John "Chuck" Vaughan III.

Staff Attending: Susan Butler, Nicholas Olsen, Angie Rymer, Craig Sheppert, and Jack Skaggs.

Guest Attending: Candle Sattler, One-Stop Operator for One-Stop Community Solutions, Inc.

II. **Review of Correspondence:**

There was no correspondence to be presented to the Board at this time.

III. **Old Business:**

There was no old business to be presented to the Board at this time.

IV. **New Business:**

Approval of American Job Center Certification:

Ms. Angie Rymer, Director of Workforce Development with The Coordinating & Development Corporation, thanked all the Board members for taking the time out of their busy schedules to come to this special-called meeting to approve the American Job Center Certification.

Ms. Rymer explained that the American Job Center (AJC) Certification was intended to ensure that every comprehensive AJC followed the Workforce Innovation and Opportunity Act (WIOA) statutory and regulatory requirements. She stated the Bossier Business and Career Solutions Center was chosen to be the comprehensive center. Ms. Rymer noted that all the required partners were housed at this site or have access to the services provided by the required partners. She introduced Candle Sattler, One-Stop Operator with One-Stop Community Solutions, Inc. and remarked that Ms. Sattler oversees all the centers and Mr. Daniel Spears, who was unable to attend the meeting, was the site supervisor at the Bossier American Job Center. Ms. Rymer asked the board if there were any questions or concerns regarding the certification. There were none.

Mr. Wheeler presented the American Job Center Certification and stated that the certification was emailed to all the board members and has also been distributed for the meeting today. Mr. Brent Moreland motioned to approve the certification and Mr. Reggie Roe seconded the motion. The motion was unanimously approved by all Board members: Board members who approved the American Job Center Certification were: Leighton Allen, Jeremy Ashby, Treva Askey, Julie Bass, Michael Chamlee, Nakeeta Demery, Matt LaFisca, Victor McGee, Brent Moreland, Bruce Roberts, Reggie Roe, Clifton Starks, and Matt Wheeler. There were no abstentions or oppositions.

Approval of Revised Supportive Services Policy:

Ms. Rymer explained that the Supportive Services Policy allowed a WIOA participant to tap into financial assistance if they had obstacles that would prevent them from obtaining their education and employment while they were in the WIOA program. This financial assistance can provide assistance with expenses such as transportation, utility bills, reasonable accommodations for individuals with disabilities, tools, equipment, or clothing required for training or employment, fees required for educational testing, occupational licensing, or exams; minor medical, dental expenses, etc. Ms. Rymer explained that other available resources should be used when/if available prior to requesting WIOA supportive services.

Ms. Rymer stated that the prior limit was \$500 per participant but wanted to change the limit to \$1,000 per participant. She said that anything over \$1,000 would have to be submitted in writing by the account executive with thorough justification to be approved by the Director of Workforce Development and possibly by the CEO of The Coordinating and Development Corporation if there were any questionable costs. There were many questions and much discussion by the Board members.

Ms. Rymer stated that in making the final determination to spend WIOA funds for Supportive Services the following must be taken into consideration: confirmation of funding available; verification of the need; verification that the service was not available from other sources; explanation of why the service was necessary; reasonableness of cost; and confirmation that the expenditure cap (\$1,000) had not already been exceeded for the participant.

After much discussion, Mr. Wheeler presented the Revised Supportive Services Policy to the Board and stated that the Supportive Service Policy was emailed to all the Board members and also distributed without modification to the Board members today. Mr. Clifton Starks motioned to approve the Policy and Mr. Matt LaFisca seconded the motion.

The motion was unanimously approved by all Board members: Board members who approved the Revised Supportive Services Policy were: Leighton Allen, Jeremy Ashby, Treva Askey, Julie Bass, Michael Chamlee, Nakeeta Demery, Matt LaFisca, Victor McGee, Brent Moreland, Bruce Roberts, Reggie Roe, Clifton Starks, and Matt Wheeler. There were no abstentions or oppositions.

V. Other Business:

There was no other business.

VI. Next Workforce Development Board Meeting:

The next Workforce Development Board Meeting will convene on March 11, 2020.

VII. Adjournment:

There being no further business, the meeting was adjourned at 8:30 a.m.

VIII. Certification:

I, Susan Butler, WIOA Administrative Assistant to the Seventh Planning District Consortium Workforce Development Board, do hereby certify that the above and foregoing are the Minutes of the Seventh Planning District Consortium Workforce Development Board dated January 30, 2020. A quorum of members was present.



Susan Butler
WIOA Administrative Assistant

Passed and approved on this 23 day of June, 2020.



Seventh Planning District Consortium
Workforce Development Board

Chairman
Title