

# 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 2, 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, Brandon Hillman, Matt LaFisca, Laura Lyles, Shirley Marcus, Steven Mayeux, Brent Moreland, Joni Nelson, Bruce Roberts, Renee Sears, Amanda Simpson, Clifton Starks, Matt Wheeler, Lori Webb, and Wayne Watley.

Members Not in Attendance: Michael Barrett, Kirk Dickson, Mary Duncan, David "Rocky" Rockett, Curtis Shepard, and Patricia Trim.

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

Other Guest Attending: Robin Berry, Corine Ambler, and Brandi Webb.

### American Job Center Locations



[cdonline.org](http://cdonline.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) 871-2391

**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) 256-2898

**Webster/Claiborne Parish**  
902 Lee St.  
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### **Public Comment**

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

### **Acknowledgment of LWDB Member Reappointment**

- Chairperson Wheeler informed the Board that their Chief Elected Official approved the reappointment of Mr. Brandon Hillman.

### **Approval of Minutes from the March 29, 2023, 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 29, 2023, meeting minutes, 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 LWDA 70 Policies**

- Chairperson Wheeler informed the Board that the LWDA 70 policies under consideration for approval were emailed to the board prior to the meeting for their review.
- Chairperson Wheeler stated that the new policies were the LWDA 70 Social Media Policy and Procedures and the LWDA 70 Confidentiality & Protecting Personal Information Policy.
- Chairperson Wheeler stated that the revised policies were the CDC Policies and Procedures Manual and On-the-Job-Training Policy.
- Chairperson Wheeler asked if anyone had any questions, and no one did.
- Mr. Clifton Starks made a motion to approve the new LWDA 70 Social Media Policy and Procedures and LWDA 70 Confidentiality & Protecting Personal Information Policy, and the revised CDC Policies and Procedures Manual and On-the-Job-Training Policy, with a second by Mrs. Amanda Simpson. With no further discussion the motion was called and approved unanimously. There were no abstentions or oppositions.

### **Approval of LWDA 70 American Job Center Certification**

- Chairperson Wheeler explained that the local Workforce Development Boards must recertify every comprehensive American Job Center at least once every three years.
- Chairperson Wheeler stated that the certification was emailed out to all Board members for their review, prior to the Board meeting.
- Chairperson Wheeler asked if anyone had any questions, and no one did.
- Mr. Clifton Starks made a motion to approve the LWDA 70 American Job Center Certification as presented with a second by Mr. Eugene Fremaux. With no further discussion the motion was called and approved unanimously. 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 page 8 in their booklets to view the budget and operating statement.
- Mrs. Sattler stated that they had spent \$457,048.00 in operating expenses, leaving them a balance of \$143,928.00.
- Mrs. Sattler stated that they had spent \$856,309.00 in training expenses, leaving them a balance of \$1,588,697.00.
- Mrs. Sattler continued to go over their entire budget and stated that the grand total of expenses equaled \$2,683,574.00, leaving them a \$2,155,454.00 balance.
- Mrs. Sattler asked the Board to turn to page 9 in their booklets to view the breakdown of training expenditures charts.
- Mrs. Sattler talked in detail about the training expenditures for Adults, Dislocated Workers, and Youths.
- Mrs. Sattler reminded the Board that at the previous meeting they requested a chart that would show each training provider's programs and how many participants were enrolled in each.
- Mrs. Sattler asked the Board to turn to pages 10 and 11 to view the training provider's chart.
- Chairperson Wheeler complimented Mrs. Sattler on the training providers chart and thanked her for providing it.
- Mrs. Sattler stated that they normally had to give back youth funds at the end of their program year, and they were projecting to give back around \$85,000.00, which was much less than the previous year.
- Mrs. Sattler mentioned that at that time they had not received their new allocations for the next year, but was hoping they would receive it soon.
- 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 12 in their booklets to view his report.
- Mr. Olsen talked about how overall they were starting to see positive results including the performance measure outcome numbers they received from the State.
- Mr. Olsen explained that they were finally seeing results from the restructuring they did a couple of years prior, and their continued staff training.
- Mr. Olsen reminded the Board that Vice-Chairperson Roberts had asked for a report on the Louisiana Workforce Commission's tool called "My Life, My Way."
- Mr. Olsen explained that after some research it was determined that the tool was interesting and helpful in some cases, but overall, not a tool that was useful to them.
- Mr. Olsen stated that the youth team had recently started using a training platform called Conover, which allowed participants to use online courses to learn about multiple topics including work readiness, time management, anger management, personal responsibility, etc.
- Chairperson Wheeler stated that it looked like there had been an uptick in Youth eligibility, and asked if there was also an uptick in Adult and Dislocated Workers as well.
- Mr. Olsen answered that Adult and Dislocated Worker were remaining steady for the most part, and Youth was increasing mostly because they started attending many more youth job fairs.
- Mr. Olsen asked if anyone had any questions, and no one did.

