

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, October 20, 2023, 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 11:31 a.m.

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

Members in Attendance: Julie Bass, Chad Bynog, Eugene Fremaux, Teresa Hefner, Matt LaFisca, Laura Lyles, Shirley Marcus, Steven Mayeux, Brent Moreland, Renee Sears, Amanda Simpson, Erica Smothers-Franklin, Wayne Watley, and Matt Wheeler.

Members Not in Attendance: Michael Barrett, Brandon Hillman, Joni Nelson, Bruce Roberts, David "Rocky" Rockett, Curtis Shepard, Clifton Starks, Patricia Trim, and Lori Webb.

Staff Attending: Mark Colwick, Chaquana Harper-Wells, Rachel Milner, Nicholas Olsen, Candle Sattler, and Craig Sheppert.

Other Guest Attending: Robin Berry, Keidrian Kunkel, Barabra Leach, and Daniel Spears.



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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) 671-2391

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

Sabine Parish
1125 W. Mississippi Ave., Suite A
Many, LA 71449
(318) 256-2696

Webster/Claiborne Parish
902 Lee St.
Minden, LA 71055
(318) 371-3024



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Public Comment

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

Acknowledgement of LWDB Member Reappointment

- Chairperson Wheeler let the Board know that their Chief Elected Official had approved the reappointment of Mrs. Shirley Marcus who's new 5-year term on the Board would start November 1st, 2023.

Acknowledgement of LWDB Member Resignations

- Chairperson Wheeler let the Board know that their Chief Elected Official had approved the resignations of Mrs. Mary Duncan and Mr. Kirk Dickson

Acknowledgement of LWDB Member Appointment

- Chairperson Wheeler let the Board know that their Chief Elected Official had approved the Nomination of Mrs. Erica-Smothers-Franklin who's 5-year term on the Board started on October 15th, 2023.

Approval of Minutes from the June 2, 2023 and September 8, 2023 Workforce Development Board Meeting

- Chairperson Wheeler reminded The Board that the minutes were emailed to the Board members for their review prior to the meeting.
- Chairperson Wheeler asked if there were any questions concerning the Workforce Development Board minutes dated June 2, 2023 and September 8, 2023, and there were none.
- Chairperson Wheeler asked for a motion to approve the Workforce Development Board meeting minutes dated June 2, 2023 and September 8, 2023.
- Mr. Matt LaFisca motioned to approve the minutes, with a second by Mr. Brent Moreland, with no further discussion the motion was called and approved unanimously.

Acknowledgement of Revised Bylaws

- Chairperson Wheeler reminded the Board that during the Board recertification, LWC recommended LWDB 70's Bylaws be updated with a few recommendations.
- Chairperson Wheeler stated that the recommendations had been included in the bylaws that were emailed to the board prior to the meeting for their review.
- Chairperson Wheeler explained that The State had given their approval to proceed with obtaining signatures and approval.
- Chairperson Wheeler stated that LWDB 70 would acknowledge the Bylaws that had been approved and signed by the CEO.
- Chairperson Wheeler asked if anyone had any questions, and no one did.
- Chairperson Wheeler asked for a motion to approve and acknowledge the revised Bylaws, Ms. Amanda Simpson made a motion, with a second by Mr. Matt LaFisca. With no further discussion the motion was called and approved unanimously.

Approval of LWDA 70 American Job Center Certification

- Chairperson Wheeler explained that although the AJC Certification Matrix was approved by Workforce Investment Council on April 13, 2023, LWC would not officially accept LWDA 70 AJC Certification because they did not send their email notification until July 20, 2023 requesting the AJC Certification to be submitted by the COB on July 27, 2023.
- Chairperson Wheeler stated that they did, however, submit the Certification which was approved at the LWDA 70 board meeting on June 2, 2023, with a cover letter/email indicating that they would bring the certification before the Board to receive approval at their next meeting to get ratified.
- Chairperson Wheeler stated that the LWDA 70 American Job Center Certification was emailed to the Board prior to the Board meeting for their review.
- Chairperson Wheeler asked if anyone had any questions, and no one did.
- Ms. Amanda Simpson made a motion to approve the LWDA 70 American Job Center Certification, with a second by Mr. Matt LaFisca. With no further discussion the motion was called and approved unanimously.

