

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, March 18, 2022 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 11:39 a.m.

Mr. Brent Moreland said the Pledge of Allegiance to the Flag and Rev. Nicholas Olsen gave the invocation; Mrs. Julie Moore called roll; and Mrs. Randel Elliott operated and monitored the Zoom Teleconference.

Members in Attendance: Michael Barrett, Julie Bass, Michael Chamlee, Eugene Fremaux, Teresa Hefner, Matt LaFisca, Brent Moreland, Travis O' Brien, Bruce Roberts, Clifton Starks, Matt Wheeler, and Marshette Williams.

Members Not in Attendance: Leighton Allen, Kirk Dickson, Mary Duncan, Brandon Hillman, Shirley Marcus, Joni Nelson, David "Rocky" Rockett, Amanda Simpson, Jayda Spillers, Patricia Trim, and Fred Williams.

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

Zoom Attendance: Nada Attaway, Bridgette Clark, Jacques Lasseigne, Joni Nelson, David "Rocky" Rockett, Amanda Simpson, Jayda Spillers, and Brian Teegardin.

Other Guest Attending: Robin Berry, Bruce Busada, Randel Elliott, Christopher Occhipinti, and Lori Webb.

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Welcome New Board Members

- Chairperson Wheeler announced that the Chief Elected Official had approved the nominations for three new Board members.
- Chairperson Wheeler welcomed Amanda Simpson who was the COO at ANECA.
- Chairperson Wheeler welcomed Teresa Hefner who was the Rehabilitation Regional Manager at LWC/Louisiana Rehabilitation Services.
- Chairperson Wheeler welcomed Fred Williams who was the Center Director at MINACT/Shreveport Job Corps.

Acknowledgment of LWDB Member Resignation

- Chairperson Wheeler informed the Board that the Chief Elected Official had accepted the resignations of John "Chuck" Vaughn and Ty Graham.

Approval of Minutes from the December 10, 2021, 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 10, 2021, Meeting Minutes, with a second by Mr. Bruce Roberts. 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 discuss the budget and operating statements.
- Mrs. Sattler asked the Board to turn to page eight and nine in their booklets to view the budget and operating statement.
- Mrs. Sattler stated that on the Operating Budget they had a total of \$5.6 million, spent \$1.8 million, leaving around \$3.7 million as of the end of January.
- Chairperson Wheeler asked Mrs. Sattler if there was going to be any revisions to the budget.
- Mrs. Sattler answered no that their budget was locked in and would be fine till the end of the program year, which was when they would revise the budget.
- Mrs. Sattler went over the Adult, Dislocated Worker, and Youth budget breakdowns in detail.
- 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 10 in their booklets to view his report.
- Mr. Olsen talked about how the previous quarter he had been inviting representatives from different training providers to give presentations at their weekly WIOA meetings, to keep communications up.
- Mr. Olsen stated that they had meetings with their partners NLTCC, Durham Transport, and MedCerts, which allowed them to present and WIOA staff was able to ask questions.

- Mr. Olsen thanked Mr. Busada, stating that at the previous meeting the Board had questions for the State and Mr. Busada assisted in getting those questions answered.
- Mr. Olsen stated that the question, "When a youth graduated high school, when were they considered an out of school youth", was answered with as soon as they graduated, which was a favorable answer.
- Mr. Olsen stated that the question, "Could they write a contract with an organization to cover one single parish, or would they have to cover all 10 parishes", was answered with they could cover a single parish, which was also a favorable answer.
- Mr. Olsen talked about how they ended up having to restructure their youth department based on low enrollment numbers.
- Mr. Olsen stated that they went from two youth specialist covering five areas, to five youth specialists covering two areas.
- Mr. Olsen explained that the change in the youth department was being received well both externally and internally.
- Mr. Olsen stated that they did unfortunately lose some of their staff due to the changes in the youth department, but the new hires were doing a great job.
- Chairperson Wheeler made a statement that he believed the restructuring was going to be a positive change to the youth program, and how at previous meetings the need to improve their youth department was brought up multiple times, so he was excited to see how the new system was going to work.
- Mr. Olsen mentioned that he attended a meeting with the Ben D. Johnson Center (BDJ), BPCC, and CLTCC for the purpose of talking about how BDJ could improve their program and getting the participants of their program up to a livable wage.
- Mr. Olsen stated he felt the meeting with BDJ went well and they were still engaging in some back-and-forth discussion, but he wanted to update the Board on where they were so far.
- Mr. Olsen agreed and asked if anyone else had any questions or comments and no one did.