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

- Chairperson Wheeler asked Ms. Chaquana Harper-Wells to give the assistant program manager's report.
- Ms. Harper-Wells asked the Board to turn to page 14 to view her report.
- Ms. Harper-Wells stated that the performance measures that they recently received were some of the best numbers she had ever seen since working there and took a moment to brag about their amazing staff.
- Ms. Harper-Wells talked about the performance measures and how all were met, and most of them exceeded the negotiated level.
- Ms. Harper-Wells went over the Adult and Dislocated Worker report in full detail, explaining that the most common Adult participant barrier was low-income and single parent.
- Ms. Harper-Wells went over their new enrollments for that quarter and their total enrollments for the year, which was 92 Adults and/or Dislocated Workers so far.
- Ms. Harper-Wells stated that of the Adults/Dislocated Workers who were enrolled, 69 were female, 23 were male, and 1 did not identify gender.
- Ms. Harper-Wells went over the youth report on pages 18 and 19, and talked about all the outreach events the youth team had been attending.
- Ms. Harper-Wells stated that the youth team also created a LWDA 70 Twitter, Instagram, and Facebook account to hopefully reach more Youth through social media.
- Ms. Harper-Wells stated they had enrolled a total of 47 Youth with a majority being determined eligible because of the pregnant or parenting barrier.
- Chairperson Wheeler asked why some of the parishes were not listed on the Adult and Dislocated Worker pie chart for new enrollments.
- Ms. Harper-Wells answered that they did not have any new enrollments for that quarter if they were not listed.
- Ms. Harper-Wells asked if anyone else 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 27 in their booklets to view his report.
- Mr. Colwick talked about how he decided to change his report to show all activities that he was involved in for the quarter by chart, instead of paragraphs of information.
- Mr. Colwick had over 25 events/meetings that he had attended with multiple businesses in the 10-parish area.
- Mr. Colwick talked about the Region 7 Leadership Team meeting that he attended in March of 2023, and how he got to meet and talk about the education/workforce training needs in their area.
- Mr. Colwick stated that they had recently joined a Fiber Optic Training Partnership with BPCC, LWC, and CDC, and explained that program in detail.
- Mr. Colwick talked about the Work Natchitoches Summit, he spoke about how successful it was and complimented Ms. Lyles on how great it turned out.
- Mr. Colwick went over the two active OJT contracts, which were both with Moffett Enterprises.
- 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 28 in their booklets to view his report.
- Mr. Sheppert stated that he included detailed descriptions in his report of the last three monitoring visits he and Mrs. Milner conducted since the previous Board meeting.
- Mr. Sheppert talked about how he did a desk review for Diesel Driving Academy, and made monitoring visits to (DDA)Durham Transport Academy and the MA Program at Southern University.
- Mr. Sheppert explained that 27 WIOA Participants were issued ITA's for DDA, of those 27, 18 had completed the training and obtained their CDL. Of the 18 who received their CDL, 14 participants cases were closed, but only 3 of the 14 closed had employment verification.
- Mr. Sheppert mentioned that he included summaries of both truck driving visits in his report but wanted to focus his presentation mostly on the MA Now Program.
- Mr. Sheppert mentioned that the Customized Training Agreement for the MA Now Program was the first customized training that LWDA 70 had ever funded, at least to his knowledge.
- Mr. Sheppert explained that the MA Now Program was essentially training for WIOA participants to become certified medical assistants.
- Mr. Sheppert stated that under the agreement that the LWDA 70 Board signed, Southern University had to provide the classroom training for the course, and Ochsner had to provide a 160-hour externship for the participants.
- Mr. Sheppert stated that LWDA 70 had enrolled 4 participants into the MA Now Program, and they had a start date of February 14, 2023, and since the MA Program was expected to last around 6 months, the 4 participants should finish their training in August.
- Mr. Sheppert talked about how in April he had decided to look into the type of training the participants were receiving and to see how the program was structured and had a ZOOM meeting with Dr. Sharon Green from Southern University and Ms. Renee Rachal from Ochsner.
- Mr. Sheppert stated that a majority of the participants' academic instruction was conducted through ZOOM meetings held on every Tuesday and Thursday evening, where each participant had to use their own computers or cell phones to attend.
- Mr. Sheppert explained that every other Saturday the participants would attend a Lab activity in-person at Southern University's Metro Center in Shreveport.
- Mr. Sheppert stated that the 160-hour externships were scheduled to start sometime in July.
- Mr. Sheppert explained that every participant that completed the program would be offered an interview with Ochsner.
- Mr. Sheppert stated that he attended a Saturday Lab to interview the 4 WIOA participants but found out one had dropped the program, so he was only able to speak to 3 WIOA participants.
- Mr. Sheppert mentioned that all 3 WIOA participants seemed very happy with their training and the program.
- Mr. Sheppert stated that the agreement for the MA Now Program obligated \$88,450 in WIOA funds to provide training for 10 participants, but at that time Southern University had not received any WIOA funds because they had not submit an invoice and were still finalizing a budget.
- Chairperson Wheeler asked how many Participants total were enrolled from LWDA 70 and the Shreveport area.

