



THE COORDINATING & DEVELOPMENT CORPORATION

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Jack "Bump" Skaggs, President and CEO

SEVENTH PLANNING DISTRICT CONSORTIUM WORKFORCE DEVELOPMENT BOARD MEETING MINUTES - DRAFT

Tuesday, June 23, 2020 at 11:00 a.m.

Warrior Network Center, Bossier City, Bossier Parish, Louisiana

I. **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 11:00 a.m.

Mr. Wheeler referenced the Certification Pursuant to Gubernatorial Proclamation that was in printed form on Page 3 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. Mr. 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 Ms. 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, Business Manager for the International Brotherhood of Electrical Workers Local 194, said the Pledge of Allegiance to the Flag; Mr. John Vaughan III, Rehabilitation Regional Manager for the Louisiana Rehabilitation Services, gave the invocation; and Ms. Susan Butler, WIOA Administrative Assistant for the Workforce Development Board, called roll for the Board members and recorded the minutes.

Members in Attendance: Michael Barrett, Julie Bass, Michael Chamlee, Nakeeta Demery, Mary Duncan, Eugene Fremeaux II, Lynne Given, Brandon Hillman, Matt LaFisca, Brent Moreland, Bruce Roberts, David "Rocky" Rockett Jr, Clifton Starks, John "Chuck" Vaughan III, and Matt Wheeler.

Members not in Attendance: Leighton Allen, Jeremy Ashby, Treva Askey, Victor McGee, Dr. Earl W. Meador, Patricia Moore, Dakota Robinson, and The Hon. Reggie Roe.

Staff Attending: Nada Attaway, Susan Butler, Julie Moore, Nicholas Olsen, Candle Sattler, Craig Sheppert, Jack "Bump" Skaggs, and Austin Vaughn.

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Other Guest Attending: Bruce Busada (Diesel Driving), Randel Elliott (One-Stop Community Solutions, Inc.), Dr. Gayle Flowers (Bossier Parish Community College), Jacques Lasseigne, Jr, (Louisiana Workforce Commission), and Shelli Ulrich (Bossier Parish Community College).

Ms. Sattler announced changes in Workforce Development Board Members and CDC Staff. She stated that Mr. Patrick Harrington had resigned from the Workforce Development Board. She was the new Interim Director for Workforce Development replacing Ms. Angie Rymer who retired in April. Ms. Randel Elliott, was the new Interim One-Stop Operator, replacing Ms. Sattler. Mr. Nicholas Olsen formerly the Monitor for CDC had stepped into a new position as WIOA Program Manager, Ms. Arien Ragster was the new Youth Team Lead. Ms. Chardia Veal was the new Youth Business Coordinator, and Ms. Leslie Carlton was CDC's newest Account Executive for Claiborne and Webster Parishes.

II. Review of Correspondence:

There was no correspondence to be presented at this time.

III. Old Business:

- a. Approval of Workforce Development Board Minutes of December 4, 2019:
Mr. Wheeler presented the Workforce Development Board Meeting Minutes dated December 4, 2019, in printed form without modification. Mr. Bruce Roberts motioned to approve the Minutes and Mr. Clifton Starks seconded the motion. The motion was unanimously approved by all the Board members. There were no abstentions or opposition.
- b. Approval of Workforce Development Board Minutes of January 30, 2020:
Mr. Wheeler presented the Workforce Development Board Meeting Minutes dated January 30, 2020, in printed form without modification. Mr. Clifton Starks motioned to approve the Minutes and Mr. Brent Moreland seconded the motion. The motion was unanimously approved by all the Board members. There were no abstentions or opposition.

IV. New Business:

- a. Approval of Multi-Jurisdictional Consortium Agreement:
Mr. Wheeler referenced the Multi-Jurisdictional Consortium Agreement that was emailed to all the members prior to the meeting for Board approval. He stated that the Agreement was signed by all the Police Jury Presidents agreeing that The Hon. Richard "Mike" McCormick, President of Sabine Parish Police Jury, would serve as the "Chief Elected Official" for the purposes of the WIOA, the Sabine Parish Police Jury would serve as the local grant recipient, and The Coordinating and Development Corporation would serve as the grant subrecipient/fiscal agent. Mr. Bruce Roberts motioned to approve the Multi-Jurisdictional Consortium Agreement and Mr. Clifton Starks seconded the motion. The motion was unanimously approved by all the Board members. There were no abstentions or opposition.

