



# THE COORDINATING & DEVELOPMENT CORPORATION

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**Jack “Bump” Skaggs, President and CEO**

## **SEVENTH PLANNING DISTRICT CONSORTIUM WORKFORCE DEVELOPMENT BOARD MEETING MINUTES**

Wednesday, June 19, 2019 at 11:30 a.m.  
Silver Star Smokehouse, Bossier City, Louisiana

### **I. Call to Order, Invocation, and Roll Call:**

Ms. Lynne Given, Vice-Chairperson for The Seventh Planning District Workforce Development Board, called the quarterly meeting to order at 11:30 a.m. Mr. Brent Moreland, Business Manager for the International Brotherhood of Electrical Workers Local 194, said the Pledge of Allegiance to the Flag; Mr. Nicholas Olsen, Monitor for The Coordinating & Development Corporation (CDC), gave the invocation; Ms. Given introduced the special guests; and Ms. Susan Butler, Administrative Assistant to the Workforce Development Board, called roll for the Board members and recorded the minutes.

Members in Attendance: Treva Askey, Michael Barrett, Michael Chamlee, Eugene Fremeaux II., Lynne Given, Brandon Hillman, Matt LaFisca, Dr. Earl W. Meador, Patricia Moore, Brent Moreland, Bruce Roberts, David “Rocky” Rockett Jr., The Hon. Reggie Roe, Clifton Starks, and John “Chuck” Vaughan III.

Members Not in Attendance: Leighton Allen, Jeremy Ashby, Julie Bass, Nakeeta Demery, Mary Duncan, Ashley Ezell, Patrick Harrington, Dakota Robinson, Curtis Shepard, and Matt Wheeler

Staff Attending: Susan Butler, Linette Culpepper, Helen Hall, Daniel Hodson, Nicholas Olsen, Terri Remedies, Craig Sheppert, Mary Helen Simms, Jack “Bump” Skaggs, Melissa Upp, Chardia Veal, and Desiree Young.

Special Guest Attending: Senator Ryan Gatti (Louisiana State Senate, District 36), and The Honorable Doug Rimmer (Bossier Parish Police Jury).

Other Guest Attending: Bruce Busada (Diesel Driving), Tim Cain (Claiborne Office of Community Services), Sarah Carter (Minden Medical Center), Bridgette Clark (The City of Shreveport), Connie Carrasco (Ally Real Estate), Antoinette Livingston (Southern University-Shreveport), Lynne McCoy (Bossier Parish Community College), Victor McGee (MINACT Inc./Shreveport Job Corps), Arien Ragster (MINACT Inc./Shreveport Job Corps), Brian Teegardin (Louisiana Workforce Commission), and Herman Vital (The City of Shreveport).

New Board Members: The Hon. Reggie Roe with Reggie Roe Builders, Inc. in DeSoto Parish. Mr. Roe is also President of the DeSoto Parish Police Jury.

New CDC Staff and Staff Changes: Chardia Veal, new Account Executive for Natchitoches Parish. Helen Hall, Account Executive for Bossier Parish would be retiring June 28, 2019 after 41 years with CDC. Linette Culpepper, Account Executive for Claiborne and Webster Parishes would be taking Helen Hall's place in Bossier. Debbie Robertson, Account Executive for DeSoto Parish would be retiring July 5, 2019 after 15 years. The Account Executive position for Claiborne and Webster Parishes has been advertised on the CDC website, Louisiana Workforce Commission's Website HiRE, and on Indeed and should be filled by July.

Board Member Resignation: Curtis Shepard with MINACT, Inc./Shreveport Job Corps.

## **II. Review of Correspondence:**

There was no correspondence to be presented at this time.

## **III. Old Business:**

### **a. Approval of Minutes:**

Ms. Given presented the Workforce Development Board Meeting minutes dated March 13, 2019 and stated that the minutes were emailed to the Board members 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 the Board members. Board members who approved the Minutes were: Treva Askey, Michael Barrett, Michael Chamlee, Eugene Fremeaux II., Lynne Given, Brandon Hillman, Matt LaFisca, Dr. Earl W. Meador, Patricia Moore, Brent Moreland, Bruce Roberts, David "Rocky" Rockett Jr., The Hon. Reggie Roe, Clifton Starks, and John "Chuck" Vaughan III. There were no abstentions or oppositions.

