

# 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 11, 2024, at 11:30 a.m.

Every Warrior Center, 4000 Viking Dr., Suite A, Bossier City, LA 71111

### Call to Order, Invocation, and Roll Call:

Mr. Bruce Roberts, Vice-Chairperson of the Seventh Planning District Consortium Workforce Development Board, called the quarterly meeting to order at 11:39 a.m.

Mr. Bruce Roberts 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, Matt LaFisca, Laura Lyles, Shirley Marcus, Joni Nelson, Bruce Roberts, Renee Sears, Clifton Starks, and William Upchurch.

Members Not in Attendance: Latasha Anderson, Steven Mayeux, Joe Pease, David "Rocky" Rockett, Sarah Rollins, Amanda Simpson, Erica Smothers-Franklin, Patricia Trim, Teresa Walton, Wayne Watley, and Matt Wheeler.

Staff Attending: Nada Attaway, Mark Colwick, Chaquana Harper-Wells, Rachel Milner, Julie Moore, Kisha Newsom, Nicholas Olsen, Natalie O'Rourke, Candle Sattler, and Craig Sheppert.

Other Guest Attending: Robin Berry, Bridgette Clark, Jacques Lasseigne, and Barbara Leach.

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## **Public Comment**

- Vice-Chairperson Roberts opened the floor for public comment.
- No one had anything to bring before the Board.

## **Acknowledgement of LWDB Member Appointments and Resignation**

- Vice-Chairperson Roberts let the Board know that their Chief Elected Official had accepted the nomination for Mr. William UpChurch and had also accepted the resignation of Mr. Brent Moreland.
- Vice-Chairperson Roberts stated that their Chief Elected Official had also accepted the reappointments of Mr. Clifton Starks, Mrs. Julie Bass, and Mr. Rocky Rockett.
- Vice-Chairperson Roberts asked if anyone had any questions, and no one did.

## **Approval of Minutes from the July 12, 2024, Workforce Development Board Meeting**

- Vice-Chairperson Roberts stated that the minutes were sent out to the Board before the meeting for their review.
- Vice-Chairperson Roberts asked if anyone had any questions about the minutes, and no one did.
- Mr. Clifton Starks made a motion to accept the July 12, 2024, Workforce Development Board Meeting Minutes, with a second by Mr. Matt LaFisca.
- With no further discussion, the minutes were approved unanimously.

## **Approval of Revised LWDA 70 Policies**

- Vice-Chairperson Roberts stated that the Revised LWDA 70 Supportive Service Policy for Adults, Dislocated Worker, and Youth Participants, The LWDA 70 Youth Incentives Policy, and the WIOA Fiscal Policy & Procedures for LWDA 70 were emailed to the Board prior to the meeting for approval.
- Vice-Chairperson Roberts asked if there were any questions regarding the policies.
- Mr. Starks stated that he read the policies, and he only had one question about the employee timesheets, but he asked Mrs. Sattler about it before the meeting, and she answered his question.
- Mr. Starks asked if they would be approving each policy individually or if they were going to approve them all in one motion.
- Vice-Chairperson Roberts answered if they wanted to accept them all in one motion that was fine.
- Mr. Clifton Starks made a motion to approve the Revised LWDA 70 Supportive Service Policy for Adults, Dislocated Worker, and Youth Participants, The LWDA 70 Youth Incentives Policy, and the WIOA Fiscal Policy & Procedures for LWDA 70, with a second by Mr. Matt LaFisca.

- With no further discussion, the policies were approved unanimously.

### **LWDB 70's Annual Code of Conduct and Conflict of Interest Policy Review and Statement**

- Vice-Chairperson Roberts explained that every year the entire Board needed to sign a new conflict of interest statement.
- Vice-Chairperson Roberts asked the Board to fill out the conflict of interest form that was given to them at the start of the meeting and to leave it at their seat when the meeting was over.
- Vice-Chairperson Wheeler asked if anyone had any questions, and no one did.