Assistant Program Manager's Report

- Chairperson Wheeler asked Mr. Olsen to give the Assistant Program Managers Report with Mrs. Dunlop absent.
- Mr. Olsen asked the Board to turn to page 11 in their booklets to view the Assistant Program Managers Report.
- Mr. Olsen talked about how they recently hired a new Youth Eligibility Coordinator, Mrs. Rachel Milner, who's role was to focus on determining eligibility for only youth participants.
- Mr. Olsen stated that Mrs. Milner had been a tremendous asset and had gone with a few of the new youth employees to schools and talked about the WIOA program and youth opportunities.
- Mr. Olsen talked about how all their Career Specialist positions were filled, and the only position that needed to be filled at that point was a Youth Program Specialist in the Mansfield area.
- Mr. Olsen explained that they saw a large increase in enrollments in the Natchitoches and Ruston areas, so they decided to hire two more Career Specialist for those areas, one in each location, and their main focus was going to be dealing with CDL participants.
- Mr. Olsen stated that they continue to do weekly virtual meetings to discuss policies, procedures, and best practices, to make sure everyone stayed up to date and had opportunities to ask questions.

- Mr. Olsen talked about how on February 21st they held a follow-up training at the Bossier office for all Career Specialist and Youth Specialist.
- Mr. Olsen also stated that new hire training had been taking place since January 4th and was ongoing at that time.
- Mr. Olsen asked if anyone 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 17 in their booklets.
- Mr. Colwick talked about how they had started implementing a new strategy of matching current WIOA participants job skill sets with hiring employers to better identify OJT possibilities.
- Mr. Colwick stated that it would be an ongoing process due to a majority of the WIOA participants being enrolled in educational programs.
- Mr. Colwick talked about how he did some research on OJT placement and found that many states have combined other types of work-based training, such as registered apprenticeships.
- Mr. Colwick stated that he also wanted to get together with local stakeholders to discuss local needs and the WIOA program to hopefully develop an education-to-employment pipeline.
- Mr. Colwick talked about how he will continue to attend job fairs and community events but will also be focusing on developing sector partnerships.
- Chairperson Wheeler asked Mr. Colwick if he had reached out to Amazon yet, knowing that they were planning on building a distribution location in their area.
- Mr. Colwick answered that he was currently looking into that but had not reached out to them at that point.
- Mr. Colwick continued to talk about the active OJT contract that they have with Trust Technology Consultants, and the OJT contract that was still processing with Bentler Steel/Tube Manufacturing.
- 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 24 in their booklet to view the Program Monitor Report.
- Mr. Sheppert talked about how Ms. Hines and he did a monitoring visit to Coastal Truck Driving in Ouachita Parish.
- Mr. Sheppert stated they met with Chrissy Powell, who was the Admissions Representative, to review the training completion and employment status for 19 WIOA participants who were enrolled in that school since July of the previous year.
- Ms. Powell confirmed that 13 of the WIOA participants had completed the training and obtained a Class A Commercial Drivers License, while two participants had completed the training and received a diploma but failed to pass the driving test and did not receive the Class A License, and four participants were still actively in the training.
- Mr. Sheppert stated he was able to interview two WIOA participants who graduated and received their license, and both were already receiving inquiries from trucking companies, which was positive.

