

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 - DRAFT

Friday, September 24, 2021 at 11:30 a.m.

Warrior Network 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 11:34 a.m.

Chairperson Wheeler referenced the Certification Pursuant to Gubernatorial Proclamation that was in printed form on page five of the Quarterly Report. He stated that the Proclamation was emailed to all the members prior to the meeting and would be signed by him after the meeting. Chairperson Wheeler explained that this Proclamation allowed the Seventh Planning District Consortium Workforce Development Board to conduct their meeting in-person or virtual tele-conference for the purposes of establishing a quorum. He thanked Mrs. Randel Elliott for operating and monitoring the Zoom Tele-Conference during the meeting and asked if there were any questions and there were none.

Mr. Brent Moreland said the Pledge of Allegiance to the Flag; Rev. Nicholas Olsen gave the invocation; Mrs. Julie Moore called roll; and Mrs. Randel Elliott operated and monitored the Zoom Teleconference.

Members in Attendance: Michael Barrett, Julie Bass, Ty Graham, Matt LaFisca, Shirley Marcus, Brent Moreland, Joni Nelson, Travis O'Brien, Bruce Roberts, Jayda Spillers, Clifton Starks, Patricia Trim, Matt Wheeler, and Marshette Williams.

Members Not in Attendance: Leighton Allen, Michael Chamlee, Kirk Dickson, Mary Duncan, Eugene Fremaux II, Brandon Hillman, David "Rocky" Rockett, and John "Chuck" Vaughan III.

Staff Attending: Nada Attaway, Candle Sattler, Nicholas Olsen, Craig Sheppert, Julie Moore, Lloyd Jackson, Robin Dileo, Chardia Veal, and Mark Colwick.

American Job Center Locations



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Ringgold, LA 71068
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□ **Bossier Parish**
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Bossier City, LA 71111
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□ **Caddo Parish**
125 E. Louisiana Ave.
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□ **DeSoto/Red River Parish**
142 Lake Rd.
Mansfield, LA 71052
(318) 871-2391

□ **Lincoln Parish**
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Ruston, LA 71270
(318) 251-5023

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303 Bienville St.
Natchitoches, LA 71457
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□ **Sabine Parish**
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Many, LA 71449
(318) 256-2698

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Other Guest Attending: Bridgette Clark, Jacques Lasseigne, Jr., Brian Teegardin, Randel Elliott, Tammy Agulara, Johnathan Ziegler, Ambrielle Rison, and Elizabeth Williams.

Welcome of New Board Members and Introduction of Guests

- Chairperson Wheeler informed the Board that the Chief Elected Official had approved the nominations for the new members, Ms. Jayda Spillers and Ms. Joni Nelson.
- Chairperson Wheeler stated that Ms. Spillers was the Vice Chancellor of Education & Workforce Partnerships at NLTCC.
- Chairperson Wheeler stated that Ms. Nelson was the Director at WorkReadyU.
- Chairperson Wheeler introduced and welcomed the new Board members.

Acknowledgment of LWDB Member Resignations

- Chairperson Wheeler informed the Board that the Chief Elected Official had accepted the resignation for previous Board members, Dr. Earl Meador and Ms. Treva Askey.
- Chairperson Wheeler reminded the Board that they still needed to fill Mr. Ashby's position on the Board and if anyone knew of someone they would like to nominate to represent Business to please do so.

Approval of Minutes from the June 30, 2021, 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. Brent Moreland made a motion to accept the June 30, 2021, Meeting Minutes, with a second by Mr. Clifton Starks. With no further discussion, the motion was called and approved unanimously by all the Board members. There were no abstentions or oppositions.

Approval of Extension of One-Stop Contract

- Chairperson Wheeler talked about how they had been working with their One-Stop Operator, Eckerd, for a year and it was time to approve or deny the extension of the One-Stop Contract.
- Chairperson Wheeler stated that the One-Stop Policy and Procedures, the 2021 Evaluation of the One-Stop Operator, and the Amended Eckerd contract were all emailed out to the board before the meeting.
- Chairperson Wheeler opened the floor for discussion or questions but there were none.
- Mr. Clifton Starks made a motion to approve the extension of the One-Stop Contract, with a second by Mr. Matt LaFisca. With no further discussion, the motion was called and approved unanimously by all the Board members. There were no abstentions or oppositions.

Approval of Draft Priority of Service for Adult Program Policy and Guidance

- Chairperson Wheeler stated that the Priority of Service for Adult Program Policy and Guidance was sent out to the Board before the meeting for review.
- Chairperson Wheeler asked Mrs. Sattler to give a brief summary of what the policy was.
- Mrs. Sattler stated that the priority of the 51% is the participants that they served that had low income, were on public assistance, or had a basic skill deficiency.