### **Financial Report**

- Vice-Chairperson Roberts asked Mrs. Sattler to discuss the financial report.
- Mrs. Sattler asked the Board to turn to page eight in their booklets to view the budget and operating statement.
- Mrs. Sattler stated that their total budget was \$5,151,757.00 and as of August 31, 2024 they had spent \$503,113.00 leaving them a balance of \$4,648,644.00.
- Mrs. Sattler asked the Board to view the breakdown of Training Expenditures chart on page nine in their booklets.
- Mrs. Sattler went over the training dollars that had been spent for adults, dislocated workers, and youth as of August 31, 2024.
- Mrs. Sattler reminded the Board that a Board member had asked her to present youth goals and expectations.
- Mrs. Sattler stated that she created a chart that included youth projected spending vs. actual spending.
- Mrs. Sattler asked the Board to look at page 10 in their booklets to view the new chart, and she went over it in detail.
- Mrs. Sattler then asked the Board to view the Training providers' chart on pages 11 and 12 in their booklets.
- Mrs. Sattler went over the chart which showed how much had been spent on each training provider and how many participants had been enrolled in each training program.
- Mrs. Sattler asked if anyone had any questions, and no one did.

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

- Vice-Chairperson Roberts asked Mr. Olsen to give the program manager's report.
- Mr. Olsen asked the Board to turn to page 14 in their booklets to view his report.
- Mr. Olsen talked about how the State of Louisiana Workforce Commission had provided access to a trial system to all local Boards that would provide insight into companies financial and material strengths and weaknesses.

- Mr. Olsen talked about the chart he included in his report, that he ran which showed businesses in their region that were potentially in danger of closing.
- Mr. Olsen stated that that system would be beneficial by letting them know what businesses they should reach out to to possibly provide WIOA services to.
- Mr. Olsen talked about how that information would hopefully open the door for WIOA to partner with more businesses for OJT's and WEX agreements.
- Mr. Olsen asked if anyone had any questions, and no one did.

## **WIOA Activities Report**

- Vice-Chairperson Roberts asked Mrs. Chaquana Harper-Wells to give the WIOA Activities report.
- Mrs. Harper-Wells asked the Board to turn to page 18 to view the eligibility report.
- Mrs. Harper-Wells stated that they had received 254 adult and dislocated worker applications and 146 youth applications from July 1, 2024, to September 30, 2024.
- Mrs. Harper-Wells explained that 66 participants out of the 400 applications received were approved for the WIOA program, 40 were not eligible, 74 were referred, 26 were deferred, and 152 were still being processed.
- Mrs. Harper-Wells talked about how in the previous quarter they focused mostly on training new hires and staff development.
- Mrs. Harper-Wells explained that they lost three team members within the same quarter, so staff was having to assist with parishes outside their own, and everyone was helping out while they were short staffed.
- Mrs. Harper-Wells stated that they talked to staff about how they felt training could be improved, and they made a few changes with the new hires training and felt that it was working well.
- Mrs. Harper-Wells talked about how they started having weekly in-person meetings for their youth team to help answer any questions or concerns they might have.
- Mrs. Harper-Wells stated that she and Mrs. Rachel Milner attended training in Alexandria for FutureWorks, which was a refresher course for them and also showed some new features that FutureWorks was offering.
- Mrs. Harper-Wells went over the adult and dislocated worker report, stating that they had 30 new enrollments for the first quarter and 90 total active participants.
- Mrs. Harper-Wells also went over the youth report, stating that they had 14 new enrollments for the first quarter and 47 total active participants.
- Mr. Brandon Hillman asked why Red River was not listed on the charts for new enrollments.
- Mrs. Harper-Wells answered that if they were not on the chart for new enrollments, that meant that no new participants were enrolled in the first quarter for Red River Parish, but that did not mean they didn't have any active Red River Parish participants.

- Mrs. Laura Lyles asked if that was a large number of new enrollments for a quarter, because to her it seemed larger than normal.
- Mrs. Harper-Wells answered that she agreed it did seem higher than normal, but she did not have the previous year's first quarter number to verify.
- Mrs. Harper-Wells asked if anyone had any questions, and no one did.

