



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, September 27, 2017 at 11:30 a.m.

Ralph and KaCoo’s Seafood Restaurant
Bossier City, Bossier Parish, LA

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 11:30 a.m. Mr. John “Chuck” Vaughan, III., gave the Invocation. Mrs. Susan Butler, Secretary to the Workforce Development Board, called roll, introduced the guests, and recorded the Minutes.

Members in Attendance: Julie Bass, Michael Chamlee, Nakeeta Demery, Earl W. Meador, Ray Huddleston, Stephen Long, Brent Moreland, William Reynolds, Bruce Roberts, David “Rocky” Rockett, Jr., Clifton Starks, John “Chuck” Vaughan, III, and Matt Wheeler.

Members Not in Attendance: Robert Anglin, Mary Duncan, Eugene Fremeaux, II, Lynne Given, Brandon Hillman, Patricia Moore, and Curtis Shepard.

Staff in Attendance: Knox Ross Jr., Jack “Bump” Skaggs, Nada Attaway, Sue Butler, Daniel Hodson, Angie Rymer, and Craig Sheppert.

Other Guests in Attendance: Richard Bates (Northwest Louisiana Technical College), Bridgette Clark (The City of Shreveport), Dianne Clark, (Northwest Louisiana Technical College), Deborah Cloud (Department of Children and Family Services), Jay Cook (Louisiana Workforce Commission), Gayle Flowers (BPCC), Frankie Henderson (Project AYUDA), Don Howard (Southern University), Gwendolyn Hughes (Louisiana Workforce Commission), Herman Vital (The City of Shreveport), and Jessie Walker (guest of Frankie Henderson).

Resignations from the Board: Dianne Clark, Chief Workforce Development Officer, Northwest Louisiana Technical College – Mansfield Campus, and Deborah Cloud, Regional Administrator, The Department of Children and Family Services.

Newest Members to the Board: Michael Chamlee, Economic Stability Parish Manager with the Department of Children and Family Services and Earl W. Meador, Director of Northwest Louisiana Technical College in Minden, LA.

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 from LWDB 70 Meeting dated June 14, 2017:

Mr. Wheeler presented the Workforce Development Board Meeting Minutes dated June 14, 2017, in printed form without modification. Mr. Bruce Roberts motioned to approve the Minutes, and Mr. Clifton Starks seconded the motion. The motions were unanimously approved by the Board. Board members that approved the Minutes were: Julie Bass, Michael Chamlee, Nakeeta Demery, Earl Meador, Ray Huddleston, Stephen Long, Brent Moreland, William Reynolds, Bruce Roberts, David "Rocky" Rockett, Jr., Clifton Starks, John "Chuck" Vaughan, III, and Matt Wheeler. There were no abstentions or oppositions.

B. Reports and Other Business:

1. Presentation of Budgets:

Ms. Nada Attaway, Director, Division of Workforce Development for The Coordinating and Development Corporation presented the budgets for Administration, Adult, Youth, and Dislocated Worker for the third quarter of 2017. There were no questions.

2. Louisiana Workforce Commission Monitoring Report for LWDA 70:

Ms. Attaway said that the Louisiana Workforce Commission is required by law to come into our office and monitor our files. She then directed the Board's attention to two handouts. The first handout was a copy of the LWC's Compliance and Monitoring Desk and Onsite Review conducted in February of 2017. She stated that the purpose of the review was to evaluate the management and administration of The Coordinating and Development's WIOA Programs to determine if our programs were operating in compliance with Federal requirements. There were 14 compliance findings and 2 areas of concern. The second handout was a copy of The Coordinating and Development Corporation's response to LWC's Desk and On-Site Review dated September 13, 2017. There were no questions.

3. CDC Monitoring Report:

Mr. Craig Sheppert, Monitor and EO Coordinator for The Coordinating and Development Corporation, directed the Board's attention to two of CDC's OJT monitoring visits. The first handout was a copy of a monitoring visit to Moffet Enterprise conducted on August 2, 2017. Mr. Sheppert stated that this contract obligated \$51,480 in WIOA funds for nine OJT positions. Mr. Sheppert's report stated that there were no findings that consisted of a violation under our program, however, there were some concerns related to the employment status of the WIOA participants hired through the contract. He said that during the months of April and May of 2017, six WIOA participants were hired for store management positions. Of the six that were hired, one participant had been terminated due to unsatisfactory job performance, one did not report to work, and one requested to be placed in part-time employment as a cashier. Mr. Sheppert said because of these issues, a meeting was scheduled with company officials. He said that after the meeting, it was decided by CDC to not let the business hire any additional WIOA participants through this contract until they saw the employment outcomes of the last three remaining participants. Mr. Matt Wheeler asked what the salary was of these Store Managers. Mr. Sheppert answered, most of them were paid \$10 an hour and one position was paid \$12 an hour.

