



# THE COORDINATING & DEVELOPMENT CORPORATION

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Jack “Bump” Skaggs, President and CEO

## SEVENTH PLANNING DISTRICT CONSORTIUM WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Wednesday, September 11, 2019 at 11:30 a.m.

Veteran’s Network Center, Bossier City, LA

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

Mr. Matt Wheeler, Chairperson for The Seventh Planning District Workforce Development Board, called the quarterly meeting to order at 11:30 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, Administrative Assistant to the Workforce Development Board, called roll for the Board members and recorded the minutes.

Members in Attendance: Leighton Allen, Jeremy Ashby, Michael Barrett, Julie Bass, Nakeeta Demery, Ashley Ezell, Lynne Given, Patrick Harrington, Brandon Hillman, Matt LaFisca, Dr. Earl Meador, Brent Moreland, Bruce Roberts, Dakota Robinson, John “Chuck” Vaughan III, and Matt Wheeler.

Members Not in Attendance: Treva Askey, Michael Chamlee, Mary Duncan, Eugene Fremaux II, Victor McGee, Patricia Moore, David R. Rockett Jr, The Hon. Reggie Roe, and Clifton Starks.

Staff Attending: Susan Butler, Katie Davis, Latrina Heard, Nicholas Olsen, Angie Rymer, Craig Sheppert, Mary Helen Simms, Jack “Bump” Skaggs, Madyson Touchton, and Melissa Upp.

Other Guests Attending: Alyssa Belsome (Ochsner), Mechelle Broussard (LWC), Bruce Busada (Diesel Driving Academy/Ayer’s Career College), Donna Brant (Guest of Lynne McCoy), Bridgette Clark (City of Shreveport), Dr. Gayle Flowers (BPCC), Trevor Howell (Guest of Leighton Allen), Jacques Lasseigne Jr (LWC), Allen Lawrence (Allen Lawrence Civil Law), Lynne McCoy (BPCC), Christina McKnight (Ochsner), Arien Ragster (Shreveport Job Corps, MINACT Inc.), Candle Sattler (One-Stop Community Solutions, Inc.), Nathan Schlichtemier (Caddo Parish Commission), and Herman Vital (City of Shreveport).

New Board Member: Victor McGee, Shreveport Job Corp, MINACT Inc.

New CDC Staff: Katie Davis, new account executive for DeSoto and Red River Parishes and Latrina Heard, new account executive for Claiborne and Webster Parishes.

## II. Review of Correspondence:

There was no correspondence to be presented at this time.

## III. Old Business:

### a. Approval of Minutes:

Mr. Wheeler presented the Workforce Development Board Meeting minutes dated June 19, 2019 and stated that the minutes were emailed to all the board members in printed form without modification. Mr. Bruce Roberts motioned to approve the minutes, and Mr. Patrick Harrington seconded the motion. The motion was unanimously approved by all Board members: Board members who approved the minutes were: Leighton Allen, Jeremy Ashby, Michael Barrett, Julie Bass, Nakeeta Demery, Ashley Ezell, Lynne Given, Patrick Harrington, Brandon Hillman, Matt LaFisca, Dr. Earl Meador, Brent Moreland, Bruce Roberts, Dakota Robinson, John "Chuck" Vaughan III, and Matt Wheeler. There were no abstentions or oppositions.

## IV. New Business:

### a. Oath of Office:

Mr. Allen Lawrence, Notary for Allen W. Lawrence Civil Law, administered the Oath of Office and the following Board members were sworn in to be a member of the Seventh Planning District Consortium Workforce Development Board: Leighton Allen, Jeremy Ashby, Patrick Harrington, and Matt Wheeler.

### b. Approval of WIOA 2019-2020 Budget:

Ms. Angie Rymer, Director of Workforce Development for CDC, directed the Board's attention to the WIOA 2019-2020 budget. She stated that the grant allocation had recently been provided by LWC. The 2019-2020 WIOA budget on Page 6 of the Quarterly Report is being proposed to support all WIOA funded programs. This budget is being proposed for board approval.

Mr. Wheeler presented the WIOA 2019-2020 budget in printed form and subject to modifications. Mr. Bruce Roberts motioned to approve the WIOA 2019-2020 budget and Mr. Patrick Harrington seconded the motion. The motion was unanimously approved by all the Board members: Board members who approved the WIOA 2019-2020 budget were: Leighton Allen, Jeremy Ashby, Michael Barrett, Julie Bass, Nakeeta Demery, Ashley Ezell, Lynne Given, Patrick Harrington, Brandon Hillman, Matt LaFisca, Dr. Earl Meador, Brent Moreland, Bruce Roberts, Dakota Robinson, John "Chuck" Vaughan III, and Matt Wheeler. There were no abstentions or oppositions.