Acknowledgement and Approval of Revised MOU (Memorandum of Understanding) Agreement

- Chairperson Wheeler stated that LWDA 70 had received the fully executed Memorandum of Understanding (MOU) Agreement which was emailed to the Board prior to the Board meeting for review.
- Chairperson Wheeler asked if anyone had any questions about the MOU and no one did.
- Mr. Brent Moreland made a motion to approve the Revised Memorandum of Understanding Agreement, with a second by Mr. Matt LaFisca. With no further discussion the motion was called and approved unanimously.

Approval of Renewal Option 3 for One-Stop Operator Contract (10/1/23-9/30/24)

- Chairperson Wheeler explained that the renewal of the One-Stop Operator Contract for Option #3 needed to be voted on and for the Board to reference the One-Stop Operator Evaluation 22-23 Statement of Work and the Amended Contract, which was emailed to the board prior to the meeting for their review.
- Chairperson Wheeler asked if anyone had any questions, and no one did.
- Mr. Matt LaFisca made a motion to approve the renewal option 3 for One-Stop Operator Contract, with a second by Ms. Amanda Simpson. With no further discussion the motion was called and approved unanimously.

Review and Ratify WIOA 2023-2024 Budget

- Chairperson Wheeler stated that the WIOA 2023-2024 Budget was emailed to the board prior to the meeting for their review.
- Chairperson Wheeler asked if anyone had any questions about the budget.
- Mr. Eugene Fremaux asked if they were having any issues since they were not able to approve the budget at the previous meeting.

- Mrs. Sattler answered they were ok because the new fiscal year had just started, and they were just reviewing and ratifying the budget.
- Chairperson Wheeler asked if anyone else had any questions and no one did.
- Mr. Brent Moreland made a motion to approve and ratify the WIOA 2023-2024 Budget, with a second by Mr. Matt LaFisca. With no further discussion the motion was called and approved unanimously.

Chairperson Wheeler stated that they were going to forgo the reports due to them having had a meeting only a few weeks prior, but if anyone was interested the reports were included in their booklets.

Chairperson Wheeler opened the floor for WIOA staff to bring forward any questions they might have to the Board, and no one had anything to bring forward.

Other Business

- Chairperson Wheeler asked Mrs. Sattler to give a short report on their trip to Baton Rouge.
- Mrs. Sattler stated that they had a very productive meeting with a couple members of the WIC council and LWC leadership.
- Mrs. Sattler stated that they did accept their corrective action plan, and they would be following up every two weeks with a small report to let them know their status.
- Mrs. Sattler talked about how she had just submitted a report on the 18th and would be submitting another report on the 27th.
- Mrs. Sattler stated that at that time she had not received any feedback on her report that was submitted on the 18th.
- Mrs. Sattler stated that if the Board would like, she could also submit the reports to them as well.
- Chairperson Wheeler stated that they received the corrective action plan, which he felt was sufficient, and did not need a bi-weekly report.
- Chairperson Wheeler asked if anyone else had anything to bring before the Board.
- Mr. Moreland stated that he was on the WIC Board and stated that if anyone had an industry-based credential that had been vetted by the IBCC, that was then approved at the WIC level it had to be recertified every three years.
- Mr. Moreland stated that the two items that were recertified that had to do with the WIOA Board was the IBW curriculum in the high schools, and the MC3 program, which was an apprenticeship program.
- Chairperson Wheeler asked if anyone else had anything to bring before the Board and no one did.

Personal Financial Disclosure and Ethics Training

- Chairperson Wheeler asked Mrs. Sattler to remind the Board about the personal financial disclosure and ethics training.
- Mrs. Sattler reminded the Board to complete their Financial Disclosure by May 15th, and their Ethics Training by December 31st.
- Mrs. Sattler reminded the Board that the information for both of those could be found in their booklets on pages 45 and 46.

Adjournment:

There being no further business, Chairperson Wheeler adjourned the meeting at 11:47 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 October 20, 2023. A quorum of members was not present.



Julie Moore

Passed and approved on this 12th day of April, 2024



Seventh Planning District Consortium
Workforce Development Board

Chair person

Title