



Jack “Bump” Skaggs, President and CEO

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

Wednesday, March 13, 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, of 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, Secretary to the Workforce Development Board, called roll for the Board members and recorded the minutes.

Members in Attendance: Treva Askey, Michael Barrett, Julie Bass, Nakeeta Demery, Mary Duncan, Ashley Ezell, Lynne Given, Matt LaFisca, Brent Moreland, Bruce Roberts, Dakota Robinson, David Rockett Jr., Clifton Starks, and John “Chuck” Vaughan III.

Members Not in Attendance: Leighton Allen, Jeremy Ashby, Michael Chamlee, Brad Daniel, Eugene Fremeaux II, Patrick Harrington, Brandon Hillman, Dr. Earl W. Meador, Patricia Moore, Curtis Shepard, and Matt Wheeler.

Staff in Attendance: Nada Attaway, Susan Butler, Daniel Hodson, Nicholas Olsen, Angie Rymer, Craig Sheppert, Mary Helen Simms, and Jack “Bump” Skaggs.

Other Guests in Attendance: Bruce Busada (Diesel Driving), Connie Carrasco (Ally Real Estate), Julia Chitman (Shreveport Job Corps), Bridgette Clark (The City of Shreveport), Antoinette Livingston (Southern University in Shreveport), Lynne McCoy (Bossier Parish Community College), Laurie Morrow (CLTCC – Natchitoches), Arien Ragster (Shreveport Job Corps), The Hon. Doug Rimmer (President of the Bossier Parish Police Jury), The Hon. Reggie Roe (President of the DeSoto Parish Police Jury), Candle Sattler (One-Stop Community Solutions, Inc.), and Brian Teegardin (Louisiana Workforce Commission).

New Board Members: Leighton Allen with Berkshire Hawthaway Home Services, representing Services; Treva Askey with Northwest Louisiana Technical College/Minden, representing Adult Education; and Matt LaFisca with Shreveport Area Electrical JATC, representing Registered Apprenticeship.

Board Resignations: Brad Daniel with Gibsland Bank and Trust, and Stephen Long with Northwest Louisiana Technical College.

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

There was no correspondence to be presented at this time.

## **III. Old Business:**

### Approval of Board Meeting Minutes:

Ms. Given presented the Workforce Development Board meeting minutes dated September 19, 2018 and December 5, 2018, in printed form without modification to the Board members. Mr. Clifton Starks motioned to approve the minutes and Mr. Bruce Roberts seconded the motion. The motion was unanimously approved. Board members who approved the minutes were: Treva Askey, Michael Barrett, Julie Bass, Nakeeta Demery, Mary Duncan, Ashley Ezell, Lynne Given, Matt LaFisca, Brent Moreland, Bruce Roberts, Dakota Robinson, David Rockett Jr., Clifton Starks, and John "Chuck" Vaughan III. There were no abstentions or oppositions to the approval of the minutes.

## **IV. New Business:**

### a. Approval of Regional Plan for LWDA 70:

Mr. Hodson, Local Area Coordinator with The Coordinating & Development Corporation, began by saying that in 2016, a year and a half after the WIOA program was signed into law, all local workforce areas were required to develop a Regional/Local Plan. He said that in conjunction with the City of Shreveport, and mandated WIOA partners, a plan was completed and sent to the Louisiana Workforce Commission. Mr. Hodson stated that every two years that plan must be updated. The Coordinating & Development Corporation along with The City of Shreveport had recently developed an Amended Regional/Local Plan as a draft and emailed it to all the members of both Workforce Development Boards for review and comments. He said that a notice of the amended plan was published as a legal notice in The Times initiating a 30-day public comment period and was also placed on the CDC website at [www.cdconline.org](http://www.cdconline.org). Mr. Hodson said that the major change to the plan was updating the labor-market information. He asked the Board to approve the Region 7 Amended Regional/Local Plan which was due at the end of March to the Louisiana Workforce Commission in Baton Rouge, LA.

Ms. Given then asked for a motion to approve the Amended Regional/Local Plan for LWDA 70 that was previously sent by email to the Board members. Mr. Bruce Roberts motioned to approve the Regional Plan and Mr. Clifton Starks seconded the motion. The motion was unanimously approved. Board members who approved the Regional Plan for LWDA 70 were: Treva Askey, Michael Barrett, Julie Bass, Nakeeta Demery, Mary Duncan, Ashley Ezell, Lynne Given, Matt LaFisca, Brent Moreland, Bruce Roberts, Dakota Robinson, David Rockett Jr., Clifton Starks, and John "Chuck" Vaughan III. There were no abstentions or oppositions to the approval of the Amended Regional/Local Plan.

