

The Seventh Planning District Consortium Workforce Development Board

Administrative Office

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Matt Wheeler, Chairman | Candle Sattler, Interim Director of Workforce Development

SEVENTH PLANNING DISTRICT CONSORTIUM WORKFORCE DEVELOPMENT BOARD MEETING MINUTES - DRAFT

Friday, September 25, 2020 at 11:00 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 11:00 a.m.

Chairperson Wheeler referenced the Certification Pursuant to Gubernatorial Proclamation that was in printed form on Page three 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. Julie Moore for operating and monitoring the Zoom Tele-Conference during the meeting and asked if there were any questions and there were none.

Mr. Brent Moreland, said the Pledge of Allegiance to the Flag; Mr. John Vaughan III, gave the invocation; and Ms. Susan Butler, called roll for the Board members; Mrs. Julie Moore operated and monitored Zoom Teleconference.

Members in Attendance: Treva Askey, Michael Barrett, Julie Bass, Lynne Given, Matt LaFisca, Dr. Earl W. Meador, Brent Moreland, Bruce Roberts, The Hon. Reggie Roe, Clifton Starks, John "Chuck" Vaughan III, and Matt Wheeler.

Members not in Attendance: Leighton Allen, Jeremy Ashby, Michael Chamlee, Nakeeta Demery, Mary Duncan, Eugene Fremaux II, Brandon Hillman, Victor McGee, Patricia Trim, Dakota Robinson, and David "Rocky" Rockett, Jr.

Staff Attending: Nada Attaway, Susan Butler, Julie Moore, Nicholas Olsen, Candle Sattler, and Craig Sheppert.

American Job Center Locations



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Bienville Parish
2434 Manning St.
Ringgold, LA 71068
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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) 251-5023

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

Red River Parish
615 E. Carroll St., 3rd Floor
Coushatta, LA 71019
(318) 932-9570

Sabine Parish
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Marty, LA 71449
(318) 256-2698

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Other Guest Attending: Dr. Woodrow Wilson, Dr. Gayle Flowers, and Jay Cook.

Approval of Minutes from the June 23, 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 June 23, 2020 Meeting Minutes, with a second by Mr. Reggie Roe. With no further discussion, the motion was called and approved unanimously by all the Board members. There were no abstentions or oppositions.

Approval of One-Stop Operator Proposal

- Chairperson Wheeler reminded the Board that all the details about the proposals were sent out via email to the Board a week prior to their meeting for review.
- Chairperson Wheeler opened the floor for discussion, but no one had anything to discuss.
- Chairperson Wheeler explained that they received two proposals for the One-Stop Operator, and those were Eckerd Youth Alternatives and Bossier Parish Community College.
- Chairperson Wheeler mentioned that four individuals served as reviewers for evaluating and scoring the proposals.
- Chairperson Wheeler announced that Eckerd Youth Alternatives scored the highest on the evaluations and was chosen by the reviewers to be the One-Stop Operator. He asked the Board if they had any questions about this decision.
- Mr. Starks mentioned how he thought the reviewers made a great decision choosing Eckerd Youth Alternatives and made a motion to approve Eckerd as the new One-Stop Operators. Mr. 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 of Revised WIOA Policies (Procurement Policy and ITA Policy)

- Chairperson Wheeler reminded the Board that both revised Procurement Policy and ITA Policies were emailed out to the Board before the meeting to be reviewed and notified of the changes.
- Chairperson Wheeler asked the Board if there was anyone who had any questions or discussion topics about both policies, and no one had anything to discuss.
- Mr. Clifton Starks made a motion to accept the revised Procurement Policy and the revised ITA Policy as is. Mr. Roe 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 discuss the budget and operating statements.
- Mrs. Sattler asked the Board to turn to page seven in their booklets to view the budget and operating statements chart.

- Mrs. Sattler stated that their total spent was \$139,798 leaving \$5,936,270 in their balance.
- Mrs. Sattler informed the Board that they could review page eight in their booklets where she made a chart that broke down the training expenditures for adults, dislocated workers, and youths.
- Mrs. Sattler stated that the report showed \$8,135 spent on adults, leaving \$1,034,755; \$8,049 on dislocated workers, leaving \$1,165,848; and \$12,885 on youth, leaving \$1,573,845.
- Chairperson Wheeler asked Mrs. Sattler to remind the Board that they had just started a new year and asked Mrs. Sattler when exactly that was.
- Mrs. Sattler answered that it started July 1st.
- Mrs. Attaway mentioned that the expenses that Mrs. Sattler just spoke about were only for the month of July.
- Chairperson Wheeler asked the Board if anyone had any questions and there were none.

