

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, July 12, 2024, at 11:30 a.m.

Silver Star Smokehouse & Tavern, 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 11:46 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: Julie Bass, Chad Bynog, Eugene Fremaux, Teresa Hefner, Brandon Hillman, Laura Lyles, Shirley Marcus, Brent Moreland, Joni Nelson, Joe Pease, Bruce Roberts, Sarah Rollins (who arrived at 12:02pm), Renee Sears, Amanda Simpson, Erica Smothers-Franklin, Clifton Starks, Teresa Walton, Wayne Watley, and Matt Wheeler.

Members Not in Attendance: Latasha Anderson, Matt LaFisca, Steven Mayeux, David "Rocky" Rockett, and Patricia Trim.

Staff Attending: Chaquana Harper-Wells, Julie Moore, Nicholas Olsen, Natalie O'Rourke, Candle Sattler, and Craig Sheppert.

Other Guest Attending: Corine Ambler, Robin Berry, Bridgette Clark, Jacques Lasseigne, and Doug Rogers.

American Job Center Locations



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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 nominations for Mr. Joe Pease and Ms. Latashia Anderson.
- Chairperson Wheeler stated that their Chief Elected Official had also accepted the resignation of Mr. Michael Barrett.
- Chairperson Wheeler asked if anyone had any questions, and no one did.

Approval of Minutes from the April 12, 2024, Workforce Development Board Meeting

- Chairperson Wheeler stated that the minutes 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 April 12, 2024, Workforce Development Board Meeting Minutes, with a second by Mr. Brent Moreland.
- With no further discussion the minutes were approved unanimously.

Acknowledgement & Approval of Multi-Jurisdictional Consortium Agreement

- Chairperson Wheeler stated that The Multi-Jurisdictional Consortium Agreement was emailed to the Board prior to the meeting for approval.
- Chairperson Wheeler explained that The Agreement was signed by all the Police Jury Presidents agreeing that The Honorable Tray Murray, President of Red River Parish Police Jury, would serve as the "Chief Elected Official" for the purposes of WIOA, the Red River Parish Police Jury would serve as the local grant recipient, and The Coordinating & Development Corporation would serve as the grant subrecipient/fiscal agent.
- Chairperson Wheeler asked the Board to turn to page five in their booklets to view the LWDA 70 Organizational Chart, so the Board could easily see how the relationship between the Board and the elected officials flowed.
- Mrs. Sattler went over the chart and explained how the flow of the Workforce Grant worked.
- Mr. Starks asked if they added the chart to show a change that was made.
- Mrs. Sattler answered no, there were not any changes, it was added just to help explain the process better, and to hopefully alleviate confusion.
- Chairperson Wheeler asked if there were any questions regarding the Agreement and there were none.

- Mr. Brent Moreland made a motion to approve the Multi-Jurisdictional Consortium Agreement, with a second by Mr. Clifton Starks.
- With no further discussion the Agreement was approved unanimously.

Approval of the WIOA Fiscal Agent Agreement Between the Red River Parish Policy Jury, Chief Elected Official, The Coordinating & Development Corporation, and the Seventh Planning District Consortium Workforce Development Board

- Chairperson Wheeler stated that the WIOA Fiscal Agent Agreement was emailed to the board prior to the meeting.
- Chairperson Wheeler asked if there were any questions concerning the WIOA Fiscal Agent Agreement and there were none.
- Mr. Brandon Hillman stated that he would be abstaining from the vote due to a conflict of interest.
- Mr. Eugene Fremaux made a motion to approve the WIOA Fiscal Agent Agreement, with a second by Ms. Laura Lyles.
- With no further discussion the agreement was approved unanimously.

Approval of Resolution for The Seventh Planning District Consortium Workforce Development Board

- Chairperson Wheeler stated that The Resolution for The Seventh Planning District Consortium Workforce Development Board was emailed to the Board prior to the meeting for approval.
- Chairperson Wheeler asked if anyone had any questions, and no one did.
- Mr. Brent Moreland made a motion to approve the resolution for the Seventh Planning District Consortium Workforce Development Board, with a second by Mr. Eugene Fremaux.
- With no further discussion the resolution was approved unanimously.

Acknowledgment and Approval of Chief Elected Official and Seventh Planning District Consortium Workforce Development Board Agreement

- Chairperson Wheeler stated that The Chief Elected Official and Seventh Planning District Consortium Workforce Development Board Agreement was emailed to the Board prior to the meeting for approval.
- Chairperson Wheeler asked if anyone had any questions, and no one did.
- Mr. Clifton Starks made a motion to approve the Chief Elected Official and Seventh Planning District Consortium Workforce Development Board Agreement, with a second by Mr. Brent Moreland.
- With no further discussion the agreement was approved unanimously.