- Mr. Sheppert also went over the federal regulations that required WIOA to have 14 program services (or elements) available to youth participants.
- Mr. Sheppert explained that the 14 elements were made available to youth participants based on an assessment of their needs and the development of an Individual Service Strategy (ISS).
- Mr. Sheppert explained that all 14 services did not have to be provided to every participant.
- Mr. Sheppert stated that in 2017, CDC had developed a form for the case managers to use to determine which of the 14 services were most appropriate for the youth participants needs.
- Mr. Sheppert talked about how in February they pulled 12 youth participants files to see the extent of which the form was being used, and of the 12 pulled, 6 of them had no record of the services offered to them.
- Mr. Sheppert stated that Ms. Hines and he met with Mrs. Sattler, Mr. Olsen, and Mrs. Dunlop to discuss that issue and how it needed to continue to be used in the future.
- Mr. Sheppert talked about their monitoring visit to Shreveport's JATC, to review the six WIOA participants training progress that were enrolled in that program.
- Mr. Sheppert stated that they conducted interviews with all six of their active participants and all of them reported no problems.
- Mr. Sheppert asked if anyone had any questions.
- Chairperson Wheeler asked if the two participants that received their diploma from Coastal but did not pass their driving test were in a remediation process.
- Mr. Sheppert answered that he had asked the same question and was told they were given three tries at their campus, and after that could go to another campus and try again if they wanted but were only given three tries at Coastal, so their options at that point are to give up or try at another school.
- Mr. Starks asked if there was a waiting period between attempts at the driving class.
- Mr. Sheppert answered there was a two-day waiting period.
- Chairperson Wheeler asked if the participants failed, did the instructors offer additional training in between attempts, to try and help the participants pass.
- Mr. Sheppert answered yes that the instructors would try and work with them, and pretty much bend over backwards, because they wanted the participants to pass.
- Mr. Sheppert asked if anyone else had any questions, and no one did.

One-Stop Operator Report

- Chairperson Wheeler asked Mrs. Berry to give her One-Stop Operator Report.
- Mrs. Berry asked the Board to turn to page 26 in their booklets to view the One-Stop Operator Report.
- Mrs. Berry went over the many outreach events she had hosted and/or attended the previous quarter.
- Mrs. Berry mentioned how the previous day she hosted a fire safety training for all employees at the American Job Centers, and how great it went.
- Mrs. Berry talked about upcoming job fairs and events.
- Mrs. Berry stated that LWC was planning to have a career fair at the Ben D. Johnson Center.
- Mrs. Berry went over her goals for the next quarter, which included more career and resource fairs, attending more community events, and more outreach.
- Mrs. Berry asked the Board if they had any questions, and no one did.

Presentation from Homeless 2 Homeownership

- Chairperson Wheeler asked Mr. Occhipinti, Owner and Operator of Homeless Homeownership (H2H), to give his presentation.
- Mr. Occhipinti introduced himself and thanked Mr. Olsen for inviting him to speak.
- Mr. Occhipinti explained that H2H had been around and working with people for over 19 years.
- Mr. Occhipinti explained that he lost his son in a driving accident over 19 years ago, and because of that he created the H2H Organization.
- Mr. Occhipinti went into detail about how he worked with ex-felons, addicts, and anyone who needed help obtaining a job, legal matters, getting a driver's license, building credit, becoming a homeowner, or anything else they needed.
- Mr. Occhipinti stated that they did employment training with wraparound services.
- Mr. Occhipinti stated that anyone could help people get a job but H2H was there to also help participants with the other issues that would help ensure the participant could keep their job.
- Mr. Occhipinti talked about how their funds went straight to helping their participants, but how their employees also needed to be paid, which is why they relied on grants to help them.
- Mr. Occhipinti stated that they had over 100 jobs available in the Shreveport/Bossier area and they had a 90% success rate of placing people into jobs.
- Mr. Occhipinti asked the Board if WIOA would be able to partner with them and stated he had flyers with him to hand out if anyone had any more questions.
- Mr. Olsen stated that he invited Mr. Occhipinti to come speak because he thought if WIOA would be able to assist the H2H program it was a great way to serve a population that was hard to serve.
- Mr. Starks asked Mr. Occhipinti if the participants were receiving jobs above the minimum wage pay grade.
- Mr. Occhipinti answered that every participant started out at \$10.00 an hour while they were in school or training.
- Mr. Occhipinti explained that they paid for the participants schooling or training as long as they continued to pass a drug test every two weeks, and on top of that paid them \$10.00 an hour for part time work.
- Mr. Occhipinti stated that after the participant finished school or training, they helped them find a job with a livable wage.
- Mr. Occhipinti asked the Board if anyone one else had any questions, and no one did.

Personal Financial Disclosure and Ethics Training

- Mrs. Sattler went over the ethics training on page 33 in their booklets and reminded the Board to complete by the end of the year, or December 31st
- Mrs. Sattler informed the Board they could view the information about the annual personal financial disclosure on page 32 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, and no one did.

