

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, June 3, 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 11:44 a.m.

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

Members in Attendance: Julie Bass, Michael Chamlee, Brandon Hillman, Matt LaFisca, Brent Moreland, Joni Nelson, Travis O' Brien, Bruce Roberts, Jayda Spillers, Clifton Starks, Matt Wheeler, and Marshette Williams.

Members Not in Attendance: Leighton Allen, Michael Barrett, Kirk Dickson, Mary Duncan, Eugene Fremaux, Teresa Hefner, Shirley Marcus, David "Rocky" Rockett, Amanda Simpson, Patricia Trim, and Fred Williams.

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

Other Guest Attending: Robin Berry, Lori Webb, Lenard Adams, and Kelly Ferrier.

American Job Center Locations



cdconline.org

Bienville Parish
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) 871-2381

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

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

Presentation from Ochsner (MA Program)

- Chairperson Wheeler informed the Board that Ms. Christina McKnight, who was the Senior Consultant for Workforce Development with Ochsner's, had a family emergency and was not able to make it to the meeting and would reschedule.

Approval of Minutes from the March 18, 2022, 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 March 18, 2022, Meeting Minutes, with a second by Mr. Matt LaFisca. With no further discussion, the motion was called and approved unanimously by all the Board members. There were no abstentions or oppositions.

Acknowledgment of the Resignation for Grant Recipient (SPPJ) and Acknowledgment of the Appointment of New Grant Recipient (RRPPJ)

- Chairperson Wheeler informed the Board that their Chief Elected Official Ricky Sepulvado and grant recipient - Sabine Parish Police Jury had decided to resign.
- Chairperson Wheeler explained that the ten parish presidents chose to appoint Red River Parish Police Jury as the new grant recipient and The Hon. Tray Murray (Parish President) as the new Chief Elected Official.
- Chairperson Wheeler stated that The Hon. Tray Murray, President of the Red River Parish Police Jury, also submitted a written statement acknowledging that he had read the Agreement and understood his role and responsibilities as the newly elected Chief Elected Official to represent the Seventh Planning District Consortium Workforce Development Board. This Agreement was emailed to the Board members prior to the meeting and did not require a vote.
- Chairperson Wheeler asked the Board if anyone had any questions or comments, and no one did.

Acknowledgment and Approval of Multi-Jurisdictional Consortium Agreement

- Chairperson Wheeler referenced the Multi-Jurisdictional Consortium Agreement that was emailed to the Board prior to the meeting for approval.
- Chairperson Wheeler stated that the Agreement was signed by all the Police Jury Presidents agreeing that The Hon. Tray Murray, President of Red River Parish Police Jury, would serve as the "Chief Elected Official" for the purposes of the WIOA, the Red River Parish Police Jury would serve as the local grant recipient, and The Coordinating & Development Corporation would serve as the grant subrecipient/fiscal agent. Chairperson Wheeler informed the Board that the Multi-Jurisdictional Consortium Agreement was emailed out to the Board for review prior to the meeting.
- Chairperson Wheeler asked if there were any questions or comments on the agreement.
- Mr. Starks mentioned that he did receive the email with all of the paperwork that they were going to be voting on and he read through all of them and did not have any issues.

- Mr. Clifton Starks made a motion to approve the Multi-Jurisdictional Consortium Agreement, with a second by Mr. Bruce Roberts. Mr. Brandon Hillman stated that he would be abstaining from the vote. With no further discussion, the motion was called and approved unanimously by all the Board members. There were no oppositions.

Approval of CEO and LWDB 70 Agreement

- Chairperson Wheeler informed the Board that the CEO and LWDB 70 Agreement was emailed out to the Board for review prior to the meeting.
- Chairperson Wheeler asked if there were any questions or comments.
- Mr. Starks wanted to confirm that Mr. Tray Murray was the person they stated was going to be their new Chief Elected Official.
- Chairperson Wheeler answered yes, that was correct, Mr. Murray from the Red River Parish Police Jury would be their new CEO.
- Mr. Brent Moreland made a motion to approve the CEO and LWDB 70 Agreement, with a second by Mr. Clifton Starks. Mr. Brandon Hillman stated that he would be abstaining from the vote. With no further discussion, the motion was called and approved unanimously by all the Board members. There were no oppositions.