Review and Approval the Proposal for Directors & Officers Liability for LWDB 70

- Chairperson Wheeler reminded the Board that at the previous meeting some Board members were worried about liability issues and asked to hold off on approving policies.
- Chairperson Wheeler explained that they had reached out to insurance companies for D&O coverage, and they had a representative present at their meeting to go over some options with them.
- Mr. Doug Rogers handed out the insurance proposal that explained everything he planned to present to the Board.
- Mr. Rogers went over the D&O coverage that they felt was the best option for the Board.
- Mr. Rogers explained in detail about the D&O coverage that was being presented and asked if anyone had any questions.
- Mr. Starks asked if there was a claim and it took some money from their \$1,000,000.00 “bucket” when would that bucket be restored, after each claim or the following year?
- Mr. Rogers answered that after they spent their insurance claim money, they could either go back to the same insurance company and ask to refill the “bucket” or they could shop around for another insurance company, but it does not just fill itself back up.
- Chairperson Wheeler asked if they were able to cover new claims that were made on previous acts that the Board performed before they purchased the insurance.
- Mr. Rogers answered no, that anything the Board did before purchasing the insurance would not be covered.
- Chairperson Wheeler asked if the insurance would cover the Board in the case where a person felt the Board made a bad decision and didn’t approve their funding, or whatever the case may be, and wanted to sue the Boards decision.
- Mr. Rogers answered yes, that as long as the Board was acting in good faith, and made the decision that they felt was best, the insurance would cover them if they were being sued for that decision.
- Mr. Rogers clarified that if the Board knowingly acted in bad faith, then the insurance would not cover them.
- Mr. Wayne Watley asked if there was much of a premium difference in the deductible prices.
- Mr. Rogers answered that \$5,000 was the lowest offered to the Board, due to them never having had D&O insurance in the past.
- Mr. Moreland asked if that insurance was different than fiduciary liability insurance.
- Mr. Rogers answered yes, the D&O insurance covered the WIOA Board as a whole, not individuals.
- Mr. Starks asked if an individual decided to sue CDC and the WIOA Board would that insurance cover both.

- Mr. Rogers answered that the insurance being presented would cover the WIOA Board and CDC would use their own separate insurance to cover them.
- Chairperson Wheeler asked if the insurance would cover the Board if the Board approved a policy for the CDC and a CDC employee wanted to sue.
- Mr. Rogers answered that if a disgruntled CDC employee wanted to sue for whatever reason, they would have to sue CDC for any employment issues, they would not be able to sue the WIOA Board.
- Mr. Rogers explained that the only way someone could attempt to sue the WIOA Board for anything that CDC did, would be for the WIOA Board making the decision to appoint CDC as the Fiscal Agent, and then the Boards D&O insurance would step in.
- Mr. Rogers asked if anyone else had any questions, and no one did.
- Mr. Wayne Wately motioned to approve the proposal for Directors & Officers liability for LWDB 70, with a second by Ms. Laura Lyles.
- With no further discussion the proposal was approved unanimously.
- Chairperson Wheeler added a motion to approve the Coordinating & Development Corporation to be able execute the documents necessary for the approved policy.
- Mr. Clifton Starks seconded the motion, and with no further discussion the motion was passed 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 the Travel Policy on March 21st, 2024, and those policies also needed to be reviewed and accepted by the WIOA Board.
- Chairperson Wheeler stated that the revised policies were emailed out to everyone for review before the meeting.
- Mr. Fremaux asked if it was required for the Board to approve all CDC policies.
- Mrs. Sattler answered that the WIOA Board needed to accept all CDC approved policies.
- Chairperson Wheeler asked if anyone else had any questions, and no one did.
- Mr. Clifton Starks made a motion to approve the revised LWDA 70 policies, with a second by Mr. Brent Moreland.
- With no further discussion the revised policies were approved unanimously.

Acknowledgment of Selection for LWDA Employer of Record Services for Participant Work Experience

- Chairperson Wheeler stated that at the previous Board meeting, the Board selected an evaluation committee to review the proposals for Employer of Record Services for Participant Work Experience and to determine the selected

proposer, which would allow LWDA 70 to enter into a contract once all requirements had been met.

- Mrs. Sattler talked about how they had originally chosen Ms. Julie Bass, to be on the evaluation committee, but Ms. Bass let Mrs. Sattler know there was a conflict of interest and needed to be removed from the evaluation committee.
- Mrs. Sattler stated that she reached out to Ms. Teresa Hefner and asked if she would replace Ms. Bass on the evaluation committee, and Ms. Hefner accepted.
- Mrs. Sattler explained that they had received two proposals, one from LanceSoft and one from Jean Simpson.
- Mrs. Sattler stated that the evaluation committee had chosen LanceSoft to be the Employer of Record, but LanceSoft did not return the contract, and eventually let them know they were no longer interested.
- Mrs. Sattler explained that the evaluation committee approved her to reach out to the remaining bidder Jean Simpson to see if they were still interested, and Jean Simpson was, and signed the contract and sent it back quickly.
- Mrs. Sattler stated that Jean Simpson was their employer of record for work experience for participants.
- Chairperson Wheeler asked if anyone had any questions, and no one did.
- Ms. Laura Lyes made a motion to approve the evaluation committee selection for the LWDA Employer of Record Services for participant work experience, with a second by Mr. Clifton Starks.
- With no further discussion the selection was approved unanimously.