## **IV. New Business:**

### **a. Oath of Office:**

Ms. Connie Carrasco, Notary/Realtor for Ally Real Estate, was called upon by Ms. Given to administer the Oath of Office to the Board members. Board members who were sworn to become a member of the Seventh Planning District Consortium Workforce Development Board were: Michael Chamlee, Eugene Fremaux II, Brandon Hillman, Dr. Earl Meador, Patricia Moore, and The Hon. Reggie Roe.

### **b. Approval on the Policy to Secure and Hold Employment:**

Mr. Craig Sheppert, Senior Program Monitor and EO Coordinator with The Coordinating & Development Corporation, stated that under the WIOA program, there was an eligibility category for out-of-school youth that required youth to be low-income and needed additional assistance to secure and hold employment. He said that the WIOA regulations would allow the local Workforce Development Board to define that criteria. Mr. Sheppert stated that this year we had used this eligible criterion more frequently for out-of-school youth in our program and decided it was time that we needed a board approved policy. He asked the Board to approve the Policy to Secure and Hold Employment. Ms. Given presented the Policy to Secure and Hold Employment and stated that the policy was emailed to the Board members in printed form without modification. Mr. Bruce Roberts motioned to approve the Policy and Mr. Matt LaFisca seconded the motion. The motion was unanimously approved by the Board members. Board members who approved the Policy to Secure and Hold Employment were: Treva Askey, Michael Barrett, Michael Chamlee, Eugene Fremeaux II., Lynne Given, Brandon Hillman, Matt LaFisca, Dr. Earl W. Meador, Patricia Moore, Brent Moreland, Bruce Roberts, David "Rocky" Rockett Jr., The Hon. Reggie Roe, Clifton Starks, and John "Chuck" Vaughan III. There were no abstentions or oppositions.

c. Approval of the One-Stop Operator Contract Renewal:

Mr. Hodson stated that the One-Stop Operator contract with One-Stop Community Solutions, Inc. was up for renewal. He said that CDC was very satisfied with Ms. Sattler's performance and would like to recommend to the Board that they approve her contract as the One-Stop Operator for one more year. He also mentioned that CDC would be making a line-item budget change on travel, and this would change the total contract amount from \$73,000 to \$98,000. Mr. Jack Skaggs, President and CEO for The Coordinating & Development Corporation, stated that Ms. Sattler had created a checklist for all the Business and Career Solutions Centers which provided feedback on property maintenance, program operation, as well as, pamphlet and brochure display, and to date, he said the checklist has proven to be functional and successful. He said that new techniques in marketing and media to modernize the centers are forthcoming, as well as, the installation of a KIOSK machine in all the centers. There were no questions.

Ms. Given asked the Board for a motion to approve the renewal of One-Stop Community Solutions, Inc. contract as the One-Stop Operator for LWDA 70. Mr. Clifton Starks so motioned, and Dr. Earl Meador seconded the motion. The motion was unanimously approved by the Board members. Board members who approved the renewal of the One-Stop Operator's Contract were: Treva Askey, Michael Barrett, Michael Chamlee, Eugene Fremeaux II., Lynne Given, Brandon Hillman, Matt LaFisca, Dr. Earl W. Meador, Patricia Moore, Brent Moreland, Bruce Roberts, David "Rocky" Rockett Jr., The Hon. Reggie Roe, Clifton Starks, and John "Chuck" Vaughan III. There were no abstentions or oppositions.

d. Activities Report:

Mr. Hodson directed the Board's attention to his report on Page 5 of the Workforce Development Board Meeting Quarterly Report and stated that enrollments had increased for this year. They now have 177 new participants enrolled and currently have 260 active participants. He said that approximately 22,000 customers had visited our Business and Career Solutions Centers in all ten parishes of Northwest Louisiana. Mr. Hodson stated that Ms. Mechelle Broussard, Business Services Representative for the Louisiana Workforce Commission, has written 13 On-the-Job Training Contracts (OJT) this year with four newer contracts forthcoming. He said that we had obligated \$351,339.00 and expended \$104,341.00 on the OJT Program. Mr. Hodson stated that at our next meeting in September, Ms. Broussard would be attending and presenting the OJT report. Mr. Hodson directed the Board's attention to Pages 9-11 of the Workforce Development booklet and highlighted some of the training programs that we operate, as well as, program initiatives that were currently ongoing. There were no questions.