Approval of Fiscal Agent Service Agreement

- Chairperson Wheeler informed the Board that the Fiscal Agent Service Agreement was emailed out to the Board for review prior to the meeting.
- Chairperson Wheeler explained that with the new CEO they needed to approve The Coordinating & Development Corporation continues to serve as their Fiscal Agent.
- Chairperson Wheeler asked if there were any questions and there were none.
- Mr. Clifton Starks made a motion to approve the Fiscal Agent Service Agreement, with a second by Mr. Bruce Roberts. Mr. Brandon Hillman stated that he would be abstaining from the vote. With no further discussion, the motion was called and approved unanimously by all the Board members. There were no oppositions.

Approval of Resolution for the LWDB 70

- Chairperson Wheeler informed the Board that the Resolution for the LWDB 70 was emailed out to the Board for review prior to the meeting.
- Chairperson Wheeler explained that with the new CEO they needed to approve again that The Coordinating & Development Corporation would be able to sign on behalf of the WIOA Board.
- Chairperson Wheeler asked if there were any questions and there were none.
- Mr. Clifton Starks made a motion to approve the Resolution for the LWDB 70, 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.

Approval of Revised Memorandum of Understanding (MOU) Agreement

- Chairperson Wheeler informed the Board that the MOU Agreement was emailed out to the Board for review prior to the meeting.
- Chairperson Wheeler stated that he did read the agreement but since it was 36 pages, he asked for Mrs. Sattler to give a brief description of the changes that were made.
- Mrs. Sattler stated there were a few signature updates due to people being replaced in their positions, Sabine Parish Police Jury was updated to Red River Parish Police Jury, and a small amount of direct square footage was added due to LWC and CDC.

- Chairperson Wheeler asked if there were any questions and there were none.
- Mr. Clifton Starks made a motion to approve the Revised Memorandum of Understanding Agreement, with a second by Mr. Matt Wheeler. With no further discussion, the motion was called and approved unanimously by all the Board members. There were no abstentions or oppositions.

Approval of LWDB 70 Policies

- Chairperson Wheeler informed the Board that the WIOA Incumbent Worker Training Contract Policy was emailed out to the Board for review prior to the meeting.
- Chairperson Wheeler asked if there were any questions and there were none.
- Mr. Bruce Roberts made a motion to approve the LWDB 70 WIOA Incumbent Worker Training Contract Policy, with a second by Mr. Brent Moreland. 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 pages seven and eight 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 \$2.6 million, leaving around \$2.3 million as of the end of April.
- Mrs. Sattler went over the Adult, Dislocated Worker, and Youth budget breakdowns in detail.
- Mrs. Sattler stated they did receive their allocation for PY22, which was \$2.9 million, which was around an 11% decrease from the previous year.
- Mrs. Sattler stated that she was working with Ms. Nada Attaway to complete the budget for PY22 and would have that ready to present at their next Board meeting.
- Chairperson Wheeler asked what amount they were allowed to carry over from the previous program year.
- Mrs. Sattler answered that they are allowed to work within two years of funding and they were probably going to end up giving around \$725,000.00 in youth funds back from PY20.
- Mr. Starks asked if the Board could request for an extension to maintain the funds that were not spent for another quarter or two, in hopes they would spend it, instead of giving it back to the state.
- Mrs. Sattler answered they could ask, but there was no guarantee that the State would let them keep it.
- Mr. Moreland stated that if the Board was going to ask for an extension, they needed to also present a plan on how they were going to spend the funds.
- Mr. Moreland said that in his experience with asking for extensions from the State, if you don't have a plan, they will not grant it.
- Chairperson Wheeler asked what the deadline for spending the PY21 funds was.
- Mrs. Sattler answered it would be June 30, 2023.
- Mr. Roberts asked what the reason for the surplus of funds was.
- Mr. Moreland answered red tape was the reason, they would be able to spend the money but there were so many rules on how they were allowed to spend the money, it made it almost impossible to actually spend.
- Mr. Roberts stated that they would probably just run into the same problem again then.