Approval of Selection for One-Stop Operator Provider Services

- Chairperson Wheeler asked Ms. Sattler to discuss the selection of the One-Stop Operator Provider Services.
- Mrs. Sattler stated that LWDA 70 initiated an extensive outreach effort to secure proposals for One-Stop Operator services.
- Mrs. Sattler explained that to ensure a broad and inclusive solicitation process, LWDA 70 sent emails to multiple service providers, including entities beyond the Northwest Louisiana (Region 7) area, informing them of the Request for Proposal (RFP) opportunity.
- Mrs. Sattler stated that Public Notices were published in several regional newspapers to reach a wider audience across our ten parishes and the RFP notice was prominently displayed on the Coordinating and Development Corporation's (CDC) and Louisiana Workforce Commission (LWC) websites.
- Mrs. Sattler explained that because so many reached out, she thought they would have a lot of bids but ended up with only one proposal, which was Eckerd Connects, their previous One-Stop Operator.
- Mrs. Sattler stated that their policy did allow them to approve a single-source bidder, so they planned on moving forward with Eckerd Connects.
- Chairperson Wheeler asked if anyone had any questions, and no one did.

- Mr. Clifton Starks made a motion to approve the selection for the single source bidder, Eckerd Connects, for One-Stop Operator Provider Services, with a second by Mr. Brent Moreland.
- With no further discussion the selection was approved unanimously.

Review and Approval of Modification to WIOA 2023/2024 Operating Budget

- Chairperson Wheeler stated that the modification to the WIOA 2023/2024 Operating Budget was emailed out to the Board prior to the meeting.
- Chairperson Wheeler asked if anyone had any questions.
- Mr. Clifton Starks asked what the modifications were for.
- Mrs. Sattler asked the Board to view the charts in their booklets on pages 11 and 12 to view the changes to the 2023/2024 budget.
- Mrs. Sattler explained that they had to move the money to a different line item in the budget, and one of the main reasons was the two new Youth BSR positions which made them need more money in the Salaries and Fringe section of their budget.
- Mr. Clifton Starks made a motion to approve the modifications to the WIOA 2023/2024 Operating Budget, with a second by Mr. Brent Moreland.
- With no further discussion the modifications were approved unanimously.

Review and Approval of WIOA 2024/2025 Operating Budget

- Chairperson Wheeler stated that the WIOA 2024/2025 Operating Budget was emailed out to the Board prior to the meeting.
- Chairperson Wheeler asked Mrs. Sattler if the insurance policy that was approved was included in the new budget.
- Mrs. Sattler answered yes, they budgeted for it.
- Chairperson Wheeler asked if anyone had any questions, and no one did.
- Mr. Eugene Fremaux made a motion to approve the WIOA 2024/2025 Operating Budget, with a second by Mr. Brent Moreland.
- With no further discussion the budget 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 13 in their booklets to view the proposed budget and WIOA allocations for PY 24/25.
- Mrs. Sattler stated the PY 24/25 WIOA allocations showed a loss of \$270,000.00 from the previous program year.
- Mrs. Sattler went over the breakdown of training expenditures, that were current as of June 30th, 2024.
- Mr. Fremaux asked if they had to return any funds for PY23/24.

- Mrs. Sattler answered no, they did not have to return any funds.
- Mrs. Sattler asked the Board to turn to pages 14 and 15 in their booklets to view the Training Providers Evaluation report.
- Mrs. Sattler told the Board to take some time to review the report, that it was an evaluation report for training providers to let them know how they were doing as a training provider.
- 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 16 in their booklets to view his report.
- Mr. Olsen talked about how they were busy working on completing all employees' annual reviews and hoped to get those done by the end of the month.
- Mr. Olsen took some time to thank Mrs. Chaquana Harper-Wells, Mrs. Linette Culpepper, and Mrs. Terri Remedies who had been working very hard to keep up with the caseloads of two vacancies, three new employees still learning and needing help, along with their own caseloads.
- Mr. Olsen stated that their annual LWC exit memorandum report came back favorable overall, the only issues that were found were during times of turnover with staff, so they did a few training sessions with staff to go over those issues.
- Mr. Olsen talked about how he and other staff members attended the NAWDP conference in San Antonio, and how every employee had great take-aways from the conference and presented those to the rest of the staff.
- 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 17 to view her report.
- Mrs. Harper-Wells stated that in the last quarter, she was mostly focused on training the new hires, and helping with the caseload of the vacant positions.
- Mrs. Harper-Wells talked about how she was doing desk reviews for case managers and felt very good about all the employees and thought almost everyone was catching on fast.
- Mrs. Harper-Wells stated that she was working on always encouraging employees, because they had a very large caseload to handle, and she knew encouragement could go a long way.
- Mrs. Harper-Wells went over the eligibility report and stated that lots of applications came in but close to 1/3 of those applicants never answer their