### b. Oath of Office:

Ms. Connie Carrasco, Realtor and Notary 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 in order to become a member of the Seventh Planning District Consortium Workforce Development Board were: Treva Askey, Michael Barrett, Julie Bass, Nakeeta Demery, Mary Duncan, Ashley Ezell, Lynne Given, Matt LaFisca, Brent Moreland, Bruce Roberts, Dakota Robinson, David Rockett Jr., Clifton Starks, and John "Chuck" Vaughan III.

c. Introduction of New CDC Staff:

Ms. Angie Rymer, Director of Workforce Development with The Coordinating & Development Corporation, began by saying that she is looking forward to having Ms. Ambra Hoffman, the new CDC Account Executive for Veterans, come on board and could not wait to introduce her to the Board. Mr. Jack Skaggs, President and CEO of The Coordinating & Development Corporation, stated that Ms. Hoffman would be working out of the Veteran's Network Center in Bossier City, LA and would be visiting with veterans coming out of the service. He said that many of the veterans could qualify for the WIOA program and be considered a dislocated worker. He said that Ms. Hoffman then would be able to introduce him or her to our program and partnering universities. Mr. Skaggs affirmed that this was going to be a great opportunity for veterans in our area and for Barksdale Air Force Base.

Mr. Brent Moreland, with International Brotherhood of Electrical Workers Local 194, suggested that Ms. Hoffman could also introduce the Apprenticeship program as well as, the WIOA program. He said that they have an Apprenticeship program called "Helmets to Hard Hats" <https://helmetstohardhats.org/>, which is a national, nonprofit program that connects National Guard, Reserve, retired, and transitioning active-duty military service members with skilled training and quality career opportunities in the construction industry. He said the program is designed to help military service members successfully transition back into civilian life by offering them the means to secure a quality career in the construction industry. Mr. Moreland stated that this would make a great resource for veterans, and they could get advance credit in this program as well.

Mr. Skaggs ended by saying that The Coordinating & Development Corporation is in the process right now of building a database that would connect veterans to all these organizations. He encouraged the Board to reach out to him or to Ms. Rymer should they desire more information on this great opportunity. There were no questions.

d. Other Reports:

1. Activities Report:

Mr. Hodson directed the Board's attention to the Activities Report in the Workforce Development Quarterly Report and stated since the beginning of our program year, which runs from July 1st and ends the following June 30th, approximately 15,000 customers have visited our ten Business and Career Solutions Centers. He said that we have ten active On-the-Job Training (OJT) contracts through our business services and have served 30 participants through these contracts. Mr. Hodson stated that at present, we had enrolled 270 participants in 2018 and in the first two months of 2019. He said that our Business Consultant with LWC is currently working on a contract in Sabine Parish and hoping to get that contract written soon. Mr. Hodson ended by saying that one of CDC's goals was to increase enrollment and expend the WIOA training dollars. There were no questions.

2. One-Stop Operator Report:

Ms. Candle Sattler, One-Stop Operator for One-Stop Community Solutions, Inc. stated that One-Stop Community Solutions, Inc. along with The Coordinating & Development Corporation and Louisiana Workforce Commission hosted several workforce training events in the area.

She stated that on January 17, 2019, a State Monitor Advocate with the Louisiana Workforce Commission provided training on the updated federal reporting requirements pertaining to migrant and seasonal farm workers. Approximately 20 participants attended the training.

Ms. Sattler said that on March 6, 2019, The Coordinating & Development Corporation along with The City of Shreveport collaborated in a one-day training conducted by the Workforce Innovation Technical Assistance Center (WINTAC) at Southern University in Shreveport. She said WINTAC has worked with numerous state and local workforce boards and American Job Centers to determine the best services for their area. Ms. Sattler stated that several of our partnering agencies attended the workshop, as well as, approximately 40 participants. Ms. Sattler stated that the U.S. Census Bureau had hosted several hiring events in Bossier, DeSoto, and Webster parishes. She said that a new Resource Guide had been created for the Business and Career Solutions Centers and is now available at all the Centers. Ms. Sattler ended by saying that there would be other training sessions forthcoming at the Bossier Center as well. There were no questions.

### 3. Monitoring Report:

Mr. Craig Sheppert, Equal Opportunity Coordinator and Program Monitor for The Coordinating & Development Corporation, stated that on January 29 and January 31, 2019, he and Mr. Nicholas Olsen, Program Monitor, monitored an On-the-Job Training (OJT) Contract with Bossier Family Medicine, LLC. He said that this was Bossier Family Medicine's second OJT Contract with The Coordinating & Development Corporation. Their first OJT Contract was monitored in August of 2017, and the WIOA participant hired through that contract was still working for the business. Mr. Sheppert stated that two WIOA adult participants were hired through the current contract for a Medical Receptionist/Secretary position. One participant was a Shreveport resident, and the other was a Bossier City resident and a military veteran. They were able to interview both participants, and no problems were reported. Mr. Sheppert ended by saying that at the time of the monitoring visit, the business received \$6,520 in OJT reimbursements for both participants. There were no questions.