- Mrs. Sattler stated that they have been working hard on finding solutions to the surplus problem and one thing she would like to see implemented, especially for smaller municipalities, was the JAG Program.
- Mrs. Sattler added that they were hoping the in-school youth waiver would be re-approved soon, so youth funds would be able to assist in-school youth also.
- Mr. Starks asked if when they send money back to the State because it wasn't spent if the State looks at that for the next year's budget and grants them less money.
- Mrs. Sattler stated that the State allocated funds to the local areas based on formulas provided from DOL.
- Mrs. Sattler asked if anyone had any more 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 nine in their booklets to view his report.
- Mr. Olsen stated that the previous quarter was focused on growth and training new staff.
- Mr. Olsen stated they were starting to feel settled and hoped they were done with the turnover problem they were previously having.
- Mr. Olsen explained that, as with any workplace, there will be issues with coworkers learning how to work well together and get along with different personality types.
- Mr. Olsen went over how they had requested all staff take a personality test and then they all met to go over the results of the test and learn about each other.
- Mr. Olsen stated it was helpful for employees to understand people have different ways of thinking and working based off their personalities and not just because they are rude, or dislike someone.
- Mr. Olsen stated they also continue to meet in person regularly to learn the best way to work together and go over issues they are having together as a team and figure out solutions that everyone can work with.
- Mr. Olsen went over some outreach that he and other WIOA employees had been doing, including meeting with the Natchitoches School Board to discuss opportunities for in-school and out-of-school youth.
- Mr. Olsen asked if anyone had any questions.
- Chairperson Wheeler asked if having five youth workers covering two parishes each was working out, and if the way they divided up the parishes was equally distributing the workload.
- Mr. Olsen answered that currently the workload was manageable for each youth specialist but did think in the future that might be an issue.
- Mr. Olsen stated that it would depend on their budget in the future, to determine how much they could spend on staff and if they would be able to hire more workers to help with the case load.
- Mr. Olsen explained that it depended on the guidelines of the grant and how much they are allowed to spend on employees' salaries, and if they would not be able to hire more help, they might have to consider having a cut off number of WIOA participants, if they ended up having too much for the workers to be able to effectively manage.
- Mr. Olsen reiterated that at that moment workers caseloads were manageable, and those were just ideas for in the future if recruitment went well and they had a large influx of youth participants.
- Mr. Olsen asked if anyone else had any questions, and no one did.

Assistant Program Manager's Report

- Chairperson Wheeler asked Mrs. Dunlop to give the Assistant Program Manager's Report.
- Mrs. Dunlop asked the Board to turn to page 10 in their booklets.
- Mrs. Dunlop talked about how they were fully staffed and at that time all new employees had completed their new-hire training.
- Mrs. Dunlop explained that the program specialist and her were also providing ongoing training to all employees as needed.
- Mrs. Dunlop stated that they had two career specialists in their high-traffic locations that were currently only focusing on applicants there were seeking to obtain their CDL.
- Mrs. Dunlop explained that was helping the other career specialist focus on other participants and helping the CDL participants have more adequate personalized service.
- Mrs. Dunlop stated that they were always trying to increase the efficiency and effectiveness of the WIOA program, and due to that they had implemented monthly in-person trainings.
- Mrs. Dunlop explained that their first in-person monthly meeting was on May 13th, and the meeting was a success and ended up lasting the whole day.
- Mrs. Dunlop asked the Board to turn to page 11 in their booklets to view the performance measures.
- Mrs. Dunlop went over the performance measures in detail, stating that they hit all of the adult measures, half of the dislocated worker measures, and a quarter of the youth measures.
- Mrs. Dunlop stated that even though they did not hit all their measures in every category, each measurement did grow significantly from the previous quarter.
- Mrs. Dunlop 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 16 in their booklets.
- Mr. Colwick spoke about how he was working on building industry partnerships like he had talked about in the previous meeting.
- Mr. Colwick explained that he was working on combining work-based training models, particularly registered apprenticeships, with OJT.
- Mr. Colwick went into detail about how they were trying to partner with the Shreveport Electrical Joint Apprenticeship & Training Committee (JATC) as well as electrical contracting employers in their area.
- Mr. Colwick also talked about how he was collaborating with training providers, mostly career colleges and truck driving schools to identify employers that could potentially be a match for our OJT program.
- Mr. Colwick stated that moving forward Business Services plans to make apprenticeships a part of a talent development systems approach for other industry sectors to provide long-term sustainability of their programs, specifically OJT.
- Mr. Colwick went over their current active and processing OJT contract.
- 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 22 in their booklet to view the Program Monitor Report.
- Mr. Sheppert talked about how there were four technical colleges in their region and how Mrs. Linda Hines and he reviewed issued ITA's to 40 participants attending a variety of those campuses.
- Mr. Sheppert explained that of the 40 participants; 14 had successfully completed their training, 13 were still active in training, 12 had dropped out from their training, and 1 participant's training completion status was undetermined.
- Mr. Sheppert also talked about how they decided to take a closer look at how their case managers were going about evaluating that an applicant was unlikely to return to their previous industry or occupation of employment.
- Mr. Sheppert stated that they selected files for 13 of their Dislocated Worker participants to see if a standard form had been completed for each participant.
- Mr. Sheppert said that they found that the form had been completed for all but one of the 13 Dislocated Worker participants.
- Mr. Sheppert stated that one measure that had not done well with for the first two quarters of the program year was the Dislocated Worker Employment Q2 measure, which was the percentage of Dislocated Worker participants who were employed during their second post-exit quarter.
- Mr. Sheppert talked about how through a predictive roster, they identified 26 Dislocated Worker participants whose outcome for the Employment Q2 measure would be reported during the last quarter of the program year.
- Mr. Sheppert explained that they looked in HiRE to see if the 26 participants' second post-exit quarter follow-up had been completed by a staff member.
- Mr. Sheppert stated that no follow-up contact activity had been completed for 7 participants, 12 participants were found to be employed during their second post-exit quarter, and the remaining 7 participants were found to be unemployed.
- Mr. Sheppert explained that they reviewed those results with Mrs. Sattler, Mr. Olsen, and Mrs. Dunlop and everyone was made aware.
- Mr. Sheppert asked if anyone had any questions.
- Mr. Olsen stated that he wanted to explain that the post-exit measure issue was that a lot of participants were missed during their turnover problem, and it seemed that a lot of employees were waiting till the last minute to reach out and make that post-exit connection and would run out of time.
- Mr. Olsen explained that they did do a follow-up training on how the employees need to spread the post-exit follow ups out and put aside time every week to reach out to those participants, so it did not stack up at the end of the quarter and not get done.
- Mr. Olsen thanked Mr. Sheppert for his report and making them aware of the issue so they were able to fix it and wanted to let the Board know they were implementing changes to work on the issue.
- Mr. Sheppert commented that follow-up after a participant had exited the program was very difficult.
- Chairman Wheeler asked how case managers reached out to participants for follow-ups.
- Mr. Sheppert answered that they used all forms of communication including phone calls, emails, letters, and even text messages.
- Mr. Sheppert asked if anyone had any questions.