### **WIOA Performance Report**

- Vice-Chairperson Roberts asked Mrs. Rachel Milner to give the WIOA Performance report.
- Mrs. Milner asked the Board to turn to page 35 to view her report.
- Mrs. Milner stated that her report showed PY23 fourth quarter performance outcomes.
- Mrs. Milner talked about how they were given a goal by the state, and if they met or exceeded that goal the chart would show that outcome as the color green, if they were in 90% of their goal the outcome is yellow, and if they did not hit at least 90% of their goal, it was in red.
- Mrs. Milner went over the adult, dislocated worker, and youth outcomes in detail and stated that they were mostly green, a couple yellow, and the few reds they received were very close to being yellow.
- Mrs. Milner explained that any red they received was also only from the fourth quarter, but they are reviewed by the state every year on their annual summary, and the fourth quarter red areas were green for the annual summary.
- Mrs. Milner stated that overall, they were doing very well, they were meeting and exceeding almost all their goals for the year.
- Mrs. Milner stated that they were not able to identify a specific reason for the fourth quarter unmet goals and stated that staff was doing everything correctly.
- Mrs. Milner asked if anyone had any questions, and no one did.

### **Business Services Report**

- Vice-Chairperson Roberts asked Mr. Mark Colwick to give the Business Services Report.
- Mr. Colwick asked the Board to turn to page 30 in their booklets to view his report.
- Mr. Colwick started out his report by stating that OJTs were like cooking food and required good ingredients to end up with a tasty meal.
- Mr. Colwick explained that the key ingredients to OJT's were the businesses, the participants, and WIOA funding.
- Mr. Colwick talked about how they had most of the ingredients but lacked the main ingredient which was participants.
- Mr. Colwick stated that he tried to go about getting participants in a different way in the previous quarter, and he felt it was working successfully.
- Mr. Colwick explained that case managers were doing a much better job of finding out if a participant really needed to go to school or if on-the-job training or work experience was a better fit for the participant.

- Mr. Colwick stated that they were also receiving a few reverse referrals, which was when businesses let him know about individuals that they felt would qualify for the WIOA program and they would be willing to hire.
- Mr. Colwick talked about how he had been very active at job fairs and rapid response events and felt those helped find participants as well.
- Mr. Colwick went over the three active OJT contracts that they had and the one prospective contract.
- Mr. Colwick also went over the outreach events and meetings he attended during the last quarter.
- Mr. Colwick asked if anyone had any questions, and no one did.

### **Youth Business Services Report**

- Vice-Chairperson Roberts asked Mrs. Natalie O'Rourke and Mrs. Kisha Newsom to give the Youth Business Services Report.
- Mrs. O'Rourke asked the Board to turn to page 32 in their booklets to view their four active work experience contracts.
- Mrs. O'Rourke talked about their partnership with the Town of Oil City which Mrs. Newsom did a great job of setting up, and they had two participants in an active work experience agreement with the Town of Oil City.
- Mrs. O'Rourke stated that they also had a work experience agreement with the Village of Hosston and the City of Arcadia.
- Mrs. O'Rourke also talked about the participant in Arcadia who wasn't sure what they wanted to do and was given a WEX for an administrative assistant position, and the participant loved it.
- Mrs. O'Rourke reminded the Board that the participants are not just numbers on a page, they are real people whose lives were being changed by WIOA and she was very excited about seeing it.
- Mrs. O'Rourke mentioned that she was asked to join the Ruston Chamber of Commerce Workforce Committee and would be meeting with them once a month.
- Mrs. Newsom took a moment to thank Mrs. Sattler and Mr. Olsen for giving her the opportunity to be a Youth Business Services Representative (YBSR) and talked about how she had so much luck with WEX agreements in Oil City because she lived in Oil City and was the clerk there for many years.
- Mrs. Newsom explained that CDC first hired her as a case manager, and she was recently transitioned to a YBSR and felt her experience as a case manager would help her do well in her new role.
- Mrs. Newsom talked about the participant who was in a WEX agreement with Hosston Village and how they planned to roll that participant over into an OJT when their WEX was completed.
- Mrs. Newsom talked about how she had connected with the Caddo Juvenile Court and hoped they might find some new youth participants with barriers who would be eligible for WIOA.

- Mrs. Newsom spoke about her meetings with the Caddo Sheriff's Crime Prevention Unit as well, hoping to find more WIOA eligible youth.
- Mrs. Newsom thanked Mrs. Lyles for letting her and Mrs. O'Rourke meet with the Natchitoches Chamber which gave them good information on local businesses that they were going to try to work with.
- Mrs. Newsom stated that she had a meeting set up with Alliance Compressors and was hoping to set up a WEX agreement with them and a participant in Natchitoches parish.
- Mrs. Newsom asked if anyone had any questions, and no one did.

