



THE COORDINATING & DEVELOPMENT CORPORATION

5210 Hollywood Avenue • P.O. Box 37005 • Shreveport, Louisiana 71133-7005  
Phone/TDD: (318) 632-2022 • Fax: (318) 632-2099 • E-mail: [info@cdconline.org](mailto:info@cdconline.org)  
Website: [www.cdconline.org](http://www.cdconline.org)

Jack "Bump" Skaggs, President and CEO

**SEVENTH PLANNING DISTRICT CONSORTIUM  
WORKFORCE DEVELOPMENT BOARD MEETING MINUTES**

Wednesday, December 4, 2019 at 11:30 a.m.  
International Paper, Inc., Mansfield, LA

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

Ms. Lynne Given, Vice-Chairperson of the Seventh Planning District Workforce Development Board called the quarterly meeting to order at 11:30 a.m. Mr. Brent Moreland, Business Manager with the International Brotherhood of Electrical Workers Local 194, led the Pledge of Allegiance to the American Flag; Mr. John "Chuck" Vaughan III, Rehabilitation Regional Manager 2 with Louisiana Rehabilitation Services, gave the invocation; and Mr. Nicholas Olsen, Monitor for The Coordinating & Development Corporation, called roll for the Board members and recorded the minutes.

Members in Attendance: Leighton Allen, Treva Askey, Julie Bass, Michael Chamlee, Lynne Given, Matt LaFisca, Victor McGee, Dr. Earl W. Meador, Brent Moreland, Dakota Robinson, Clifton Starks, and John "Chuck" Vaughan III.

Members Not in Attendance: Jeremy Ashby, Michael Barrett, Nakeeta Demery, Mary Duncan, Ashley Ezell, Eugene Fremeaux II, Patrick Harrington, Brandon Hillman, Patricia Moore, Bruce Roberts, David "Rocky" Rockett Jr., Reggie Roe, and Matt Wheeler.

Staff Attending: Katie Davis, Nicholas Olsen, Angie Rymer, Craig Sheppert, Mary Helen Simms, Chardia Veal, and Melissa Upp

Guests Attending: Louisiana Workforce Commission staff included Mechelle Broussard, Jay Cook, Jacques Lasseigne Jr., Steve Posey, and Brian Teegardin.

**II. Review of Correspondence:**

There was no correspondence to be presented at this time.

### **III. Old Business:**

#### **a. Approval of Minutes:**

Ms. Given presented the Workforce Development Board Meeting minutes dated September 11, 2019 in printed form without modification. Mr. Clifton Starks motioned to approve the minutes, and Dr. Earl Meador seconded the motion. The motion was unanimously approved by all the Board members. Board members that approved the minutes were: Leighton Allen, Treva Askey, Julie Bass, Michael Chamlee, Lynne Given, Matt LaFisca, Victor McGee, Dr. Earl W. Meador, Brent Moreland, Dakota Robinson, Clifton Starks, and John "Chuck" Vaughan III. There were no questions, abstentions, or oppositions.

- b. Then, Ms. Given presented the Workforce Development Board Meeting minutes dated October 15, 2019 in printed form without modification. Mr. Clifton Starks motioned to approve the minutes, and Mr. Matt LaFisca seconded the motion. The motion was unanimously approved by all the Board members. Board members that approved the minutes were: Leighton Allen, Treva Askey, Julie Bass, Michael Chamlee, Lynne Given, Matt LaFisca, Victor McGee, Dr. Earl W. Meador, Brent Moreland, Dakota Robinson, Clifton Starks, and John "Chuck" Vaughan III. There were no questions, abstentions, or oppositions.

### **IV. New Business:**

Ms. Rymer thanked Ms. Givens for hosting the quarterly Workforce Development Board meeting at her facility. She said this was the perfect opportunity for Board members to see how the Workforce Innovation and Opportunity Act (WIOA) participants, as well as, employers benefited from the program. The Board members are able to see the WIOA customers training in progress and moving into long-term employment with a global company that offered infinite career advancement options.

#### **Business Services Report:**

Ms. Mechelle Broussard, Business Consultant with the Louisiana Workforce Commission, stated that in the last quarter she had attended a few job fairs in the Region: Northwest Louisiana Technical Community College (NWLTC) Job Fair in Minden. NWLTC hosted this event for their students that would be graduating in December of 2019; Bossier Parish School for Technology and Innovative Learning (BPSTIL) Job Fair. This job fair was held for students in the CNA and Welding Programs that were graduating in December of 2019. Ms. Broussard commented that at this job fair, she volunteered and assisted with mock interviews before and after the job fair for the students to get experience with interviewing. She also attended the Louisiana National Guard Youth Challenge Program Career Fair and later was invited to speak at the Youth Challenge JAG Class. She spoke on job seeker services, resumes, application rules, interview tips, and how to search for a job on the LWC website.