- Mrs. Sattler answered she had received a report the day before stating there was 10 total participants and 3 were from LWDA 70.
- Chairperson Wheeler asked if the program was a one-time thing that was not going to be renewed.
- Mrs. Sattler answered yes, it was a one-time thing.
- Mr. Moreland asked if Ochsner was expected to have three job openings for those 3 participants when they finished training, because he knew Ochsner was having to lay off many employees.
- Mr. Sheppert answered that he had read an article about it, and he was under the impression that the layoffs were only for administrative staff, and not staff involved with patient services.
- Mr. Moreland asked if they completed the MA Now Program could they only work at Ochsner's or would other healthcare systems accept that credential as well.
- Mr. Sheppert answered yes, they would be a certified MA and could work anywhere.
- Chairperson Wheeler asked what the reason was for having the majority of the program training done over ZOOM and not in-person.
- Mr. Sheppert answered that was the way the program was designed and he asked the three participants if they preferred ZOOM instruction over classroom and all three said they did not mind ZOOM.
- Mr. Starks asked if an employer wanted to send an employee to the MA Now Training Program, could the employer do that.
- Mr. Sheppert answered that the MA Now Training Program was designed for WIOA participants with an agreement between LWDA 70, City of Shreveport, Southern University, and Ochsner, and he did not think there was going to be another round of training.
- Chairperson Wheeler asked what would be next to keep developing healthcare workers through WIOA since the MA Now Program was a one-time thing, but healthcare workers were still desperately needed in their 10-parish area.
- Mr. Moreland answered that he felt the employers should reach out to education providers and establish relationships to create a program, and once the program was created reach out to WIOA and see what they could do to help fund it.
- Mr. Olsen stated that they were working on that and it was their objective to have the schools and businesses have a better bridge.
- Vice-Chairperson Roberts asked Mr. Sheppert what he meant in his report when he stated they were still working to finalize their budget.
- Mr. Sheppert answered they did submit a budget and he was trying to confirm that it was in fact the final budget, and they had not gotten back to him yet.
- Vice-Chairperson Roberts stated that he had never heard of finalizing a budget after the program started.
- Mrs. Sattler stated that the budget they had was finalized there was just a few small adjustments that wouldn't affect the cost for WIOA.
- Mr. Sheppert asked if anyone else had any questions, and no one did.