e. One-Stop Operator's Report:

Mr. Hodson directed the Board's attention to the One-Stop Operator's Report on Pages 12-16 of the Workforce Development Board Meeting Quarterly Report and stated that Ms. Sattler, One-Stop Operator with One-Stop Community Solutions, Inc., was attending a One-Stop Operator's Conference and could not be here to give her report. He stated should anyone have a question concerning Ms. Sattler's report, to please contact him.

f. Monitoring Report:

Mr. Sheppert directed the Board's attention to his report on Pages 17-19 of the Workforce Development Board Meeting Quarterly Report and stated that he, and Mr. Nicholas Olsen monitored Coastal Truck Driving School in three phases.

He said that at the time of the review in Phase 1, they reviewed 47 participants' HiRE entries; forty-one or 87% had successfully completed their training and obtained a Class A Commercial Driver's License. Of the 30 participants who had been exited from the WIOA program with a CDL, twenty or 67%, had obtained a training-related job – a vehicle driving job requiring a CDL. Five participants had returned to a job with a previous employer, and five participants had been exited from the WIOA program with no employment information. Among these five participants, three dropped out from the training.

He stated that at the time of review in Phase II, the Individual Training Accounts issued to the 47 participants obligated was \$239,515 in WIOA funds. He said that since 2018, he had noticed different obligated amounts. \$4,995 for participants attending training at the school's facility in Calhoun and \$5,245 for participants attending training at school's facility in Alexandria. He said that one of their primary objectives of the Phase 2 monitoring was to find out the reasons behind this \$250 difference since the trainings were the same at both facilities. Mr. Sheppert stated that the manager at the Calhoun school explained to him since many of his students could not afford the \$100 registration fee and the \$150 cost for instructional materials, he did not charge these students for these expenses. Mr. Sheppard said that he informed the manager that if these costs were charged to every student attending training at the Calhoun facility, they could legitimately be included in the participant's ITA and the WIOA program could pay for it.

Mr. Sheppert stated that at the time of review in Phase III, he and Mr. Olsen conducted a monitoring visit to the training facility in Calhoun (Ouachita Parish). They met with the school's manager Mr. Xavier Frazier and interviewed six WIOA participants. The participants indicated that they were pleased with the training, as well as, their instructors. There were no problems reported by the six participants. There were no questions by the Board.

g. Youth Report:

Ms. Mary Helen Simms directed the Board's attention to her report on Page 20 of the Workforce Development Board Meeting Quarterly Report and stated since the last quarter, they had held seven or eight youth recruiting events to entice more youth to be part of our program, and they have had 16 new enrollments. She introduced Ms. Melissa Upp, Youth Placement Coordinator for The Coordinating & Development Corporation. Ms. Simms stated that Ms. Upp works with Youth Work Experience and should a Board member know of a business that would like to place a Youth in Work Experience, to please contact Ms. Upp. Ms. Simms stated that the Pre-Apprenticeship CDL Program Initiative with Diesel Driving Academy would be ending June 30, 2019 and other youth initiatives with Ben D. Johnson Center in Natchitoches and General Dynamics in Bossier were working out well. Ms. Simms ended by stating should a Board member have any questions about the youth program to please contact her. There were no questions.

h. Workforce Events and Updates:

Mr. Hodson directed the Board's attention to Pages 21-25 of the Workforce Development Board Meeting Quarterly Report and reported some of the events that CDC and LWC were involved in since the last quarter such as: layoffs, plant closures, job fairs, and ribbon cuttings. Mr. Clifton Starks, President of the Central Trades Labor Council, asked were we able to help any of the individuals involved in a layoff with job placement through the job fairs?

Mr. Hodson answered we do not have the ability to track whether an individual goes to work, but we do try to assist them any way we can through our job fairs by providing employers who are hiring. He said that Mr. Steve Posey was our LWC Rapid Response Coordinator and upon notification that there was going to be a layoff or plant closure, Mr. Posey would go out to the facility along with one of our Account Executives to explain our program to the affected employees.