Update on Performance Measures

- Chairperson Wheeler asked Mrs. Sattler to update the Board on performance measures.
- Mrs. Sattler asked the Board to view the WIOA performance chart on page 10 in their booklet and stated that they were doing very well in all areas of the program except the median earnings under Wagner-Peyser.
- Mrs. Sattler went on to discuss further and asked the Board if they had any questions to which no one did.

Update on Local and Regional Plan

- Chairperson Wheeler called upon Mrs. Sattler to give a brief report on the Local and Regional Plan.
- Mrs. Sattler explained they had worked to get the Local and Regional Plan posted by August 25, 2020 but the State issued guidance on August 21, 2020 with a different time frame.
- Mrs. Sattler stated that they will have the Plan posted on The CDC website by October 2, 2020, then submitted for comments and to be revised by November 20, 2020 and then submitted to the Governor by December 4, 2020.
- Mrs. Sattler asked the Board if anyone had any comments or questions and there were none.

Program Manager's Report

- Chairperson Wheeler asked Mr. Olsen to give his presentation for the Program Manager's report.
- Mr. Olsen stated that they had made quite a few changes with their staff to better serve the population and to make sure their staff had the tools they needed to do their jobs the best they could.
- Mr. Olsen went on to explain that they had created seven new positions and within that created a new youth department to better serve the youth.
- Mr. Olsen stated they hired two success coach's and divided their 10-parish region in half so that each success coach would have five parishes to cover.
- Mr. Olsen also stated that they hired a new youth business coordinator, giving them two, and they also will split the 10 parishes and cover five parishes each.

- Mr. Olsen explained that the account executives were doing the best that they could, but youth was now off their plate and they could focus solely on adults and dislocated workers.
- Mr. Olsen mentioned how a new Monitor position was created and that person will be monitoring, as well as, evaluating and inspecting all phases of WIOA program activities to ensure compliance.
- Mr. Olsen said they created a new Floater position to help bring support relief when an account executive or success coach is out of the office.
- Mr. Olsen talked about how they created a new position called the central eligibility coordinator, who's job would be to review the applications submitted online and decide eligibility, then assigns eligible candidates to the correct account executive or success coach.
- Mr. Olsen went on to explain that account executives were spending way to much time deciding if candidates were eligible for their programs, so that would free up more of their time to focus on adults, dislocated workers, and proper case management.
- Mr. Olsen stated that they also created a position for a business service representative to go out and create a business service team to help with that aspect of WIOA.
- Mr. Olsen talked about how they had started utilizing a program called Trello, which will provide standardization of workflow across the whole office that can be monitored. An example Mr. Olsen gave was if someone was out sick, someone else would be able to step in and help their participants through Trello, so no participants would fall through the cracks.
- Mr. Olsen asked the Board if they had any questions and no one did.

Monitoring Report

- Chairperson Wheeler asked Mr. Sheppert to give the monitoring report.
- Mr. Sheppert asked the Board to turn to page 15 in their booklets to view the two reports he did on Ben D. Johnson Education Training Center in Natchitoches and Coastal Truck Driving School.
- Mr. Sheppert informed the Board that in April of 2020 they started enrolling youth in Ben D. Johnson's food service and hospitality training program.
- Mr. Sheppert stated that when he did his report in July of 2020 they had enrolled 21 youth participants in that program but saw that close to 40% of participants had dropped out.
- Mr. Sheppert said that those numbers concerned them so Mr. Olsen, Mrs. Sattler, and he went and met with the staff at Ben D. Johnson to talk about the dropout rate.
- Mr. Sheppert talked about how it was a good meeting, and they hope that after talking with them and having the new success coaches for the youth those numbers will get better.
- Mr. Sheppert stated that he did a report on Coastal Truck Driving School in June of 2020, where they had 23 participants enrolled at that time.
- Mr. Sheppert talked about how CDL training is their most popular and most requested training, and that over half of the ITA's issued per year are for truck driving.
- Mr. Sheppert mentioned how over 80% of the participants in this program have completed the training and received their CDL license.
- Mr. Sheppert also mentioned that of the 80% that received their CDL license only about 1/3 obtained a job that required a CDL license so they wanted to look into that.
- Mr. Sheppert asked if any of the Board members had any questions.
- Mr. Moreland asked how many of the participants who receive their CDL are staying and obtaining jobs in that tax-paying area.
- Mr. Sheppert answered that he was not able to give an accurate answer for that question at the time.

