



**THE
COORDINATING & DEVELOPMENT CORPORATION**

5210 Hollywood Avenue • P. O. Box 37005 • Shreveport, Louisiana 71133-7005
Phone/TDD: (318) 632-2022 • Fax: (318) 632-2099 • E-mail: info@cdconline.org
Internet: www.cdconline.org

**Jack "Bump" Skaggs
President and CEO**

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

Wednesday, March 14, 2018, at 11:30 a.m.

Ralph and Kacoo's Seafood Restaurant, Bossier City, Louisiana

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

Mr. Matt Wheeler, Chairman of the Seventh Planning District Workforce Development Board called the meeting to order at 11:45 a.m. Mr. John "Chuck" Vaughan III, Rehabilitation Regional Manager 2, for Louisiana Rehabilitation Services said the Pledge of Allegiance and gave the invocation. Ms. Susan Butler, Secretary to the Workforce Development Board, for The Coordinating & Development Corporation called roll, introduced the guests, and recorded the minutes.

Members in Attendance: Mr. Robert Anglin, Ms. Julie Bass, Ms. Nakeeta Demery, Ms. Mary Duncan, Mr. Eugene Fremeaux II, Ms. Lynne Given, Mr. Brandon Hillman, Mr. Ray Huddleston, Mr. Stephen Long, Mr. Brent Moreland, Mr. William T. Reynolds, Mr. Clifton Starks, Mr. John "Chuck" Vaughan III, and Mr. Matt Wheeler.

Members Not in Attendance: Mr. Michael Chamlee, Mr. Earl W. Meador, Ms. Patricia Moore, Mr. Bruce Roberts, Mr. David "Rocky" Rockett Jr., and Mr. Curtis Shepard.

Staff in Attendance: Mr. Jack "Bump" Skaggs, Ms. Nada Attaway, Ms. Sue Butler, Mr. Daniel Hodson, Ms. Angie Rymer, and Mr. Craig Sheppert.

Other Guests in Attendance: Mr. Richard Bates (NWLTC – Minden), Ms. Mechelle Broussard (LWC), Ms. Bridgette Clark (City of Shreveport), Ms. Paula Collins (Only Just the Beginning), Mr. Jay Cook (LWC), Mr. Jere Hatcher (LSUS), Ms. Rebecca Huff (Guest of Paula Collins), Ms. Gwendolyn Hughes (LWC), Ms. Margie Justice (Guest of Nada Attaway), Mr. Jacques Lasseigne Jr (LWC), Ms. Arien Ragster (Shreveport Job Corps), Ms. Janice Sneed (Southern University), Mr. Brian Teegardin (LWC), Mr. Herman Vital (City of Shreveport), Ms. Elizabeth William (Guest of Gwendolyn Hughes), and Mr. Larry Wilson (Shreveport Job Corps)

II. Review of Correspondence:

There was no correspondence to be presented at this time.

III. Old Business:

There was no old business to be presented at this time.

IV. New Business:

a. Action Items:

1. Approval of Minutes dated December 13, 2017, of the Workforce Development Board Meeting:

Mr. Wheeler presented the Workforce Development Board Meeting Minutes dated December 13, 2017, in printed form without modification, Ms. Lynne Given motioned to approve the minutes, and Mr. Clifton Starks seconded the motion. The motion was unanimously approved. Board members that approved the minutes were: Mr. Robert Anglin, Ms. Julie Bass, Ms. Nakeeta Demery, Ms. Mary Duncan, Mr. Eugene Fremeaux II, Ms. Lynne Given, Mr. Brandon Hillman, Mr. Ray Huddleston, Mr. Stephen Long, Mr. Brent Moreland, Mr. William T. Reynolds, Mr. Clifton Starks, Mr. John "Chuck" Vaughan III, and Mr. Matt Wheeler. There were no abstentions or opposition.

2. Approval of WIOA/CDC Policies.

Mr. Wheeler presented the following WIOA policies as one vote, in printed form without modification: OJT Policy, Youth Policy, Case Closure Exit Policy, Follow-up Policy, Youth Work Experience Policy, Business and Career Solutions Center Policies and Procedures, One-Stop Policies and Procedures, and Individual Training Account Policy. Mr. Clifton Starks motioned to approve the WIOA policies and Mr. Eugene Fremeaux II seconded the motion. The motion was unanimously approved. Board members that approved the WIOA policies were: Mr. Robert Anglin, Ms. Julie Bass, Ms. Nakeeta Demery, Ms. Mary Duncan, Mr. Eugene Fremeaux II, Ms. Lynne Given, Mr. Brandon Hillman, Mr. Ray Huddleston, Mr. Stephen Long, Mr. Brent Moreland, Mr. William T. Reynolds, Mr. Clifton Starks, Mr. John "Chuck" Vaughan III, and Mr. Matt Wheeler. There were no abstentions or opposition.

b. Other Reports:

1. Cooperative Endeavor Agreement and WIOA Youth Flyer:

Ms. Angie Rymer, Director of Workforce Development for The Coordinating & Development Corporation, stated that CDC is working with the school boards superintendents in our ten-parish area to let them know that when a student chooses not to graduate the traditional way and leaves the school system, the WIOA program is available to that student. She said she is counting on the Superintendents to designate someone like a counselor or a Child Welfare School employee to give that student information on our WIOA program, as well as, our Account Executives receiving information on that student. Mrs. Rymer said once our Account Executives receive the information, they could get in touch with that student and try to guide them on new career path. Ms. Rymer also directed the Board's attention to a WIOA Youth Flyer and said that the superintendent have a copy of that as well. There were no questions.

