

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

Wednesday, January 31, 2024, 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 11:36 a.m.

Mr. Bruce Roberts 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, Eugene Fremaux, Matt LaFisca, Laura Lyles, Steven Mayeux, Bruce Roberts, Sarah Rollins, Renee Sears, Amanda Simpson, Clifton Starks, Patricia Trim, and Wayne Watley.

Members Not in Attendance: Michael Barrett, Julie Bass, Teresa Hefner, Brandon Hillman, Shirley Marcus, Brent Moreland, Joni Nelson, David "Rocky" Rockett, Erica Smothers-Franklin, Teresa Walton, Matt Wheeler, and Lori Webb.

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

Other Guest Attending: Robin Berry, Jacques Lasseigne, Barabra Leach, and Corine Ambler.

American Job Center Locations



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Public Comment

- Vice Chairperson Roberts opened the floor for public comment.
- Mr. Starks made a comment that the new youth flyers that were on everyone's tables were a great idea, and he was excited to see that WIOA would be in every parish's library to speak to the youth about the WIOA program.
- No one else had anything to bring before the Board for public comment.
- Vice Chairperson Roberts informed the Board that a quorum was not present, so they would not be able to vote on any items on the agenda.

Acknowledgement of LWDB Member Appointments

- Vice Chairperson Roberts let the Board know that their Chief Elected Official had approved the Nomination of Mrs. Sarah Rollins whose 4-year term on the Board started on December 1, 2023.
- Vice Chairperson Roberts let the Board know that their Chief Elected Official had approved the Nomination of Mrs. Teresa Walton whose 5-year term on the Board started on January 15, 2024.

Acknowledgement of LWDB Member Resignation

- Vice Chairperson Roberts let the Board know that their Chief Elected Official had approved the Resignation of Mr. Curtis Shepard.

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 pages 8 and 9 in their booklets to view the budget and operating statement.
- Mrs. Sattler stated that as of December 31st they had spent a total of \$1.5 million leaving them a balance of \$3.5 million.
- Mrs. Satter reviewed the chart on page 9 that broke down the training dollars and how much was spent for Adults, Dislocated Workers, and Youth and the balance that was left for each.
- Mrs. Sattler asked the Board to view the charts on pages 10 and 11 which broke down the costs of each training provider they funded and how much was spent on each one for each participant.
- Mrs. Sattler asked if anyone had any questions, 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 12 in their booklets to view his report.
- Mr. Olsen talked about how he was seeing some movement with the CTE and post-secondary school programs.
- Mr. Olsen stated that he had met with multiple CTE representatives to discuss alignment of WIOA, particularly with WEX and dropout prevention.

- Mr. Olsen stated that Mrs. Sattler and he planned to go down south for a statewide conference to help continue the CTE momentum.
- Mr. Olsen stated that they did some internal monitoring of their own files to see if they needed to help staff in any way where there might have been some deficiencies, and he felt that was received very well by staff.
- Mr. Olsen presented the rest of his report going over the main points and asked if anyone had any questions and no one did.

Assistant Program Manager's Report

- Vice Chairperson Roberts asked Mrs. Chaquana Harper-Wells to give the assistant program manager's report.
- Mrs. Harper-Wells asked the Board to turn to page 14 to view her report.
- Mrs. Harper-Wells went over the performance outcomes and how they had hit almost all their goals for the previous quarter, and the ones they did not hit were very close.
- Mrs. Harper-Wells discussed in detail the number of Adults and Dislocated Workers they had currently enrolled and which parishes they were from, and what their barriers were.
- Mrs. Harper-Wells asked the Board to view the youth report which started on page 18 in their booklets.
- Mrs. Harper-Wells went over what the youth program specialists had going on in each of their communities for outreach and events.
- Mrs. Harper-Wells talked about how many youths were enrolled, what parishes they were from, if they were in-school or out-of-school youth, and their demographics.
- Mrs. Harper-Wells also mentioned that they had a couple youth staff members resign and they were in the process of hiring new youth program specialists, which would need training and some grace for the learning curve that was sure to come.
- Mrs. Harper-Wells asked 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 26 and 27 in their booklets to view his report.
- Mr. Colwick talked about how business services usually experience a slow-down during the last quarter of the calendar year due to holidays.
- Mr. Colwick stated that even though there is usually a lull during the holidays he had attended a large number of events.
- Mr. Colwick went over the events and meetings he had attended the previous quarter and highlighted a few, including attending two rapid response meetings, the quarterly Natchitoches economic development alliance meeting, and the northwest Louisiana re-entry coalition stimulation event.

