

# 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, April 12, 2024, 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 11:32 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: Michael Barrett, Julie Bass, Chad Bynog, Teresa Hefner, Laura Lyles, Shirley Marcus, Steven Mayeux, Brent Moreland, Joni Nelson, Bruce Roberts, David "Rocky" Rockett, Renee Sears, Amanda Simpson, Erica Smothers-Franklin, Clifton Starks, Teresa Walton, Wayne Watley, and Matt Wheeler.

Members Not in Attendance: Eugene Fremaux, Brandon Hillman, Matt LaFisca, Sarah Rollins, and Patricia Trim.

Staff Attending: Mark Colwick, Chaquana Harper-Wells, Rachel Milner, Julie Moore, Kisha Newsom, Nicholas Olsen, Natalie O'Rourke, Candle Sattler, and Craig Sheppert.

Other Guest Attending: Shelia Bumcon

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## **Public Comment**

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

## **Acknowledgement of LWDB Member Resignation**

- Chairperson Wheeler let the Board know that their Chief Elected Official had accepted the resignation of Ms. Lori Webb.
- Chairperson Wheeler stated that at that time DCFS had not nominated a replacement for Ms. Webb.

## **Approval of Minutes from the October 23, 2023 and January 31, 2024 Workforce Development Board Meetings**

- Chairperson Wheeler stated that the minutes from both meetings were sent out to the Board before the meeting for their review.
- Chairperson Wheeler asked if anyone had any questions about the minutes and no one did.
- Mr. Clifton Starks made a motion to accept the October 23, 2023 Workforce Development Board Meeting Minutes, with a second by Ms. Amanda Simpson.
- With no further discussion the minutes were approved unanimously.
- Mr. Clifton Starks made a motion to accept the January 31, 2024 Workforce Development Board Meeting Minutes, with a second by Ms. Laura Lyles.
- With no further discussion the minutes were approved unanimously.

## **Review and Approval of LWDA 70 Revised Policies**

- Chairperson Wheeler stated that The Coordinating & Development Corporation Board of Directors Approved revisions to their Policies and Procedures Manual and their Travel Policy on March 21<sup>st</sup>, 2024.
- Chairperson Wheeler stated that those policies also needed to be reviewed and accepted by the WIOA Board of Directors.
- Chairperson Wheeler stated that both policies were sent out prior to the Board meeting for their review.
- Chairperson Wheeler asked if there were any questions regarding the policies.
- Mr. Starks asked if they could explain what changes exactly were made.
- Mrs. Sattler went over the changes that were made to the Travel policy in detail, including allowing per diem based off the GSA website, and how an employee signs out the company car.

- Mrs. Sattler explained that most changes to the CDC Policies and Procedures Manual were to align with the updated travel policy, but also allowed the CEO to deduct PTO from employees who were continuously tardy for work, and also required new employees to complete background checks.
- Mr. Rocky Rockett asked if the WIOA Board was handling personal policies.
- Chairperson Wheeler answered that they had an agreement with CDC to handle the staffing for the WIOA grant, so the Board was not directly employing the CDC employees, but the State still required the Board to review and accept all policies the CDC Board approved for the WIOA staff.
- Mr. Rockett asked why the WIOA Board had to approve a policies manual, and asked if the Board would be required to act on disciplinary actions for WIOA employees.
- Chairperson Wheeler answered no, they would not be doing any disciplinary work, they would only approve the policies to make sure and maintain compliance with the U.S. Department of Labor and the State.
- Mrs. Sattler stated that a couple years previous they had a finding in a monitoring report, that the WIOA Board did not sign off on the CDC policies, so the WIOA Board needed to sign off on all CDC policies that involved WIOA staff.
- Mr. Rocky Rockett asked if an employee wrecked in a company car, would the WIOA Board be held accountable if they approved the travel policy.
- Chairperson Wheeler answered that he could request an exact answer, but he did not believe the WIOA Board would be held responsible because they were not direct employers.
- Ms. Laura Lyes asked if the WIOA Board had D&O coverage.
- Mrs. Sattler answered that she was not sure but could find out and let them know.
- Chairperson Wheeler asked if the Board would be more comfortable to hold off on approving the policies until the next meeting when they could come back and have all their questions answered.
- Ms. Laura Lyles motioned to defer the vote to the next scheduled meeting, with a second by Mr. Rocky Rockett. With no further discussion the motion was approved unanimously.