### **Program Monitor Report**

- Vice-Chairperson Roberts asked Mr. Sheppert to give the monitoring report.
- Mr. Sheppert asked the Board to turn to page 33 in their booklets to view his report.
- Mr. Sheppert stated that in the Program Year 2023, they enrolled 10 In-School Youth.
- Mr. Sheppert talked about how Mrs. Milner and he decided to do a HiRE review to see where those 10 In-School Youth were at in their activity and program completion status.
- Mr. Sheppert stated that they found that nine were attending a high school in their region at the time of their WIOA program enrollment with one participant attending the LPN degree program at the Louisiana Technical College in Natchitoches.
- Mr. Sheppert explained that two participants had obtained their high school diploma in May but had not yet been exited from the WIOA program, five participants attending high school would remain in the WIOA program for the 2024/2025 school year to continue receiving WIOA program services, and then one who's case manager was unable to determine their school attendance status.
- Mr. Sheppert talked about a new training program developed by the Louisiana Technical Colleges in Minden and Shreveport.
- Mr. Sheppert stated that the program was 32 weeks in length with a total program cost of \$14,780.00.
- Mr. Sheppert explained that the program was structured in three phases that include training "modules" through which skills essential to being a power line worker were learned.
- Mr. Sheppert stated that they had enrolled four WIOA participants in the training program – three Youth participants and one Adult participant.
- Mr. Sheppert stated that On September 24, 2024, Mrs. Milner and he visited the Louisiana Technical College in Shreveport to conduct a program review and Mrs. Milner conducted a group interview session with the four WIOA participants.
- Mr. Sheppert stated that the four WIOA participants reported that they were very pleased with their training and their instructor, Mr. Barlow, but they did have some questions concerning the need for additional supportive services,

especially the purchase of work boots having features required by power line workers.

- Mr. Sheppert asked if anyone had any questions.
- Mrs. Sattler mentioned to the Board that the photos in their booklet at the end of the Monitoring Report were taken by their Career Specialist, Mrs. Kim Keane, who drove by and saw her participant on the powerline pole during training and went and took those photos.
- Mrs. Renee Sears invited the Board to the Rodeo they would have soon, which was the graduation ceremony for their linemen.
- Mr. LaFisca asked Mrs. Sears if they helped them find jobs after graduation.
- Mrs. Sears answered that most students already had job offers before they even graduated.
- Mr. Sheppert asked if anyone else had any questions, and no one did.

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

- Vice-Chairperson Roberts asked Mrs. Berry to give her One-Stop Operator report.
- Mrs. Berry asked everyone to turn to page 37 in their booklets to view her report.
- Mrs. Berry stated that she was focused on outreach for WIOA youth, work-experience, and On-the-Job training in the past quarter.
- Mrs. Berry went over her summary of outreach activities and talked about the upcoming events.
- Mrs. Berry talked about a person who had been incarcerated for over 20 years who was having a hard time finding a job, and she referred him to LWC.
- Mrs. Berry stated that she was happy to report that she received a call from him saying he had found a job and was working in construction.
- Mrs. Berry talked about how she had been engaging with the community and attending many outreach events.
- Mrs. Berry talked about all the upcoming job fairs and events she planned to attend.
- Mrs. Berry asked if anyone had any questions, and no one did.

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

- Vice-Chairperson Roberts 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 15<sup>th</sup>, so if anyone had not completed that, they needed to do it ASAP, because it was past due.
- Vice-Chairperson Roberts 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**



- Vice-Chairperson Roberts asked if there was any other business to bring before the Board.
- Mrs. Sattler stated that their final monitoring report had been closed out, and they had originally had one finding, but they were able to provide documentation to clear that up, so it closed out with no findings.
- Mrs. Sattler stated that she had emailed the close out letter to the Board.
- Vice-Chairperson Roberts asked if there was any other business, and there was none.

**Adjournment:**


There being no further business, Vice-Chairperson Roberts adjourned the meeting at 12:37 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 11, 2024. A quorum of members was present.

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

Passed and approved on this 24 day of January, 2025.

  
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 Seventh Planning District Consortium  
 Workforce Development Board

Chair Person  
 \_\_\_\_\_  
 Title