Other Business

- Mrs. Sattler stated that a couple years prior the Board had approved the M.A. Training Program with BPCC.
- Mrs. Sattler explained that during the fall of the previous year everyone was on board and ready to move forward but after receiving low numbers of applications for the

program, BPCC was concerned and decided they did not want to move forward with the MA Training Program.

- Mrs. Sattler stated that Ochsner had secured SUSLA, and they had planned to start the process over with Ochsner's and restart the program in June.
- Mrs. Sattler stated that there would need to be a new contract approved and signed by the Board once it was received from Ochsner's.
- Chairperson Wheeler asked if they would be repeating the presentation with the new training provider, and if there were going to be any changes to the contract.
- Mrs. Sattler answered that there would not be any changes to the contract, SUSLA would just be the new training provider, but everything else, including the amount of money would stay the same.
- Chairperson Wheeler addressed the Board, stating he would be abstaining from voting on the matter due to a conflict of interest, and asked if anyone wanted the new training provider to come at their next meeting and give a presentation, or if everyone was ok with the change.
- Mr. Starks asked Mrs. Sattler if BPCC decided they did not want to be partners with us or was it the other way around.
- Mrs. Sattler answered that with only five participants enrolling in the program BPCC did not see it as profitable to continue.
- Mrs. Sattler stated that BPCC had only given them a week for advertising and marketing of the program, so with SUSLA they requested more time, to which SUSLA agreed.
- Mr. Starks stated that he was fine with the change since BPCC dropped out and did not see a need for a new presentation and would be fine voting on the new contract.
- Mr. Starks made a motion to accept and sign off on the new contract for the M.A. Training Program with SUSLA and Ochsner's, with a second by Mr. Brent Moreland. Chairperson Matt Wheeler abstained from voting and with no further discussion the motion was passed unanimously.
- Mr. Rockett asked if they could still have the new training provider come make a presentation and explain how they planned to increase enrollment numbers.
- Mrs. Sattler answered that they were really on a time crunch and if they did that it might need to happen before their next Board meeting.
- Mrs. Sattler stated she could ask them to get a presentation together to present on ZOOM before their next meeting if that was what the Board wanted.
- Chairperson Wheeler suggested holding off on the motion they just approved until they can view the presentation and then vote again at their next meeting.
- Chairperson Wheeler stated that the program was on hold previously for two years anyways, so it should be ok to wait a little longer to watch a presentation and make sure they wanted to move forward with it.
- Mr. Moreland asked Mrs. Sattler if that was going to mess up Ochsner's timeline, and if they already had participants lined up to enroll.
- Mrs. Sattler answered yes that Ochsner's did have a timeline.
- Mr. Moreland stated that he was worried since BPCC already dropped out from not having enough participants, if they prolonged approving the new contract if it would affect the enrollment number for Ochsner's.
- Mr. Moreland asked if they approved the contract that day, how long was the contract good for.
- Mrs. Sattler answered one year.

- Mr. Moreland said he thought they should sign the contract that day, and then have them present at the next meeting, and if a year down the road it wasn't working out, they cancel the contract.
- Mr. Roberts stated that it sounded like no one was opposed to approving the new contract, that they just wanted to be brought up to speed on what they planned to change the next go around to increase enrollment numbers.
- Mr. Roberts stated he thought they should go ahead and move forward with the motion that was passed and just have the training provider give a presentation at the next meeting.
- Chairperson Wheeler agreed and asked Mr. Starks if he would like to motion again since so much discussion happened after the previous motion.
- Mr. Starks made a motion to accept and sign off on the new contract for the M.A. Training Program with SUSLA and Ochsner's but to also request a presentation at their next meeting from Ochsner's, with a second by Mr. Brent Moreland. Chairperson Matt Wheeler abstained from voting and with no further discussion the motion was passed unanimously.
- Chairperson Wheeler stated that the next meeting was scheduled to be on June 3, 2022.
- Chairperson Wheeler asked if anyone had any other business to bring before the Board and no one did.

Adjournment:

There being no further business, Mr. Wheeler adjourned the meeting at 12:33 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 18, 2022. A quorum of members was present.



 Julie Moore

Passed and approved on this 3 day of June, 2022



 Seventh Planning District Consortium
 Workforce Development Board

Chairman

 Title