- Chairperson Wheeler asked the Board if they had any questions about the Priority of Service for the Adult Program and no one did.
- Mr. Clifton Starks made a motion to approve the Draft Priority of Service for Adult Program Priority and Guidance. Mr. Brent Moreland seconded the motion and with no further discussion, the motion was called and approved unanimously by all the Board members. 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 seven in their booklets to view the budget and operating statement.
- Mrs. Sattler stated they did receive their signed contract for PY 2021-2022 in the mail that week.
- Mrs. Sattler stated they had a little over \$5.6 million and had expended \$477,000.00 at that point, leaving them with a little over \$5.1 million.
- Mrs. Sattler went into detail about their funds and what they had budgeted to spend.
- Mrs. Sattler asked if anyone had any questions, and no one did.

Update on Performance Measures

- Chairperson Wheeler asked Mrs. Sattler to discuss the performance measures.
- Mrs. Sattler asked the Board to turn to page nine in their booklets to view the Performance Measures.
- Mrs. Sattler stated that they did not meet their performance measures for the employment rate and median earnings second quarter after exit for dislocated workers and Wagner-Peyser for the fourth quarter measures.
- Mrs. Sattler continued to go over the Adult, Dislocated Worker, Youth, and Wagner-Peyser performance measures that were met.
- After presenting her report Mrs. Sattler asked the Board if anyone had any questions and no one did.

Program Manager's Report

- Chairperson Wheeler asked Mr. Olsen to give his presentation for the Program Manager's report.
- Mr. Olsen stated they had hired five new employees: Ms. Natalie O'Rourke, Ms. Jamie Brown, Ms. Latosa Hall, Mr. Mark Colwick, and Ms. Laverne Smith.
- Mr. Olsen talked about how they were behind on getting new participants enrolled in the WIOA program when their Eligibility Coordinator was replaced, and the new hire had a learning curve.
- Mr. Olsen stated that they came up with a better system for enrollment and multiple people stepped up to help get caught up, and he believe they were about to be back on track with eligibility.
- Mr. Olsen talked about how they created a new position, Assistant Program Manager and hired Ms. Robin Dileo for that role.
- Mr. Olsen talked about how the new Assistant Program Manager would focus on case management to relieve some of the burden from him so he could focus more on Business Services.
- Mr. Olsen took some time to compliment Ms. Dileo on how well she was doing in her new role and was very pleased with her performance.

- Mr. Olsen talked about how the change of how their youth stipends were awarded was necessary.
- Mr. Olsen explained that before the youth just had to show up to class to receive their stipend, and it did not matter if they passed their class or not, but now the teacher had to sign off that the student was completing all assignments and was participating in class to receive their stipend.
- Mr. Olsen finished his report and asked the Board if anyone had any questions and no one did.

Business Service's Representative Report

- Chairperson Wheeler asked Mr. Olsen to present the Business Services Representative Report.
- Mr. Olsen stated that Ms. Brooks had resigned, and they had hired Mr. Colwick to fill her position.
- Mr. Olsen mentioned that they had set up a booth at the previous state-wide job fair that they participated in and that was where they met Mr. Colwick and interviewed him and eventually decided to offer him the BSR position.
- Mr. Olsen asked Mr. Lasseigne if he could take a moment to talk about the State-wide job fair that CDC co-hosted and participated in.
- Mr. Lasseigne stated that the state of Louisiana had a giant "back-to-work" job fair in eight different regions throughout the state on the same day.
- Mr. Lasseigne stated that the Shreveport location had 95 employers, which totaled around 3,000 job openings, showed up to recruit workers and over 170 job seekers showed up.
- Mr. Lasseigne stated that the amount of available jobs versus the number of job seekers was disappointing but after asking the employers if they felt the job fair was worth their time, 65% stated they felt it was worth it.
- Mr. Lasseigne talked about how a few employers were disappointed that they hired workers, but many did not show up for their first day of work.
- Mr. Lasseigne said overall the event was successful, but people just seemed to not want to work for some reason and that was an issue throughout the entire state it seemed.
- Mr. Olsen thanked Mr. Lasseigne for the update and asked if anyone had any questions and no one did.

Youth Report

- Chairperson Wheeler asked Mr. Jackson if there was anything he would like to report for the Youth department.
- Mr. Jackson stated that they had been working with Costal Driving Academy to create driving opportunities for youth.
- Mr. Jackson talked about how they had been trying to work on creating job opportunities for the youth with local businesses and how that was going.
- Mr. Jackson went over the youth participation summary on pages 17-20 in the booklet.
- Chairperson Wheeler asked about the Ben D. Johnson (BDJ) Center and wanted to know why they were not meeting their number for youth employment.
- Chairperson Wheeler mentioned that there seemed to be a disconnect with the amount of funds going to BDJ for youth and the success rate of the program.
- Chairperson Wheeler asked if they could come up with a corrective action plan for BDJ and placing youth in the workplace so they could hit their goals.