- Chairperson Wheeler asked if in the future the Youth WIOA employees could present what active programs they were working on, what opportunities came up, and who they were reaching out to.
- Chairperson Wheeler asked why, if there was not a lack of people applying, were they lacking in spending the youth funds.
- Mr. Olsen answered that there was a huge intake of adult and dislocated worker applications, but the youth amount was much smaller.
- Mr. Olsen stated that they had just had a meeting with youth employees discussing what they could do to keep youth from dropping out of the program.
- Mr. Olsen explained that it started at the very beginning and making sure the youth participant was sure in the direction they wanted to take, to make sure that it would eventually lead to employment that was a good fit for them.
- Mr. Starks asked if a youth participant had started in a program but realized six weeks in it wasn't something they really wanted to do for the rest of their life, would they be able to change their mind and start a different degree program.
- Mr. Olsen answered no, they were not allowed to change programs, and that's why the youth specialist sit down and spend a lot of time at the beginning with the youth participant to make extremely sure that is the direction they want to go in.
- Chairperson Wheeler asked if there were any more questions and there was none.

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 24 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 stated that her high priority goals the previous quarter included continued outreach and event coordination for partners of the One-Stop, furthering the interaction of community partners, working to engage partners with the American Job Center programs, working with the Workforce Development Board Director regarding reallocation of the Memorandum of Understanding, and negotiating the Infrastructure Funding Agreement (IFA).
- Mrs. Berry explained that joint efforts resulted in the City of Natchitoches partnering with WIOA for the Summer Work Experience Program which would give youth the opportunity to gain skills and earn wages while participating in that program.
- Mrs. Berry talked about how her future goals were to cross-train staff in coordination with community partners to streamline service delivery and create referrals.
- Mrs. Berry stated she would also be focusing on increasing foot traffic in the American Job Center by hosting community events and training seminars.
- Mrs. Berry asked if anyone 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, so if anyone had not done that, they needed to get it done as soon as possible.
- Mrs. Sattler asked the Board if anyone had any questions, and no one did.

Other Business

- Chairperson Wheeler stated that the next meeting was scheduled to be on September 9, 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, Chairperson Wheeler adjourned the meeting at 12:52 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 June 3, 2022. A quorum of members was present.



Julie Moore

Passed and approved on this 9 day of September, 2022



Seventh Planning District Consortium
Workforce Development Board

Chairman

Title