### **Review and Approval of Request for Proposals Employer of Record Services for Participant Work Experience**

- Chairperson Wheeler stated that the request for proposals for LWDA 70 employer of record for participant work experience was emailed to the board prior to the meeting.
- Chairperson Wheeler stated that due to the critical time restraints on youth funding, the Board would select 3 to 5 individuals to be on an evaluation committee.

- Chairperson Wheeler explained the evaluation committee would review and determine the selected proposer, which would allow LWDA 70 to enter a contract once all requirements had been met prior to the next board meeting.
- Chairperson Wheeler stated that the full Board would ratify the evaluation committee's selection at the next Board meeting.
- Chairperson Wheeler asked Mrs. Sattler to explain what the time restraints on youth funding were.
- Mrs. Sattler answered that their PY 21/22 youth funds were going to expire on June 30<sup>th</sup> 2024.
- Mrs. Sattler explained that she received technical assistance from LWC stating that the Boards minutes needed to reflect that they approved to elect a committee to approve a proposal for employer of record services for participant work experience, so they would be able to move forward with the contract prior to their next board meeting.
- Mrs. Sattler stated this would allow them to move forward with the contract before July and spend work experience funds before the end of June.
- Mrs. Sattler explained that the employer of record would be a temporary employment agency that would hold the work experience contract, to take the payroll duties and liability away from CDC.
- Chairperson Wheeler stated that he thought they used an employment agency in the past and those funds were considered a disallowed cost.
- Mrs. Sattler confirmed that was true and it only happened because they did not do it the correct way, which was request proposals like they were doing currently and having Board approval.
- Mrs. Sattler stated that if they voted to approve it and selected a committee they would put the request for proposals out that day and the proposals would be due by May 13<sup>th</sup> and hopefully they could start the contract on June 1<sup>st</sup>.
- Mrs. Sattler mentioned that they had plenty of youth work experience jobs lined up, and talked about how their employee, Ms. Kisha Newsom, had been doing a great job of finding those opportunities and asked Ms. Newsom to speak to the Board about it.
- Ms. Newsom introduced herself and stated that she was a new employee at CDC but previously worked for 15 years as a clerk for a local municipality.
- Ms. Newsom stated that she was using her connections from her previous job to reach out to local governments and businesses in Caddo parish to try and find potential WEX contracts.
- Ms. Newsom stated that she had 10 positions for Huntington High School, Town of Greenwood, and also a few local businesses.
- Ms. Newsom stated that she had another 10 positions available in North Caddo to work in the Town of Oil City, Town of Ida, Town of Vivian, two plumbing companies, a flower shop, and an auto company.
- Ms. Newsom stated that the schools had been very receptive and worked with her to select students that would be perfect to fill those positions.

- Chairperson Wheeler stated that they needed to go ahead and choose at least three Board members to be on the committee to choose an employer of record.
- Chairperson Wheeler asked if anyone would like to volunteer.
- Ms. Julie Bass, Ms. Renee Sears, and Ms. Erica Smothers-Frankin all volunteered.
- Chairperson Wheeler asked the Board to vote on accepting those three Board members to represent them on the committee to select an employer of record from the submitted proposals.
- Mr. Rocky Rockett motioned to accept Ms. Bass, Ms. Sears, and Ms. Smothers-Frankin to represent the Board and select the proposal for employer of record services for work experience, with a second by Mr. Bruce Roberts.
- With no further discussion the motion was approved unanimously.
- Chairperson Wheeler stated that they also needed to approve the request for proposals.
- Mr. Rocky Rockett motioned to approve the request for proposals employer of record services for participant work experience, with a second from Mr. Bruce Roberts, and with no further discussion the motion was approved unanimously.

### **Review and Approve Request for Proposals for One-Stop Operator Services**

- Chairperson Wheeler stated that it was a little early to be sending out the request for proposals for the One-Stop Operator but by their next Board meeting it would be too late, so they would go ahead and vote on it at that time.
- Chairperson Wheeler asked how long the One-Stop Operator contract lasted.
- Mrs. Sattler answered that the contracts typically lasted four years before they had to submit a new proposal, but they still had to get the contract renewed every year.
- Mr. Clifton Starks made a motion to approve the request for proposals for One-Stop Operator Services with a second by Mr. Bruce Roberts. With no further discussion the motion was approved unanimously.