phone or emails after they applied so they were obviously not deemed eligible for WIOA.

- Chairperson Wheeler asked if a candidate who applied for WIOA gained employment after they applied, would they be moved to the no response category.
- Mrs. Harper-Wells stated that if they were not yet deemed eligible and decided they were no longer interested in WIOA services because they found a job, then they would probably be moved to the no response or ineligible section of the eligibility log.
- Chairperson Wheeler asked if they kept track of the people who applied but found employment before, they were deemed eligible for WIOA.
- Mrs. Harper-Wells answered yes, they did keep track of it, but it was not very common.
- Mrs. Harper-Wells asked if anyone had any questions, and no one did.

Business Service's Representative Report

- Chairperson Wheeler asked Mrs. Natalie O'Rourke to give the Business Service's Representative Report.
- Mrs. O'Rourke asked the Board to turn to pages 29-33 in their booklets to view both business services reports.
- Mrs. O'Rourke stated that Mr. Mark Colwick was out of the office that day, so she let the Board know his report was on pages 29-31.
- Mrs. O'Rourke went over the Youth BSR report and talked about a few relationships that Mr. Colwick and she had made, including the Arcadia City Council, which had led to a meeting with the Arcadia School Board, which would hopefully lead to youth participants.
- Mrs. O'Rourke took a moment to thank the CDC management team for allowing her to attend the Lincoln Leadership Program, which she graduated from in June.
- Mrs. O'Rourke talked about the relationship she made with business owners through the leadership program she attended and hoped to be spending more work experience funds soon.
- Mrs. 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 34 in their booklets to view his report.
- Mr. Sheppert went over the findings in his report; "Youth Participants – Does Getting a Credential Make a Difference in Employment Outcomes?"
- Mr. Sheppert talked in detail about how he obtained his data, and the methods he used to create his report.

- Mr. Sheppert summarized that getting a credential did not make much of a difference in obtaining a job, but the type of employment did have a significant difference.
- Mr. Sheppert stated that participants that obtained a credential made on average \$20.00 an hour while participants who did not obtain a credential but did find employment made far less than \$20.00 an hour.
- Mr. Sheppert talked about his monitoring visit to Coastal Truck Driving School in Ouachita Parish, and how he was able to interview eight participants, and none had any complaints.
- Mr. Sheppert asked if anyone 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 asked everyone to turn to pages 36 and 37 in their booklets to view her report.
- Mrs. Berry started that she was focused on outreach for WIOA youth, work-experience, and On-the-Job Training the past quarter.
- Mrs. Berry went over her summary of outreach activities and talked about the upcoming events.
- Mrs. Berry talked about her involvement with WIOA personnel and outreach activities.
- Mrs. Berry explained her strategy of engaging stake holders at all levels within the American Job Center programs to ensure their services were integrated into the broader workforce development landscape.
- Mrs. Berry stated that they were starting to see returns on all their hard work, and employers have started to reach out to her for their needs.
- Mrs. Berry asked if anyone had any questions, and no one did.

Personal Financial Disclosure and Ethics Training

- Chairperson Wheeler informed the Board they could view the information about the annual personal financial disclosure on page 49 of their booklet and that the Board was required to file it before May 15th, so if anyone had not completed that, they needed to do it ASAP, because it was past due.
- Chairperson Wheeler went over the ethics training on page 50 in their booklets and reminded the Board to complete it by the end of the year.

Other Business

- Chairperson Wheeler asked if there was any other business to bring before the Board.
- Mrs. Sattler stated that they did receive the FY 22/23 WIOA monitoring review exit memorandum on June 27th, and they had their responses turned in on June 28th.

- Mrs. Sattler explained that they were supposed to receive their final report by July 5th, but they had not received it yet.
- Mrs. Sattler stated that when she did receive it, she would send it out to the Board.
- Chairperson Wheeler asked if anyone else had anything else, and no one did.

Adjournment:

There being no further business, Chairperson Wheeler adjourned the meeting at 1:06 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 July 12, 2024. A quorum of members was present.

Julie Moore

Passed and approved on this _____ day of _____, 2024.

Seventh Planning District Consortium
Workforce Development Board

Title