- Mr. Moreland said that he was nervous that they spent half their funding on training participants to do a job that can be obtained across the entire United States and wants to know if participants are receiving their CDL training through their program and then possibly getting a job as a truck driver in another state.
- Mr. Sheppert stated that from the data they have received it looks 50/50 and that a lot of participants are getting jobs with major trucking firms which include long-distance driving. Mr. Sheppert said a lot of participants also get jobs locally as delivery drivers so he believed it was a good mix.
- Mr. Moreland asked if they were able to track the participants to see how many obtain jobs after CDL training.
- Mr. Sheppert answered that account executives are able to keep up with some participants but there really was no way to keep up or track all of them.
- Mr. Moreland stated he did not think it was smart to throw money at a program that they were not able to track the results and see if participants are getting jobs locally.
- Mrs. Attaway mentioned that to enroll in the program you have to be a local member of the community so she assumed most participants would want to get a job where they live locally.
- Mr. Moreland stated that he knows plenty of oilfield workers who live locally but do not work where they live.
- Chairperson Wheeler stated that it was a concern because people who might live locally but work in a different tax area are spending their sales tax elsewhere.
- Chairperson Wheeler asked if there was something they could do to work with local driving companies and somehow push our participants to get hired locally.
- Mr. Roe mentioned that was a great idea and sees "truck-drivers needed signs" locally all the time.
- Mr. Olsen answered that they could look into that but under WIOA it was ultimately the participants choice where they decide to work.
- Mr. Roe agreed but said maybe giving the participants options of local places hiring instead of them going out and looking for jobs, that might help keep more participants local.
- Mr. Moreland stated that he thought it would be a good idea to push apprenticeship's instead of focusing so much on training because with an apprenticeship the participant has a job, not being trained and then has to find one.
- Chairperson Wheeler asked Mr. Sheppert to clarify on the Ben D. Johnson Center training program as to what jobs the participants were ending up with. Chairperson Wheeler stated that CDL training is obviously training to become a truck driver but asked what jobs participants are receiving after food service and hospitality training.
- Mr. Sheppert answered that with the data received on the participants that completed the training, he did not see an actual job obtained by the participants that required the training they completed.
- Mr. Sheppert stated that the Ben D. Johnson training program was a new program, and after looking at it for a couple years if they see that jobs being obtained after training did not match the training they received then they will take a step back and look at the program and reevaluate.
- Mr. Olsen mentioned that most of the participants that are in the Ben D. Johnson program have more barriers than most of the other participants in other training programs and are not able to fill out a job application or even interview before this training.
- Mr. Olsen stated that this program is trying to get these participants ready for a community college, a culinary school, or just be able to obtain a minimum wage job.
- Mrs. Attaway added that most of the participants in the Ben D. Johnson training program were coming out of a family that has always been on public assistance and would probably be the first in their family to get off of public assistance.

- Chairperson Wheeler stated that he understood but the main goal, he believed, of the WIOA program is to get participants off public assistance and get them jobs and let them join the tax-paying community. Chairperson Wheeler mentioned that when they are working with limited funds, they need to focus on training programs that have a clear path to that goal.
- Chairperson Wheeler said that he knows everyone on the Board cares about the same goal and that is why they are donating their time to be there and that asking those questions are appreciated and are needed to make sure they keep their funding in the right areas.
- Chairperson Wheeler asked if anyone had anything else to discuss on the topic of the monitoring report, and no one did.

Personal Financial Disclosure and Ethics

- Chairperson Wheeler asked Mrs. Sattler to talk about the personal financial disclosure and ethics.
- Mrs. Sattler informed the Board to turn to page 24 in their booklets and they would find the information they needed to file their personal financial disclosures and ethics.
- 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.
- Mrs. Sattler asked if anyone had any questions and there were none.

Other Business


- Chairperson Wheeler asked if anyone had anything they would like to bring to the Board attention before they adjourn.
- Mrs. Sattler reminded the Board that the previous year they had approved the partnership with BPC and Ochsner's for training certified medical assistants.
- Mrs. Sattler stated that they did receive the paperwork for that and will be completing it in the near future and Ochsner's had a recruiting event planned in November.

Adjournment:

There being no further business, Mr. Wheeler adjourned the meeting at 12:45 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 September 25, 2020. A quorum of members was present.



 Julie Moore

Passed and approved on this 4 day of December, 2020



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