Ms. Broussard attended and emceed the Northwest Louisiana Society for Human Resource Management (NWLASHRM) Diversity Conference and later partnered with them at the "Create Your Future" event. She had a table with information regarding Louisiana Workforce Commission's services, as well as, providing resume assistance and interview tips. She visited with Young Williams, an employer at the Louisiana Boardwalk in Bossier. Young Williams is a call center for the Louisiana Department of Child and Family Services. They were looking for Customer Service Representatives. Several were referred and hired through the job center by Young Williams.

Ms. Broussard along with Mark King and Jacques Lasseigne Jr. were invited to meet with the HR Manger at Libby Glass concerning job openings that were available at the plant. After the meeting, they were welcomed to take a tour of the plant.

Ms. Broussard is assisting other employers posting jobs and finding applicants. She posted an attendant job on the LWC website for the Soap Opera Laundry Mat. Ms. Broussard said that she is presently talking to a new company that is out of Baton Rouge that will be hiring in DeSoto Parish. She said that there were several retail positions still open and available for the holiday season. Ms. Broussard ended by saying that they currently have 11 active OJT contracts. Ms. Broussard may be contacted at (318) 741-2759 or [mbroussard1@lwc.la.gov](mailto:mbroussard1@lwc.la.gov). There were no questions.

#### One-Stop Operator Report:

Ms. Rymer stated that our One-Stop Operator was unable to attend the meeting, but should anyone have a question concerning her report, Ms. Sattler may be contacted at (318) 632-2022 or [onestoplouisiana@gmail.com](mailto:onestoplouisiana@gmail.com).

#### Incumbent Worker Training Program (IWTP) Report:

Mr. Jay Cook, IWTP Program Advisor with the Louisiana Workforce Commission, stated that they currently have a one-year contract with International Paper and the contract was up for renewal when this current contract ends. He spoke briefly about the partnership between Training Logic and Louisiana Delta Community College out of Monroe and said that has been one of the finest partnerships in the state.

Mr. Cook stated that he has 23 grants around the Shreveport area and approximately 32 grants in the Baton Rouge area. Benteler Steel was one of the largest grant contracts with approximately \$600,000. He said last year, Benteler partnered with Bossier Parish Community College (BPCC) to form a mechanical apprenticeship training program. He said because the type of equipment that the grant provided to this training provider, other employers were able to benefit from this training as well. Ms. Given asked if BPCC would own the equipment once the grant ended? Mr. Cook replied yes, that the equipment would be given to the training provider.

Mr. Cook said the funding for the grants were administered each year in May and the largest quarter for employer funding was always going to be the first quarter of each year. He stated that the funding for IWTP was paid through the unemployment insurance. Mr. Cook stated that it was an excellent tax return on the employer's investments by setting up a training program that would help enhance the skills of their employees. Mr. Cook may be contacted at (318) 741-7371 or [jcook@lwc.la.gov](mailto:jcook@lwc.la.gov). There were no questions.

#### Rapid Response Services Report:

Mr. Steve Posey, Rapid Response Coordinator with the Louisiana Workforce Commission, began by saying that anytime there is a mass layoff or a WARN notice issued of a business layoff or closing, Rapid Response is notified. Mr. Posey stated that he contacts the employer and schedules an appointment to conduct an on-site Rapid Response Orientation for the employees. The Louisiana Workforce Commission staff along with The Coordinating & Development Corporation staff are also invited to attend the orientation. At the orientation, they talk to the employees about unemployment insurance, who to contact, how to file a claim, as well as, training services that the WIOA program provides, and job openings.

Every employee was given his business card and email contact information, so they could get in touch with him at any given time. He commented that there are times where an employee is not notified of a layoff nor is the Rapid Response office notified of a layoff until an employee shows up at the Business and Career Solutions Center. At that time, they focus on helping that employee become aware of our services, as well as, to get in touch with the employer to see what type of layoff occurred and what services could be offered.

He said the Rapid Response goal is to implement a preventive measure to the employees either before they are laid off or be able to give them information that they could obtain from the local office about training in hopes to get the employees skills upgraded and back into a new in-demand occupation.

Mr. Posey stated that Frank Consumer Products in Ruston closed on October 31, 2019 and the jobs were moved to Canada. Approximately 50 employees were affected. TAA services was approved before the closure so the employees were able to benefit from the TAA services. Six employees out of the 50 were able to get into Diesel Driving Academy through our WIOA program and will be ready to go to work once their training is complete.

AEP/SWEPCO had laid-off roughly 200 employees. He said that LWC and CDC hosted a job fair at the company's site and invited approximately 15 employers. He stated that some of the laid-off employees were hired by these employers and OJT contracts were written with other employers. Mr. Posey commented that even though online retails sales was booming, they expect to see more brick and mortar stores closing or laying off over the next 24 months. He noted that Kitchen Collections at the Boardwalk will be closing soon. He met with this employer and dropped packets off to their employees.

Mr. Posey stated that he was also involved in business engagement where he makes five to six visits a week to potential employers that maybe laying off in the future. The goal is to build a relationship with that employer early before an actual layoff occurs. Mr. Posey ended by saying that he liked meeting with employers and visiting with businesses about Rapid Response. He asked the board to keep him in mind, should they know of a business that was about to close or layoff some of their employees. Mr. Posey may be contacted at (318) 741-7193 or [sposey@lwc.la.gov](mailto:sposey@lwc.la.gov). There were no questions.