### 4. Youth Report:

Ms. Mary Helen Simms, Youth Coordinator for The Coordinating & Development Corporation, stated that since our last meeting, Ms. Melissa Upp had been hired as our new Youth Placement Coordinator. She said that Melissa works mostly with youth work experience and that her job description had changed to recruiting youth. Ms. Simms stated that she has a Bossier Parish youth who currently needs to be placed at a worksite and should a Board member know about an employer, to please let her know.

Ms. Simms then directed the Board's attention to a flyer regarding CDL Pre-Apprenticeship Training. She stated that The Coordinating & Development Corporation was partnering with Diesel Driving and Schneider Trucking to provide training for our youth. She stipulated that the training could only be for youth 21 to 24 years old, and they must be out-of-school, meet eligibility, and there was no limit as to how many youth could be in the program. She said that once the participant completed the CDL program and graduated, the participant was guaranteed a job with Schneider Trucking for one year.

Ms. Simms stated that funding for this program was only good through June 30, 2019. Mr. David Rockett, Jr., with Greater Bossier Economic Development Foundation asked if there was a grace period in our policy. Ms. Rymer replied that there was no grace period.

Mr. Clifton Starks with Central Trades Council of Shreveport and Ms. Lynne Given with International Paper Inc. asked why the age limit stopped at 24 years old. Ms. Simms answered

that the youth must be 21 to 24 years old to participate in the CDL pre-apprenticeship program. Ms. Rymer said that the Federal program requirement is 16 to 24 years old, but our local policy requirement is 17 to 24 years old.

Mr. Bruce Busada with Diesel Driving Academy, stated that the age limit of 21 to 24 years old has to do with insurance and crossing state lines. Mr. Busada said that once the participant starts employment, he or she would start receiving benefits, and if they performed well, would be able to receive a bonus. Ms. Rymer stated that while the youth is in the pre-apprenticeship training, they will receive a stipend of \$20 a day to attend class. Then, when the youth moves to the lab portion of the training, they will receive work experience wages. Ms. Rymer stated that this Apprenticeship was not just for the trucking industry, it could be for the railroad, oil field, and a lot of other different companies once the participant obtained their CDL license. Ms. Rymer ended by saying that she would email a copy of the CDL flyer to all the Board members and that it was also posted on CDC's Facebook page, as well as, the Louisiana Workforce Commission's HiRE website.

#### 5. Workforce Events and Area Updates:

Ms. Rymer thanked Board members Mr. Matt LaFisca, Mr. Dakota Robinson, and Ms. Ashley Ezell for attending the Caddo Business and Career Solution's Center Ribbon Cutting in Vivian, LA, which was held on February 19, 2019. She stated that since the opening, Ms. Brenda Clark, CDC's Account Executive for Caddo Parish has already seen an increase in her numbers. An Administrative Assistant has also been hired in that office to help when Ms. Clarke is out in the field.

Mr. Rymer invited the Board and guests to another Ribbon Cutting for our Webster Business and Career Solutions Center in Minden, on April 4, 2019, at 2:00 p.m. She stated since the move, our numbers had stayed consistent and hopes that they would increase after the open house.

Ms. Rymer stated that she would be meeting with North Caddo Medical Center soon to talk about EMT partner training opportunities. She said that CDC was working with General Dynamics, which would involve all our programs (adult, dislocated worker, and youth) in our WIOA training program. Ms. Rymer stated that our focus in the past has been on out-of-school youth, but with this project, they were considering including in-school youth, as well, and partnering with the local high schools in our area. Ms. Rymer noted that she would also be meeting with Ben D. Johnston Educational Center in Natchitoches on March 18, 2019, to discuss how we could partner with out-of-school youth in Natchitoches Parish.

Ms. Rymer ended by saying that there is an App that could be downloaded to the Board members phone called LA HiRE. She asked the Board members to please refer someone who is looking for a job to that App. Ms. Rymer stated that the App was very easy to use and navigate.

She also encouraged the Board members to like us on CDC's Facebook page to keep abreast of what was going on in our company, as well as, our WIOA training programs.

Ms. Given remarked that International Paper was able to hire some of the laid-off employees from the Dolet Hills Lignite Mine through a recent job fair that was held on February 12, 2019 at the Dolet Facility. There were no questions.

**V. Other Business:**

Ms. Rymer 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. Ms. Rymer reminded the Board that as a Workforce Development Board Member, 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/>. Ms. Rymer said that this was very important and in order to maintain membership on the Board, 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. Given stated that the next Workforce Development Board Meeting for LWDA 70 was tentatively scheduled for June 19, 2019.

**VII. Adjournment:**

There being no further business, Ms. Given adjourned the meeting at 12:25 p.m.

**VIII. Certification:**

I, Susan Butler, Secretary 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 meeting dated Wednesday, March 13, 2019. A quorum of members was present.



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Susan Butler  
Workforce Development Board Secretary