- Mr. Starks commented that due to COVID it was hard for any company to hire and keep employees and wanted to know if they could lower the expected rate for youth placement in the workforce from 80% to a lower number.
- Chairperson Wheeler agreed with Mr. Starks but stated his main concern was with WIOA spending \$6,000.00 on each youth who enrolled in the BDJ Center program, and the youth were not even able to get a minimum wage job after graduating when there were obviously many food-type services hiring.
- Mr. Olsen stated that the 80% number actually came from the federal level, and they had attempted already to get the number lowered do to COVID, and the state said they would consider it, so they would not be able to change or lower that number at that time.
- Chairperson Wheeler mentioned that the BDJ center was directing the youth to the WIOA program and wanted to know if even though BDJ sent the individual to them for WIOA funding, if WIOA could show them all the opportunities that WIOA offers and let the candidate choose.
- Mr. Olsen answered that the success coach's did talk to the youth about all the different options the WIOA program offered, and that it did cause some issues in the beginning, because obviously the BDJ center did not what that to happen after they recruited that youth for their center.
- Mr. Olsen stated that ultimately it was the youth's choice and so the success coach presented all the options to the candidate and did not try to manipulate the participants decision in any way.
- Chairperson Wheeler stated that they either needed to enroll more candidates to increase their success rate or reevaluate their current programs and grow the participants they already have's success rate.
- Mr. Starks asked if they were not meeting the 80% because of BDJ alone.
- Chairperson Wheeler answered that since a majority of the youth is through the BDJ program they represent the average.
- Mr. Moreland agreed about looking into what they could do to help the success rate at the BDJ center so they would get the best return on their investment.
- Mr. Olsen agreed that they did have a few issues with the BDJ center and the success rate of candidates joining the workforce after graduating and they were currently working on solutions for that issue.
- Chairperson Wheeler added that he thought the BDJ center served a great purpose and was much needed in Natchitoches, but just wanted to make sure they were spending their WIOA funds appropriately and not using youth worker funds to fund a community center.
- Chairperson Wheeler stated he wanted them to have a better plan for their path moving forward with BDJ center.
- Chairperson Wheeler asked if anyone had any other comments or questions and no one did.

Monitoring Report

- Chairperson Wheeler asked Mr. Sheppert to give the monitoring report.
- Mr. Sheppert asked the Board to turn to page 21 in their booklets to view the monitoring report.
- Mr. Sheppert explained that the past three months they were focused on three different areas of WIOA.

- Mr. Sheppert talked about one of the areas they were focusing on, which was compliance with WIOA Program Equal Opportunity and Nondiscrimination Requirements.
- Mr. Sheppert talked about how they submitted a Nondiscrimination plan to Louisiana Workforce Commission (LWC) in December of the previous year but had not received any feedback from LWC at that point.
- Mr. Sheppert stated they were also focusing on the required post-exit follow-up activities for WIOA participants.
- Mr. Sheppert talked about how WIOA regulations required them to offer follow-up services to participants after being exited from the program.
- Mr. Sheppert went into detail about what the follow-up services should consist of and how he and Mrs. Hines had looked into it and found a few inconsistencies with the follow-up contact protocol and they reported their findings to Mrs. Sattler and Mr. Olsen.
- Mr. Sheppert stated that the last area they had been focusing on was reviewing applications for the WIOA Program.
- Mr. Sheppert explained that with the high number of applications he and Mrs. Hines assisted in the determining of eligibility process.
- Mr. Sheppert talked some more about the eligibility process and asked if any of the Board members had any questions, and no one did.

One-Stop Operator Report

- Chairperson Wheeler asked Mrs. Berry to give her One-Stop Operator Report.
- Mrs. Berry talked about how increasing the types of services offered at the American Job Centers and building new partnerships were her main goals the previous quarter.
- Mrs. Berry stated they had planned for eight youth resource fairs and had the first one successfully but due to the rise in COVID cases they ended up having to reschedule the rest.
- Mrs. Berry went over all the job fairs that they had hosted and the future one's they had scheduled.
- Mrs. Berry stated that they would start having the Barksdale Airforce Base NONappropriated Fund host monthly meetings to help job seekers brush up on their resume and interview skills.
- Mrs. Berry went over all the training events that she had held and everything else in her report in detail.
- Mrs. Berry thanked the Board for allowing Eckerd to continue to be the One-Stop Operator and asked if the Board had any questions, and no one did.

Personal Financial Disclosure and Ethics Training

- Mrs. Sattler went over the personal financial disclosure and ethics training.
- Mrs. Sattler informed the Board they could view the information about the annual personal financial disclosure on page 28 of their booklet and that the Board was required to file it before May 15th and if anyone did not get that done, they really needed to get that done ASAP.
- Chairperson Wheeler explained the ethics training that was found on page 29 in their booklets and reminded the Board to complete by the end of the year, or December 31st.

Other Business

- Chairperson Wheeler stated that the next meeting was tentatively scheduled to be on December 3rd but asked if it could be rescheduled due to a conflict with his schedule.

- Mrs. Sattler answered they could reschedule it and after a new date was decided they would inform the Board.
- Chairperson Wheeler asked if anyone had any other business to bring before the Board and no one did.

Adjournment:

There being no further business, Mr. Wheeler adjourned the meeting at 12:16 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 September 24, 2021. A quorum of members was present.



Julie Moore

Passed and approved on this 10 day of December, 2021



Seventh Planning District Consortium Title Chairman
Workforce Development Board