### **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 9 in their booklets to view the budget and operating statement.
- Mrs. Sattler stated that as of February 29<sup>th</sup> they had spent a total of \$2.1 million leaving them a balance of \$2.9 million.
- Mrs. Sattler stated that they were on track to not return any youth funds that year.
- Mrs. Sattler reviewed the chart on page 10 that broke down the training dollars and how much was spent for Adults, Dislocated Workers, and Youth and the balance that was left for each.
- Mrs. Sattler asked the Board to view the charts on pages 11 and 12 which broke down the costs of each training provider they funded and how much was spent on each one for each participant.

- Mrs. Sattler stated that she received an email from Ochsner's that morning, letting her know they were going to start another pre-apprenticeship program.
- Mrs. Sattler stated that she was going to meet with Ochsner's the following week to discuss that program.
- 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 13 in their booklets to view his report.
- Mr. Olsen talked about how they were continuing to reach out to as many businesses as possible to help them understand the correlation with economic development and education.
- Mr. Olsen stated that they lost three staff members from their youth department at the beginning of the year, but all three positions had been filled and were currently still training.
- Mr. Olsen talked about how the State hired the program Kuder to provide access to finding scholarships, resources for education, and other useful information to individuals.
- Mr. Olsen talked about how they had sent out invitations for tutoring services, and the tutoring service they selected has already successfully helped nursing students pass the NCLEX.
- Mr. Olsen asked if anyone had any questions, and no one did.

### **Assistant Program Manager's Report**

- Chairperson Wheeler asked Mrs. Chaquana Harper-Wells to give the assistant program manager's report.
- Mrs. Harper-Wells asked the Board to turn to page 14 to view her report.
- Mrs. Harper-Wells stated that she was very happy to report that they were fully staffed again, and felt the new hires were catching on great.
- Mrs. Harper-Wells talked about the community investment events and spoke about the great job that Mrs. Sattler did setting those up.
- Mrs. Harper-Wells went over the eligibility report and commented on how they had more applications received but unfortunately it was hard to get people to follow through with the enrollment process after applying.
- Mrs. Harper-Wells went over the performance report and talked about how they hit every goal except the dislocated worker employment rate 4<sup>th</sup> quarter after exit measure.
- Mrs. Harper-Wells went over the new enrollments and their barriers, age, ethnicity, and what parish they were from.

- Mrs. Harper-Wells went over the youth report and talked about how three of the five employees were still training but everyone in WIOA had stepped up so no participants would suffer.
- Mrs. Harper-Wells talked about how all WIOA staff had been attending LWC training to make sure and have all their staff up to date on best practices.
- Mrs. Harper-Wells asked if anyone had any questions.
- Mr. Olsen asked the Board to please write down the emails for the new youth staff and send them an encouraging email if they had time, that it would mean a lot to the new employees.
- Mr. Starks asked how the community investment events were going.
- Mr. Olsen answered that each parish was different, some had a good number of people show up and some didn't have many at all.
- Mrs. Sattler added that they did get a few new applications from the events, so she felt it was worth it.

### **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 pages 26 and 27 in their booklets to view his report.
- Mr. Colwick talked about how the Business Service's team had attended many events in the previous quarter and was working hard to partner with businesses and get the word about WIOA out to the community.
- Mr. Colwick highlighted a few events that he attended, including the career pathways leadership workshop, Vivian Town Hall meeting, and the quarterly Natchitoches Economic Development Alliance meeting.
- Mr. Colwick talked about an event that Ms. Sattler, Mr. Olsen and he attended, called the Northwest Louisiana Healthcare Industry Sector Partnership Meeting.
- Mr. Colwick stated that the meeting provided a forum for all the healthcare providers in their area to discuss challenges like education training, recruitment and retention, and policies and regulations.
- Mr. Colwick stated that if the Board would like more details on that meeting, they could refer to pages 35 and 36 in their booklets.
- Mr. Colwick went over their new OJT contract with ASG Group Insurance, and also went over the four OJT contracts he had in the works.
- Mr. Colwick asked if anyone had any questions, and no one did.
- Mr. Colwick introduced Ms. Natalie O'Rourke, one of the Youth Business Service's Representatives, to the Board.
- Ms. O'Rourke introduced herself and talked about how she had worked with young people for over 25 years and spoke about her passion for helping youth.
- Ms. O'Rourke talked about how she covered Bossier, Webster, Claiborne, Bienville, and Lincoln parishes.
- Ms. O'Rourke stated she had been focusing on reaching out to GED programs because most were unaware of the WIOA program.