Mr. Wheeler stated that The Hon. Richard "Mike" McCormick, President of the Sabine Parish Police Jury, also submitted a written statement acknowledging that he had read the Agreement and understood his role and responsibilities as the newly elected Chief Elected Official to represent the Seventh Planning District Consortium Workforce Development Board. This Agreement was emailed to the Board members prior to the meeting and did not require a vote by the Board members.

b. Approval of CDC and WOIA Policies:

At this time, Mr. Wheeler called for a vote for the following CDC and WIOA policies to be approved by the Board. The following policies were emailed to the Board members prior to the Board meeting but were not presented at the meeting: Code of Conduct, Revised On-the-Job Training Policy (OJT), Segregation of Duties, Travel Policy, WIOA Fiscal Policy and Procedures for LWDA 70, and CDC Policies and Procedures Manual. Mr. Clifton Starks motioned to approve the CDC and WIOA Policies and Mr. Bruce Roberts seconded the motion. The motion was unanimously approved by all the Board members. There were no abstentions or opposition.

c. Approval of the WIOA 2020-2021 Tentative Budget:

Mr. Wheeler presented the WIOA 2020-2021 Tentative Budget in printed form without modification. Mr. Brandon Hillman motioned to approve the WIOA 2020-2021 Tentative Budget and Mr. Eugene Freameaux II., seconded the motion. The motion was unanimously approved by all the Board members. There were no abstentions or opposition.

V. Other Business

a. Request for Proposal for the One-Stop Operator:

Ms. Sattler remarked that One-Stop Community Solutions, Inc., would not be renewing their One-Stop Operator Contract at the end of June 2020. Therefore, a new Request for Proposal (RFP) for One-Stop Operator was advertised in the local newspapers last week. She stated that the deadline for the Request for Proposal for the One-Stop Operator had to be submitted back to The Coordinating & Development Corporation's Office by July 17, 2020. A Board member asked if the specific dates for the proposal return were listed in the proposal and Ms. Sattler answered yes. Ms. Sattler stated that a One-Stop Operator Committee would have to be formed to review the proposals and that individuals serving on the committee could not be a Board member. She asked if any Board member knew of someone that would like to serve on the committee, to please contact her at (318) 632-2022 or email at csattler@cdconline.org.

b. Personal Financial Disclosure:

Ms. Sattler stated that as a Workforce Development Board member, they were required by law to submit their Personal Financial Disclosure to the Louisiana Board of Ethics by May 15 annually, but the date had been extended to June 2, 2020, due to the COVID-19 Pandemic. She encouraged the Board members to call the CDC office at (318) 632-2022 should a member need a copy of the form.

c. Ethics Training:

Ms. Sattler reminded the Board that they were required by law to take the ethics training on-line by December 31, 2020. The ethics training website is <http://ethics.la.gov/SeminarRegistration/>. Ms. Sattler said that this was very important to maintain membership on the Board and failure to comply with the training or filling out the Personal Financial Disclosure could result in a serious fine of \$1,500 or more.

VI. Next Workforce Development Board Meeting:

Mr. Wheeler stated that the next Workforce Development Board Meeting would convene tentative on Friday, September 11, 2020.

VII. Adjournment:

There being no further business, Mr. Wheeler adjourned the meeting at 11:30 p.m.

VIII. Certification

I, Julie Moore, Minute Taker to the Seventh Planning District Consortium Workforce Development Board, do hereby certify that the above and foregoing are the Minutes of the Seventh Planning District Consortium Workforce Development Board dated June 23, 2020. A quorum of members was present.



Julie Moore

Passed and approved on this 25 day of September, 2020



Seventh Planning District Consortium
Workforce Development Board

Chair Person

Title