### c. Approval of Ochsner Contract:

Ms. Rymer introduced Ms. Christina McKnight, Senior Consultant of Workforce Development with Ochsner Health System, and stated that WIOA LWDA 70 and LWDA 71, Bossier Parish Community College, and Ochsner will partner to provide a Medical Assistant Program. Ms. Rymer said that Ms. McKnight will be showing a PowerPoint presentation about the program and afterwards, the contract will require a Board vote.

Ms. McKnight began by giving a brief presentation of Ochsner's history, their vision, and their mission.

She said that the Medical Assistant Training Program is designed for WIOA eligible candidates. It is a comprehensive six-month program; instructor-led, lab practicum, and hands-on supervised clinical activity training in all the tasks a Medical Assistant needed to perform their daily jobs. The eligibility requirement was that the participant had to be 18 years old or older, must possess a high school diploma or GED, and successfully pass a criminal background check and drug screen test.

The process will begin with a press release that will go out to the American Job Centers and Ochsner staff. Shortly after the press release, an information session would be held with the community to explain the program. The application will only be open for four days. Participants will be encouraged to apply online with Ochsner, and Ochsner will then forward that application to the American Job Center to determine eligibility. A pre-screening test will then be administered.

At this time, Ochsner will arrange a phone screen with the top applicants, and panel interviews will be conducted. A health, drug, and criminal screening will follow. A program orientation with the participant will then be scheduled, and class would start. The program consisted of Didactic Instruction, Academic Career Readiness, Licensed Clinical Social Worker or Counselor, Job Shadowing, Business Essential Skills, Experiential Learning (including a 4-week, 8-hour a day Externship) and Certification Exam Prep.

At the end of the program, the participant will graduate with four certifications: Certified Clinical Medical Assistant (CCMA), American Heart Association Basic Life Support (BLS)/Cardiopulmonary Resuscitation (CPR), Certified EKG Technician (CET), and Certified Phlebotomy Technician (CPT). Ms. McKnight ended by saying that Ochsner has established a training program that would allow the Certified Clinical Medical Assistant to move up in training. She said the Certified Clinical Medical Assistant would start out making \$12 an hour, could go back to school for further training and move up to a Licensed Practical Nurse (LPN) making \$15-\$17 an hour.

There were several questions. Mr. Wheeler then called for a vote. Mr. Bruce Roberts moved to approve the Ochsner Contract to train Medical Assistants at Bossier Parish Community College and Mr. Patrick Harrington seconded the motion. The motion was unanimously approved by all Board members: Board members who approved the Ochsner contract were: Leighton Allen, Jeremy Ashby, Michael Barrett, Julie Bass, Nakeeta Demery, Lynne Given, Patrick Harrington, Matt LaFisca, Dr. Earl Meador, Brent Moreland, Bruce Roberts, John "Chuck" Vaughan III, and Matt Wheeler. Mr. Dakota Robinson, Ms. Ashley Ezell, and Mr. Brandon Hillman abstained from voting. There was no opposition.

d. Business Services Report:

Ms. Mechelle Broussard, Business Consultant for the Louisiana Workforce Commission, directed the Board's attention to her report pages 7 and 8 of the Workforce Development Board's Quarterly Report. She stated that her job was to help businesses recruit workers in addition to administering the WIOA On-the-Job-Training Program (OJT). Currently, the WIOA Program has 13 OJT contracts with an OJT participant employed in 10 of those contracts. Ms. Broussard stated that she organized and hosted a job fair for Sodexo Magic at the Lincoln Parish Business and Career Solutions Center on July 16, 2019.

Sodexo won a 10-year contract as the Grambling State University Dining Hall/Food Service Contractor. Approximately 106 job seekers attended the job fair, and 41 were hired. Another job fair for Sodexo was held on August 29, 2019. In October, LWC will host another job fair for Sodexo at Grambling State University to fill another 20 positions such as: Cooks, catering cooks, food service workers, and utility workers. Ms. Broussard ended by saying that she is currently trying to help businesses recruit seasonal workers by posting the jobs on LWC's HiRE Website. Should a Board member need to contact her, please contact [mbroussard@lwc.la.gov](mailto:mbroussard@lwc.la.gov). There were no questions.

e. One-Stop Operator's Report:

Ms. Candle Sattler, One-Stop Operator for One-Stop Community Solutions, Inc. directed the Board's attention to her report on pages 9-12 of the Workforce Development Board's Quarterly Report. She stated that over 16,000 individuals had come through the Business and Career Solutions Centers since January of 2019. Mr. Wheeler asked why Natchitoches Parish numbers were higher in demographics than any of the other parishes. Ms. Rymer answered that Natchitoches has two or three large employers who continually use our services at the Natchitoches office, and the Workkeys testing is also conducted at the Natchitoches office. Ms. Sattler then noted that as of August 31, 2019, the WIOA Classroom Training Program had enrolled 181 adults, 62 dislocated workers, and 75 youth.