Mr. Sheppert said that the second handout was a copy of a monitoring visit to Bossier Family Medicine on August 30, 2017. He said that the contract obligated \$15,600 in WIOA funds for three Medical Receptionist/Secretary OJT positions. One WIOA participant had been hired through the contract. The monitoring visit and desk review disclosed no concerns or findings requiring corrective action. There were no questions.

4. Personal Financial Disclosure:

Ms. Attaway directed the Board's attention to a handout on Personal Financial Disclosure and 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, 2017, or be subject to a fine. Ms. Attaway provided a handout of the Seventh Planning District Consortium Workforce Development Board Matrix for LWDA 70 which contained information on the name of our Board, the Board member's appointment and ending dates, as well as, contact and fax information. Mr. Rocky Rockett, Jr., asked how long it took to hear back from them once the Personal Financial Disclosure was submitted. Ms. Attaway replied, she didn't know, but if there was a problem, that he would receive a call. There were no other questions.

5. Ethics:

Ms. Attaway 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, 2017. The Ethics Training website is: <http://ethics.la.gov/SeminarRegistration/>, she stated that this was very important, and failure to comply with the training could result in a serious fine.

6. Changes in Staffing:

Ms. Attaway notified the Board that Ms. LaKendra Norwood, Account Executive for Natchitoches Parish had resigned and Mrs. Terri Remedies, Account Executive for Sabine Parish would be working in both the Natchitoches Office and the Sabine Office temporarily until the Natchitoches position was filled. She said that the position for the Natchitoches Account Executive was advertised on the Louisiana Workforce Commission's website through HiRE. Ms. Attaway also said that she was stepping down from the Director of Workforce Development position for CDC and would begin her new duties as CDC's Comptroller. She said the job for Director would be advertised and hoped that someone internally would fill that position. There were no questions.

7. Memorandum of Understanding (MOU) between the Seventh Planning District Consortium and One-Stop Delivery System Partners:

Ms. Attaway directed the Board's attention to the Memorandum of Understanding (MOU) between the Seventh Planning District Consortium and One-Stop Delivery System Partners. Ms. Attaway stated that the purpose of this document was to describe how the partners would use their various funding streams and resources to better serve their mutual customers, both job seekers and employers, through an integrated system of service delivery. She said there was apprehension in signing the document by some agency partners because they did not understand the new regulations and how this process should work. A meeting had been scheduled for October 24, 2017 at 10:00 a.m. at the Bossier Business and Career Solutions Center to clarify any misunderstandings on this infrastructure. She said that someone from the Louisiana Workforce Commission would also be attending the meeting. There were no questions.

8. Activities Report:

Mr. Daniel Hodson, Local Area Coordinator, for The Coordinating and Development Corporation, said that they have had approximately 7,000 customers come through our Centers since our last Board meeting in June. Mr. Hodson directed the Board's attention to the Activities Report and said that we currently have three OJT contracts: Bossier Family Medicine, Royale Services, and Moffett Enterprises. \$68,952 had been obligated for those three contracts and we have expended \$11,911. There are 130 active participants in the program which consists of 74 Adults, 22 Dislocated Workers, and 34 Youth. He recognized Mrs. Angie Rymer for enrolling quite a few youth into our Work Experience Program and commended her for her efforts to work closely with our Youth. There were no questions.

9. Youth Report:

Mrs. Angie Rymer, Youth Recruiter for The Coordinating and Development Corporation, gave a brief update on the HiSet program and said that we pay three months of the Youth's HiSet and help them get a job. She asked the Board if anyone knew of an employer, public or private, that needed some assistance at their company, or if they knew of any Youth that may have a need for our services to let her know. She said the most rewarding part of her job was to help a Youth obtain their goals. Mr. Matt Wheeler asked what age group could be part of the program. Mrs. Rymer replied the law states 16 to 24 years of age, but most employers prefer to hire someone at least 18 to 24 years of age. There were no other questions.

10. Documents included in the packet were:

Agenda, Minutes of June 14, 2017, WDB Meeting, LWC's Compliance and Monitoring Desk and Onsite Review, CDC's Response to LWC's Desk and Onsite Review, Moffet Enterprises Monitoring Report, Bossier Family Medicine Monitoring Report, Personal Financial Disclosure Statement, LWDB 70's Matrix, Ethics Requirements, Memorandum of Understanding Between the Seventh Planning District Consortium Workforce Development Board and One-Stop Delivery System Partners, Invitation to MOU/CAP Meeting for One-Stop Partners Only, Quarterly Progress Report, and Newspaper Articles Collected from the 3rd Quarter.

V. Next Workforce Development Board Meeting:

Mr. Wheeler stated that the next Workforce Development Board Meeting for LWDA 70 would be December 13, 2017.

VI. Adjournment:

There being no further business, Mr. Wheeler adjourned the meeting at 12:15 p.m.

VII. 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, September 27, 2017. A quorum was present.



Susan Butler
Workforce Development Board Secretary