- Ms. O'Rourke talked about how she had been asked to speak to teachers about how WIOA can assist students, and in the Fall, she would be speaking to the students.
- Ms. O'Rourke talked about how she had been reaching out to ESL communities, because she saw that they did not have many ESL participants enrolled at that time, and she felt it was an underserved population.
- Ms. O'Rourke talked about how she met with State Representative Chris Turner who was aware of the WIOA program but did not know the details which she was able to provide him with.
- Ms. O'Rourke took a moment to thank Ms. Kisha Newsom for encouraging them to reach out to municipalities and stated that she had been a great addition to the team.
- Ms. O'Rourke 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 31 in their booklets to view his report.
- Mr. Sheppert stated that at the beginning of every year he liked to look back at all the different training activities participants enrolled in.
- Mr. Sheppert saw that 24 students had enrolled in the License Practical Nurse degree program at Louisiana Technical College in Minden.
- Mr. Sheppert stated they decided to approach their monitoring in two phases; first, get a picture of where the 24 participants were at in completing their training through a review of their HiRE entries and second, a monitoring visit to the campus in Minden to conduct interviews with some of the active participants.
- Mr. Sheppert explained that based on HiRE reviews, conducted during late January and early February, seven participants had received their LPN degree and obtained a Louisiana Practical Nurse License, three of those participants were employed in LPN jobs, three participants had dropped from training, which left 14 participants still attending LPN classes for the Spring 2024 semester.
- Mr. Sheppert stated that they also checked to see if credentials and measurable skill gains were being entered in HiRE for the participants since both were WIOA performance measures and they found no deficiencies there.
- Mr. Sheppert stated that they issued a monitoring report with the results of their review on February 12<sup>th</sup>, and it was their opinion that comprehensive case management was being provided to the participants.
- Mr. Sheppert explained that for phase two they visited the Louisiana Technical College campus in Minden where a meeting was held with staff members.
- Mr. Sheppert stated that they were informed that an additional participant had dropped from training.
- Mr. Sheppert stated that during the monitoring visit, Ms. Rachel Milner conducted a group interview session with eleven WIOA participants.



- Mr. Sheppert stated that following the group interview session, they met with two staff members from the school's finance office to discuss ways to improve coordination in the preparation of participant Individual Training Accounts and the school's semester invoices for WIOA participants.
- Mr. Sheppert also talked about how they began offering Youth participants work readiness preparation through the Conover Work Readiness System.
- Mr. Sheppert explained that Conover was a company providing work readiness preparation related to eight soft skill areas.
- Mr. Sheppert stated that a participant can receive a \$50.00 incentive payment if they spend at least four hours viewing videos from the website that leads to them receiving a Conover Credential.
- Mr. Sheppert stated that he discovered eight Youth participants had received incentive payments ranging from \$50 to \$200.
- Mr. Sheppert asked if anyone had any questions, and no one did.

### **One-Stop Operator Report**

- Chairperson Wheeler stated that Ms. Berry was unable to attend the Board meeting, but her report was on page 33 in their booklet if anyone wanted to read it.

### **Personal Financial Disclosure and Ethics Training**

- Mrs. Sattler informed the Board they could view the information about the annual personal financial disclosure on page 46 of their booklet and that the Board was required to file it before May 15<sup>th</sup>.
- Mrs. Sattler went over the ethics training on page 47 in their booklets and reminded the Board to complete it by the end of the year.

### **Other Business**

- Mrs. Satter stated that the State had posted their combined State plan for years 2024-2027 and said it would be up till April 26<sup>th</sup> for public comment.
- Mrs. Sattler informed the Board that they were going to have monitors from LWC come to their admin office for their desk review on April 17<sup>th</sup> and 18<sup>th</sup> and would hopefully have the report from that monitoring visit within a couple months.
- Mrs. Sattler asked if anyone else had any questions and no one did.
- Chairperson Wheeler asked if anyone else 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 12:39 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 April 12, 2024. A quorum of members was present.

  
\_\_\_\_\_  
Julie Moore

Passed and approved on this 12<sup>th</sup> day of July, 2024.

  
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Seventh Planning District Consortium  
Workforce Development Board

Chairperson  
\_\_\_\_\_  
Title