#### Monitoring Report:

Mr. Craig Sheppert, Senior Program Monitor and EO Coordinator with The Coordinating & Development Corporation directed the Board's attention to page 13 of the Quarterly Report and gave a brief statement on his visit with Mr. Leo Turner (LWC's Equal Opportunity Compliance Officer). Mr. Sheppert stated that he and Mr. Olsen accompanied Mr. Turner to several of the Business Career and Solutions Centers to visually inspect the centers for handicapped accessibility. He said Mr. Turner interviewed at least one staff member at each center. At the conclusion of Mr. Turner's visit, he met with Mr. Sheppert and Ms. Rymer and characterized some minor deficiencies that CDC needs to correct when Mr. Turner's report is finalized. Mr. Sheppert said that his next monitoring visits would be with Diesel Driving and Boise Cascade. Mr. Olsen stated that he and Mr. Sheppert try to do a monitoring visit at least once in a six-month period with the participant and the employer. Mr. Sheppert or Mr. Olsen may be contacted at (318) 632-2022 or [csheppert@cdconline.org](mailto:csheppert@cdconline.org) or [nolsen@cdconline.org](mailto:nolsen@cdconline.org). There were no questions.

#### Youth Report:

Ms. Simms, Youth Coordinator with The Coordinating & Development Corporation, directed the Board's attention to pages 14 and 15 of the Quarterly Report and stated that in the last quarter, she along with all the other account executives attended a state-wide youth training in Monroe. She noted that overall the training was very informative and refreshing. Ms. Simms mentioned that CDC has partnered with the Ben D. Johnson Education Center in Natchitoches. The students between the ages of 17 and 24 learn a skill, as well as, take advantage of work experience on-site. She said presently, the students are learning culinary arts and gaining experience in that field. She thanked Chardia Veal, Account Executive in Natchitoches and Melissa Upp, Youth Placement Coordinator for their involvement with this partnership. She ended by saying that she was always looking for more partnerships, as well as, more creative and innovative ways to recruit youth into the WIOA program. Ms. Simms may be contacted at (318) 371-3024, Ext. 103 or [msimms@lwc.la.gov](mailto:msimms@lwc.la.gov). There were no questions.

Ms. Rymer thanked Victor McGee, Shreveport Job Corps Director, for coming to the meeting. She said that CDC will be partnering with Job Corps on a weekly or bi-weekly basis to capture some of the youth that was in the Job Corps program. Mr. McGee replied that it was a win-win partnership and he hoped that this will build a stronger relationship between the two entities.

#### Youth Work Experience:

Ms. Upp directed the Board's attention to page 16 of the Quarterly Report and stated that we have eight participants in work experience at different worksites within our parishes and five pending. She stated that over the last quarter she has talked to many employers about work experiences and has set-up interviews for her youth participants. She noted that 20% of our funds must be spent on youth work experience and felt that we have surpassed that for 2019. Ms. Upp stated that she finds an employer that is willing to take a chance on a youth and a contract is written for six months. During that six months, WIOA will pay for that participant's salary. The salary is calculated in two different ways. The employer either gives Ms. Upp a job description and they choose the hourly rate or Ms. Upp has a chart from the Louisiana Workforce Commission that shows the average wage for that job description. After the six months, the employer has the option to hire or not hire that youth. Ms. Upp stated that all work experience participants are contracted through Jean Simpson Personnel Services and workman's comp is covered through Jean Simpson. Ms. Upp may be contacted at (318) 315-3100 or [mupp@cdconline.org](mailto:mupp@cdconline.org). There were no questions.

#### **V. Other Business:**

Ms. Rymer acknowledged Mr. Brian Teegardin, Senior State Manager with the Louisiana Workforce Commission from Baton Rouge and thanked him for his attendance at our meeting. She said Mr. Teegardin is the liaison between our local office and the Baton Rouge office.

#### Personal Financial Disclosure and Ethics:

Ms. Rymer stated that as a Workforce Development Board member, they are 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 are 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 is 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:**

Ms. Given stated that the next Seventh Planning District Consortium Workforce Development Board Meeting would convene on Wednesday, March 11, 2020.

**VII. Adjournment:**

There being no further business, the meeting was adjourned at 12:36 p.m. After the meeting, a group picture was taken of all those that attended the meeting. Then Ms. Given supplied each Board member and guest with a badge, hard hat, safety glasses, ear plugs, and a high visible vest for the plant tour. These supplies were provided by IP. Ms. Given acknowledged the tour guides – Mr. Aaron Homes, an engineer from the products departments and Mr. Alex Haggblom an engineer from the pole mill department.

**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 December 4, 2019. A quorum of members was present.



\_\_\_\_\_  
Susan Butler

Passed and approved on this 23 day of June, 2020

  
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Seventh Planning District Consortium  
Workforce Development Board

Chairman  
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Title