Ms. Sattler stated that they had met all the performance measures except for the credential attainment on the Fourth Quarter Performance Report. The adults came in 10% under the performance, dislocated workers were at 7%, and youth was at 19%. Credential attainment, not only for our area is a challenge; however, it is also a state-wide challenge as well. CDC is going to continue to try to meet the goals that LWC requires. There were no questions.

f. Monitoring Report:

Mr. Craig Sheppert, Senior Monitor and EO Coordinator for The Coordinating & Development Corporation, directed the Board's attention to pages 13 and 14 of the Workforce Development Quarterly Report and stated that he and Mr. Nicholas Olsen on July 31, 2019 monitored and reviewed the OJT contract with Green Clinic a large healthcare provider in Lincoln Parish.

The company currently obligates \$238,394 in WIOA On-the-Job (OJT) funds and 49 OJT training slots were distributed among eight healthcare-related occupations. At the time of the monitoring visit, 17 WIOA participants were hired through the contract for the Medical Receptionist position and Medical Office Account Specialist. As part of the contract review, they found that seven participants had terminated their employment before completing their OJT training either voluntary or involuntary termination. Three participants who were interviewed disclosed that they had previously worked in jobs similar to their OJT positions. There were no questions.

g. Youth Report:

Ms. Mary Helen Simms, Youth Coordinator for The Coordinating & Development Corporation, directed the Board's attention to her report on pages 15 and 16 of the Workforce Development Quarterly Report and stated since June of 2019, LWDA 70 had enrolled thirty-one new youth in the WIOA Youth program and complimented all the WIOA staff for making that possible. Ms. Simms stated that she was actively out in the community recruiting youth for the WIOA Youth program.

Ms. Simms commented on the Youth Initiative at the Ben D. Johnson Education Center and stated that it was a pilot program that seemed to be a very good program. Not only did it provide training, but also provided a work experience in Culinary Arts right there at the center. The students were learning a skill, as well as, taking that skill and learning to work with it before they left for unsubsidized employment in the workforce. She ended by saying if any Board member knew of some youth that may be able to use our services or a worksite she needed to visit, to please contact her at [msimms@lwc.la.gov](mailto:msimms@lwc.la.gov). There were no questions.

h. Youth Work Experience:

Ms. Melissa Upp, Youth Placement Coordinator for The Coordinating & Development Corporation, directed the Board's attention to her report on page 17 of the Workforce Development Quarterly Report and stated that she reaches out to all active youth 17-24 years-old parish-wide in Northwest Louisiana to see if they were looking for any type of job placement. Most of these youth have little to no work experience and unfortunately employers are looking for trained workers. Ms. Upp stated that she tries to place the youth in a training environment similar to their training so that the skills that they acquired would be transferable to their new future employment. The great thing about work experience is that it can be completed before, during, or after a training component.

Since the last quarter, Ms. Upp has enrolled six youth at different worksites in the following parishes: Caddo, Claiborne, DeSoto, Red River, Sabine, and Webster. Ms. Upp ended by saying that if a Board member knew of an organization that would benefit from our youth work experience program to please contact her at [mupp@cdconline.org](mailto:mupp@cdconline.org). There were no questions.

**V. Other Business:**

a. Personal Financial Disclosure and Ethics:

Ms. Rymer stated that as a Workforce Development Board member, they were required to submit their Personal Financial Disclosure to the Louisiana Board of Ethics by May 15 annually and to call the CDC office should a member need a copy of the form. She reminded the Board that they were required by law to take the ethics training on-line by December 31, 2019. The ethics training website is <http://ethics.la.gov/SeminarRegistration/>. Ms. Rymer said that this was very important to maintain membership on the Board and failure to comply with the training or filling out the Personal Financial Disclosure could result in a serious fine of \$1,500 or more.

**VI. Next Workforce Development Board Meeting:**

Mr. Wheeler stated that the next Seventh Planning District Consortium Workforce Development Board Meeting would convene on Wednesday, December 4, 2019, at International Paper Inc., in Mansfield, LA. He also extended the invitation to Mr. Herman Vital, Director of Workforce Development Board 7. Ms. Given stated that Board members were to RSVP for the Board meeting, also RSVP for the tour, so personal protected equipment will be available.

**VII. Adjournment:**

Ms. Rymer directed the Board's attention to page 1 of the Workforce Development Quarterly Report and noted that September was National Workforce Development Month. She commented to the Board, as well as, to CDC and LWC staff how much they were appreciated. Seventy-four participants were enrolled in August, which was an incredible number for our parishes.

This could not have been accomplished without the Board approving programs and the persistence of the staff to follow through. Mr. Wheeler asked if there was any further business to come before the Board at this time. There being no further business, the meeting was adjourned at 12:45 p.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 September 11, 2019. A quorum of members was present.



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Susan Butler