- Mr. Colwick went into detail about the three events he wanted to highlight and spoke about what he learned from each and how helpful those meetings were.
- Mr. Colwick went over the OJT chart in the booklet, and talked about the two OJT contracts that were completed and the five prospects he had for possible new OJT contracts.
- Mr. Cowick 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 asked the Board to turn to page 30 in their booklets to view his report.
- Mr. Sheppert stated that at the previous Board meeting he reported on a monitoring visit that Mrs. Milner and he made to Coastal Truck Driving School's training facility in Calhoun, Ouachita Parish.
- Mr. Sheppert stated that the monitoring visit and report that we issued looked at the activity and training completion status for 41 WIOA participants attending the school.
- Mr. Sheppert explained that since Coastal Truck Driving School was their largest training provider, they decided to also review the completion of post-exit quarterly follow-up activities for thirty-three 33 of the 41 participants who had WIOA exit dates appearing in HiRE.
- Mr. Sheppert talked about how 9 participants did not have a required follow-up completed for the quarter ending June 30, 2023, and 14 participants showed as "pending" for the quarter ending September 30, 2023.
- Mr. Sheppert explained that the Louisiana Workforce Commission's policy required that a "F Code" should be entered in HiRE associated with the completion of a participant's follow-up activity.
- Mr. Sheppert noted that F Codes had not been entered in HiRE for 21 participants with 13 of these participants showing their follow-up for the applicable quarter to still be in "pending" status.
- Mr. Sheppert also talked about how they wanted to try and evaluate to what extent their case managers were successful in contacting participants for the completion of a follow-up quarter.
- Mr. Sheppert stated that in reviewing participant case notes in HiRE, they determined that actual contact for follow-up purposes was made with 11 out of 22 participants, a contact rate of 50%.
- Mr. Sheppert stated that Mrs. Milner and he had also conducted a monitoring visit to the Coastal Alexandria campus on October 25.
- Mr. Sheppert talked about how they met with staff members Tina Penrose and Cathy Pearson to review the activity and training completion status of 9 WIOA participants who had started training at the school in June of the previous year.
- Mr. Sheppert stated that Ms. Penrose and Ms. Pearson confirmed that 5 of the participants had successfully completed training and obtained a Class A Commercial Driver's License and had obtained training related employment.

- Mr. Sheppert stated that during the October 25 monitoring visit, they interviewed 3 of their active WIOA participants and all 3 participants stated that they were very pleased with their training and instructors and reported having frequent contact with their WIOA case managers.
- Mr. Sheppert asked if anyone had any questions.
- Mrs. Harper-Wells made a comment that she used to be a case manager and she could vouch that for some reason once a participant completes training it was like the fell off the face of the earth.
- Mrs. Harper-Wells wanted the Board to know that case managers were doing everything they could to complete follow-ups but there wasn't much they could do if the participant just refused to answer them after completing training.
- Mr. Starks asked if they were required when they joined the WIOA program to keep up contact with their case manager for follow ups.
- Mrs. Harper-Wells answered yes, they sign the papers stating that they would agree to follow-ups once their training was completed, but for some reason some participants still don't do what they are supposed to do and there isn't much a case manager can do when a participant refuses to answer.
- Mrs. Renee Sears stated that the Colleges have the same problem, and that after students graduate its almost impossible to hold them accountable.
- Mr. Sheppert asked if anyone else had any questions or comments and no one did.

One-Stop Operator Report

- Vice Chairperson Roberts asked Mrs. Berry to give the One-Stop Operator report.
- Mrs. Berry asked the Board to turn to page 32 in their booklets to view her report.
- Mrs. Berry reiterated what Mr. Colwick had previously mentioned, stating that the last quarter of the calendar year tends to be very slow.
- Mrs. Berry went over her list of events that she did attend the previous quarter and explained that the current quarter they were in was very busy.
- Mrs. Berry explained all the job fairs, workshops, and events that were coming up.
- Mrs. Berry stated that she is always focused on outreach, networking, and getting the word out about WIOA.
- Mrs. Berry asked if anyone had any questions, and no one did.

New Business

- Vice Chairperson Roberts asked their guest speaker, Mr. Jaques Lasseigne, to give his presentation.
- Mr. Lasseigne introduced himself and the Industry Sector Coordinator for LWC and was going to give a presentation on the Northwest Louisiana Healthcare Sector Partnership.
- Mr. Lasseigne asked if anyone had any questions, and no one did.

- After Mr. Lasseigne gave his presentation, Vice Chairperson Roberts thanked Mr. Lasseigne for his time and said his presentation was very helpful and informational.

Personal Financial Disclosure and Ethics Training

- Mrs. Sattler went over the ethics training on page 47 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 46 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

- Vice Chairperson Roberts asked if anyone had any other business to bring before the Board and no one did.

Adjournment:

There being no further business, Vice Chairperson Roberts adjourned the meeting at 12:23 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 January 31, 2024. A quorum of members was not present.



Julie Moore

Passed and approved on this 12th day of April, 2024.



Seventh Planning District Consortium
Workforce Development Board

Chairperson

Title