2. Budgets and Operating Statements:

Ms. Nada Attaway, Comptroller for The Coordinating & Development Corporation, directed the Board's attention to a summary of the Budgets and Operating Statements for the first quarter. There were no questions.

3. Personal Financial Disclosure and Ethics:

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, 2018. Ms. Rymer provided a handout of the Seventh Planning District Consortium Workforce Development Board Matrix for LWDA 70 to the Board members which contained information on the name of our Board, the Board member's appointment and ending dates, as well as, contact and fax information. 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, 2018. The ethics training website is <http://ethics.la.gov/SeminarRegistration/>. She stated that this was very important, and failure to comply with the training or filling out the Personal Financial Disclosure could result in a serious fine up to \$1,500. There were no questions.

4. Activities Report:

Mr. Daniel Hodson, Local Area Coordinator, for The Coordinating & Development Corporation, reported that they have 112 participants in the program. Currently, they have 3 active OJT Contracts with two more contracts forthcoming. Two participants were enrolled in the OJT program, 59 adults, 23 dislocated workers, and 28 youth were enrolled in classroom training. Mr. Hodson introduced Ms. Mechelle Broussard as our Business Consultant for LWC and said that Mechelle writes the On-the-Job Training (OJT) Contracts, should anyone be interested in partnering with our program. There were no questions.

5. Employer Seminar:

Ms. Mechelle Broussard, Business Consultant for the Louisiana Workforce Commission, stated The City of Shreveport, The Coordinating & Development Corporation, and The Louisiana Workforce Commission hosted the 2018 Employer Seminar, "*Keeping Employers in the Know*" on Wednesday, January 24, 2018. She said Louisiana's Region 7 Workforce Team organized the seminar to provide information to our area employers and to inform them of ways we could help them save time, money, handle everyday workforce challenges, and answer questions to enhance their business operation. The seminar was held at Riverview Hall in Shreveport, Louisiana. Fifty-seven people from various businesses attended the seminar throughout our area and throughout every industry. Ms. Broussard gave a summary of the speakers and said there was strong audience participation from the employers and excellent feedback. There were no questions.

6. Monitoring Report:

Mr. Craig Sheppert, EO Coordinator and Program Monitor for The Coordinating & Development Corporation, stated that during 2016, CDC had obligated a little over \$100,000 of our WIOA adult funds to send 37 participants to Licensed Practical Nurse Programs in eight schools in our region. He said it usually takes a year to 18 months to complete an LPN Degree, so he decided to look back and see how many of those 37 participants had completed their training and how many obtained employment. Mr. Sheppert said that 19 of the 37 participants completed the LPN program.

He said that 19 participants had exited the program. He said that seven of those 14 had found a job as an LPN, and seven of those 14 had no employment information. He said that six of the 37 participants had dropped out, and 12 of that 37 participants had not completed their training. He thanked the Board for their approval on the Case Closure Exit Policy to put in place Case Management procedures that will prevent our Account Executives from exiting a participant from the WIOA program before CDC had a chance to see if they could obtain information on their employment status.

Mr. Wheeler stated that his company currently has 10 LPN positions open that they could not fill and asked how the employers could merge somehow with the school systems. Ms. Sneed with Southern University said that she had 8 LPNs graduate from her school and she would forward that information on to Mr. Wheeler. Mr. Moreland suggested that one way to resolve this issue would be to marry an apprenticeship program with the WIOA On-the-Job Training Program. Mr. Wheeler stated that it was not just the LPN program, it could be any program such as Welding. He suggested that a month before graduation, that the graduates would be given a list of potential job openings across the state. Mrs. Rymer stated that our Account Executives with the help of Mechelle could be of a great assistance in that area by contacting the schools to get information on their graduates in return they could notify the employer for possible placement. There were no questions.

V. Other Business

Other documents included in the packet were: Agenda, minutes, Sample Copy of the Cooperative Endeavor Agreement, WIOA Youth Flyer, OJT Policy, Supportive Services Policy, Youth Policy, Exit Policy, Follow-up Policy, Youth Work Experience Policy, Business and Career Solutions Center Policies and Procedures, One-Stop Operator Policies and Procedures, and Individual Training Account Policy, Activities Report, Monitoring Report, Progress Status Report, LWDB 70 Matrix, Personal Financial Disclosure, WIOA Ethics Board Requirement, and Newspaper articles collected for the first quarter of 2018.

VI. Next Workforce Development Board Meeting:

The Workforce Development Board Meeting for LWDA 70 will be for June 20, 2018.

VII. Adjournment:

There being no further business, Mr. Wheeler adjourned the meeting at 12:20 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 dated Wednesday, March 14, 2018. A quorum was present.



Susan Butler
Workforce Development Board Secretary