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

- Chairperson Wheeler asked Mrs. Berry to give the One-Stop Operator report.
- Mrs. Berry asked the Board to turn to page 30 in their booklets to view her report.
- Mrs. Berry stated that the past quarter she was very busy, especially during the month of April.

- Mrs. Berry talked about the multiple job fairs and outreach events she attended and how the turnout was for each.
- Mrs. Berry went over a list of all the outreach she had done over the previous quarter, and how she was trying to get the word out about WIOA.
- Mrs. Berry mentioned that an event that was coming up that was not listed in her report was a financial seminar on purchasing a home with zero down. She stated that they were partnering with Northwest Louisiana Technical College and Cadence Bank for the seminar.
- Mrs. Berry talked about the monthly ANECA Financial literacy class that was held once a month and how they always handed out prizes and provided lunch.
- Mrs. Berry stated that she was going to continue to do as much outreach as possible and increase foot traffic in the American Job Centers.
- Mrs. Berry mentioned that one of their senior partner programs was looking for site to place some of their senior workers.
- Mrs. Berry explained that to place a senior worker the business had to be a non-profit and willing to take on a worker who was at least 55 years of age.
- Mrs. Berry stated that the senior worker partner (Project Ayuda) currently had two workers they were trying to place, so if any Board members knew of a non-profit that would like to have them to please reach out to her.
- Chairperson Wheeler asked if the senior workers had to work in a not-for-profit job or just had to work on the site of a non-profit business.
- Mrs. Berry answered that the senior workers only had to work on a not-for-profit site.
- Chairperson Wheeler asked how the funding worked for the senior workers program.
- Mrs. Berry answered that the program was funded by the department of labor, and they get paid \$7.25 an hour and can work up to 20 hours a week.
- Mr. Starks asked if the most the non-profit could pay was \$7.25 an hour.
- Mrs. Berry answered that the company that was hosting the senior worker did not pay anything, that the department of labor paid for the senior worker and covered all liability.
- Mrs. Berry stated she was focusing on completing the 2023-2026 Memorandum of Understanding and continuing negotiations with community partners during the upcoming quarter.
- Mrs. Berry asked if anyone had any questions.
- Chairperson Wheeler asked how much involvement the One-Stop, and the entire WIOA staff had with Rapid Response.
- Mrs. Berry answered that they attend rapid response events every time that they are able and give presentations and let dislocated workers know about their services.
- Mrs. Berry stated that they just attended Libbey Glass Rapid Response Event and were able to let people know about the services WIOA offers.
- Mrs. Berry asked if anyone else had any questions, and no one did.

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

- Mrs. Sattler went over the ethics training on page 41 in their booklets and reminded the Board to complete it by the end of the year.
- Mrs. Sattler informed the Board they could view the information about the annual personal financial disclosure on page 40 of their booklet and that the Board was required to file it before May 15<sup>th</sup>.
- Mrs. Sattler asked if anyone else had any questions and no one did.

### **Other Business**

- Chairperson Wheeler asked if anyone had any other business to bring before the Board.

- Mrs. Sattler let the Board know that they did submit their Board Certification Packet and their part of the Regional Plan to the State but had not heard anything back from LWC.
- Chairperson Wheeler made a request that they moved the upcoming Board meeting date from September 1<sup>st</sup> to another date, because of the holiday.
- Chairperson Wheeler asked if anyone else had any questions and no one did.

**Adjournment:**

There being no further business, Chairperson Wheeler adjourned the meeting at 12:48 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 2, 2023. A quorum of members was present.

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

Passed and approved on this 20 day of October, 2023

  
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Seventh Planning District Consortium  
Workforce Development Board

Chairman  
\_\_\_\_\_  
Title