Ms. Lynn Given, Manager of Human Resources with International Paper, Inc., stated that from an employer's perspective, having CDC and LWC coordinate a job fair and orchestrate recruitment was a tremendous help to her company. She said that her company hired three employees who were laid-off from the Dolet-Hills Mine lay off. Mr. Brent Moreland, Business Manager with International Brotherhood of Electrical workers, said that some of the electricians that were laid-off from the Dolet-Hills Mine found employment. Mr. Hodson asked Mr. Moreland to stand and said that we have had a continuing relationship with Mr. Moreland's company by participating in their apprenticeship program. He stated that we had added five new apprentices this year. Our WIOA programs assist with workbooks, tools, and boots. He thanked Mr. Moreland for his contribution to our Workforce Development Board, as well as, to our WIOA program. There were no questions.

i. Workforce Development Board Training:

Mr. Hodson stated that the City of Shreveport's Department of Community Development hosted a Workforce Development Board Training Seminar on May 14, 2019 at the Hilton Downtown Hotel in Shreveport, LA. He said both Workforce Development Boards from LWDA 70 and 71 were invited and encouraged to attend. Ms. Cassandra Large, State Coordinator for Targeted Populations with the Louisiana Workforce Commission, was the guest speaker. Board members were taught about their roles and responsibilities as a Workforce Development Board member. Mr. Hodson thanked the Board members who attended the seminar and for their excellent feedback. Mr. Herman Vital with the City of Shreveport also thanked the Board for attending and said that he hoped to have more events like this soon.

**V. Other Business:**

a. Personal Financial Disclosure and Ethics:

Mr. Hodson stated that as a Workforce Development Board member, they were required to submit their Personal Financial Disclosure to the Louisiana Board of Ethics by May 15, 2019, and to call the CDC office should a member need a copy of the form. He reminded the Board that they were required by law to take the ethics training on-line by December 31, 2019. The ethics training website is <http://ethics.la.gov/SeminarRegistration/>. Mr. Hodson 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:**

Ms. Givens stated that the next Workforce Development Board Meeting would convene on Wednesday, September 11, 2019, at The Veterans Network Center, 4000 Viking Drive, Bldg A, in Bossier City, LA 71111. Mr. Hodson commented that CDC owns two buildings at this site. He said that one of the buildings had been renovated in the front part of Building A which houses two centers for veterans, the Warrior Network Center and the Veteran's Network Center.

Mr. Hodson stated that CDC had a staff member, Ms. Ambra Hoffman, Account Executive for Veterans, working at the Veteran's Network Center who would be working with veteran transits coming in and out of Barksdale Air Force Base, as well as, veterans in Northwest Louisiana.

Mr. Jack Skaggs, President and CEO for The Coordinating & Development Corporation, stated that as a workforce board, they were unique to many parts of our Region, because of Barksdale Air Force Base. He stated that roughly 1,000 people on a yearly basis transfer to the base or were being discharged from the military with many trailing spouses who had to leave a job to follow their spouse. He stated that the trailing spouse or the discharged veteran could possibly be eligible for our WIOA dislocated worker program, so we decided that this is where our focus should be, and a position was created to be used as a tool to introduce the service member to our WIOA program.

Mr. Skaggs stated that CDC had partnered with the Warrior Network Center, who is averaging approximately 900 people a month coming through the center. He said that this was giving us 900 exposures to talk about our program and services that we could provide. He noted that one of the struggles veterans were facing was that there are many veteran's resource centers located throughout the community, but they are not talking to each other. To rectify this, he said that Ms. Hoffman, was compiling a list of all the veteran's resource centers and what they have to offer. He said that our goal was to be a one-stop shop and tie all of this into the workforce to where the military, and their families would stay here. He ended by saying that the WIOA Grant does not allocate funding for marketing, so we are having to rely on word-of-mouth to get the word out about our programs. There were no questions.

#### **VII. Adjournment:**

Ms. Given asked if there was any further business to come before the Board at this time. Mr. Hodson asked Mr. Bruce Busada to stand, and he recognized Mr. Busada as the owner of Ayer's Business College and Diesel Driving Academy. He also stated that Mr. Busada was on the Louisiana State Workforce Board and was glad to see him here today and thanked him for his contribution to our Workforce Development Board, as well as, to our WIOA program. There being no further business, the meeting was adjourned at 12:30 p.m.

#### **VIII. Certification:**

I, Susan Butler, Administrative Assistant 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 19, 2019. A quorum of members was present.



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Susan Butler